White House Library Board Meeting Agenda
Billy S. Hobbs Municipal Center
Court Room
January 11, 2024

I.   Call TO ORDER
       A.   Roll call of Trustees
       B.   Welcome Visitors
II.   APPROVAL OF MINUTES FROM:
       a.   Library Board Minutes November 9, 2023
       b.   Budget Committee Minutes December 18, 2023
III.   PUBLIC COMMENTS
IV.   REPORTS
       A.   Regional Director
       B.   Library Director
              a.   Monthly Reports
              b.   Upcoming events/updates
              c.   Budget
              d.   State Standards update
       C.   Committees
            1. Executive
            2. Finance and Budget
                   a.   Budget proposal
            3. Marketing and Public Relations
            4. Policy Review
                   a.   Policy update
V.   UNFINISHED BUSINESS
VI.   NEW BUSINESS
       a.   Director evaluation
VII.   ADJOURN

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White House Library Board Meeting Minutes
Billy S. Hobbs Municipal Center
Court Room
November 9, 2023

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I. Call to Order: 7:00 PM
   A. Roll Call of Trustees
      1. Present: Katy Hornbeck, Carter Beck, Doreen Brown, Cherry Richardson, Martha Montgomery, Sam Mathews
      2. Absent: Julie Walling
   B. Welcome Visitors
      1. Present: Elizabeth Kozlowski, Library Director; Caitlyn Haley, Red River Regional; Amanda Brewton, City of WH HR Director.
II. APPROVAL OF MINUTES FROM
   a. Library Board Meeting September 14, 2023; Executive Committee Meeting October 24, 20203.
   b. Motion to approve by Cherry, seconded by Carter, All approve.
III. PUBLIC COMMENTS: None.
IV. REPORTS
   A. Regional Director
      a) Caitlyn talked about the Standards Report. (We are a level 3) This gives us an idea of how we compare with other level 3 libraries across the state.
      b) ILL Courier system: there were some complaints across the state regarding service, but the decision was made to stay with the current provider, Firefly.
      c) READS: eBook sharing between libraries has been discontinued.
      d) Succession Plan: WL is good.
      e) Upcoming trainings: Teen Librarians virtual training in Nov. In December, there will be a workshop Youth Services roundtable and a virtual discussion on culture making for leaders.

   B. Director Reports

      a) September
         i. Attended the Evergreen salary pay study orientation.
         ii. Director attended a Chamber of Commerce session (State of Sumner)
         iii. Participated in Chamber Women's Health session.
         iv. Attended the Sumner Conty Council of Government Banquet.
         v. The director met with Katy Hornbeck, Library board chair.
         vi. Submitted the standards survey to the regional library.
         vii. The color blindness event was a big hit, and we gave away 3 pairs of glasses and identified 5 people in need of them.
         vii. The Friends of the Library held the ribbon cutting for the Sherry Eden Reading Garden and have solidified plans to add a butterfly garden.
      b) October
         i. Library Director attended a Lions Club Meeting

ii. The city is building a new wastewater facility, and the Library Director took a tour, and attended the ribbon cutting for the new city tennis courts.

iii. It was approved for the library to have an internship program that will start in the spring. This person will help to develop a home school program for the library. Items were moved out a storage closet of office space.

iv. The Library Director met with the FFA Coordinator at White House High School. The FFA students will be building raised garden beds for a library veggie patch.

v. The Library Director attended the Christmas event planning meeting.

vi. Talked with people about the museum passes. Some of the museums were willing to participate, but not all of them.

vii. Met with the Millersville Library Director about shelving.

viii. Met with a UT Naifeh Center trainer.

ix. Library Director attended a Fiero coding meeting and discussed improving user data.

x. The library conducted a bee keeping workshop. There will be additional classes in the future.

xi. The Larry T-shirts are going well!

xii. The library participated in the Discover White House event and gave away program flyers.

xiii. A troop of girl scouts came to the library for a class in book repair.

C. Committees
   1. Executive: Met on October 23rd to discuss the evaluation used for the Library Director. Katy Hornbeck presented their report. The committee is concerned that the current form does not accurately reflect the varied responsibilities of the director, nor does it provide for self-reflection and the personal goals of the director. The Library Directors raises are based on this evaluation as the city does not conduct their own evaluation. We evaluated the current form, which is from the state, the form used by the city for other department heads, and the form used at the Gorham McBane library in Springfield. It became clear that a new form does need to be created. We discussed the potential of implementing a 360° evaluation every 3-5 years which would include feedback from the library staff, city employees, and library patrons in addition to the annual review. Additionally, The committee will meet with the director and the city manager to discuss this years' evaluation (using the current form) after it is completed in January. The committee will meet again in January to begin restructuring the actual evaluation to be used henceforth.
   2. Finance and Budget: Did not meet.
   3. Marketing and Public Relations: Did not meet.
   4. Policy Review
      a) Collection Development Policy. The committee did not meet face to face. The Library Director emailed the small change to the group for a vote which was approved. Doreen motions to approve, Carter 2nds, all approved.
      b) A Social Media Policy has now been added. It will follow the city standard. Cherry motions to approve, Martha 2nds, all approve.

V.   UNFINISHED BUSINESS

a. Fine Free Presentation presented by Elizabeth. The Library Director first presented the idea of the WHL going fine free in January of 2023. In accordance with the Library Boards suggestion, more research was done, and data collected.

    i. The Library Director reached out via email to all the fine free libraries across the state and spoke to those directors about the process and results. She attended a Holston River Regional Library virtual workshop on going fine free. She then reached out to our library system vendor for information on the ease of removing /managing fines.

        1. All the libraries contacted reported positive feedback and strongly encouraged making the change.

            a. The patrons like it.

            b. There is less negative interaction between staff and patrons.

            c. Fewer individuals would be blocked from using the library.

            d. Circulation slightly increased or stayed the same.

        2. In regard to the WHL staff concerns

            a. Hold wait times and circulation stayed the same.

            b. Few changed their checkout policy.

            c. Some libraries still charged fines for specialty items.

                i. Being as we have many of these, we would likely follow suit.

            d. The libraries contacted had varying times on when they would charge for a lost item.

            e. Our software will allow for easy waives of charged items.

        3. Director's Recommendation:

            a. Going fine free for everything but tech devices. We would still charge for prints, faxes, damaged or lost items.

            b. Charge the patron the cost of the book once it is 7 days overdue past the original check out of two weeks and 2 renewals (that is 7 weeks total).

                i. The cost would be waived once the item is returned.

            c. Patrons would not be allowed to check out anything else if they have an overdue item.

                i. This includes eBooks from READS and the Kanopy streaming service.

            d. Patrons would be contacted by email/phone once an item is 14 days late, and by mail when 21 days late.

            e. This policy does need to be approved by the Board of Mayor and Aldermen.

                i. The Library Director hopes to implement being fine free in March 2024.

                    1. All current late fees on patron cards will be waived up front.

        4. Possible Fee Removal

            a. The following would be waived.

                i. $4,931.27 in late fees

    ii. $13,455.70 in lost item fees back to 2022
    iii. $114.99 in damaged items costs
  b. Lost /damaged items fees will be purged every 3 years. Unless the value is under $10.00, patron would still be blocked from checking out additional items.
 5. Benefits for going fine free:
  a. Fewer blocked cards.
  b. More positive customer interaction.
  c. Fewer items never returned.
  d. Possible circulation increase.
  e. System suitable for change.
  f. Easy policy update.
  g. High demand Items not affected.
  h. Continual revenue stream.

 b. The Board of Mayor and Aldermen approved the WHL By-Laws.

VI. NEW BUSINESS
 a. Committees: Julie Walling was added to the marketing committee.
 b. 2024 Board Meeting Dates:
  i. January 11, 2024
  ii. March 14, 2024
  iii. May 9, 2024
  iv. July 11, 2024
  v. September 12, 2024
  vi. November 14, 2024
   1. Carter motioned to approve, Doreen 2nds, all approve.
2. ADJOURN - Carter motioned to approve, Doreen 2nds, all approve.

White House Public Library

Budget Committee Meeting Minutes

December 18, 2024   6:00 pm

Present: Elizabeth Kozlowski, Katy Hornbeck, Carter Beck, Sam Matthews

Meeting was called to order at 6:03pm. No visitors were present and no public comments.

The library director presented her proposed budget. The committee suggested increasing the amount for the advertising line. They also suggested that the director divide the CIPs into two different programs, furniture and building improvements. The committee also noted that the main increase in the library budget was from a full time employee. The committee wanted to know if the city did not approve the additional full time person, would the budget suffice and the director stated she would probably ask for more in part time hours as an alternative. The committee felt comfortable with the director bringing the budget with the modifications to the library in January.

The committee adjourned at 6:32pm.

✳ LIBRARY STATUS REPORT ✳

Report Period: November & December 2023

Director Activity

- **Conducted** interviews for part time library clerk.
- Regional Library Director's check-in.
- Library Board Meeting.
- Quarterly one-on-one meetings with all staff.
- Working with your board workshop.
- Budget Committee Meeting.
- Culture making for leaders.

Library Activities

- H.B. Williams school night.
- Volunteer award banquet.
- Sprinkler System Test.
- Hendersonville Home School Group.
- Christmas on Main Street.
- Guest writer Jeanne Hardt.
- Friends wish tree.

Pictures

White House Public Library
November 2023 Performance Measures

Official Service Area Populations

2019	2020	2021	2022	2023
14,202	14,363	14,455	14,820	15,094

Membership

November	2019	2020	2021	2022	2023
New Members	74	53	64	95	132
Updated Members	207	214	258	192	456
Yearly Totals	2019	2020	2021	2022	2023
Total Members	8,376	9,496	7,027	7,125	7,343
% of population with membership	59	66	49	48	49

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library did its annual purge in October, which is why there is a drop in total cardholders.

Total Material Available: 39,436
Estimated Value of Total Materials: $985,900   **Last Month:** $982,225
Total Materials Available Per Capita: 2.61   **Last Month:** 2.60   **State Minimum**
Standard: 2.00

Materials Added in November

2019	2020	2021	2022	2023
311	127	326	120	295

Yearly Material Added

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	2,534

Physical Items Checked Out in November

2019	2020	2021	2022	2023
4,393	4,465	5,438	6,353	5,997

Cumulative Physical Items Check Out

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	76,213

Miscellaneous item checkouts

November	2019	2020	2021	2022	2023
Technology Devices	65	56	68	61	80
Study Rooms	65	14	59	65	92
Games and Puzzles	77	140	125	180	162
Seeds	6	8	28	3	2
STEAM Packs	37	0	20	13	43
Cake Pans	2	1	0	12	7
Outdoor Items	*	*	*	3	2
Honor Books	*	*	*	4	1

Yearly Totals

2019	2020	2021	2022	2023
137	381	725	743	733
253	305	395	746	822
222	955	1,263	2,060	1,668
112	302	878	883	764
61	25	160	234	322
1	28	21	69	38
*	*	*	17	59
*	*	*	19	102

Library Services Usage

November	2019	2020	2021	2022	2023
Test Proctoring	6	0	5	1	0
Charging Station	8	7	4	6	2
Notary Services	9	4	14	3	11
Library Visits	3,891	2,566	3,236	3,517	3,604
Website Usage	1,372	2,094	2,191	3,040	707
Reference Questions	5	10	5	1	1

Yearly Totals

2019	2020	2021	2022	2023
27	74	108	61	54
19	47	45	21	15
16	88	144	135	154
55,728	30,007	38,913	48,253	44,652
16,935	17,977	27,907	33,678	36,050
77	60	73	31	34

Computer Users

November	2019	2020	2021	2022	2023
Wireless	443	387	425	331	285
Adult Users	292	261	171	188	145

Yearly Computer Users

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	4,073
1,103	2,138	2,235	2,608	2,115

Kids Users	136	8	89	219	120		556	427	957	2,987	1,918

Library Volunteers

November	2019	2020	2021	2022	2023
Library Volunteers	24	6	12	10	12
Volunteer Hours	183	67	159	102	63

Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	75
809	1,286	1,204	1,492.5	1,453

Universal Class Counts

November	
Sign ups	0
Courses started	1
Lessons viewed	12
Class Submissions	9

Yearly Totals

2019	2020	2021	2022	2023
9	10	13	18	21
16	53	39	2	22
194	1,771	1,008	876	410
105	800	515	465	557

Kanopy

November	Visits	Pages	Plays	Accounts
Monthly	742	1,027	154	14
Yearly	1,562	2,248	367	77

Kanopy is the library's new movie streaming service. Patrons can stream movies and shows to watch free with their library card.

Programs

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	7	2	1	2	2
total Sign-ups	214	67	174	132	155

Achievements	2019	2020	2021	2022	2023
100 Mark	0	0	22	10	1
500 Mark	2	0	2	5	6
Completion	1	2	4	7	7

Face-to-face Kids Programs

November	2019	2020	2021	2022	2023
Programs	9	1	11	9	7
Attendees	202	17	203	246	163
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	124
Attendees	4,201	1,185	2,167	3,646	3,696

The library held fewer story times in November due to the Thanksgiving holiday

Grab & Go Kits

November	2020	2021	2022	2023
Kits	8	5	4	4
Taken	225	212	189	116
Yearly	2020	2021	2022	2023
Kits	38	44	7	4
Taken	1094	1,699	334	116

Teen/tween Face-to-Face Programs

November	2020	2021	2022	2023
Programs	0	7	7	7
Attendees	0	60	23	13
Yearly	2020	2021	2022	2023
Programs	11	43	98	106
Attendees	77	370	437	346

There were fewer teen programs because of the Thanksgiving holiday.

Grab & Go

November	2020	2021	2022	2023
Kits	0	0	4	4
Taken	0	0	96	39
Yearly	2020	2021	2022	2023
Kits	13	24	7	6
Taken	152	409	151	58

Face-to-face Adult Programs

November	2019	2020	2021	2022	2023
Programs	10	2	8	3	7
Attendees	27	6	23	9	49
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	101
Attendees	1,343	214	351	377	533

The library held fewer adult classes because of the Thanksgiving holiday.

Device Advice

November	2019	2020	2021	2022	2023
Sessions	*	0	5	6	11
Yearly	125	51	81	131	128
Passive					
November	*	*	0	0	0
Yearly	*	*	0	20	0

Interlibrary Loan Services

November	2019	2020	2021	2022	2023
Borrowed	59	46	42	66	45
Loaned	36	23	32	12	15

Yearly Interlibrary Loan Services

2019	2020	2021	2022	2023
690	534	673	872	554
410	151	226	317	177

November	R.E.A.D.S
Adults	2,218
Juvenile	163

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	37,185
Juvenile	1,430	1,189	1,032	2,013	2,726

The READS statistics come from the state.

White House Public Library
December 2023 Performance Measures

Official Service Area Populations

2019	2020	2021	2022	2023
14,202	14,363	14,455	14,820	15,094

Membership

December	2019	2020	2021	2022	2023
New Members	41	38	56	47	105
Updated Members	211	528	293	155	329
Yearly Totals	2019	2020	2021	2022	2023
Total Members	8,376	9,496	7,027	7,125	7,442
% of population with membership	59	66	49	48	49

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library did its annual purge in October, which is why there is a drop in total cardholders.

Total Material Available: 39,525
Estimated Value of Total Materials: $988,125   **Last Month:** $985,900
Total Materials Available Per Capita: 2.62   **Last Month:** 2.61   **State Minimum**
Standard: 2.00

Materials Added in December

2019	2020	2021	2022	2023
247	120	296	102	107

Yearly Material Added

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	2,641

Physical Items Checked Out in December

2019	2020	2021	2022	2023
4,4,64	4,133	4,418	4,819	5,454

Cumulative Physical Items Check Out

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	81,667

Miscellaneous item checkouts

December	2019	2020	2021	2022	2023
Technology Devices	626	52	43	64	61
Study Rooms	81	16	44	46	66
Games and Puzzles	103	0	122	158	187
Seeds	1	4	37	1	3
STEAM Packs	25	0	17	12	29
Cake Pans	2	8	0	3	7
Outdoor Items	*	*	*	3	0
Honor Books	*	*	*	1	2

Yearly Totals

2019	2020	2021	2022	2023
137	381	725	743	794
253	305	395	746	888
222	955	1,263	2,060	1,855
112	302	878	883	767
61	25	160	234	351
1	28	21	69	45
*	*	*	17	59
*	*	*	19	104

Library Services Usage

December	2019	2020	2021	2022	2023
Test Proctoring	8	0	2	5	0
Charging Station	27	6	7	0	1
Notary Services	2	8	11	13	13
Library Visits	4,252	2,395	3,373	3,430	3,401
Website Usage	1,358	1,920	1,870	2,792	598
Reference Questions	6	10	12	1	3

Yearly Totals

2019	2020	2021	2022	2023
27	74	108	61	54
19	47	45	21	16
16	88	144	135	167
55,728	30,007	38,913	48,253	48,053
16,935	17,977	27,907	33,678	36,648
77	60	73	31	37

Computer Users

December	2019	2020	2021	2022	2023
Wireless	423	441	304	296	265
Adult Users	270	232	146	161	140
Kids Users	114	0	107	194	112

Yearly Computer Users

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	4,338
1,103	2,138	2,235	2,608	2,255
556	427	957	2,987	2,030

Library Volunteers

December	2019	2020	2021	2022	2023
Library Volunteers	19	7	10	9	9
Volunteer Hours	146	99	91	48	41

Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	77
809	1,286	1,204	1,492.5	1,494

Universal Class Counts

December	
Sign ups	1
Courses started	2
Lessons viewed	9
Class Submissions	2

Yearly Totals

2019	2020	2021	2022	2023
9	10	13	18	22
16	53	39	2	24
194	1,771	1,008	876	419
105	800	515	465	559

Kanopy

December	Visits	Pages	Plays	Accounts
Monthly	788	1,299	241	12
Yearly	2,350	3,547	608	89

Kanopy is the library's new movie streaming service. Patrons can stream movies and shows to watch free with their library card.

Programs

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	2	2	1	1	2
total Sign-ups	214	67	174	132	157

Achievements	2019	2020	2021	2022	2023
100 Mark	0	0	22	10	1
500 Mark	2	0	2	5	6
Completion	1	2	4	7	7

Face-to-face Kids Programs

December	2019	2020	2021	2022	2023
Programs	9	0	7	7	5
Attendees	445	17	114	99	109
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	129
Attendees	4,201	1,185	2,167	3,646	3,805

The library held fewer story times in December due to the holidays.

Grab & Go Kits

December	2020	2021	2022	2023
Kits	8	5	3	3
Taken	225	212	145	68
Yearly	2020	2021	2022	2023
Kits	38	44	7	7
Taken	1094	1,699	334	184

Teen/tween Face-to-Face Programs

December	2020	2021	2022	2023
Programs	0	5	4	6
Attendees	0	25	33	15
Yearly	2020	2021	2022	2023
Programs	11	43	98	112

Grab & Go

November	2020	2021	2022	2023
Kits	3	2	3	4
Taken	45	70	55	42
Yearly	2020	2021	2022	2023
Kits	13	24	7	10

Attendees	77	370	437	361		Taken		152	409	151	100

Face-to-face Adult Programs

December	2019	2020	2021	2022	2023
Programs	11	1	7	4	6
Attendees	532	17	35	28	56
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	107
Attendees	1,343	214	351	377	589

Device Advice

December	2019	2020	2021	2022	2023
Sessions	*	0	5	4	16
Yearly	125	51	81	131	144
Passive					
December	*	*	0	0	0
Yearly	*	*	0	20	0

The library had special guest author and editor Jeanne Hardt do a presentation on writing for the adult creative writing group.

Interlibrary Loan Services

December	2019	2020	2021	2022	2023
Borrowed	66	28	50	61	43
Loaned	15	10	11	13	7

Yearly Interlibrary Loan Services

2019	2020	2021	2022	2023
690	534	673	872	597
410	151	226	317	184

December	R.E.A.D.S
Adults	2,241
Juvenile	156

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	39,426
Juvenile	1,430	1,189	1,032	2,013	2,882

The READS statistics come from the state.

Winter Reading Numbers

Sign-ups	2021	2022	2023
Kids	29	37	19
Tween/teen	20	30	17
Total	49	67	36

Participated	2021	2022	2023
Kids	19	34	15
Tween/teens	14	25	13
Total	33	59	28

Reading Benchmarks

Kids Benchmarks	1	2	3	4	5	6	7	8
2021	18	17	17	16	15	14	*	*
2022	23	23	22	21	16	15	14	14
2023	15	13	13	13	12	10	8	8
Tween/teen Benchmarks	1	2	3	4	5	6	7	8
2021	14	14	12	11	10	9	*	*
2022	21	19	16	14	11	10	9	8
2023	13	13	12	7	7	7	6	6

Total minutes read	2021	2022	2023
Kids	6,539	15,785	14,160
Tween/teens	6,786	11,308	17,297
Totals	13,325	27,093	31,457

Hours read	2021	2022	2023
Kids	109	263	236
Teens	113	188	288
Totals	222	451	524

Guessing Jar

November	2021	2022	2023
Kids	*	159	45
Tween/teen	*	149	27
Adults	*	1,172	37

December	2021	2022	2023
Kids	18	119	37
Tween/teen	26	208	20
Adults	21	279	20

City of White House, TN

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 110 - General Fund							
Expense							
Function: 44800 - Library							
110-44800-110	Libraries - Salaries	304,836.00	304,836.00	23,505.69	150,943.06	150,943.06	153,892.94
110-44800-112	Libraries - Overtime	1,231.00	1,231.00	33.12	33.12	33.12	1,197.88
110-44800-114	Libraries - Part Time Wages	25,831.00	25,831.00	2,340.42	11,270.59	11,270.59	14,560.41
110-44800-117	Libraries - Annual Longevity Pay	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	0.00
110-44800-130	Libraries - Employee Benefits	26,870.00	26,870.00	2,360.57	13,043.36	13,043.36	13,826.64
110-44800-142	Libraries - Hospital & Health Insurance	79,884.00	79,884.00	6,275.20	37,651.20	37,651.20	42,232.80
110-44800-143	Libraries - Retirement	29,567.00	29,567.00	2,273.84	14,670.27	14,670.27	14,896.73
110-44800-144	Libraries - Dental Insurance	3,360.00	3,360.00	280.00	1,680.00	1,680.00	1,680.00
110-44800-145	Libraries - Vision Benefit	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00
110-44800-147	Libraries - Unemployment Insurance	210.00	210.00	3.45	21.40	21.40	188.60
110-44800-148	Libraries - Employee Ed. & Training	12,950.00	12,950.00	0.00	5,103.76	9,813.00	3,137.00
110-44800-200	Libraries - Contractual Services	28,000.00	28,000.00	554.73	6,465.55	7,107.34	20,892.66
110-44800-211	Libraries - Postage, Box Rent, Etc.	275.00	275.00	0.00	11.94	11.94	263.06
110-44800-235	Libraries - Memberships/Subscription...	18,219.00	18,219.00	283.00	16,780.93	18,171.43	47.57
110-44800-237	Libraries - Advertising & Pub. Relations	870.00	870.00	52.50	241.50	439.00	431.00
110-44800-241	Libraries - Electric	58,000.00	58,000.00	3,055.84	18,482.55	18,482.55	39,517.45
110-44800-242	Libraries - Water	2,842.00	2,842.00	139.27	2,166.18	2,166.18	675.82
110-44800-243	Libraries - Sewer	2,102.00	2,102.00	222.65	2,205.40	2,205.40	-103.40
110-44800-245	Libraries - Phones / Fax / Internet	6,840.00	6,840.00	587.38	1,663.71	1,663.71	5,176.29
110-44800-249	Libraries - Stormwater Fee	648.00	648.00	53.94	323.64	323.64	324.36
110-44800-260	Libraries - R & M Facilities	14,200.00	14,200.00	0.00	6,979.00	7,877.04	6,322.96
110-44800-280	Libraries - Travel	400.00	400.00	0.00	0.00	0.00	400.00
110-44800-287	Libraries - Meals And Entertainment	965.00	965.00	28.98	232.24	411.84	553.16
110-44800-312	Libraries - Small Items Of Equipment	12,300.00	12,300.00	0.00	1,504.60	9,215.60	3,084.40
110-44800-320	Libraries - Operating Supplies	12,025.00	12,025.00	907.91	5,646.44	6,844.41	5,180.59
110-44800-330	Libraries - Inventory Supplies	14,000.00	14,000.00	605.95	4,333.23	5,043.71	8,956.29
110-44800-331	Libraries - Oil, Fuel, Etc.	560.00	560.00	15.13	142.80	142.80	417.20
110-44800-900	Libraries - Capital Outlay	24,000.00	24,000.00	0.00	6,332.25	6,332.25	17,667.75
	Function: 44800 - Library Total:	**686,885.00**	**686,885.00**	**48,079.57**	**312,428.72**	**330,064.84**	**356,820.16**
	Expense Total:	**686,885.00**	**686,885.00**	**48,079.57**	**312,428.72**	**330,064.84**	**356,820.16**
	Fund: 110 - General Fund Total:	**686,885.00**	**686,885.00**	**48,079.57**	**312,428.72**	**330,064.84**	**356,820.16**
	Report Surplus (Deficit):	**-686,885.00**	**-686,885.00**	**-48,079.57**	**-312,428.72**	**-330,064.84**	**-356,820.16**

State Standards

2023-2024

1. Tennessee Trustee Certification
2. Review mission/vision statement **(July)**
3. Review Long Range Plan annually **(July)**
4. Determine if the plan meets community needs
5. Board presents the budget
6. 10% budgeted for materials
7. Collection weeded according to Crew **(July)**
8. The turnover rate is calculated annually **(July)**
9. Technology plan is reviewed annually **(July)**
10. Staff complete core competencies within 1 year of employment
11. Staff complete hours of training
12. Hosts at least 1 TEL session annually
13. TAB provides quarterly report to director
14. Meet MOE **(September)**
15. Patron satisfaction survey conducted every 3 years
16. Image evaluation every 3 years

2022-2023

1. Tennessee Trustee Certification
2. Determine if the plan meets community needs
3. Board presents the budget
4. 10% budgeted for materials
5. Staff complete core competencies within 1 year of employment
6. TAB provides quarterly report to director

2021-2022

1. Tennessee Trustee Certification
2. Determine if the plan meets community needs
3. Board presents the budget
4. 10% budgeted for materials
5. Staff complete core competencies within 1 year of employment
6. Hosts at least 1 TEL session annually
7. TAB provides quarterly report to director

2020-2021

1. Determine if long range plan meets community needs
2. Board presents budget
3. 10% budget for materials
4. Tennessee Trustee Certification
5. Hosts at least 1 TEL session annually
6. Staff complete competencies within 1 year of employment**
7. TAB provides quarterly report to director

2019-2020

1. Determine if long range plan meets community needs**
2. Board presents budget
3. 10% budged for materials
4. Staff complete competencies within 1 year of employment**
5. Staff trained to use and promote TEL **(new hires still have to be trained)**
6. Staff complete number of training based on their position
7. Hosts at least 1 TEL session annually
8. TAB provides quarterly report to director

Revised by library board on January 12, 2023

F. CIRCULATION

1. Patrons may only check out five items, excluding technology devices, on their first visit. Hot spots are the only tech device that may be checked out on first visit. After those items are returned, they may check out 25 items on a card with a limit of 5 DVDs, 5 audio books, ~~5 music CDs~~, 5 magazines, 5 puzzles, 5 board games, 5 video games, 5 cake pan and 5 plush sets, <u>1 museum pass, 1 steam pack and 1 adult education pack</u>. Patrons must have their card for 30 days before being eligible to check out non-hot spot technology devices. Patrons may check out one of each type of technology device per card. Technology devices may not be checked out on a child's card.

2. Technology devices include but are not limited to: hot spots, kindles, tablets, and Chromebooks. A patron must present a valid driver's license to checkout a technology device that's value is over $100 and sign a technology circulation form. The form and a copy of the patron's driver's license will be kept on file until the device is returned. Then the copy of the driver's license will be shredded. All technology devices must be turned in at the front desk to a library staff. Technology devices can only be checked out on an adult card. Patrons must have their card 30 days to check out a non-hotspot technology device. Patrons must have an account balance of $0 to checkout any technology device.

3. Materials are checked out only to persons with valid library cards and whose fees do not exceed $10.00. Patrons must have an account balance of $0 to check out technology devices.

4. All patrons must present their valid White House Public Library card in digital or physical format in order to check out materials. Patrons may present a positive ID, such as a valid driver's license with picture up to five times, at which time they must pay for a replacement card to check out material.

5. Individuals may not use another patron's card to check out items, due to privacy issues and verification of residency. Individuals may only use another person's card if 1) they are the legal guardian of a child and the child is either present or the guardian's card has less than $10 fines on his/her account, or 2) the patron has signed a circulation release form allowing another

patron access to his/her card. Patrons may not use another person's card to check out a technology device.

6. A patron may only give another individual permission to use his/her card if the following criteria apply 1) the patron has a medical condition or is elderly, causing the patron to be unable to make it to the library on his/her own; 2) the patron is going on vacation for a short period of time and is having another individual care for family members; or 3) the individual has talked with the library director and has been approved for a special reason not listed above.

7. Patrons should notify the library immediately of change of address, phone number, etc.

8. Patrons are responsible for all materials checked out on their library card. Patrons are to notify the library IMMEDIATELY upon loss or theft of their library card, in order to avoid unnecessary charges or fines. Lending library materials to others does not relieve the card holder of responsibility for items checked out on his/her card or for fines or other charges that may accrue. Patrons must sign a release form to lend their card to another patron.

9. All items check out for 2 weeks, unless they are checked out on a friends of the library card, which has different privileges. All items, except technology devices and museum passes, may be renewed 2 times unless another patron is waiting. After the renewals, the materials must be returned to the shelf for 24 hours, after which the material may be checked out again to the same patron.

10. If a patron continues to check out and lose/damage a specific type of item or if staff have to turn off a hot spot or a Chromebook because it is past it due date more than 3 times, then that individual may be banned from checking out that type of item(s). Individuals will have to pay a $10 deactivation/reactivation fee if staff have to turn off a hot spot or Chromebook in order to get the device returned.

11. The library assumes no responsibility for damage caused to a borrower's DVD player or game system by a library movie/game.

12. Copyright laws limit movies to home viewing only and prohibit their duplication.

13. No item shall leave the library until it has been processed.

14. Valuable volumes are to be used only under the librarian's supervision in the library. The user must register with the librarian before using these materials in the library, and the librarian shall check off the user's names on return of the same.

I. FINES AND SERVICES COST

Overdue books, audio books, music CDs, magazines, plush sets, puzzles, board game, DVDs, video games, cake pans	$0.10
Overdue Tech devices and STEAM packs	$1.00

Overdue Hot Spots	$3.00
Book Drop Charge for Tech Devices and Bagged items	$1.00
Deactivation/reactivation charge	$10.00
Computer Print outs	$0.20 Black and White, $0.50 for color
Faxes	$1.00
Replacement Card	$1.00
Out of State fee, adult	$10.00
Out of State fee, child	$5.00
Lost items	Varies, based on cost of item
Damages	Varies, based on cost of repairs

City of White House
Library Director

Performance Evaluation

Evaluated by:	Position:
Date of Evaluation:	Period of Evaluation:

For each category, please rate the Library Director's performance as one of the following, and provide comments as warranted:

(5) Outstanding – Performance is consistently above job requirement

(4) Highly Effective – Performance meets all job requirements and in many cases exceeds them

(3) Satisfactory – Performance consistently meets job requirements and standards

(2) Improvement Needed – Performance reflects partial or inconsistent achievement of job requirements and standards

(1) Unsatisfactory – Performance consistently fails to meet job requirements and standards; significant improvement required if job is to be retained

(0) Unable to Rate – Library Director is new and/or individual providing rating has insufficient information to provide and evaluation in this area

I. **Job Performance Factors (Give rating and write comments)**
    ___ 1. Grants and contracts:

- Grant proposals/contracts secured submitted and funded
- Grant goals met and reported quarterly or semi-annually to the funder
- Grants management-reporting timely and accurately under differing reporting guidelines (quarterly; semi-annually)

Comments:

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___ **2. Board relations:**

- Preparation for Board meetings
- Arranging Committee meetings prior to Board meetings is needed
- Updating Strategic Action Plans quarterly for Board review
- Sending Board Packets prior to meeting
- Board orientation for new Board members
- Communicating with Board with relevant information between meetings

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│ Comments:                                                   │
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___ **3. Financial:**

- Following all fiscal policies to ensure audits with no findings
- Preparing financial reports for Board, grant proposals, etc.
- Preparing budget for upcoming fiscal year for Board review and approval
- Monitoring expenses

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│ Comments:                                                   │
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___ **4. Networking:**

- Serving and participating on statewide/national committees
- Attending conferences
- Directors meetings and new director's meetings
- Visits with local organization

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│ Comments:                                                   │
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___ **5. Program Management:**

- Meeting standards for state programs
- Hiring, training, and supervising staff

- Evaluating staff annually
- Maintaining effective office space
- Ensuring adequate technology and supplies

> Comments:

___ **6. Legislative Activities:**

- Attending legislative committee meetings and present as requested
- Meeting with legislators
- Coordinating with legislative efforts
- Representing Network during Day on the Hill

> Comments:

___ **7. Other Performance Standards:**

- Timeliness, deadline-focused
- Attendance, regular and reliable
- Quality of work product
- Communication skills

> Comments:

II. Objectives for Future Performance

Board's Future Performance Goals for Director	Director's Future Performance Goals

III. Professional Development Goals (Identify and indicate suggestions for helping the ED meet objectives)

Board's Professional Development Goals for Director	Director's Professional Development Goals

IV. Other Comments

Attach self-assessment, if applicable.

_____ Recommend for continued employment (Yes or No).

_____

Library Director Name   Library Director Signature   Date

_____

Evaluator Name   Evaluator Signature   Date

- -

City of White House

Evaluation Criteria

Employee Status:

Did the employee's annual performance appraisal meets expectations   Yes↑   No↑

Was a disciplinary suspension or disciplinary demotion issued during   Yes↑   No↑

the evaluation period?

Did the employee meet the department training requirements?   Yes↑   No↑

Human Resources Signature_____   Date _____

City Administrator Signature _____   Date _____