

White House Library Board Meeting Agenda
Billy S. Hobbs Municipal Center
Court Room
July 13, 2023

- I. Call TO ORDER
 - A. Roll call of Trustees
 - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM May 11, 2023
- III. PUBLIC COMMENTS
- IV. REPORTS
 - A. Regional Director
 - B. Library Director
 - a. Monthly Reports
 - b. Upcoming events/updates
 - c. Budget
 - C. Committees
 - 1. Executive
 - a. Long Range Plan
 - b. Tech plan
 - c. By-Laws
 - 2. Finance and Budget
 - 3. Marketing and Public Relations
 - a. Post Fandom Fair Review
 - 4. Policy Review
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
 - a. Elections
 - b. Committee Appointments
- VII. ADJOURN

White House Library Board Meeting Minutes
Billy S. Hobbs Municipal Center
Court Room
May 11, 2023

- I. Call TO ORDER: 7:00 PM
 - A. Roll call of Trustees
 - a. Present: Katy Hornbeck, Andrew Armstrong, Sam Matthews, Carter Beck, Martha Montgomery, Doreen Brown, Cherry Richardson
 - b. Absent: None
 - B. Welcome Visitors
 - a. Present: Elizabeth Kozlowski, Caitlyn Haley, Gerald Herman
- II. APPROVAL OF MINUTES from January 12, 2022
 - a. Motion to approve by Carter Beck. Motion seconded Andrew Armstrong. All approved the minutes.
- III. COMMUNICATIONS: None
- IV. REPORTS
 - A. Regional Director
 - a. June 30 deadline to complete the Trustee Certification Program
 - b. Upcoming Training June 20th
 - i. How to Effectively Speak to Public Officials
 - c. Upcoming Trustee Workshop at the Brentwood Library, September 20
 - d. Construction Grant
 - e. Discussed the Open Media Law
 - i. Agenda to be posted to the public 48 hours before meetings
 - B. Library Director
 - a. Monthly Reports
 - i. Library Director reviewed monthly reports from January, February, March, and April.
 - ii. Library Director met with Alderman elect Sam Matthews and Jana Spicer.
 - iii. Library Director discussed hosting eye screenings for children at the library in July.
 - iv. Officer Enk assisted the library staff with active shooter training as part of an annual goal.
 - v. The Marketing Committee met on February 7 to discuss Fandomcon.
 - vi. Library Director discussed Water Day for June, July, and August which will be hosted by the fire department.
 - vii. Library Director discussed the moving of the juvenile collection into the teen room and the young adult section to the main stacks.
 - viii. Library Director discussed the integration of Instagram for library marketing
 - ix. Library Director and Library Supervisor attended Library Legislative Day on April 4 where they met with House Representatives and Senators for Sumner and Robertson County.
 - b. Upcoming events/updates
 - i. Fandomfair June 10

- c. Budget
 - d. State Standards Progress Update
 - i. Library Director advised the board the library would be hosting a TEL session in May which will satisfy requirement 11 of the State Standards.
 - e. Long Range Plan Patron Story Review
 - i. Library Director presented a detailed list of stories from patrons relating to their experiences utilizing library services.
- C. Committees
 - 1. Executive: Did Not Meet
 - 2. Finance and Budget: Did Not Meet
 - 3. Marketing and Public Relations
 - a. Con Updates
 - i. The committee decided to close College Street to host the event due to the parking situation.
 - ii. 2023 Theme: "Imagine Your Story" (Fantasy)
 - iii. Newly constructed parking lot to be utilized by vendors, staff, and volunteers.
 - 4. Policy Review
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
 - a. Library board by-laws/ordinances
 - i. The Board discussed the proposed word change of Library Ordinance Section 2-201. Carter Beck motioned to submit the proposed word change to the Board of Mayor and Aldermen. Andrew Armstrong seconded. All approved the motion.
 - ii. The Board discussed White House Public Library By-Laws Section 14. Wording change was proposed to include changing the title to "Addressing the Board and/or Committee Meetings". Carter Beck motioned to approve the word change. Katy Hornbeck seconded the word change. All approved.
- VII. ADJOURN
 - a. Carter Beck motioned to adjourn the meeting. Katy Hornbeck seconded the motion. All approved.
 - b. Meeting adjourned at 7:55 PM

**White House Library
May 2023 Monthly Report
Submitted by Elizabeth Kozlowski**

Summary of Activities

The library director attended the Board of Mayor and Alderman Budget Study Session. At this meeting, the director presented the library budget request and went over what lines increased.

The library director meet with Alderman Matthews for a new library trustee orientation on May 9th. At this meeting the library director provided Alderman Matthews with his orientation packet and discussed the board by-laws, state law, library programs, regional library, etc.

The library director attended a Lions Club meeting on May 10th. The director dropped off the glasses that have been donated to the library. The group discussed that in the fall a neighboring Lions group will need help putting together food care packets.

The library board met on May 11. The group reviewed the city ordinance and voted to ask the BMA to update the gender restrictions for the library board. The group also discussed who would be allowed on board committees and voted to update how a member of the community would speak at committee meetings.

The library director attended a meeting with the police, fire, public works and admin to discuss closing College St. for the Fandom Fair. The director sent out calendar invites to all those present to make sure they would have a reminder of when the road needed to be closed.

The library director attended a Friends of the Library meeting. At the meeting the group discussed finishing pavers, the Fandom Fair, garden benches, a new sign over the juvenile section, and the by-laws/board application.

The children's librarian and library assistant conducted interviews for the summer internship positions. Four students applied and all four were chosen for the internship. They will each work a different day each week in the summer and have different tasks assigned to them to complete.

The library director attended the Board of Mayor and Alderman meeting on May 15th as it was their first reading of the budget.

The library director attended a leadership webinar that was hosted by the state library and archives on May 15th.

The library director met with the Regional Library Director and Assistant Director on May 22nd for an annual consultation. At this meeting the group discussed different things specific to White House such as our succession plans for all the staff, previous work with Tenn-share, etc.

The library director attended a director's roundtable at the regional library on May 23rd. At this roundtable, directors from all around the region discussed different strategies for dealing with book challenges, disasters, personnel issues, time management and more.

The library director met with Karen House to discuss the plants for the Friends of the Library garden.

The library staff and director worked on Fandom Fair escape rooms, fliers, etc. for the event.

Department Highlights

The highlight for the month was all the work done on the Fandom Fair.

White House Public Library May 2023 Performance Measures

Official Service Area Populations

2019	2020	2021	2022
14,202	14,363	14,455	14,820

Membership

May	2019	2020	2021	2022	2023
New Members	102	7	91	116	124
Updated Members	528	58	333	366	243
Yearly Totals	2019	2020	2021	2022	2023
Total Members	8,376	9,496	7,027	7,125	7,716
% of population with membership	59	66	49	48	52

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library is also sending out notices when a patron's card is expired to help reduce the number of inactive cards.

Total Material Available: 38,344

Estimated Value of Total Materials: \$958,600

Total Materials Available Per Capita: 2.59

Standard: 2.00

Last Month: \$959,650

Last Month: 2.60

State Minimum

Materials Added in May

2019	2020	2021	2022	2023
127	145	339	228	213

Yearly Material Added

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	1,025

Physical Items Checked Out in May

2019	2020	2021	2022	2023
5,434	1,141	4,329	6,616	6,544

Cumulative Physical Items Check Out

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	33,505

Miscellaneous item checkouts

May	2019	2020	2021	2022	2023
Technology Devices	36	13	54	71	65
Study Rooms	83	0	25	42	73
Games and Puzzles	82	8	124	134	119
Seeds	96	5	147	171	95
STEAM Packs	*	31	0	0	21

Yearly Totals

2019	2020	2021	2022	2023
137	381	725	743	308
253	305	395	746	321
222	955	1,263	2,060	705
112	302	878	883	629
61	25	160	234	99

Cake Pans	3	0	0	15	2
Outdoor Items	*	*	*	*	9
Honor Books	*	*	*	*	4

1	28	21	69	12
*	*	*	17	21
*	*	*	19	67

Library Services Usage

May	2019	2020	2021	2022	2023
Test Proctoring	24	195	0	0	21
Charging Station	19	0	6	2	1
Notary Services	*	1	9	13	6
Library Visits	4,255	0	2,725	3,884	4,255
Website Usage	1,148	1,088	2,238	2,472	4,581
Reference Questions	5	11	5	1	3

Yearly Totals

2019	2020	2021	2022	2023
27	74	108	61	30
19	47	45	21	9
16	88	144	135	37
55,728	30,007	38,913	48,253	19,948
16,935	17,977	27,907	33,678	20,600
77	60	73	31	18

Computer Users

May	2019	2020	2021	2022	2023
Wireless	658	41	250	472	318
Adult Users	384	13	142	224	196
Kids Users	152	0	72	319	199

Yearly Computer Users

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	1,949
1,103	2,138	2,235	2,608	1,012
556	427	957	2,987	897

Library Volunteers

May	2019	2020	2021	2022	2023
Library Volunteers	13	1	6	9	14
Volunteer Hours	82	20	127	146	61.5

Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	36
809	1,286	1,204	1,492.5	981.5

Universal Class Counts

May	
Sign ups	1
Courses started	0
Lessons viewed	9
Class Submissions	1

Yearly Totals

2019	2020	2021	2022	2023
9	10	13	18	12
16	53	39	2	4
194	1,771	1,008	876	178
105	800	515	465	234

Programs

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	2	1	1	3	2
total Sign-ups	60	83	84	113	145

Achievements	2019	2020	2021	2022	2023
100 Mark	0	0	22	10	0
500 Mark	2	0	2	5	5
Completion	1	2	4	7	3

Face-to-face Kids Programs

May	2019	2020	2021	2022	2023
Programs	10	0	5	9	11
Attendees	181	0	32	200	180
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	62
Attendees	4,201	1,185	2,167	3,646	1,505

Grab & Go Kits

May	2020	2021	2022	2023
Kits	0	5	0	0
Taken	0	147	0	0
Yearly	2020	2021	2022	2023
Kits	38	44	7	0
Taken	1094	1,699	334	0

We did not have story time the week we opened late in order to move the Juvenile and YA collections. Thus, our numbers for April are a bit smaller.

Teen/tween Face-to-Face Programs

May	2020	2021	2022	2023
Programs	0	4	8	10
Attendees	0	16	46	36

Grab & Go

May	2020	2021	2022	2023
Kits	0	3	0	0
Taken	0	25	0	0

Yearly	2020	2021	2022	2023
Programs	11	43	98	52
Attendees	77	370	437	167

Yearly	2020	2021	2022	2023
Kits	13	24	7	0
Taken	152	409	151	0

Since the library has only done combined teen/tween classes for the last year, the director will only record those numbers until the program grows and needs to be divided by age.

Face-to-face Adult Programs

May	2019	2020	2021	2022	2023
Programs	11	0	4	6	7
Attendees	50	0	20	43	33
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	37
Attendees	1,343	214	351	377	180

Device Advice

May	2019	2020	2021	2022	2023
Sessions	*	42	8	14	12
Yearly	125	51	81	131	49
Passive					
May	*	*	0	0	0
Yearly	*	*	0	20	0

Interlibrary Loan Services

May	2019	2020	2021	2022	2023
Borrowed	60	0	52	90	75
Loaned	35	0	20	35	5

Yearly Interlibrary Loan Services

2019	2020	2021	2022	2023
690	534	673	872	287
410	151	226	317	84

May	R.E.A.D.S
Adults	2,422
Juvenile	199

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	22,636
Juvenile	1,430	1,189	1,032	2,013	1,609

The READS statistics come from the state.

White House Library June 2023 Monthly Report Submitted by Elizabeth Kozlowski

Summary of Activities

The library director attended a virtual tech grant meeting on June 5th. At this meeting, the tech grant coordinator explained how to complete the tech grant reports, how to fill out the application for the upcoming tech grant, what items are eligible to put on the tech grant, etc.

The library director met with the individuals volunteering at the Fandom Fair event. The director assigned the volunteers to different positions, gave them instructions on when to arrive, where to park and gave out t-shirts for them to wear at the event.

The library in coordination with the fire department had its first water day for kids. Public Works closed College Street so that the fire department could set up their truck and spray the kids in the field. There were estimated to be 80 kids and 50 adults present at the event. It was a great success and the next water day is scheduled for July 13th.

The library director picked up signs and other items from the White House Museum to use at the Fandom Fair. While there, the library director saw the wedding dress of Mabel Rhodes had been put on

display. The wedding dress had been donated to the library director. It was stained badly and smelt musty/moldy. The library director cleaned and restored the dress before donating it to the White House Museum. The director could not restore the belt of the dress, but all its other pieces are on display.

The library held its 6th annual Fandom Fair event. It was very successful with the largest attendance we have had to date with an estimated 1,028 people. There were also 202 people that went through the escape rooms and lots of positive feedback about the entire event.

The library director attended an Americana meeting on June 13th. At the meeting the director learned details about the event.

On June 15th, the library director attended Title VI survey training. The state requires libraries to show that all of their staff received Title VI training. The webinar went over when verification and the survey was due and how to provide that data to the state.

The library director met with the library board chair to get state papers signed and to discuss the upcoming executive committee meeting. Once the board chair signed the papers, the director was able to turn in the tech grant reports and complete the 2023 tech grant.

The library director attended the Board of Mayor and Alderman (BMA) meeting on June 15th. At the meeting the BMA voted on the second reading of the budget. As such, the library has the full budget it requested.

The library director attended a training at the region on how to speak to public officials. The former State Librarian, Chuck Sherrill, was the speaker. In addition to sharing his knowledge and experience working and speaking with public officials, he also discussed who would handle certain situations, the library director, the library board, or the local government. It was a very helpful meeting that provided the director with a lot of information.

The library executive committee met on June 22nd. The group discussed the long range plan, the technology plan, and the by-laws. All of these items will be presented at the July board meeting.

The library director attended a webinar on the situation with the Inter Library Loan Courier system on June 23rd. The State Library and Archives in partnership with Tenn-Share, a non-profit organization that helps to provide resources to libraries at a discounted rate, paid for a courier to transfer books requested through Inter Library Loan from one library to another. However, the company providing the courier service stated that cost had risen too much to fulfill its one year contract and stated they would be getting out of the contract in August, 2023. The State Library and Tenn-Share were investigating other courier companies, but due to the State's budget being set, it probably would not be able to pay for another system without all the libraries across the state paying a portion as well. The State Librarian stated that it would be a couple of months before they would be able to find another vendor. While the State worked on that process, it was recommended that libraries either send ILLs through the U.S. Post Office or find other creative ways to handle requests such as buying a copy of the item instead of trying to get it through another library. The White House Library Director suggested that libraries with book

mobiles delivered ILLs to libraries in their area. The State Librarian really liked that idea and was going to look into this possibility more.

Department Highlights

The highlights for the month was the success of Fandom Fair. It was a great event with lots of happy patrons.

White House Public Library June 2023 Performance Measures

Official Service Area Populations

2019	2020	2021	2022
14,202	14,363	14,455	14,820

Membership

June	2019	2020	2021	2022	2023
New Members	154	36	111	205	182
Updated Members	420	221	701	456	363
Yearly Totals	2019	2020	2021	2022	2023
Total Members	8,376	9,496	7,027	7,125	7,835
% of population with membership	59	66	49	48	53

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library is also sending out notices when a patron's card is expired to help reduce the number of inactive cards.

Total Material Available: 38,483

Estimated Value of Total Materials: \$962,075

Total Materials Available Per Capita: 2.60

Standard: 2.00

Last Month: \$959,600

Last Month: 2.59

State Minimum

Materials Added in June

2019	2020	2021	2022	2023
460	404	276	174	166

Yearly Material Added

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	1,191

Physical Items Checked Out in June

2019	2020	2021	2022	2023
7,397	2,366	6,374	7,964	7,967

Cumulative Physical Items Check Out

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	41,472

Miscellaneous item checkouts

June	2019	2020	2021	2022	2023
Technology Devices	62	27	66	75	62
Study Rooms	76	0	18	64	57
Games and Puzzles	97	4	135	205	148
Seeds	42	15	36	139	77
STEAM Packs	32	0	34	27	20
Cake Pans	*	10	5	3	2
Outdoor Items	*	*	*	*	9
Honor Books	*	*	*	*	3

Yearly Totals

2019	2020	2021	2022	2023
137	381	725	743	370
253	305	395	746	378
222	955	1,263	2,060	853
112	302	878	883	706
61	25	160	234	119
1	28	21	69	14
*	*	*	17	30
*	*	*	19	70

Library Services Usage

June	2019	2020	2021	2022	2023
Test Proctoring	37	19	17	9	12
Charging Station	17	0	3	2	1
Notary Services	*	10	14	11	20
Library Visits	5,914	1,931	4,577	5,863	5,732
Website Usage	1,148	1,194	2,955	3,482	5,205
Reference Questions	4	11	2	5	2

Yearly Totals

2019	2020	2021	2022	2023
27	74	108	61	42
19	47	45	21	10
16	88	144	135	60
55,728	30,007	38,913	48,253	25,680
16,935	17,977	27,907	33,678	25,805
77	60	73	31	20

Computer Users

June	2019	2020	2021	2022	2023
Wireless	629	118	358	476	384
Adult Users	346	202	170	230	179
Kids Users	204	0	60	542	194

Yearly Computer Users

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	2,333
1,103	2,138	2,235	2,608	1,191
556	427	957	2,987	1,091

Library Volunteers

June	2019	2020	2021	2022	2023
Library Volunteers	39	1	8	16	24
Volunteer Hours	301	24	135	173	179

Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	53
809	1,286	1,204	1,492.5	1,160

Universal Class Counts

June	
Sign ups	3
Courses started	2
Lessons viewed	18
Class Submissions	15

Yearly Totals

2019	2020	2021	2022	2023
9	10	13	18	15
16	53	39	2	6
194	1,771	1,008	876	196
105	800	515	465	249

Programs

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	2	1	0	4	0
total Sign-ups	60	83	84	113	145

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	3

Fandom Fair Activity	2021	2022	2023
People Count	429	582	1,028
Panels	13	28	7
Kids Escape Room	71	94	113
Teen Escape Room	77	102	89
Costume Contest participants	20	22	36
Lego building contest	8	27	16

Face-to-face Kids Programs

June	2019	2020	2021	2022	2023
Programs	19	0	11	13	15
Attendees	1,416	0	570	515	722
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	77
Attendees	4,201	1,185	2,167	3,646	2,227

Grab & Go Kits

June	2020	2021	2022	2023
Kits	0	5	0	0
Taken	0	147	0	0
Yearly	2020	2021	2022	2023
Kits	38	44	7	0
Taken	1094	1,699	334	0

Because Summer Reading has started, the library has added performer days, which is why there is a large increase in attendance for children events.

Teen/tween Face-to-Face Programs

June	2020	2021	2022	2023
Programs	0	5	8	9
Attendees	0	134	24	24
Yearly	2020	2021	2022	2023
Programs	11	43	98	61
Attendees	77	370	437	191

Grab & Go

June	2020	2021	2022	2023
Kits	0	3	0	0
Taken	0	25	0	0
Yearly	2020	2021	2022	2023
Kits	13	24	7	0
Taken	152	409	151	0

Since the library has only done combined teen/tween classes for the last year, the director will only record those numbers until the program grows and needs to be divided by age.

Face-to-face Adult Programs

June	2019	2020	2021	2022	2023
Programs	17	0	6	6	8
Attendees	163	0	85	39	35
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	45
Attendees	1,343	214	351	377	215

Device Advice

June	2019	2020	2021	2022	2023
Sessions	*	0	4	10	16
Yearly	125	51	81	131	62
Passive					
June	*	*	0	0	0
Yearly	*	*	0	20	0

Interlibrary Loan Services

June	2019	2020	2021	2022	2023
Borrowed	72	32	99	103	49
Loaned	38	6	21	25	19

Yearly Interlibrary Loan Services

2019	2020	2021	2022	2023
690	534	673	872	336
410	151	226	317	103

June	R.E.A.D.S
Adults	2,430
Juvenile	179

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	25,066
Juvenile	1,430	1,189	1,032	2,013	1,788

The READS statistics come from the state.



City of White House, TN

Monthly Draft Report

Account Summary

For Fiscal: 2022-2023 Period Ending: 06/30/2023

		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	294,827.00	286,527.00	22,319.05	280,257.16	280,257.16	6,269.84
110-44800-112	Libraries - Overtime	1,231.00	531.00	146.37	405.79	405.79	125.21
110-44800-114	Libraries - Part Time Wages	15,847.00	21,524.00	1,302.21	20,565.99	20,565.99	958.01
110-44800-117	Libraries - Annual Longevity Pay	3,500.00	3,500.00	0.00	3,500.00	3,500.00	0.00
110-44800-130	Libraries - Employee Benefits	25,227.00	25,227.00	1,839.57	23,665.01	23,665.01	1,561.99
110-44800-142	Libraries - Hospital & Health Insurance	102,490.00	98,440.00	6,275.20	63,382.05	63,382.05	35,057.95
110-44800-143	Libraries - Retirement	16,461.00	24,311.00	2,113.15	25,076.88	25,076.88	-765.88
110-44800-144	Libraries - Dental Insurance	1,005.00	1,005.00	83.79	945.63	945.63	59.37
110-44800-145	Libraries - Vision Benefit	1,400.00	1,400.00	0.00	571.21	571.21	828.79
110-44800-147	Libraries - Unemployment Insurance	245.00	245.00	3.90	218.24	218.24	26.76
110-44800-148	Libraries - Employee Ed. & Training	6,950.00	6,630.00	0.00	6,614.69	6,614.69	15.31
110-44800-200	Libraries - Contractual Services	28,000.00	17,700.00	4,250.82	18,187.38	19,505.29	-1,805.29
110-44800-211	Libraries - Postage, Box Rent, Etc.	275.00	275.00	1.20	82.44	82.44	192.56
110-44800-235	Libraries - Memberships/Subscription...	16,400.00	19,774.00	550.01	19,273.14	19,273.14	500.86
110-44800-237	Libraries - Advertising & Pub. Relations	870.00	870.00	140.27	659.77	749.77	120.23
110-44800-241	Libraries - Electric	36,159.00	45,513.00	2,855.50	44,839.25	44,839.25	673.75
110-44800-242	Libraries - Water	1,421.00	1,901.00	123.43	1,652.86	1,652.86	248.14
110-44800-243	Libraries - Sewer	1,051.00	1,699.00	81.45	1,308.97	1,308.97	390.03
110-44800-245	Libraries - Phones / Fax / Internet	6,840.00	7,759.00	598.34	7,670.00	7,670.00	89.00
110-44800-249	Libraries - Stormwater Fee	648.00	648.00	53.94	647.28	647.28	0.72
110-44800-260	Libraries - R & M Facilities	14,200.00	15,300.00	3,762.30	14,677.37	15,087.87	212.13
110-44800-280	Libraries - Travel	400.00	745.00	0.00	725.87	725.87	19.13
110-44800-287	Libraries - Meals And Entertainment	965.00	965.00	155.00	896.83	896.83	68.17
110-44800-312	Libraries - Small Items Of Equipment	10,300.00	15,500.00	5,044.35	14,701.10	14,951.10	548.90
110-44800-320	Libraries - Operating Supplies	12,025.00	12,025.00	-41.23	11,996.98	12,312.49	-287.49
110-44800-330	Libraries - Inventory Supplies	14,000.00	15,900.00	6,106.66	15,912.54	16,295.94	-395.94
110-44800-331	Libraries - Oil, Fuel, Etc.	560.00	560.00	12.09	452.96	452.96	107.04
110-44800-900	Libraries - Capital Outlay	23,000.00	9,823.00	0.00	9,624.13	9,624.13	198.87
Function: 44800 - Library Total:		636,297.00	636,297.00	57,777.37	588,511.52	591,278.84	45,018.16
Expense Total:		636,297.00	636,297.00	57,777.37	588,511.52	591,278.84	45,018.16
Fund: 110 - General Fund Total:		636,297.00	636,297.00	57,777.37	588,511.52	591,278.84	45,018.16
Report Surplus (Deficit):		-636,297.00	-636,297.00	-57,777.37	-588,511.52	-591,278.84	-45,018.16

WHITE HOUSE PUBLIC LIBRARY

LONG-RANGE PLAN

~~2022-2023~~

2023-2024

Elizabeth Kozlowski

Director

Vision Statement

Your place to connect

Mission Statement

Be an essential community hub that provides tools, resources, and assistance.

Motto

Read, Connect, Explore

Selected Roles of the Library

Popular Materials Center

Technology Resource Center

Independent and Early Literacy Learning Center

Approved by the library board on July 14, 2022

Goal 1: Offer library programs, resources, and services that meet community needs.

1.1 Objective: Improve and expand upon existing library programs.

1.1a Task: Improve 1000 book participation

1.1b Task: Try to have an active TAB

~~**1.1c Task:** Expand Winter Reading Challenge into a annual event~~

~~**1.1d c Task:** Try to increase the number of hold park story times and field trip days~~

~~**1.1e d Task:** Review counts of individual programs and look at either improvement options or removing the program.~~

1.2 Objective: Add new programs and services

~~**1.2a Task:** Book Delivery to nursing homes~~

1.2b a Task: Review options for more adult educational programs

1.2e b Task: Add education kits for adults to checkout

~~**1.2e c Task:** Create Continue offering and expand Summer Internship Program~~

1.2d Task: Add museum passes for patrons to check out

1.3 Objective: Update and increase the amount of technology items and resources being offered.

1.3a Task: Purchase more e-books ~~and e-audio books, and~~ downloadable movies/material with book funds

1.3b Task: Add resources that allow staff to better communicate with the deaf community

1.3c Task: Add reservation software for study rooms and other items for patrons to reserve

Goal 2: Enhance library space and marketing of resources for better utilization by the public.

2.1 Objective: Identify dead zones and modify into better utilized space

~~**2.1a Task:** Create windows and better displays for items~~

2.1b Task: Replace existing furniture with furnishings that better utilize the spaces

2.2 Objective: Better advertise library resources, programs, and services

2.2a Task: Do paid Facebook ads, post office drops, and other marketing tactics

2.2b Task: Taks Marketing Committee to create a marketing plan.

Goal 3: Create a culture of library/community interaction through mutually beneficial projects and partnerships

3.1 Objective: Create community partnerships and be active in community projects/activities

3.1a Task: Create garden to grow food for the general public with the help of the FFA, master gardeners, boy scouts, girl scouts, etc.

3.2b Task: Expand the reading garden to include a certified butterfly garden with the help of the friends of the library, master gardeners and schools.

3.2 Objective: ~~Try to increase the number of active cardholders~~

3.2a Task: ~~Send emails, text messages, or phone messages letting patrons know about expired library card.~~

Goal 4: Try to make the library 3rd place in the community

4.1 Objective: Provide an excellent level of customer service

4.1b Task: ~~Collect stories on patron experiences~~

4.1a Task: Develop a plan to objectively measure patron satisfaction and experiences.

4.2 Objective: Try to make the library have something for everyone

4.2a Task: Use evaluations to measure patron satisfaction

4.2b Task: Collect data on patron requests

White House Library
105B College St.
White House TN, 37188

White House Library Technology Plan
Fiscal Years ~~2022-2023~~, 2023-2024, 2024-2025

Plan Summary

The purpose of this plan is to review the White House Library's (WHL) goals, needs, and current technologies and then establish a guideline to meet future needs, demands, and technological changes. This plan will be a guideline for technology improvement and implementation for the next 2 years.

Library Mission Statement

Be an essential community hub that provides tools, resources, and assistance.

Library Service Area

The WHL is 1 of 14 city-funded and operated libraries in the State of Tennessee. The city is split between two counties and serves individuals from a number of surrounding cities. The library's current service population is 13,833. The library's location means that the library serves individuals in rural settings in addition to those in the city.

Statement of Needs

In today's society, technology is being used for a number of everyday functions such as: applying for jobs, gathering basic information, conducting in-depth research, reading and learning, advertising and marketing, filing for unemployment, submitting taxes, and many other activities. With so many tasks being mainly and sometimes solely online, it is important that individuals have access to electronic resources.

The WHL currently offers a number of technology devices to the general public such as: public Internet access computers, Hotspots, Tablets, Kindles, color and black and white copiers and printers, wireless printing, laptop access, Chromebooks and children's learning computers and tablets. In addition to these devices, the public has access to the following resources: free e-book and audio book downloads, fax services, test proctoring of online exams and boating test, Universal Class database, and the Tennessee Electronic Library. All library staff members also have access to the above listed devices and resources.

However, in order to meet the needs of the city's growing population size, provide new technological developments, and keep staff trained on these new demands, the WHL will need to continually review and evaluate its technology plan. By doing so, the WHL should be able to meet and anticipate patrons' demands, adequately train library staff on new changes, and provide new resources.

Goals and Objectives

Objective 1: The library will maintain a current technological environment by evaluating the technology plan and trying to project future trends by reviewing use of equipment and other articles on future advances.

1. Statistics will be collected on the use of each item annually.
2. Use of items will determine need/demand for retaining such item(s) in the future.
3. Discussion of other possible devices will be explored for possible future purchase.

4. Updates and recommended changes to the technology plan will be submitted by the director for library board approval.

Objective 2: The library will try to expand and enhance patrons' technological knowledge, use of technology, and use of library services/resources.

1. The library staff will advertise new technological resources to increase patron use.
2. The library staff will show individuals how to use basic technology equipment and encourage individuals to come to training classes for more advanced teaching.
3. The library will promote the use of its online access resources such as the library catalog, website, and universal class.
4. The library will explore adding more technological resources that can be used at home.

Objective 3: The library will create and maintain a technology replacement schedule. The detailed list will describe all technological devices, when they were ordered, when their warranties expire, and date of any repairs made to such device. Using this list, library staff will:

1. Project the expected life of each device.
2. Create a timeline for replacement of items.
3. Know which years to budget for new equipment.
4. Submit proposed budgets to the city.

Objective 4: The library will provide ongoing training for library staff in addition to training and workshops on technology for the general public.

1. Library staff will be provided with training that correlates with updates and changes in technological resources offered by the library.
2. Staff will receive more in-depth training on certain devices and software through state training, webinars, or paid workshops/classes.
3. A minimum of two staff members will be trained on job specific skills such as interlibrary loans, circulation reports, website maintenance, and so forth.
4. Staff will provide informal help to patron inquiry and general technology questions as time allows.
5. Staff will conduct scheduled one-on-one 30-minute technology help appointments.

Current Technology Environment

Hard-wired network of computers and printers	Portable and Mobile Devices
23 public Internet computers, all of which are ADA compliant and two of which are equipped for use by the visually impaired and instant messaging can be used on all computers for hearing impaired individuals	36 Kindles, three of which are Kindle Fires and 33 of which are Kindle Keyboards.
4 staff workstation computers	3 Samsung Tablets
7 public access catalog computers	19 Hotspots
2 Wi-Fi access points	6 webcams with headsets
4 circulation workstations with receipt printers	3 children's early learning computers
1 self-check circulation workstation with receipt printer, and 1 free standing self-checkout kiosk	25 playaway launchpads
2 staff printers	1 apple TV
1 staff scanner/printer	1 laptop for HVAC system
3 staff printer/scanner/fax	4 Ipads

1 staff desktop scanner	1 patron overhead digital scanner
1 black and white printer/copier for public and staff	2 Osmo
1 color printer/copier for the public and staff	2 public laptops
1 color printer/scanner/fax machine for staff and public	4 staff laptops with Windows 7 Pro 4 staff laptops with Windows 10 Pro
6 staff RFID checkout pad	1 RFID tablet and inventory scanner
1 RFID security gates and people counters	10 staff barcode scanners
7 Backup computers and 5 monitors	8 backup monitors
1 computer for wireless software	1 Universal Class Database computer
6 tvs	2 Battery Backups
3 projectors	1 Xbox 360
1 video camera	2 digital camera
1 Karaoke machine	1 Blue ray player
1 staff computer for phone tree	1 Computer with Princh Software
2 WIFI Extenders	4 switches

Hard-wired network of computers and printers	Portable and Mobile Devices
21 public Internet computers, all of which are ADA compliant and two of which are equipped for use by the visually impaired and instant messaging can be used on all computers for hearing impaired individuals	3 Kindle Fires, 3 Kindle Paperwhite
2 public computers for library card sign-up	3 Samsung Tablets
3 children's early learning computers	4 I pads
7 public access catalog computers	19 Hotspots
1 self-check circulation workstation and 1 free standing self-check kiosk	6 webcams
8 staff workstation computers	2 Osmo
1 staff computer for phone tree	22 Playaway launchpads
1 computer for volunteer sign-in/out	1 Xbox 360
1 staff computer for Princh software	6 Wi-Fi access points
1 computer for wireless software (untangle)	10 staff barcode scanners
8 backup monitors	2 digital camera
8 backup computers	1 video camera
4 staff printer/scanner/fax	1 Blu-ray player
2 staff desktop scanners	2 Battery Backups
2 color printers for staff	3 network switches
1 color printer/copier for Princh	1 RFID tablet and inventory scanner
2 color/black and white printer/copier for public and staff (Canon)	1 Universal Class Database computer
10 receipt printers	2 public laptops with Windows 11 2 public laptops with Windows 10
6 staff RFID checkout pad	5 staff laptops with Windows 11 2 staff laptops with Windows 10
1 RFID security gates and people counters	
6 tvs	
3 projectors	
1 karaoke machine	
1 patron overhead digital scanner	

~~23~~ 17 patron computers have Windows ~~10~~ 11. 5 patron computers have Windows 10.

Our 23 public hard-wired computers have Time Limit Manager Timer system and Rebot Restore Pro wiping system and use Windows Microsoft Security.

~~22~~ 23 computers have Microsoft Office Pro Plus 2016 installed.

1 computer has Microsoft Office Pro 2019 installed.

There are 4 computers that have Windows Movie Maker system. 1 computer has Adobe Pro.

All computers/laptops have access to the online databases: R.E.A.D.S. (Regional EBook & Audiobook Download System), TEL (Tennessee Electronic Library), and MedlinePlus.gov.

The WHL and Stokes Brown Public Library, share the cost of the automated system The Library Corporation (TLC). Both libraries are cloud base through TLC.

Internet and wireless service are provided through Comcast business. The wireless system uses the Untangled software which requires patrons to read and agree to library policies as well as provides a count of the number of individuals that connect to the library's Wi-Fi. Access to the wireless Internet is available inside and outside the library during and after library hours.

The WHL maintains its own website through our TLC automated system. The library has its own Facebook, Google, and YouTube Account.

The WHL shares its telephone services with the City of White House. Windstream is the telephone provider. There are five dedicated staff connections and two wireless connections. In addition to Windstream, the library pays for 2 phone lines through Comcast for its fax and a cellular system fire alarm system.

All library staff members have basic computer literacy skills such as navigating basic operational and productivity software like word processing and spreadsheets, as well as, Internet search engines and browsers, and sending and receiving email. Staff members also have knowledge of hardware peripherals, including monitors, printers, keyboards, and touchscreens, as well as understanding of basic computer terminology.

Currently, the library has enough Internet computers and laptops to allow for a 10 minute wait time or less under normal conditions.

Future Technology Environment Considerations

Over the next two years the library staff will be researching and considering adding the following technology related projects:

~~Display kindles and other technology devices to try and increase their circulation.~~

Purchase more downloadable e-books and audio books and reduce the amount of physical audio books being purchased.

Purchase a movie streaming service and reduce the amount of DVDs being purchased.

Purchase a coding software to teach children and teens more advance coding

Budget

- Every year, the library budget contains a line item for small items of equipment in which mostly technology items are purchased.
- The library has taken advantage of a number of grants and will continue to seek such funds in addition to donations from the White House Friends of the Library.

Evaluation

The library director will be responsible for trying to achieve all of the goals of the technology plan. The board and director will review the technology plan annually to see the progress of its goals and make any necessary changes, updates, or adjustments. Since technology is constantly changing, this plan is meant to be a guideline that the library can deviate from should other needs/demands arise.

Approved by the library board on July 14, 2022

THE WHITE HOUSE PUBLIC LIBRARY BY-LAWS

REVISED by library board on May 12, 2022

I. FUNCTION

The Library Board has the power to direct all the affairs of the public library. It shall provide the state library agencies such statistics and information as may be required from time to time (Municipal Code Title 2; chapter 2; Library Board sec. 2-203).

II. BOARD MEMBERS

The board shall consist of seven (7) persons serving without pay who shall be appointed by the Mayor and Board of Alderman. The board shall be composed of the Mayor or his/her designee and six (6) citizens, four (4) of whom shall be residents of the city. Not more than five (5) of said members shall be of the same sex. The terms of office for the six (6) citizens shall be on staggered terms, with the first board being composed of two (2) citizens appointed for a one (1) year term, two (2) citizens appointed for two (2) year terms, and two (2) citizens appointed for three (3) year terms and their successors appointed for three (3) year terms. Board members may not serve more than two consecutive terms and must have a three-year break before being reappointed. Vacancies in such board

occurring otherwise than by expiration of their term shall be filled by the Mayor for the unexpired term. (Municipal Code Title 2; chapter 2; Library Board sec. 2-201).

III. MEETINGS

- A. The board shall meet bi-monthly in the evenings (Municipal Code Title 2; Chapter; Library Board sec. 2-202). Regular meetings of the board will be held on the second Thursday of every other month at 7:00 pm, starting in July. The guiding principles for order at all meetings will be the Roberts Rules of Order.
- B. Special meetings of the board members may be called by the Chairman or upon the written request of two (2) members, for the transaction of such business as shall be stated in the notice of special meeting.
- C. A minimum notice of 48 hours shall be given to all board members. Public notice of all meetings shall be in keeping with applicable State Law.

IV. OFFICERS

- A. The officers of the board shall be Chairman, Vice-Chairman, and Secretary. They shall be elected at the July meeting each year, take office at the July meeting ~~each year~~, and serve a ~~one (1)~~ two (2) year term after which they or their successors must be elected for another ~~annual~~ term.
- B. The Chairman shall preside at all board meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the Chairman, the Vice-Chairman shall preside over the board meetings and otherwise perform the duties of the Chairman. In the absence of the Vice-Chairman, the Chairman shall appoint another board member to preside over the meeting.
- C. The Secretary shall keep a true and correct account of all proceedings of the board meetings and shall distribute the transcription thereof along with any appropriate materials to all board members no later than 7 days prior to the next regularly scheduled meeting where appropriate.

V. COMMITTEES

- A. Standing committees shall be formed by the board and appointed by the Chairman; those committees shall be (1) Executive, (2) Budget and Finance, (3) Marketing and Public Relations, (4) Policy Review and Development, and others as deemed necessary.
- B. Special committees shall be formed by the board and appointed by the Chairman. These committees shall be formed for a special purpose, may include Ad Hoc members and shall be dissolved after their work is completed.
- C. Each appointed committee shall report its progress to the board at each regularly scheduled meeting.

VI. QUORUM

- A. A quorum for the transaction of business shall consist of four (4) members of the board unless otherwise specified by the By-Laws.

VII. ORDER OF BUSINESS

The order of business at the regularly scheduled meetings of the board shall be as follows:

- Call to order
- Approval of minutes (either read or previously received)
- Communications
- Report of the Regional Director
- Reports
- Unfinished business
- New business
- Adjournment

VIII. AMENDMENTS

These By-Laws may only be amended at a regularly scheduled meeting and only by a two-thirds majority vote of the full board (requires five votes).

IX. ATTENDANCE

- A. Board members who miss three (3) meetings in a calendar year may be dismissed from the board and a new member may be appointed by the Mayor and Board of Aldermen for the unexpired term.
- B. Cause for removal of a board member shall be determined by the Mayor and Board of Aldermen as recommended by the Library Board.

X. REPORTS/BUDGET

The Library Board shall make full and complete monthly reports to the Board of Mayor and Aldermen of the city and all other reports from time to time as requested (Municipal Code Title 2; Chapter; Library Board sec. 2-206). The board may appoint the Director, an individual board member, or a committee to create and submit all required documents.

XI. LIBRARY DIRECTOR

The board has the power to appoint or designate someone to act as Librarian who shall direct the internal affairs of the library and such assistants or employees as may be necessary (Municipal Code Title 2; Chapter; Library Board sec.2-204). The Library Director is responsible to the Library Board for implementing the board-adopted policies and long-range plans for the development of the library programs. The Library Director recommends needed policies for board action, acts as a technical advisor to the board, and suggests and implements plans for extending library services.

XII. EVALUATION OF THE DIRECTOR

Per Municipal Code Title 2; Chapter; Library Board sec. 2-207, the Board of Trustees shall initiate and conduct an annual performance evaluation of the Director. This evaluation will

be forwarded to the City to be analyzed and then returned to the Executive Committee of the Library Board for presentation to the Director.

XIII. REGIONAL LIBRARY DIRECTOR

The Regional Library Director may provide professional and technical assistance to the board where appropriate or requested by the board. The Regional Library Director is invited to attend all regularly scheduled meetings.

XIV. ADDRESSING THE BOARD

Individuals who wish to address the Library Board will need to sign in with the Library Director before the meeting begins. Individuals will only be allowed to speak during the communications section of the meeting. Individuals will have a total of 3 minutes to address the board. The board will not respond to the individual during his/her 3-minute address. The Library Director will try to provide details to any patron making an inquiry to see if the issue can be resolved prior to him/her addressing the board.

Post Fandom Fair Numbers

	2021	2022	2023
People Count**	429	582	1,028
Panels**	13	28	7
Kids Escape Room	71	94	113
Teen Escape Room	77	102	89
Costume Contest participants	20	22	36
Kids Crafts	191	*	*
Teen Crafts	*	18	30
Lego building contest	8	27	16
LARP Quest	*	20	*
Library gate counts			1,234

**2021 & 2022 we passed out wristbands. 2023 we used counters

**2021 & 2022 had panels. 2023 had D&D and Writer Meet and Greet Cards

Policy committee: Martha, Doreen, Cherry

- Reviews all library policies (about 17 different policies)

This committee must update/review the policies every year.

Executive committee: Katy, ~~Andrew~~, Carter

- By-laws
- Long Range Plan
- Technology Plan
- Disaster Plan
- Emergency Action Plan

This committee will need to meet to review the by-laws to be brought to the board for approval and then submitted to the region every year. This board will also need to review all of the library plans e.g. long range plan, technology plan, disaster plan, etc.

Marketing and public relations committee: Cherry, Carter, ~~Andrew~~

- Fandom Fair
- Survey every 3 years – I have made and given out
- Automation Resources
- Outreach activities
- Community partnership

This committee will also need to meet to discuss the library's outreach activities and community partnership and then we must describe the process used to review these activities for the state standards.

Budgeting committee: ~~John~~, Katy, Carter

- Budget request for next year – December

This committee will meet with the director when determining the amount of funds that the director will request for the upcoming fiscal year.