<div align="center">
White House Library Board Meeting Agenda
Billy S. Hobbs Municipal Center
Court Room
July 8, 2021
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I.   Call TO ORDER
- A. Roll call of Trustees
- B. Welcome Visitors

II.   APPROVAL OF MINUTES FROM May 13, 2021

III.   COMMUNICATIONS

IV.   TLC Updates

V.   REPORTS
- A. Regional Director
- B. Library Director
  - a. Monthly Reports
  - b. Upcoming events/updates
    - i. Con/Summer Reading review
  - c. Budget
  - d. State Standards
- C. Committees
  1. Executive
  2. Finance and Budget
  3. Marketing and Public Relations
  4. Policy Review
     - a. Technology Plan
     - b. Long Range Plan
     - c. Policy review

VI.   UNFINISHED BUSINESS

VII.   NEW BUSINESS
- a. Office Election
- b. Committees

VIII.   ADJOURN

I.   Call TO ORDER: 7:01 pm
    A. Roll call of Trustees: Andrew Armstrong, John Corbitt, Joyce Partain, Linda Silver, Katy Hornbeck. Absent: Amanda Smith, Emmie Seals.
    B. Welcome Visitors: Elizabeth Kozlowski and Cecilie Maynor
II. APPROVAL OF MINUTES FROM January 14, 2021 and March 11, 2021: John Corbitt motioned to approve. Joyce Partain seconded the motion to approve. All approved the minutes.
III. COMMUNICATIONS: none
IV. REPORTS
    A. Regional Director: The regional board will be dismantled. This will not affect our library because we did not have representation on the board. It will be eliminated on July 1, 2022. Library service agreement is ready to be signed. There are no changes. Title 6 is the state providing training if the library cannot get it through the city. Remote meetings are no longer allowed.
    B. Library Director
        1. Monthly Reports: The library director went over the January and March reports. The library director applied for a storybook train grant. If the library does not receive the grant they may budget for it. Virtual summer reading logs will open on June 1, 2021. The library started TAB again and has two members. The library director and some staff did an escape room to get ideas for their con escape room. They will be asking some to help test the escape rooms before the con. While a tech was helping get computers online after a surge, mold was discovered in the server room. After the building was inspected, it was determined that the only room with mold was the server room. IT should be controlled with a dehumidifier after it has been removed.
        2. Upcoming events/update
            a) Con/Summer Reading: The library director reviewed the summer reading calendar. The Con will be outside this year. If it rains it will be moved inside. The library director reviewed the map and secured vendors for the event.
        3. Budget: The water line is over because the rate was raised.
        4. TLC: In 2013 we entered a consortia with other Sumner County libraries to save cost on our circulation system, TLC. The Library Director learned that the Sumner County IT Director is over the Sumner County libraries and has been directed to find a new circulation system to save on cost. The systems he is considering are not compatible with systems we are currently running and RFID tag system. The migration cost to switch to a new system is high and the city would not pay for the cost to migrate to a

new system. The Library Director informed the board that the cost the system without the consortia would be $9,000-$10,000/year. The Library Director conversations with the Springfield LIbrary director see they would want use the same system and share the cost.

    C. Committees
       1. Executive: none
       2. Finance and Budget: none
       3. Marketing and Public Relations: none
       4. Policy Review
          a) Policy updates: Presented and voted on several changes the library policies. Andrew Armstorng motioned approve policies. Linda Silver seconded the motion. All approved.
          b) Video recording policy: Joyce Partain motioned approve the policy. Katy Hornbeck seconded the motion. All approved.

  V. UNFINISHED BUSINESS: none
  VI. NEW BUSINESS: The Regional Director commended the Library Director for her speaking and innovation.
 VII. ADJOURN: John Corbitt motioned adjourn. Andrew Armstrong seconded the motion. All approved. The meeting adjourned 8:29 pm.

White House Public Library
May 2021
Performance Measures

Official Service Area Populations

2017	2018	2019	2020	2021
13,833	14,035	14,202	14,363	

Membership

May	2017	2018	2019	2020	2021
New Members	90	151	102	7	91
Updated Members	344	373	528	58	333
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	7,027
% of population with membership	86	51	59	66	49

The library has switched its system so that all new users register online. Patrons without Internet can use one of our computers at the library and receive help from staff should they need assistance.

Total Material Available: 38,005
Estimated Value of Total Materials: $950,125   **Last Month:** $948,100
Total Materials Available Per Capita: 2.64   **Last Month:** 2.64
State Minimum Standard: 2.00

Materials Added in May

2017	2018	2019	2020	2021
415	222	127	145	339

Yearly Material Added

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	1,187

Physical Items Checked Out in May

2017	2018	2019	2020	2021
5,817	6,043	5,434	1,141	4,329

Cumulative Physical Items Check Out

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	20,001

Miscellaneous item checkouts

May	2017	2018	2019	2020	2021
Technology Devices	35	53	36	13	54
Study Rooms	78	95	83	0	25
Games and Puzzles	43	48	82	8	124
Seeds	42	142	96	5	147
STEAM Packs	*	*	31	0	0
Cake Pans	*	*	3	0	1

Yearly Totals

2017	2018	2019	2020	2021
585	644	137	381	295
828	1,082	253	305	115
528	743	222	955	482
1,197	586	112	302	716
*	148	61	25	0
*	6	1	28	8

Library Services Usage

May	2017	2018	2019	2020	2021
Lego Table	149	215	246	195	0
Test Proctoring	0	8	24	29	3
Charging Station	9	7	19	0	6
Notary Services	*	*	*	1	9
Library Visits	*	5,002	4,255	0	2,725
Website Usage	*	*	1,148	1,088	2,238
Reference Questions	5	11	5	11	5

Yearly Totals

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	35
86	90	19	47	16
*	*	16	88	39
*	52,565	55,728	30,007	13,565
*	2,517	16,935	17,977	10,727
115	59	77	60	27

Library Volunteers

May	2018	2019	2020	2021
Library Volunteers	11	13	1	6
Volunteer Hours	78	82	20	127

Yearly Totals

18-19	19-20	20-21
82	36	17
809	1,286	1,069

We have not getting many volunteers as some organizations are not requiring volunteer work at this time due to COVID.

Computer Users

May	2017	2018	2019	2020	2021
Wireless	596	588	658	41	250
Adult Users	348	321	384	13	142
Kids Users	170	141	152	0	72

Yearly Computer Users

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	1,362
4,413	4,642	1,103	2,138	865
2,209	2,088	556	427	166

Universal Class Counts

May	
Sign ups	0
Courses started	0
Lessons viewed	13
Class Submissions	3

Yearly Totals

2017	2018	2019	2020	2021
27	24	9	10	6
39	52	16	53	30
273	661	194	1,771	330
258	445	105	800	166

Programs

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	2	1	0
Yearly Sign-ups	29	60	81	81

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	5
500 Mark	2	2	0	1
Completion	0	1	2	1

Face-to-face Kids Programs

May	2017	2018	2019	2020	2021
Programs	16	9	10	0	5
Attendees	234	233	181	0	32
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	13
Attendees	4,268	4,260	4,201	1,185	122

Virtual Kids Programs

May	2020	2021
Videos	7	2
Views	1,352	9
Yearly	2020	2021
Videos	24	14
Views	4,182	191

Grab & Go Kits

May	2020	2021
Kits	0	5
Taken	0	147
Yearly	2020	2021
Kits	38	28
Taken	1094	888

We held face-to-face programs when the weather was nice and virtual story times when it was rainy or cold outside.

Face-to-face Teen Programs

May	2017	2018	2019	2020	2021
Programs	2	5	3	0	0
Attendees	5	10	5	0	0
Yearly	2017	2018	2019	2020	2021
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

May	2020	2021
Programs	0	0
Attendees	0	0
Yearly	2020	2021
Programs	5	0
Attendees	18	0

Combined Face-to-Face

May	2020	2021
Programs	0	4
Attendees	0	16
Yearly	2020	2021
Programs	11	8
Attendees	77	29

Virtual Teen & Tweens

May	2020	2021
Videos	3	0
Views	577	0
Yearly	2020	2021
Videos	12	6
Views	1,591	95

Grab & Go

May	2020	2021
Kits	0	2
Taken	0	31
Yearly	2020	2021
Kits	13	15
Taken	152	162

The library started holding face-to-face teen programs again as well as putting out grab and go kits.

Face-to-face Adult Programs

May	2017	2018	2019	2020	2021
Programs	12	17	11	0	4
Attendees	56	61	50	0	20
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	15
Attendees	689	1,009	1,343	214	69

Virtual

May	2020	2021
Videos	2	0
Views	48	0
Yearly	2020	2021
Videos	18	0
Views	4,972	0

Device Advice

Sessions	2019	2020	2021
May	*	42	8
Yearly	125	51	21

The library tried to add a chess club in April, but there was not enough interest. So this program will not be continued in May.

Interlibrary Loan Services

May	2017	2018	2019	2020	2021
Borrowed	55	49	60	0	52
Loaned	18	27	35	0	20

Yearly Interlibrary Loan Services

2017	2018	2019	2020	2021
562	690	690	534	253
305	410	410	151	74

May	R.E.A.D.S
Adults	1601
Juvenile	88

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021
Adults	15,773	21,138	23,138	17,809
Juvenile	725	1,430	1,189	958

The READS statistics come from the state.

White House Library Monthly Report
May 2021
Submitted by Elizabeth Kozlowski

Summary of Activities

The library director met with Victor at B&B signs to discuss the new library hour sign. The director provided Victor with a PDF version of the library logo to put on the front of the sign. She also approved the book panels and sign layout. It should be done before the end of June.

The library director and HR director conducted interviews for two part time library employees. Those positions were filled by Molly Dorris and Lacey Lassiter. Both employees started working in May.

A mold inspection was done at the library on May 6 after black spots were found in the server room. The air inspection came back normal, so the mold is only on the walls in the server room. The library director is now going to pay to have that mold removed.

The library director had a phone call with her mentor Martha from Clarksville Public Library. They talked briefly about different ways they are lifting COVID restrictions.

The library director was one of three librarians that presented on non-traditional lending. The director talked about the Steam Packs, board games, puzzles, and cake pans that circulate at the library. The presentation was well received and she did get a few follow-up emails from attendees asking for more information.

The library director applied for a storybook trail grant which she did receive. The grant will allow for a book panels to be placed at a city trail. Those walking will be able to read a book as they walk. There are many cities that have these types of trails and the library director is happy one will be added to our city.

The friends of the library did receive the Dollar General Summer Reading Grant. A large portion of this grant will be used to help the library pay for the Fandomcon since the cost of that event will be higher due to having performers staying all day.

The library board met on May 13. They discussed and voted on a number of policy updates.

The library director attended the Chamber Luncheon on May 18 to see the city administrator discuss updates to the city.

The friends of the library met on May 18 to discuss the summer reading grant, storybook trail grant, copiers/Princh and shelf plaques and pavers.

The library director attended an HVAC Request for Proposal meeting. The group looked through company proposals to handle the city's HVAC maintenance. During this meeting, it was discovered that three of the library's units were not being included in the regular maintenance. It is believed that these items were not added to the HVAC proposal once their one year warranty expired. These items will be added to the regular maintenance going forward.

The library director got the two escape rooms for the con set up and invited a number of different city employees and some patrons to test them out beforehand. After the groups went through, some changes were made to the rooms to make them function better. Both are now ready for the fandomcon.

Department Highlights

The highlights for the month were being awarded the storybook trail grant, Dollar General Summer Reading Grant, the success with the library presentation, and the two escape rooms being finished.

White House Library Monthly Report
June 2021
Submitted by Elizabeth Kozlowski

Summary of Activities

The library's summer reading program started in June with our Fandomcon kick-off event. The event was a huge success with a bigger crowd than past years. We gave out 429 wrist bands, but estimate that we had more than that number attend. We had an estimated 197 people come by the children's craft table. 77 individuals went through the teen escape room and 74 went through the kids escape room. We had 20 people participate in the costume contest, 21 teens participate in the games, and 20

individuals who attended panel presentations. The vendors, petting zoo, pony rides, balloon twister and sun telescope was also a big hit. The event was very successful with the only major issues being the heat and a sheep escaping from the petting zoo.

The library also had a total of three special children performers in June. These performers included: Runaway puppets, Abe Lincoln, and Sean the Balloon guy. Runaway puppets had to be live stream only because of rain, but the other two performers preformed outside to a crowd.

The library has held kids crafternoons, regular story times, and teen craft/activities days on their regular schedule days. However, we have continued to put out grab and go crafts for all of these age groups, which allows individuals to still participate even if they are not present for the event. Even though grab and go kits are popular, the library will slowly start to phase them out if we are able to continue to hold face-to-face programs.

The library had Science Fiction writer and former history teacher Terry Maggert do a book talk as a special adult summer reading program on June 24th. The group discussed *The Historian* by Elizabeth Kostova and really enjoyed the event. We will have a virtual book talk in July on Marie Kondo's books on organization.

Servpro came and removed the mold on June 16. The room will be painted with a mold resistant paint and then everything will be moved back into the space. The director is also looking at purchasing a dehumidifier to put in the space to help ensure that the mold does not come back.

The new library sign was installed in June. The sign lists the library hours, address, and phone number. This sign is readable from the parking lot, which allows us to meet the state standards of having an hour sign readable from the road. In addition, the unique books and colors helps it stand out and now there should be less confusion on which building is the library and which one is city hall.

The library and the parks department was awarded a storybook grant. This grant will allow us to put book pages along a trail that children can read as they walk with their parents. If this storybook trail is successful, then we may look at adding them to other trails in the city.

The library director was in contact multiple times with TLC and the Stokes Brown Library Director about getting everything worked out for the separation from Sumner County. The goal is to be completely on the cloud before September, which is when the consortia contract with TLC ends.

Department Highlights

The highlights for the month were the success with the Fandomcon, finishing out the CIP project with the new sign, and receiving the story book grant.

White House Public Library
June 2021
Performance Measures

Official Service Area Populations

2017	2018	2019	2020	2021
13,833	14,035	14,202	14,363	

Membership

June	2017	2018	2019	2020	2021
New Members	175	167	154	36	111
Updated Members	413	375	420	221	701
Yearly Totals	**2017**	**2018**	**2019**	**2020**	**2021**
Total Members	11,893	7,073	8,376	9,496	7,135
% of population with membership	86	51	59	66	50

The library has switched its system so that all new users register online. Patrons without Internet can use one of our computers at the library and receive help from staff should they need assistance.

Total Material Available: 38,183
Estimated Value of Total Materials: $954,575   **Last Month:** $950,125
Total Materials Available Per Capita: 2.64   **Last Month:** 2.64
State Minimum Standard: 2.00

Materials Added in June

2017	2018	2019	2020	2021
139	521	460	404	276

Yearly Material Added

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	1,463

Physical Items Checked Out in June

2017	2018	2019	2020	2021
6,476	7,240	7,397	2,366	6,374

Cumulative Physical Items Check Out

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	26,375

Miscellaneous item checkouts

June	2017	2018	2019	2020	2021
Technology Devices	43	89	62	27	66
Study Rooms	54	111	76	0	18
Games and Puzzles	58	84	97	4	135
Seeds	26	47	42	15	36
STEAM Packs	*	*	32	0	34
Cake Pans	*	*	*	10	5

Yearly Totals

2017	2018	2019	2020	2021
585	644	137	381	361
828	1,082	253	305	133
528	743	222	955	617
1,197	586	112	302	752
*	148	61	25	34
*	6	1	28	13

Library Services Usage

June	2017	2018	2019	2020	2021
Lego Table	338	210	203	0	0
Test Proctoring	21	30	37	19	17
Charging Station	8	6	17	0	3
Notary Services	*	*	*	10	14
Library Visits	*	6,612	5,914	1,931	4,577
Website Usage	*	*	1,148	1,194	2,955
Reference Questions	12	7	4	11	2

Yearly Totals

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	52
86	90	19	47	19
*	*	16	88	53
*	52,565	55,728	30,007	18,142
*	2,517	16,935	17,977	13,682
115	59	77	60	29

Library Volunteers

June	2018	2019	2020	2021
Library Volunteers	28	39	1	8
Volunteer Hours	280	301	24	135

Yearly Totals

18-19	19-20	20-21
82	36	18
809	1,286	1,204

We have not getting many volunteers as some organizations are not requiring volunteer work at this time due to COVID.

Computer Users

June	2017	2018	2019	2020	2021
Wireless	487	788	629	118	358
Adult Users	330	388	346	202	170
Kids Users	224	238	204	0	60

Yearly Computer Users

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	1,720
4,413	4,642	1,103	2,138	1,035
2,209	2,088	556	427	226

Universal Class Counts

June	
Sign ups	0
Courses started	0
Lessons viewed	8
Class Submissions	1

Yearly Totals

2017	2018	2019	2020	2021
27	24	9	10	6
39	52	16	53	30
273	661	194	1,771	338
258	445	105	800	167

Programs

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	2	1	0
Yearly Sign-ups	29	60	81	81

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	7
500 Mark	2	2	0	1
Completion	0	1	2	1

Face-to-face Kids Programs

June	2017	2018	2019	2020	2021
Programs	23	25	19	0	11
Attendees	961	1,416	1,107	0	570
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	24
Attendees	4,268	4,260	4,201	1,185	692

Virtual Kids Programs

June	2020	2021
Videos	4	1
Views	720	29
Yearly	2020	2021
Videos	24	15
Views	4,182	220

Grab & Go Kits

June	2020	2021
Kits	3	5
Taken	47	291
Yearly	2020	2021
Kits	38	33
Taken	1094	1179

In addition to our story times and kids crafternoons, we starting having special Summer Reading performers. The performer days were on Thursday. One had to be moved inside and live streamed because of rain. The children's librarian is holding the same story time on both days instead of having two separate ones. It has been going over well because now parents have more options when working around their personal schedule.

Face-to-face Teen Programs

June	2017	2018	2019	2020	2021
Programs	14	15	14	0	0
Attendees	309	269	240	0	0
Yearly	2017	2018	2019	2020	2021
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

June	2020	2021
Programs	0	0
Attendees	0	0
Yearly	2020	2021
Programs	5	0
Attendees	18	0

Combined Face-to-Face

June	2020	2021
Programs	0	5
Attendees	0	134
Yearly	2020	2021
Programs	11	12
Attendees	77	176

Virtual Teen & Tweens

June	2020	2021
Videos	2	0
Views	351	0
Yearly	2020	2021
Videos	12	6
Views	1,591	95

Grab & Go

June	2020	2021
Kits	3	2
Taken	42	26
Yearly	2020	2021
Kits	13	17
Taken	152	188

Since we are having inside face-to-face programs, we are now doing sewing projects that take two days to complete. As such, we did not have as many grab and go kits to put out for teens.

Face-to-face Adult Programs

June	2017	2018	2019	2020	2021
Programs	17	22	17	0	6
Attendees	154	171	163	0	85
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	20
Attendees	689	1,009	1,343	214	179

Virtual

June	2020	2021
Videos	3	0
Views	1,059	0
Yearly	2020	2021
Videos	18	0
Views	4,972	0

Device Advice

Sessions	2019	2020	2021
June	*	0	4
Yearly	125	51	25

Interlibrary Loan Services

June	2017	2018	2019	2020	2021
Borrowed	37	51	72	32	99
Loaned	16	36	38	6	21

Yearly Interlibrary Loan Services

2017	2018	2019	2020	2021
562	690	690	534	352
305	410	410	151	95

June	R.E.A.D.S
Adults	1657
Juvenile	74

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021
Adults	15,773	21,138	23,138	19,466
Juvenile	725	1,430	1,189	1,032

The READS statistics come from the state.

Post Fandomcon Numbers

- Gave out a total of 429 wrist bands (but there could have been more people there since some people came from the other direction)
- Costume Contest Participants
    - Kids:7
    - Teens: 10
    - Adults: 0
    - Group:2
    - Prop: 1
- Escape Room Totals
    - Kids Room: 71
    - Teen Room: 77
- Panels
    - Writing: 2
    - Fursuit making: 3
    - Map making: 3
    - Comics: 3
    - Larping: 2
- Games
    - Musical Chairs: 7
    - Telephone Charades: 0
    - Balloon Battle: 9
    - Ninja: 0
    - Ships and Sailors: 5
- Kids Craft: 191

Most successful con to date. Biggest issue was staff was sore from setting everything up, the heat, and a sheep escaped. Other than that, it was a great event.

		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	202,037.00	202,037.00	15,804.90	202,117.20	202,117.20	-80.20
110-44800-112	Libraries - Overtime	1,231.00	251.00	0.00	0.00	0.00	251.00
110-44800-114	Libraries - Part Time Wages	30,000.00	30,000.00	3,705.56	28,830.12	28,830.12	1,169.88
110-44800-117	Libraries - Annual Longevity Pay	3,000.00	3,000.00	0.00	3,000.00	3,000.00	0.00
110-44800-130	Libraries - Employee Benefits	18,734.00	18,734.00	1,514.66	18,172.96	18,172.96	561.04
110-44800-142	Libraries - Hospital & Health Insurance	60,546.00	60,546.00	4,775.07	54,130.60	54,130.60	6,415.40
110-44800-143	Libraries - Retirement	14,143.00	14,143.00	878.75	11,237.65	11,237.65	2,905.35
110-44800-144	Libraries - Dental Insurance	744.00	744.00	59.85	727.00	727.00	17.00
110-44800-145	Libraries - Vision Benefit	1,000.00	1,000.00	0.00	232.00	232.00	768.00
110-44800-147	Libraries - Unemployment Insurance	261.00	261.00	14.83	255.34	255.34	5.66
110-44800-148	Libraries - Employee Ed. & Training	900.00	440.00	0.00	440.00	440.00	0.00
110-44800-200	Libraries - Contractual Services	15,760.00	15,685.00	319.91	13,602.03	13,902.27	1,782.73
110-44800-211	Libraries - Postage, Box Rent, Etc.	275.00	75.00	1.42	8.66	8.66	66.34
110-44800-235	Libraries - Memberships/Subscriptions/...	12,300.00	12,300.00	1,164.00	11,119.77	11,119.77	1,180.23
110-44800-237	Libraries - Advertising & Pub. Relations	870.00	477.00	0.00	409.35	476.85	0.15
110-44800-241	Libraries - Electric	35,159.00	35,159.00	2,821.42	36,679.46	36,679.46	-1,520.46
110-44800-242	Libraries - Water	660.00	1,160.00	123.75	1,145.54	1,145.54	14.46
110-44800-243	Libraries - Sewer	1,020.00	1,020.00	85.26	879.13	879.13	140.87
110-44800-245	Libraries - Phones / Fax / Internet	6,840.00	6,840.00	443.49	6,729.91	6,729.91	110.09
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	8,040.00	9,020.00	538.39	8,242.83	9,642.83	-622.83
110-44800-280	Libraries - Travel	375.00	75.00	0.00	0.00	0.00	75.00
110-44800-287	Libraries - Meals And Entertainment	900.00	900.00	29.55	192.29	192.29	707.71
110-44800-312	Libraries - Small Items Of Equipment	7,300.00	7,300.00	0.00	11,166.69	11,166.69	-3,866.69
110-44800-320	Libraries - Operating Supplies	10,525.00	10,525.00	422.72	7,917.37	8,157.21	2,367.79
110-44800-330	Libraries - Inventory Supplies	12,000.00	12,817.00	5,207.28	12,810.87	12,810.87	6.13
110-44800-331	Libraries - Oil, Fuel, Etc.	520.00	0.00	0.00	0.00	0.00	0.00
110-44800-900	Libraries - Capital Outlay	30,000.00	30,681.00	6,495.00	30,456.54	30,456.54	224.46
	Function: 44800 - Library Total:	**475,788.00**	**475,838.00**	**44,459.75**	**461,150.59**	**463,158.17**	**12,679.83**
Function: 44880 - Children's Library							
110-44880-110	Children's Libr. - Salaries	32,736.00	32,736.00	2,556.14	32,727.51	32,727.51	8.49
110-44880-117	Children's Libr. - Annual Longevity Pay	500.00	500.00	0.00	500.00	500.00	0.00
110-44880-130	Children's Libr. - Employee Benefits	2,666.00	2,666.00	203.00	2,631.46	2,631.46	34.54
110-44880-142	Children's Libr. - Hospital & Health Insur...	9,058.00	9,058.00	711.86	8,089.31	8,089.31	968.69
110-44880-143	Children's Libr. - Retirement	2,292.00	2,292.00	142.12	1,819.71	1,819.71	472.29
110-44880-144	Children's Libr. - Dental Insurance	453.00	453.00	11.97	145.40	145.40	307.60
110-44880-145	Children's Libr. - Vision Benefit	200.00	200.00	0.00	168.00	168.00	32.00
110-44880-147	Children's Libr. - Unemployment Insura...	29.00	29.00	0.00	27.98	27.98	1.02
110-44880-148	Children's Libr. - Employee Ed. & Training	50.00	0.00	0.00	0.00	0.00	0.00
110-44880-200	Children's Libr. - Contractual Services	1,400.00	1,400.00	825.00	1,356.00	1,356.00	44.00
110-44880-320	Children's Libr. - Operating Supplies	1,500.00	1,500.00	251.24	1,551.53	1,551.53	-51.53
110-44880-330	Children's Libr. - Inventory Supplies	2,000.00	2,000.00	0.00	1,999.27	1,999.27	0.73
	Function: 44880 - Children's Library Total:	**52,884.00**	**52,834.00**	**4,701.33**	**51,016.17**	**51,016.17**	**1,817.83**
	Expense Total:	**528,672.00**	**528,672.00**	**49,161.08**	**512,166.76**	**514,174.34**	**14,497.66**
	Fund: 110 - General Fund Total:	**528,672.00**	**528,672.00**	**49,161.08**	**512,166.76**	**514,174.34**	**14,497.66**
	Report Surplus (Deficit):	**-528,672.00**	**-528,672.00**	**-49,161.08**	**-512,166.76**	**-514,174.34**	**-14,497.66**

State Standards

2020-2021

1. Report to board on technology training, online resources, outreach, community partnerships **(do all year)**
2. Tennessee Trustee certification
3. Review the long range plan annually **(July)**
4. Determine if long range plan meets community needs **(need to do surveys)**
5. Meet Maintenance of Effort **(September)**
6. Board presents budget
7. 10% budget for materials
8. Collection weeded according to Crew: we weeded 4% of the collection
9. Turnover rate calculated annually: everything circulated 1.4 times
10. Technology plan is reviewed annually **(July)**
11. Staff complete hours of training **(July)**
12. Hosts at least 1 TEL session annually
13. Teen Advisory Board **(Started meeting again)**
14. TAB provides quarterly report to director

2019-2020

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

2018-2019
1. Tennessee Trustee Certification**
2. Board presents budget
3. Determine if plan is meeting community needs**
4. Meet MOE**
5. 10% budgeted for materials**
6. Collection weeded according to Crew – 3% this year, not 5%
7. Presentation equipment available for in house use by the public**
8. Staff complete competencies within 1 year of employment**
9. TAB provides quarterly report to director**

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

<div align="center">

White House Library Technology Plan
Fiscal Years 2020-2021, 2021-2022, 2022-2023

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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 warrantees 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 patrons inquires 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
~~22~~ 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.
2 staff workstation computers	3 Samsung Tablets
7 public access catalog computers	~~8~~ 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	2 playaway views and ~~10~~ 17 playaway launchpads
2 staff printers	1 apple TV
1 staff scanner/printer	1 laptop for HVAC system
2 staff printer/scanner/fax	2 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
~~8~~ 7 Backup computers	~~6~~ 8 backup monitors
1 computer for wireless software	1 Universal Class Database computer
6 tvs	1 Patron Printer
3 projectors	1 Xbox 360
1 video camera	~~1~~ 2 digital camera
1 Karaoke machine	1 Blue ray player
1 patron color printer	1 Computer with Princh Software
1 staff computer for phone tree	

~~22~~ 23 patron computers have Windows 10. All patron computers have Microsoft Office Professional Plus 2016.

Our ~~22~~ 23 hard-wired computers have Time Limit Manager Timer system and Clean Slate wiping system and use Windows Microsoft Security.

22 computers have Microsoft Office Pro Plus 2016 installed.

1 computer has Microsoft Office Pro 2019 installed.

1 computer has Abode Photoshop and Premiere Elements 13 and 3 have Abode Photoshop and Premiere 14. There are also 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 ~~is in a consortium with the libraries in Sumner and Robertson Counties~~ and Stokes Brown Public Library~~, which together~~ share the cost of the automated system The Library Corporation (TLC). ~~Together, the libraries purchase and maintain a server that is housed in Sumner County.~~ Both libraries are cloud base through TLC.

Internet and wireless service are provided through Comcast business. ~~The WIFI speed was increased this past year.~~ 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 AT&T for its fax and fire alarm system and 2 comcast phone lines.

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:

~~**Outside Wi-Fi space**: The outdoor library patio area will be redone to create an outdoor Wi-Fi space. New movable furniture will be purchased, outlets will be added for device charging, and the Wi-Fi will be expanded to better reach that area. An awning will added to provide some shade. This project will be funded using funds from the general fund.~~

Juvenile Maker Space: This space will be next to the juvenile stacks and holds items that will allow children ages 7 to 12 to experiment with maker items. These items may include: makey makey, building kits, circuits, art items, etc.

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.
- ~~In addition to apply for the Tech Grant to help fund technology replacement, the library will apply for the CARES Grant from Congress. This grant will allow the library to purchase Chrome books, TVs for presentations, online meeting software, and additional hot spots.~~

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 9, 2020

WHITE HOUSE PUBLIC LIBRARY

LONG-RANGE PLAN
~~2020-2021~~ 2021-2022

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 9, 2020

<u>Goal 1: Offer library programs and services that meet community needs.</u>

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: Increase Tween participation

    1.1d Task: <u>review counts of individual programs and look at either improvement options or removing the program.</u>

1.2 Objective: ~~Offer services and programs outside the library building~~ <u>Add new programs and services</u>

    1.2a Task: Book Delivery to nursing homes

    1.2b Task: Park ~~and splash pad~~ story times

    1.2c Task: <u>Add a coding club</u>

    1.2d Task: <u>Review options for more adult educational programs</u>

~~1.3 Objective:~~ ~~Finish creating and implementing new programs~~

    ~~**1.3a**~~ **1.2eTask:** Create Juvenile School Year Reading Challenge

    ~~**1.3b**~~ **1.2f Task:** Create Summer Volunteer Program

<u>Goal 2: Provide residents of all ages with resources that meet educational, informational, and occupational needs.</u>

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

2.2 Objective: Enhance existing library space

    2.2a Task: Create a Juvenile maker space

    2.2b Task: ~~Create an outdoor internet reading space~~

    2.2c Task: Replace existing furniture with furnishing that better utilize the spaces

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

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

3.2 Objective: Try to increase the number of active cardholders

    3.2a Task: Better advertise library resources, programs, and services

<u>Goal 4: Try to make the library 3rd place in the community</u>

4.1 Objective: Provide an excellent level of customer service

    4.1a Task: Use evaluations to measure patron satisfaction

4.1b Task: Collect stories on patron experiences

4.1c Task: ~~Use surveys to find out how many people knew about the resources we offered during closure.~~

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

4.2a Task: Collect data on patron requests

E. CIRCULATION

1. 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, 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.

2. 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).

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

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

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

6. 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.

Policy committee: Joyce, Andrew, Katy

- Circulation policy
- Technology policy
- Collection development policy
- Meeting space policy
- Confidentiality policy
- All other policies

We must update/review the policies every year. We currently have a circulation, technology (that one probably needs to be updated), collection development, and a facilities and meeting space policy. We do not have a personnel, or confidentiality policy. We may want to schedule a time for the committee to actually meet to create these two new policies. Additionally, I think this committee should meet once a year to review all of the policies to bring to the board. I think we should schedule this later in the year after we create the two new policies. We will also need to start describing what process we use to review each of these policies to submit in the state standards.

Executive committee: Joyce, John, Emmie

- Disaster Plan
- Long range 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 the library's long range plan and progress towards it each year. This board will need to review the library's disaster preparedness plan yearly. This committee will also need to review the technology used in the library.

Marketing and public relations committee: Katy, Emmie, Andrew

- Press releases – Myself and staff have been doing them
- 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, Linda, Amanda

- Budget request for next year – December

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