White House Library Board Meeting Agenda
Billy S. Hobbs Municipal Center
Court Room
July 14, 2022

I.   Call TO ORDER
- A. Roll call of Trustees
- B. Welcome Visitors

II.   APPROVAL OF MINUTES FROM May 12, 2022

III.   COMMUNICATIONS

IV.   REPORTS
- A. Regional Director
- B. Library Director
  - a. Monthly Reports
  - b. Upcoming events/updates
    - i. Post Fandomcon Numbers
  - c. Budget
  - d. State Standards
  - e. Technology Plan review
  - f. Long Range Plan review
  - g. Patron Purge
- C. Committees
  1. Executive
  2. Finance and Budget
  3. Marketing and Public Relations
  4. Policy Review

V.   UNFINISHED BUSINESS

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

VII.   ADJOURN

White House Library Board Meeting Minutes
Billy S. Hobbs Municipal Center
May 12, 2022

I. Call to Order: 7:00 pm

   a. Roll Call of Trustees: Joyce Partain, Linda Silber, Carter Beck, Cherry Richardson, Katy Hornbeck. Absent: Andrew Armstrong, John Corbitt.
   b. Welcome Visitors: Elizabeth Kozlowski, Cecilie Maynor, Amanda Brewton.

II. Approval of Minutes from March 10, 2022: Linda Silver motioned to approve the minutes. Carter Beck seconded the motion. All approved the minutes.

III. Communications: none

IV. Reports

   a. Regional Director: The library service agreement was presented. The City will approve and sign in their June meeting. There are no changes from previous years. The regional director presented upcoming trainings and reminders.

   b. Library Director:

      1. Monthly Reports
         a. The library director reviewed monthly reports from March and April. In March, physical items checked out exceeded pre-covid numbers. Library visits are getting closer to pre-covid numbers. In April, updated members was up.
      2. Upcoming events/updates
         a. Food for fine: 70 items were returned
         b. National Medial Award: The library did not receive the National Medial Award but it was an honor to be nominated.
      3. Budget: The library director reviewed the budget.
      4. State Standards: The Library Director reviewed progress on state standards.
      5. By-Law Review
         a. Linda Silver motioned to approve revised wording of by-laws. Katy Hornbeck seconded the motion. All approved.

V. Committees

      1. Executive: did not meet
      2. Finance & Budget: did not meet
      3. Marketing and Public Relations
         a. Fandomcon Updates: The library director shared updates for the upcoming Fandomcon event.
      4. Policy Review

VI. Unfinished Business

      1. Linda Silver and Joyce Partain's board terms will end on June 30. The library will need 2 new board members.

VII. New Business: none

VIII. Adjourn: Joyce Partain motioned to adjourn. Linda Silver seconded the motion. All approved. Meeting adjourned at 8:02 pm.

White House Library
May 2022 Monthly Report
Submitted by Elizabeth Kozlowski

Summary of Activities

The library director attended the BMA budget study session on May 2nd. At this meeting, the library director presented to the BMA the lines that she was asking for an increase, the new full time youth services librarian and her CIP requests.

The library director had her final mentorship phone call with Martha at Clarksville Public Library. Martha is retiring on June 6th. The region is going to try to find a new mentor for the library director possibly from another region.

The library director did interviews for our seasonal part time library clerk position. The director hired Gracie Whitaker and her first day was May 23rd.

The library board met on May 12. The board voted to update the library by-laws. They also discussed the con and state standards. The Marketing Committee also met before the board meeting to discuss final details of the con, all of which was presented at the board meeting.

The Friends of the Library received $2,000 from the Dollar General Summer Reading Grant. This grant will help pay for the con and other Summer Reading expenses.

Rebecca Melvin, the new library supervisor, started on May 16. In addition to receiving training, she also attended the May Chamber Luncheon with the library director and helped to promote the Fandomcon at the farmer's market.

Preventia installed a new satellite fire alarm system. This system will now monitor our fire alarms since landlines are no longer being supported by companies.

The library director purchased plants with a member of the master gardener. This group planted what was purchased in the outdoor flowerpots.

The library director attended a regional training on space planning on May 19th. This was very helpful and the library director hopes to change some of the space and item placement around the library to make them be noticed and utilized more by patrons.

The library director attended the May BMA meeting on May 19. The board passed the first reading of the budget. If they pass it at the second reading in June, then the library will receive everything it requested.

The library director had a meet and greet with Carlos, the new alderman from ward 2. During this meeting, the director went over what her role is here at the library, the library and regional board and some of the programs she puts on at the library.

Department Highlights

The highlights for the month were having Rebecca and Gracie start, the space planning workshop, receiving the Dollar General Summer Reading Grant, and the budget passing its first reading.

White House Public Library
May 2022 Performance Measures

Official Service Area Populations

2018	2019	2020	2021
14,035	14,202	14,363	14,455

Membership

May	2018	2019	2020	2021	2022
New Members	151	102	7	91	116
Updated Members	373	528	58	333	366
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	7,027	7,931
% of population with membership	51	59	66	49	55

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: 40,604
Estimated Value of Total Materials: $1,015,100   **Last Month:** $1,003,925
Total Materials Available Per Capita: 2.80   **Last Month:** 2.78
State Minimum Standard: 2.00

Materials Added in May

2018	2019	2020	2021	2022
222	127	145	339	228

Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	2,113

Physical Items Checked Out in May

2018	2019	2020	2021	2022
6,043	5,434	1,141	4,329	6,616

Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	30,565

The library is happy that our checkout numbers have to exceed pre-covid checkouts.

Miscellaneous item checkouts

May	2018	2019	2020	2021	2022
Technology Devices	53	36	13	54	71
Study Rooms	95	83	0	25	42
Games and Puzzles	48	82	8	124	134
Seeds	142	96	5	147	171
STEAM Packs	*	31	0	0	15
Cake Pans	*	3	0	1	7

Yearly Totals

2018	2019	2020	2021	2022
644	137	381	725	305
1,082	253	305	395	272
743	222	955	1,263	743
586	112	302	878	493
148	61	25	160	86
6	1	28	21	19

Library Services Usage

May	2018	2019	2020	2021	2022
Lego Table	215	246	195	0	0
Test Proctoring	8	24	29	3	12
Charging Station	7	19	0	6	2
Notary Services	*	*	1	9	13
Library Visits	5,002	4,255	0	2,725	3,884
Website Usage	*	1,148	1,088	2,238	2,472

Yearly Totals

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	32
90	19	47	45	8
*	16	88	144	54
52,565	55,728	30,007	38,913	17,981
2,517	16,935	17,977	27,907	11,721

Reference Questions	11	5	11	5	1		59	77	60	73	16

Library Volunteers

May	2018	2019	2020	2021	2022
Library Volunteers	11	13	1	6	9
Volunteer Hours	78	82	20	127	146

Yearly Totals

18-19	19-20	20-21	21-22
82	36	20	39
809	1,286	1,204	1,319.5

Since teens are needing service hours again for clubs, the number of volunteer hours has gone up again.

Computer Users

May	2018	2019	2020	2021	2022
Wireless	588	658	41	250	472
Adult Users	321	384	13	142	224
Kids Users	141	152	0	72	319

Yearly Computer Users

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	1,747
4,642	1,103	2,138	2,235	1,096
2,088	556	427	957	1,154

Universal Class Counts

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

Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	9
52	16	53	39	15
661	194	1,771	1,008	365
445	105	800	515	126

Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	2	1	1	3
total Sign-ups	29	60	83	84	116

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	40
500 Mark	2	2	0	2	5
Completion	0	1	2	4	5

Face-to-face Kids Programs

May	2018	2019	2020	2021	2022
Programs	9	10	0	5	9
Attendees	233	181	0	32	200
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	58
Attendees	4,260	4,201	1,185	2,167	1,410

Virtual Kids Programs

May	2020	2021	2022
Videos	7	2	0
Views	1,352	9	0
Yearly	2020	2021	2022
Videos	24	19	0
Views	4,182	230	0

Grab & Go Kits

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

Story time was halted half way through May to allow staff to prepare for Summer Reading.

Face-to-face Teen Programs

May	2018	2019	2020	2021	2022
Programs	5	3	0	0	0
Attendees	10	5	0	0	0
Yearly	2018	2019	2020	2021	2022
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

May	2020	2021	2022
Programs	0	0	0
Attendees	0	0	0
Yearly	2020	2021	2022
Programs	5	0	0
Attendees	18	0	0

Combined Face-to-Face

May	2020	2021	2022
Programs	0	4	8
Attendees	0	16	46
Yearly	2020	2021	2022
Programs	11	43	42
Attendees	77	370	207

Virtual Teen & Tweens

May	2020	2021	2022
Videos	3	0	0
Views	577	0	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

Grab & Go

May	2020	2021	2022
Kits	0	3	0
Taken	0	25	0
Yearly	2020	2021	2022
Kits	13	24	0
Taken	152	409	0

The library is going to continue to hold combined tween/teen programs at this time due to being short staffed and because both age groups enjoy the programs.

Face-to-face Adult Programs

May	2018	2019	2020	2021	2022
Programs	17	11	0	4	6
Attendees	61	50	0	20	43
Yearly	**2018**	**2019**	**2020**	**2021**	**2022**
Programs	175	157	42	63	35
Attendees	1,009	1,343	214	351	170

Virtual

May	2020	2021	2022
Videos	2	0	0
Views	48	0	0
Yearly	**2020**	**2021**	**2022**
Videos	18	1	0
Views	4,972	20	0

Device Advice

May	2019	2020	2021	2022
Sessions	*	42	8	14
Yearly	125	51	81	44
Grab & Go				
May	*	*	0	0
Yearly	*	*	0	0

The library has added an adult creative writing class and a craft day. Both new programs are doing well.

Interlibrary Loan Services

May	2018	2019	2020	2021	2022
Borrowed	49	60	0	52	90
Loaned	27	35	0	20	35

Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	346
410	410	151	226	184

May	R.E.A.D.S
Adults	1,794
Juvenile	145

Yearly Totals	2018-2019	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	19,294
Juvenile	725	1,430	1,189	1,032	1,892

The READS statistics come from the state.

White House Library
June 2022 Monthly Report
Submitted by Elizabeth Kozlowski

Summary of Activities

The White House Library Director attended the retirement party for Martha Hendricks, the Clarksville Library Director, on June 4. Martha was the mentor for the director and a great friend as well. The director will miss having Martha as a mentor.

The friends of the library met on June 7. They voted to move forward with making an outdoor reading/garden space to honor Sherry and Don Eden. This space will go in the nook between the outdoor patio and the stairs leading up to the building.

The library's Fandomcon event was held on June 11. The event was very successful with more attendance and participation than last year. On top of those numbers, we also had our first LARP quest that had 20 participants, as well as 18 participants in our teen Jewelry making class.

The library director attended two ribbon cuttings, one for Sweat Meats BBQ and one for NP Clinic.

The library director and staff attended the state of the city address from the city administrator Gerald Herman. During this address, the city administrator discussed everything happening within the city.

The library director met with Wade's Lawn Service to discuss getting a quote to do the garden space in honor of the Edens. They gave the friends a quote which was accepted. Work on that project should start soon.

The library director met with Andy, the public works department head, about the library sprinkler system. They found that two pipes were completely broken. He suspects that another pipe is also broken, but he could not find a third pipe. The library director sent over the information on who installed the system to see if they could track down where the pipe was run. At the moment, this system has still not been repaired and the group is looking at other solutions to fix the problem such as possibly running a new pipe instead of trying to fix the broken ones.

The library director met with each of the new library trustees that were appointed in June by the BMA for trustee orientation. Doreen Brown and Martha Montgomery will take over for Joyce Partain and Linda Silver who had to come off the board due to reaching their 2 term limit.

Department Highlights

The highlight for the month was the success with the Fandomcon. That is an event that we spend many months planning and the library staff is happy to see it be so successful and continue to grow.

White House Public Library
June 2022 Performance Measures

Official Service Area Populations

2018	2019	2020	2021
14,035	14,202	14,363	14,455

Membership

June	2018	2019	2020	2021	2022
New Members	167	154	36	111	205
Updated Members	375	420	221	701	456
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	7,027	8,126
% of population with membership	51	59	66	49	56

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: 40,763
Estimated Value of Total Materials: $1,019,075   **Last Month:** $1,015,100
Total Materials Available Per Capita: 2.82   **Last Month:** 2.80
State Minimum Standard: 2.00

Materials Added in June

2018	2019	2020	2021	2022
521	460	404	276	174

Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	2,307

Physical Items Checked Out in June

2018	2019	2020	2021	2022
7,240	7,397	2,366	6,374	7,964

Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	38,529

The library is happy that our checkout numbers have to exceed pre-covid checkouts.

Miscellaneous item checkouts

June	2018	2019	2020	2021	2022
Technology Devices	89	62	27	66	75
Study Rooms	111	76	0	18	64

Yearly Totals

2018	2019	2020	2021	2022
644	137	381	725	380
1,082	253	305	395	336

Games and Puzzles	84	97	4	135	205	743	222	955	1,263	948
Seeds	47	42	15	36	139	586	112	302	878	632
STEAM Packs	*	32	0	34	27	148	61	25	160	113
Cake Pans	*	*	10	5	3	6	1	28	21	22

Library Services Usage   **Yearly Totals**

June	2018	2019	2020	2021	2022	2018	2019	2020	2021	2022
Lego Table	210	203	0	0	0	1,891	553	459	0	0
Test Proctoring	30	37	19	17	9	152	27	74	108	41
Charging Station	6	17	0	3	2	90	19	47	45	10
Notary Services	*	*	10	14	11	*	16	88	144	65
Library Visits	6,612	5,914	1,931	4,577	5,863	52,565	55,728	30,007	38,913	23,844
Website Usage	*	1,148	1,194	2,955	3,482	2,517	16,935	17,977	27,907	15,203
Reference Questions	7	4	11	2	5	59	77	60	73	21

Our library visits are very close to our pre-covid numbers. The library hopes that this number will continue to increase.

Library Volunteers   **Yearly Totals**

June	2018	2019	2020	2021	2022	18-19	19-20	20-21	21-22
Library Volunteers	28	39	1	8	16	82	36	20	48
Volunteer Hours	280	301	24	135	173	809	1,286	1,204	1,492.5

Since some clubs are requiring service hours again, the number of volunteer hours has gone up slightly, but we are not at pre-covid numbers.

Computer Users   **Yearly Computer Users**

June	2018	2019	2020	2021	2022	2018	2019	2020	2021	2022
Wireless	788	629	118	358	476	9,535	2,017	3,829	3,878	2,223
Adult Users	388	346	202	170	230	4,642	1,103	2,138	2,235	1,326
Kids Users	238	204	0	60	542	2,088	556	427	957	1,696

Universal Class Counts   **Yearly Totals**

June		2018	2019	2020	2021	2022
Sign ups	0	24	9	10	13	9
Courses started	3	52	16	53	39	18
Lessons viewed	7	661	194	1,771	1,008	372
Class Submissions	3	445	105	800	515	129

Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	2	1	0	4
total Sign-ups	29	60	83	84	120

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	48
500 Mark	2	2	0	2	5
Completion	0	1	2	4	5

Fandomcon

Activity	2021	2022
Wristbands handed out	429	582
Panels	13	28
Kids Escape Room	71	94
Teen Escape Room	77	102
Costume Contest participants	20	22
Lego building contest	8	27

Face-to-face Kids Programs

June	2018	2019	2020	2021	2022
Programs	25	19	0	11	13
Attendees	1,416	1,416	0	570	515

Virtual Kids Programs

June	2020	2021	2022
Videos	7	2	0
Views	1,352	9	0

Grab & Go Kits

June	2020	2021	2022
Kits	0	5	0
Taken	0	147	0

Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	71
Attendees	4,260	4,201	1,185	2,167	1,995

Yearly	2020	2021	2022
Videos	24	19	0
Views	4,182	230	0

Yearly	2020	2021	2022
Kits	38	44	0
Taken	1094	1,699	0

I did not include Fandomcon number in our kids program totals because instead of having individual activities, most of them were come and go. The few that were scheduled have been included in its own separate category above.

Face-to-face Teen Programs

June	2018	2019	2020	2021	2022
Programs	5	3	0	0	0
Attendees	10	5	0	0	0
Yearly	2018	2019	2020	2021	2022
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

June	2020	2021	2022
Programs	0	0	0
Attendees	0	0	0
Yearly	2020	2021	2022
Programs	5	0	0
Attendees	18	0	0

Combined Face-to-Face

June	2020	2021	2022
Programs	0	5	8
Attendees	0	134	24
Yearly	2020	2021	2022
Programs	11	43	50
Attendees	77	370	231

Virtual Teen & Tweens

June	2020	2021	2022
Videos	3	0	0
Views	577	0	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

Grab & Go

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

Face-to-face Adult Programs

June	2018	2019	2020	2021	2022
Programs	22	17	0	6	6
Attendees	171	163	0	85	39
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	41
Attendees	1,009	1,343	214	351	209

Virtual

June	2020	2021	2022
Videos	2	0	0
Views	48	0	0
Yearly	2020	2021	2022
Videos	18	1	0
Views	4,972	20	0

Device Advice

June	2019	2020	2021	2022
Sessions	*	0	4	10
Yearly	125	51	81	54
Grab & Go				
May	*	*	0	0
Yearly	*	*	0	0

The library has added an adult creative writing class and a craft day. Both new programs are doing well.

Interlibrary Loan Services

June	2018	2019	2020	2021	2022
Borrowed	51	72	32	99	103
Loaned	36	38	6	21	25

Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	449
410	410	151	226	209

June	R.E.A.D.S
Adults	1,816
Juvenile	121

Yearly Totals	2018-2019	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	21,110
Juvenile	725	1,430	1,189	1,032	2,013

The READS statistics come from the state.

Post Fandomcon Numbers

	2021	2022
Wristbands	429	582
Panels	13	28
Kids Escape Room	71	94
Teen Escape Room	77	102
Costume Contest participants	20	22
Kids Crafts	191	*
Teen Crafts	*	18
Lego building contest	8	27
LARP Quest	*	20

Monthly Draft Report
Account Summary
For Fiscal: 2021-2022 Period Ending: 06/30/2022

City of White House, TN

Fund: 110 - General Fund

Expense

Function: 44800 - Library

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
110-44800-110	Libraries - Salaries	240,688.00	240,688.00	18,743.26	238,608.88	238,608.88	2,079.12
110-44800-112	Libraries - Overtime	1,231.00	231.00	70.35	213.87	213.87	17.13
110-44800-114	Libraries - Part Time Wages	30,000.00	30,000.00	2,731.06	29,197.42	29,197.42	802.58
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	21,967.00	21,967.00	1,667.18	21,182.80	21,182.80	784.20
110-44800-142	Libraries - Hospital & Health Insurance	64,812.00	64,812.00	4,851.48	54,052.30	54,052.30	10,759.70
110-44800-143	Libraries - Retirement	13,451.00	13,451.00	924.44	12,524.75	12,524.75	926.25
110-44800-144	Libraries - Dental Insurance	862.00	862.00	0.00	682.29	682.29	179.71
110-44800-145	Libraries - Vision Benefit	1,200.00	1,200.00	0.00	1,033.00	1,033.00	167.00
110-44800-147	Libraries - Unemployment Insurance	280.00	280.00	19.66	216.79	216.79	63.21
110-44800-148	Libraries - Employee Ed. & Training	6,950.00	6,950.00	0.00	6,968.42	6,968.42	-18.42
110-44800-200	Libraries - Contractual Services	26,714.00	22,079.00	1,756.69	17,365.88	19,604.10	2,474.90
110-44800-211	Libraries - Postage, Box Rent, Etc.	275.00	1,086.00	823.73	1,046.66	1,046.66	39.34
110-44800-235	Libraries - Memberships/Subscriptions/...	12,384.00	12,538.00	0.00	12,537.16	12,537.16	0.84
110-44800-237	Libraries - Advertising & Pub. Relations	870.00	1,290.00	49.58	1,195.95	1,237.95	52.05
110-44800-241	Libraries - Electric	36,159.00	39,559.00	4,612.61	41,176.64	41,176.64	-1,617.64
110-44800-242	Libraries - Water	1,354.00	1,354.00	127.84	1,381.57	1,381.57	-27.57
110-44800-243	Libraries - Sewer	1,051.00	1,051.00	105.24	1,036.16	1,036.16	14.84
110-44800-245	Libraries - Phones / Fax / Internet	6,840.00	5,440.00	590.25	4,335.90	4,335.90	1,104.10
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	9,590.00	16.14	8,693.93	8,861.19	728.81
110-44800-280	Libraries - Travel	400.00	354.00	0.00	353.96	353.96	0.04
110-44800-287	Libraries - Meals And Entertainment	900.00	860.00	66.08	734.25	860.00	0.00
110-44800-312	Libraries - Small Items Of Equipment	10,300.00	38,026.00	883.98	38,014.54	38,030.56	-4.56
110-44800-320	Libraries - Operating Supplies	12,025.00	13,025.00	506.69	12,040.95	13,158.80	-133.80
110-44800-330	Libraries - Inventory Supplies	14,000.00	14,936.00	6,089.53	14,752.75	14,974.44	-38.44
110-44800-331	Libraries - Oil, Fuel, Etc.	520.00	220.00	7.66	159.85	159.85	60.15
	Function: 44800 - Library Total:	**517,421.00**	**545,997.00**	**44,697.39**	**523,653.95**	**527,582.74**	**18,414.26**
	Expense Total:	**517,421.00**	**545,997.00**	**44,697.39**	**523,653.95**	**527,582.74**	**18,414.26**
	Fund: 110 - General Fund Total:	**517,421.00**	**545,997.00**	**44,697.39**	**523,653.95**	**527,582.74**	**18,414.26**
	Report Surplus (Deficit):	**-517,421.00**	**-545,997.00**	**-44,697.39**	**-523,653.95**	**-527,582.74**	**-18,414.26**

State Standards

2021-2022

1. Tennessee Trustee Certification
2. Review Long Range Plan Annually **(July)**
3. Determine if the plan meets community needs
4. Meets MOE
5. Turnover rate calculated annually **1.6 times for each item**
6. Board presents the budget
7. 10% budgeted for materials
8. Technology plan is reviewed annually **(July)**
9. Staff complete core competencies within 1 year of employment
10. ~~Staff complete hours of training~~ **(Done)**
11. ~~Staff trained to use TEL~~ **(Done)**
12. Hosts at least 1 TEL session annually

2020-2021

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

2019-2020

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

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 ~~2021-2022~~, 2022-2023, <u>2024-2025</u>

</div>

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.
2 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	~~2 playaway views and 17~~ 25 playaway launchpads
2 staff printer<u>s</u>	1 apple TV
1 staff scanner/printer	1 laptop for HVAC system
~~2~~ <u>3</u> staff printer/scanner/fax	~~2~~ <u>4</u> 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 <u>5 monitors</u>	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	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	<u>4 switches</u>
<u>2 WIFI Extenders</u>	<u>2 Battery Backups</u>

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

Our 23 hard-wired computers have Time Limit Manager Timer system and ~~Clean Slate~~ <u>Rebot Restore Pro</u> 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 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 AT&T~~ through Comcast for its fax and a cellular system 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:

~~**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.~~

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

Purchase more downloadable e-books and audio books.

 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 September 9, 2021

WHITE HOUSE PUBLIC LIBRARY

LONG-RANGE PLAN
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 September 9, 2021

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

1.1 Objective: Improve and expand upon existing library programs
     1.1a Task: Improve 1000 book participation: Have simplified the program and there has been more participation.

     1.1b Task: Try to have an active TAB: Only have 1 active member as a lot of previous members have not come back after COVID.

     1.1c Task: Increase Tween participation: Teen participation has increased greatly. Most of our attendees are tweens, not teens.

     1.1d 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: Still on hold because of COVID.

     1.2b Task: Park story times: Had special guests do story time at park during Farmer's market.

     1.2c Task: Add a coding club: Added club and it is going over well.

     1.2d Task: Review options for more adult educational programs: Not done too much on this.

     1.2eTask: Create Juvenile School Year Reading Challenge: Did not do a year round reading challenge, but did a winter one instead. It was successful since that is a break time when kids might not be reading as much.

     1.2f Task: Create Summer Volunteer Program: On hold due to COVID.

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

 2.1 Objective: Update and increase the amount of technology items and resources being offered: Added more Chromebooks, tablets, hotspots.

2.2 Objective: Enhance existing library space

     2.2a Task: Create a Juvenile maker space: Have not done.

     2.2c Task: Replace existing furniture with furnishing that better utilize the spaces: Have replaced a lot of cloth chairs with plastic ones.

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: Attended Discover White House, Some Farmers Markets, have previously visited schools, had storybook trail ribbon cutting with school and had them installed for school

3.2 Objective: Try to increase the number of active cardholders: We had 3,657 expired cards on at the start of July 1, 2021. We have 4,504 today. We did make many phone calls and sent out emails.

However, we have over 100 people that expire each month. In the 5 to 6 months that we were calling individuals, another five to six hundred expired during that time and then we would have had more expirations after that process was over. So we are going to try and run a report monthly that shows how many people expired to make it more manageable and hopefully keep the numbers down. Also, we are due for a purge of patrons.

3.2a Task: Better advertise library resources, programs, and services: Did paid facebook ads, post office drop.

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

4.1 Objective: Provide an excellent level of customer service

4.1a Task: Use evaluations to measure patron satisfaction: Still collecting surveys and so far most of them have been positive.

4.1b Task: Collect stories on patron experiences: Have been collecting success stories.

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

4.2a Task: Collect data on patron requests: We have not collected as many patron requests as of late, but some of the ones we did collect lead to us adding a notary.

WHITE HOUSE PUBLIC LIBRARY

LONG-RANGE PLAN
~~2021-2022~~
2022-2023

Elizabeth Kozlowski
Director

Vision Statement
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Selected Roles of the Library
Popular Materials Center
Technology Resource Center
Independent and Early Literacy Learning Center

~~Approved by the library board on September 9, 2021~~

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

1.2 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~~ <u>Expand Winter Reading Challenge into a annual event</u>

      1.1d Task: <u>Try to increase the number of park story times</u>

      1.1~~d~~ <u>e</u>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 Task:** Park story times~~

      ~~**1.2c Task:** Add a coding club~~

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

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

      1.2~~f~~ <u>c</u> Task: Create Summer ~~Volunteer~~ <u>Internship</u> Program

1.3 Objective: <u>Update and increase the amount of technology items and resources being offered.</u>

      1.3a Task: <u>Purchase more ebooks and audio books with book funds</u>

Goal 2: ~~Provide residents of all ages with resources that meet educational, informational, and occupational needs.~~ <u>Enhance library space and marketing of resources for better ulitilzation by the public.</u>

 2.1 Objective: ~~Update and increase the amount of technology items and resources being offered.~~ <u>Identify dead zones and modify into better utilized space</u>

2.1a Task: <u>Create windows and better displays for items</u>

      2.2~~c~~ <u>b</u>Task: Replace existing furniture with furnishings that better utilize the spaces

2.2 Objective: ~~Enhance existing library space~~ <u>Better advertise library resources, programs, and services</u>

      2.2a Task: ~~Create a Juvenile maker space~~ <u>Do paid Facebook ads, post office drops, and other marketing tactics</u>

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

3.2 Objective: Try to increase the number of active cardholders

3.2a Task: ~~Better advertise library resources, programs, and services~~ <u>Send emails, text messages, or phone messages letting patrons know about expired library card.</u>

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

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

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

4.2a Task: Collect data on patron requests

Patron Purge Options

Date	Patrons number	Fine numbers
2018 and older with fines	970	$4,337
July 2019 and older with fines	1533	$6,733
July 2019 and older no fines	1039	$0

Current Board Members

Board Member	Position	Committees	Term ends	Terms served
John Corbitt	Vice Chair	Executive & Budget	Feb. 2023	2
Katy Hornbeck	Secretary	Executive & Budget	2024	2
Andrew Armstrong	Board member	Policy & Marketing	2023	2
Carter Beck	Board member	Marketing	2024	0
Cherry Richardson	Board member	Marketing & Policy Committee	2024	1
Doreen Brown	Board Member		2025	1
Martha Montgomery	Board Member		2025	1

Policy committee: Andrew & Cherry

- 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:

- By-laws
- 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.

Marketing and public relations committee: Cherry, Carter, Andrew

- Fandomcon planning
- Survey every 3 years
- 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

- 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.