

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

- I. Call TO ORDER
 - A. Roll call of Trustees
 - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM:
 - a. Library Board Minutes May 9, 2024
 - b. Marketing Committee Minutes June 18, 2024
 - c. Executive Committee Minutes June 17, 2024
- III. PUBLIC COMMENTS
- IV. REPORTS
 - A. Regional Director
 - B. Library Director
 - a. Monthly Reports
 - b. Upcoming events/updates
 - i. ORK Review
 - ii. State Standards
 - c. Budget
 - C. Committees
 - 1. Executive
 - a. Executive Committee Update
 - b. Technology Plan
 - 2. Finance and Budget
 - 3. Marketing and Public Relations
 - a. Marketing Committee update
 - 4. Policy Review
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
 - a. Officer Election
 - b. Committee Appointment and Committee Chairs
- VII. ADJOURN

White House Library Board Meeting Minutes
Billy S. Hobbs Municipal Center
Court Room
May 9, 2024

- I. CALL TO ORDER: 7:00PM
 - a. Roll call of Trustees
 - i. Present: Katy Hornbeck, Carter Beck, Doreen Brown, Sam Mathews, Martha Montgomery, Cherry Richardson, Julie Walling. All Present
 - b. Welcome Visitors
 - i. Present: Elizabeth Kozlowski, Library Director. Althea Manges, Asst. Library Director. Joe Beth Stewart, Red River Regional Library representative. Gerry Herman, City of White House.
- II. APPROVAL OF MINUTES FROM
 - a. Library Board Minutes from March 14, 2024
 - b. Executive Committee Meeting from April 25, 2024
 - c. Marketing Committee Meeting from April 16, 2024
 - i. Carter motions to approve, Cherry seconded, all approve.
- III. PUBLIC COMMENTS: None
- IV. REPORTS
 - a. Regional Director
 - i. Brought the Library Service Agreement
 - ii. Next training will be on May 28th, at 2:00PM as a virtual training on professionalism in the workplace.
 - iii. There will be a workshop for support staff at Vanderbilt University.
 - iv. Gave us a handout on MentorTN which is an initiative where a public library employee can partner with someone at a library in New Jersey.
 - v. Trustee workshop will be in September.
 - b. Library Director
 - i. Due to the leaks earlier in the year which damaged one of the security gates, the patron count is still not accurate. The new ones should be installed at the end of May.
 - ii. Elizabeth reminded us that the eBooks do not count in the print book number for new items added.
 - 1. We discussed how eBooks actually circulate, which is determined by the publisher: whether or not an item is purchased or rented, and how many rentals are allowed per item and for what time frame. Althea stated that it is a tricky number to calculate.
 - 2. Cecile (Regional Director) did get the company, Overdrive, to send better directions for pulling and using their reports.
 - 3. Although eBooks do take money from the book budget, they are still “read” by the patrons.
 - 4. We agreed not to add eBooks to the monthly report.
 - iii. Museum passes are now available! So far we have passes for: Lane Motor Museum, The Hermitage, Customs House, Frisk, and the County Music Hall of Fame. They have already been used once.

- 1. Lots of excitement on our social media.
 - iv. The homeschool program has started and there was good attendance.
 - v. The library is planning to add a free “little library” to the reading garden.
 - vi. The new furniture has been installed.
 - vii. Fine free is going well. For all of 2023, 92 lost items were returned. Since going fine free (Jan-May) 86 lost items have been returned.
 - viii. OKR report update
 - 1. The public garden is planted!
 - 2. Elizabeth took a 15-hour course on AI and conducted staff trainings on what she had learned. The power point slides are available.
 - 3. So far there are 5 applicants for the summer internships.
 - 4. We have purchased Comics+
 - 5. Elizabeth attended the city budget retreat.
- c. Committee
- i. Marketing:
 - 1. There are 16 vendors registered so far for the Fandom Fair.
 - 2. Still trying to get a robotics program.
 - 3. We are in desperate need of volunteers for the Fair.
 - 4. Still working on props for the escape rooms
 - 5. Parking planning is on-going.
 - 6. Marketing is on Robertson County Dojo, Digital Sign and FB and Instagram.
 - 7. We will be adding a QR code to the fandom fair map to conduct a patron survey.
 - ii. Executive:
 - 1. We reviewed the library directors progress towards her goals and professional development.
 - a. The committee and director discussed if one on one meetings with staff should continue given the role of assistant director has been filled. For now, they will continue pending review.
 - 2. We reviewed changes that were made to the director evaluation last year and discussed a plan to continue review the process. Before the Executive Committee meets in June, they will document the current process and research 360 evaluations.
 - 3. We discussed the current long-range plan. The committee is proposing that we form a special committee of board members, patrons, and key community members in July, tasked with creating a 5–7-year long range plan. It was also proposed that the technology plan be a subset of the long-range plan, consolidating goals into one plan.

V. NEW BUSINESS: None

VI. ADJOURN: 7:52 Motion by Julie, Seconded Doreen, all agree.

WHITE HOUSE PUBLIC LIBRARY
White House Library Marketing Committee Meeting Minutes
June 18, 2024

- I. Call to order at 6:05 PM
- II. Welcome Visitors
- III. Public Comments
- IV. Fandom Fair Review
 - a. Patron Post Fandom Survey
 - i. Gauge Opinions of Patrons at the fair and after
 - b. Catio was very popular with the guests at the fair
 - c. The circus was a big hit this year
 - d. Costume Contest low participation
 - i. May benefit if being moved to a better location for more visibility
 - e. 360 photo booth not as effective as anticipated
 - f. Parking crew needs more water
 - g. Need to focus on recruiting more teens to attend the fair
 - h. Positive comments all around
 - i. Great job to Elizabeth and her team!
 - j. Fandom Fair Saturday, June 7th, 2025 (Theme is Art)
- V. Patron Survey
 - a. Stopping Survey Participants after 2 weeks
 - i. Roughly 5,000 active patrons
 - ii. Looking at the reliability of the survey
 - b. Only 2.34% say the customer service needs improvement
 - c. 1 in 3 people said they do not yet follow us on social media
 - d. Break up text messages and newsletter to see where most people get library information
 - e. Analysis of Patron Survey
 - i. Patron comments
 1. Positive comments
 2. Negative comments
 - f. Fine Free was not mentioned in positive statements
 - g. Survey feedback
 - i. Brief
 - ii. Addresses multiple facets of the library
 - h. Frequency
 - i. State requirements every 3 years
 - ii. Post Fandom survey
 - iii. Do not want to increase the frequency of surveys to patrons
- VI. Marketing Plan
 - a. Next Meeting August 13th
 - b. The committee focused on roles and responsibilities for creating the new Marketing Plan. Responsibilities given to each committee member to prepare for next meeting.
- VII. New Business: None
- VIII. Adjourn: Adjourned 7:41PM

WHITE HOUSE PUBLIC LIBRARY
Executive Committee Meeting
June 17, 2024

- I. CALL TO ORDER: 6:01pm
 - a. Present: Elizabeth Kozlowski, Library Director; Carter Beck, Doreen Brown
- II. WELCOME VISITORS: None
- III. PUBLIC COMMENTS: None
- IV. DIRECTOR REPORTS
 - a. GoalsQ4
 - i. Monitoring of employee OKRs and work on creating and updating OKR sheest for next fiscal year at 75% completion
 - ii. Elizabeth had a phone conversation with the director of Portland Public Library, and they discussed using a “hold space” for items that patrons check out remotely. So far implementing the idea is going well. Both Elizabeth and Althea met with the director of Stokes Brown PL in Springfield to discuss budgets.
 - iii. Due to Fandom preparations, budget finalizations, and vacation, some staff OKR’s will be finished individually.
 - b. Directors Professional Development
 - i. Elizabeth is still reading "Quiet Leadership" by David Rock and has not report to date.
 - ii. Working with the personal coach, has completed stage 1 of the “Clifton’s Strengths”
 - 1. Her top strengths were: Relator, deliberative, analytical, achiever, and learner.
 - iii. Watched podcasts by Emily Freeman and Laurie Brown
 - iv. Team Building exercise with puzzle pieces went really well.
 - v. Elizabeth will be conducting presentations on AI and will make recommendations to the board
- V. Director Evaluation: We discussed the idea of a 360-degree director evaluation, which could produce a special committee to allow for community input. We are looking at both self-created and paid options.
- VI. NEW BUSINESS
 - a. Althea (Vice Director) will be present at the July Meeting instead of Elizabeth, so some reports will not be given until September.
 - b. Long Range Plans:
 - i. We agreed to continue using the OKR format for goals and staff development for the upcoming year.
 - ii. Updates to the Technology Plan were discussed. We Will need to create policies regarding AI (Artificial Intelligence) and ADA (American Disabilities Act) compliance.

- c. Reconsideration of Materials: Discussed a patron concern for the book *Mr. Watson's Chickens*. Elizabeth and the patron met to discuss their concerns, and the patron did not wish to lodge a formal complaint. We agreed to make a note on the MARC record so the library can track any further concerns for this title.
 - d. Patron Survey: 4.5% of patrons responded to the survey. Most of the comments were complimentary. Everyone loves Larry!
 - i. The Primary recurring issues were being allowed drinks in the library. The Policy committee will discuss this at their next meeting.
 - e. Board Members: we need some! There are currently no applications.
- VII. ADJOURN: 7:49pm

White House Library May Monthly Report Submitted by Elizabeth Kozlowski

Summary of Activities

The library director attended the HVAC Bid review and turned in her sheets evaluating the companies that submitted HVAC bids.

The library director met with the regional director to do her annual consultation. During this meeting the two talked about different library related topics.

The library board met on May 9th. The board reviewed progress made on the library long range goals, the director's goals, the state standards and an update on the new security gate installation. The marketing committee also discussed updates on the Fandom Fair, patron survey and marketing plan.

On May 14th the library director attended the Board of Mayor and Aldermen special study session. The BMA reviewed the proposed budget for fiscal year 2024-2025. The library director presented on her part of the budget which included everything the library board discussed at their January meeting.

The library director attended the Board of Mayor and Aldermen meeting on May 23rd. The board voted on the first reading of the proposed budget and it was approved.

The library director did a Clifton strengths assessment test and discussed the results with strengths coach Brianna Campbell on May 24th. The purpose of this assessment was to identify the director's top strengths, learn ways to better apply those strengths and not to fall into any pitfalls when doing so. The director will meet again with Brianna after three weeks to see where she is at with the goals that were set in the first meeting in regards to how to apply these strengths.

The library director met one-on-one with each of her staff during the last week of May. At these meetings she went over the progress on their goals as well as their assigned tasks for Fandom Fair.

The assistant director conducted interviews for the summer reading internship. Eight teens were selected for this unpaid internship. Those selected came in the last week of May for training as their internship will start the first week of June and end in July.

The new security gates were installed on May 28th. However, one of the gates had a crack in the panel. The company went ahead and installed all three gates, but a new panel will be sent and installed to replace the broken one at a later date.

The library director and rest of the staff worked on getting ready for the Fandom Fair throughout the month of May since it will take place the first week of June. The program staff also worked on getting everything ready for Summer Reading which will start on June 3rd.

Department Highlights

The highlight for the month was all the planning and prep work that was done behind the scenes to prepare for Summer Reading and Fandom Fair.

White House Public Library May 2024 Performance Measures

Official Service Area Populations

2020	2021	2022	2023	2024
14,363	14,455	14,820	15,094	

Membership

May	2020	2021	2022	2023	2024
New Members	7	91	116	124	155
Updated Members	58	333	366	243	395
Yearly Totals	2020	2021	2022	2023	2024
Total Members	9,496	7,027	7,125	7,442	8,098
% of population with membership	66	49	48	49	53

Every year the library will purge the system of patrons that have not used their cards in the past 3 years.

Total Material Available: 39,782

Estimated Value of Total Materials: \$994,550

Total Materials Available Per Capita: 2.63

Standard: 2.00

Last Month: \$993,200

Last Month: 2.63

State Minimum

Materials Added in May

2020	2021	2022	2023	2024
145	339	228	213	183

Yearly Material Added

2020	2021	2022	2023	2024
3,025	3,035	3,573	2,641	727

Physical Items Checked Out in May

2020	2021	2022	2023	2024
1,141	4,329	6,616	6,544	6,683

Cumulative Physical Items Check Out

2020	2021	2022	2023	2024
50,042	59,515	80,653	81,667	32,577

Miscellaneous item checkouts

May	2020	2021	2022	2023	2024
Technology Devices	13	54	71	65	80
Study Rooms	0	25	42	73	58
Games and Puzzles	8	124	134	119	137
Seeds	5	147	171	95	117

Yearly Totals

2020	2021	2022	2023	2024
381	725	743	794	352
305	395	746	888	374
955	1,263	2,060	1,855	847
302	878	883	767	695

STEAM Packs	31	0	0	21	31
Cake Pans	0	0	15	2	4
Outdoor Items	*	*	*	9	12
Honor Books	*	*	*	4	4
Adult Kits	*	*	*	*	8
Museum Passes	*	*	*	*	16

25	160	234	351	148
28	21	69	45	40
*	*	17	59	38
*	*	19	104	28
*	*	*	*	23
*	*	*	*	17

Library Services Usage

May	2020	2021	2022	2023	2024
Test Proctoring	195	0	0	21	14
Charging Station	0	6	2	1	2
Notary Services	1	9	13	6	26
Library Visits	0	2,725	3,884	4,255	3617*
Website Usage	1,088	2,238	2,472	4,581	959
Reference Questions	11	5	1	3	5

Yearly Totals

2020	2021	2022	2023	2024
74	108	61	54	53
47	45	21	16	6
88	144	135	167	76
30,007	38,913	48,253	48,053	19,699
17,977	27,907	33,678	36,648	4,473
60	73	31	37	25

Computer Users

May	2020	2021	2022	2023	2024
Wireless	41	250	472	318	405
Adult Users	13	142	224	196	199
Kids Users	0	72	319	199	132

Yearly Computer Users

2020	2021	2022	2023	2024
3,829	3,878	4,544	4,338	1,710
2,138	2,235	2,608	2,255	1,016
427	957	2,987	2,030	669

Library Volunteers

May	2020	2021	2022	2023	2024
Library Volunteers	1	6	9	14	3
Volunteer Hours	20	127	146	61.5	33

Yearly Totals

19-20	20-21	21-22	22-23	23-24
36	20	48	54	43
1,286	1,204	1,492.5	1,227	496.5

Databases

Universal Class	May	2020	2021	2022	2023	2024
Sign ups	0	10	13	18	22	4
Courses started	1	53	39	2	24	16
Lessons viewed	3	1,771	1,008	876	419	335
Submissions	3	800	515	465	559	411

Coding	May
Logins	3
Hours	1.8
Tasks	0

2023	2024
31	33
19.6	27.2
29	116

Comics Plus	May	2024
Users	10	10
Checkouts	42	42

Kanopy	May	2023	2024
Visits	463	2,350	2,390
Plays	31	608	530
Accounts	6	89	29

Programs

1,000 books	2020	2021	2022	2023	2024
Monthly Sign-ups	1	1	3	2	0
Total program Sign-ups	83	84	113	145	69

Achievements	
500 Mark	0
Total Completion	0

We did a purge of participants that have aged out of the program.

Face-to-face Kids Programs

May	2020	2021	2022	2023	2024
Programs	0	5	9	11	10
Attendees	0	32	200	180	179
Yearly	2020	2021	2022	2023	2024
Programs	43	91	136	129	62

Grab & Go Kits

May	2020	2021	2022	2023	2024
Kits	0	5	0	0	0
Taken	0	147	0	0	0
Yearly	2020	2021	2022	2023	2024
Kits	38	44	7	7	0

Attendees	1,185	2,167	3,646	3,805	1,337
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Taken	1094	1,699	334	184	0
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Teen/tween Face-to-Face Programs

May	2020	2021	2022	2023	2024
Programs	0	4	8	10	8
Attendees	0	16	46	36	21
Yearly	2020	2021	2022	2023	2024
Programs	11	43	98	112	52
Attendees	77	370	437	361	137

Teens Programs

May	2024
Programs	2
Attendance	1
Yearly	
Programs	10
Attendance	13

Grab & Go

May	2020	2021	2022	2023	2024
Kits	0	3	0	0	0
Taken	0	25	0	0	0
Yearly	2020	2021	2022	2023	2024
Kits	13	24	7	10	0
Taken	152	409	151	100	0

We are trying to hold teen only programs and are hoping those will start to draw more attendance.

Face-to-face Adult Programs

May	2020	2021	2022	2023	2024
Programs	0	4	6	7	12
Attendees	0	20	43	33	79
Yearly	2020	2021	2022	2023	2024
Programs	42	63	75	107	63
Attendees	214	351	377	589	454

Device Advice

May	2020	2021	2022	2023	2024
Sessions	42	8	14	12	4
Yearly	51	81	131	49	62
Passive					
April	*	0	0	0	0
Yearly	*	0	20	0	0

Interlibrary Loan Services

May	2020	2021	2022	2023	2024
Borrowed	0	52	90	75	29
Loaned	0	20	35	5	68

Yearly Interlibrary Loan Services

2020	2021	2022	2023	2024
534	673	872	597	259
151	226	317	184	188

May	R.E.A.D.S
Adults	2462
Juvenile	162

Yearly Totals	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Adults	23,138	19,466	21,110	25,066	27,012
Juvenile	1,189	1,032	2,013	1,788	2,086

The READS statistics come from the state.

White House Library June Monthly Report Submitted by Elizabeth Kozlowski

Summary of Activities

Summer Reading began on June 3rd. All ages are allowed to participate and track their minutes on the app called Readsquared. The more reading benchmarks an individual reaches, the more chances they have to win prizes. The library gives these incentives to encourage reading during the summer break in order to help kids not fall into the summer slump.

The library held its Fandom Fair event on Saturday, June 8th. The event was the most successful the library has had with over 1,215 people in attendance. Staff heard many compliments about the circus, cat lounge, face painters, vendors, petting zoo, etc. The staff, volunteers and vendors/performers all help to make it a great event and we hope to improve it even more next year.

The library director attended a Lion's Club meeting on June 14th. The director turned in the eye glasses that were collected from the library to this organization. The group is going to try to work on holding a craft fair with vendors and food trucks in October.

The library director submitted the Tech Grant on June 17th. If received, this grant will allow the library to purchase computers and other technology devices. The library will be notified in October how much they will receive from this grant.

The Executive Committee met on June 17th. The group reviewed the director’s OKRs, her strengths assessment test, the library’s long range plan and patron survey.

The Marketing Committee met on June 18th. The group reviewed the post Fandom Fair numbers and comments, the patron survey and the marketing plan.

The library director met with strengths coach Brianna Campbell to review SMART goals based on her strengths assessments and way to incorporate it into her work.

The library director attended the BMA meeting on June 20th. At this meeting the library director presented the Public Library Service Agreement to be voted on. This is an agreement between the city and the state library and outlines what each organization will provide for the other.

Department Highlights

The highlight for the month was the success with our Fandom Fair. This is the kick off to summer reading and we had more attendees than ever. We had a lot of positive comments and made a lot of new library cards, showing that it helps bring people to the library.

**White House Public Library
June 2024 Performance Measures**

Official Service Area Populations

2020	2021	2022	2023	2024
14,363	14,455	14,820	15,094	15,094

Membership

June	2020	2021	2022	2023	2024
New Members	36	111	205	182	214
Updated Members	221	701	456	363	531
Yearly Totals	2020	2021	2022	2023	2024
Total Members	9,496	7,027	7,125	7,442	8,221
% of population with membership	66	49	48	49	54

Every year the library will purge the system of patrons that have not used their cards in the past 3 years.

Total Material Available: 39,767

Estimated Value of Total Materials: \$994,175

Total Materials Available Per Capita: 2.63

Last Month: \$994,550

Last Month: 2.63

State Minimum Standard: 2.00

Materials Added in June

2020	2021	2022	2023	2024
404	276	174	166	124

Yearly Material Added

2020	2021	2022	2023	2024
3,025	3,035	3,573	2,641	851

Physical Items Checked Out in June

2020	2021	2022	2023	2024
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Cumulative Physical Items Check Out

2020	2021	2022	2023	2024
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2,366	6,374	7,964	7,967	7,989
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50,042	59,515	80,653	81,667	40,566
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Miscellaneous item checkouts

June	2020	2021	2022	2023	2024
Technology Devices	27	66	75	62	77
Study Rooms	0	18	64	57	63
Games and Puzzles	4	135	205	148	172
Seeds	15	36	139	77	83
STEAM Packs	0	34	27	20	38
Cake Pans	10	5	3	2	1
Outdoor Items	*	*	*	9	2
Honor Books	*	*	*	3	4
Adult Kits	*	*	*	*	2
Museum Passes	*	*	*	*	18

Yearly Totals

2020	2021	2022	2023	2024
381	725	743	794	429
305	395	746	888	437
955	1,263	2,060	1,855	1,019
302	878	883	767	778
25	160	234	351	186
28	21	69	45	41
*	*	17	59	40
*	*	19	104	32
*	*	*	*	25
*	*	*	*	35

Library Services Usage

June	2020	2021	2022	2023	2024
Test Proctoring	19	17	9	12	18
Charging Station	0	3	2	1	0
Notary Services	10	14	11	20	9
Library Visits	1,931	4,577	5,863	5,732	7,200
Website Usage	1,194	2,955	3,482	5,205	923
Reference Questions	11	2	5	2	7

Yearly Totals

2020	2021	2022	2023	2024
74	108	61	54	71
47	45	21	16	6
88	144	135	167	85
30,007	38,913	48,253	48,053	26899
17,977	27,907	33,678	36,648	5,396
60	73	31	37	32

Computer Users

June	2020	2021	2022	2023	2024
Wireless	118	358	476	384	442
Adult Users	202	170	230	179	202
Kids Users	0	60	542	194	200

Yearly Computer Users

2020	2021	2022	2023	2024
3,829	3,878	4,544	4,338	2,152
2,138	2,235	2,608	2,255	1,218
427	957	2,987	2,030	869

Library Volunteers

June	2020	2021	2022	2023	2024
Library Volunteers	1	8	16	24	7
Volunteer Hours	24	135	173	179	37

Yearly Totals

19-20	20-21	21-22	22-23	23-24
36	20	48	54	50
1,286	1,204	1,492.5	1,227	533.5

Databases

Universal Class	June	2020	2021	2022	2023	2024
Sign ups	1	10	13	18	22	5
Courses started	1	53	39	2	24	17
Lessons viewed	6	1,771	1,008	876	419	341
Submissions	6	800	515	465	559	417

Coding	June
Logins	17
Hours	12.3
Tasks	63

2023	2024
31	50
19.6	39.5
29	145

Comics Plus	June	2024
Users	15	25
Checkouts	10	52

Kanopy	June	2023	2024
Visits	500	2,350	2,890
Plays	75	608	605
Accounts	8	89	37

Programs

1,000 books	2020	2021	2022	2023	2024
Monthly Sign-ups	1	0	4	0	0
Total program Sign-ups	83	84	113	145	69

Achievements	
500 Mark	0
Total Completion	0

We did a purge of participants that have aged out of the program.

Fandom Fair Activity	2021	2022	2023	2024
People Count	429	582	1,028	1,215
Panels	13	28	7	0
Kids Escape Room	71	94	113	170
Teen Escape Room	77	102	89	74
Costume Contest participants	20	22	36	8
Lego building contest	8	27	16	16

Face-to-face Kids Programs

June	2020	2021	2022	2023	2024
Programs	0	11	13	15	12
Attendees	0	570	515	722	297
Yearly	2020	2021	2022	2023	2024
Programs	43	91	136	129	74
Attendees	1,185	2,167	3,646	3,805	1,634

Grab & Go Kits

June	2020	2021	2022	2023	2024
Kits	0	5	0	0	0
Taken	0	147	0	0	0
Yearly	2020	2021	2022	2023	2024
Kits	38	44	7	7	0
Taken	1094	1,699	334	184	0

Teen/tween Face-to-Face Programs

June	2020	2021	2022	2023	2024
Programs	0	5	8	9	9
Attendees	0	134	24	24	24
Yearly	2020	2021	2022	2023	2024
Programs	11	43	98	112	61
Attendees	77	370	437	361	161

Teens Programs

June	2024
Programs	1
Attendance	2
Yearly	
Programs	11
Attendance	15

Grab & Go

June	2020	2021	2022	2023	2024
Kits	0	3	0	1	0
Taken	0	25	0	15	0
Yearly	2020	2021	2022	2023	2024
Kits	13	24	7	10	0
Taken	152	409	151	100	0

We are trying to hold teen only programs and are hoping those will start to draw more attendance.

Face-to-face Adult Programs

June	2020	2021	2022	2023	2024
Programs	0	6	6	8	10
Attendees	0	85	39	35	85
Yearly	2020	2021	2022	2023	2024
Programs	42	63	75	107	73
Attendees	214	351	377	589	539

Device Advice

June	2020	2021	2022	2023	2024
Sessions	0	4	10	16	4
Yearly	51	81	131	144	66
Passive					
June	*	0	0	0	0
Yearly	*	0	20	0	0

Interlibrary Loan Services

June	2020	2021	2022	2023	2024
Borrowed	32	99	103	49	52
Loaned	6	21	25	19	31

Yearly Interlibrary Loan Services

2020	2021	2022	2023	2024
534	673	872	597	311
151	226	317	184	219

June	R.E.A.D.S
Adults	2625
Juvenile	215

Yearly Totals	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Adults	23,138	19,466	21,110	25,066	29,637
Juvenile	1,189	1,032	2,013	1,788	2,301

The READS statistics come from the state.

State Standards

2023-2024

1. Tennessee Trustee Certification
2. Review mission/vision statement
3. Review Long Range Plan annually **(In progress with ORKs)**
4. 10% budgeted for materials
5. Collection weeded according to Crew **(July)**
6. The turnover rate is calculated annually **(July)**
7. Technology plan is reviewed annually **(July)**
8. Hosts at least 1 TEL session annually
9. Teen Advisory Board provides quarterly report to director (has provided one report as we are just starting to build the group)
10. Meet MOE **(September)**

2022-2023

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

2021-2022

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

2020-2021

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

2019-2020

1. Determine if long range plan meets community needs**
2. Board presents budget
3. 10% budgeted 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

White House Public Library		Timeframe	Progress
		Q3 & Q4 2024	
Mission Statement	<i>To be an essential community hub that provides tools, resources, and assistance</i>		
Goal 1	Offer Library programs, resources, and services that meet community needs		
Objective 1.1	Improve and expand upon existing library programs		
1.1a Task	Improve 1000 book participation		
1.1 Key Result	Purge users that have aged out of the system		100%
1.1 Key Result	Create a better way of tracking progress of each participant		100%
1.1 Key Result	Send out seasonal newsletter to participants		50%
1.1b Task	Try to have an active TAB board		
1.1b Key Result	Create more interactive way to engage teens with food, rewards, etc.		100%
1.1b Key Result	Change days and times of TAB		100%
1.1b Key Result	Try to increase members to 4 by June 2024		100%
1.1c Task	Hold park story times or field trip days		
1.1c Key Result	Hold 3 park or field trip days by June 2024		100%
1.1c Key Result	Analyze the program attendance at these special story times		100%
Objective 1.2	Add new programs and services		
1.2a Task	Review options for adult educational programs		
1.2a Key Result	Hold 3 adult educational classes by June 2024		100%
1.2a Key Result	Review program attendance at these special programs to gauge popularity (some more popular than others because the bee keeping class had to be repeated twice, two more adult educational classes are scheduled for August)		100%
1.2b Task	Add education kits for adults to checkout		
1.2b Key Result	Add 10 kits ranging on topics from wood burning, cooking, knitting, crocheting, and sensory		100%
1.2c Task	Continue to offer and expand the Summer Internship Program		
1.2c Key Result	Have 4 teens enroll in the Summer Reading Internship Program (8 apply, 7 enrolled)		100%
1.2c Key Result	Help all 4 teens create a resume/portfolio		0%
1.2d Task	Add museum passes		
1.2d Key Result	Add 10 museum passes for patrons to check out from local museums		100%
Objective 1.3	Update and increase the amount of technology items and resources being offered		
1.3a Task	Purchase more ebooks, e-audio books and downloadable movies/material		
1.3a Key Result	Purchase \$4,000 worth of ebooks and e-audio books (spend \$10,000 worth in e-items)		100%
1.3a Key Result	Review checkouts on Kanopy to decide if future sets of downloadable movies/tv shows should be purchased (will keep the same subscription for another year for better data)		100%
1.3b task	Add video communication device for better communication with the deaf community		
1.3b Key Result	Add 1 video communication phone for deaf community		100%
1.3b Key Result	Advertise the phone on social media platforms		100%
1.3c Task	Add reservation software for online study room reservation		
1.3c Key Result	Research 3 different companies that provide real time study room reservations for quotes and feature comparison (going to looking into using a free option through our Microsoft account)		0%
1.3c Key Result	Add email notification requests for study room reservation		100%
Goal 2	Enhance library space and marketing of resources for better utilization by the public.		
Objective 2.1	Identify dead zones and modify into better utilized space		
2.1a Task	Replace existing furniture with furnishings that better utilize the space		
2.1a Key Result	Move furniture in back area to accommodate deaf communication resource		100%
2.1a Key Result	Purchase new office furniture for new positions		100%
2.1a Key Result	Move Osmo into the Juvenile room		100%
Objective 2.2	Better advertise library resources, programs and services		
2.2a Task	Do paid Facebook/Instagram ads, post office drops and other marketing tactics		
2.2a Key Result	Increase followers on social media platforms by 5%		100%
2.2a Key Result	Increase views/likes/engagement on social media posts by 10%		100%
2.2a Key Result	Increase newsletter letter clicks and opens by 5%		100%
2.2a Key Result	Create interactive display of items with 5% of items circulating from displays		100%
2.2a Key Result	Review website content and design to try and increase website visits by 50 people (varies slightly by each month, but most have hit 50)		100%
2.2a Key Result	Increase unique item checkouts by 5%		100%
2.2b Task	Task Marketing Committee to create a marketing plan		
2.2b Key Result	Marketing Committee will submit a plan to the library board by April of 2025		50%
Goal 3	Create a culture of library/community interaction through mutually beneficial projects and partnerships		
Objective 3.1	Creative 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, etc.		
3.1a Key Result	Purchase raised garden beds		100%
3.1a Key Result	Purchase seeds and soil to go in bed		100%
3.1a Key Result	Coordinate a schedule with FFA to maintain beds and grow food		0%
3.1a Key Result	Give out harvested food to the community		0%
3.1b Task	Expand reading garden to be a certified butterfly garden		
3.1b Key Result	Purchase plants necessary to attract butterflies		0%
3.1b Key Result	Work with Master Gardeners complete paperwork to be a certified butterfly garden		0%

Goal 4	Make the library 3rd place in the community	
Objective 4.1	Provide an excellent level of customer service	
4.1a Task	Develop a plan to objectively measure patron satisfaction and experiences	
4.1a Key Result	Task Marketing Committee to create patron surveys	100%
4.1a Key Result	Task Marketing Committee to include measuring patron satisfaction in marketing plan	100%
Objective 4.2	Make the library have something for everyone	
4.2a Task	Use evaluations to measure patron satisfaction	
4.2a Key Result	Create and advertise homeschool survey to measure patron needs for the program	100%
4.2a Key Result	Use homeschool survey to start a homeschool program, thereby having something for everyone	100%
4.2a Key Result	Send out patron survey via social media, newsletter, website, posters, and paper to collect number marketing committee recommends	100%
4.2a Key Result	Analyze results and make adjustments as possible based on assessment to meet patron needs (will meet with each committee to discuss findings)	50%
4.2b Task	Collect data on patron requests	
4.2b Key Result	Collect 20 patron items requests a month and purchase those items for the collection	32%
4.2b Key Result	Update the patron online item request form and post that information on social media	0%

White House Public Library		Timeframe	Progress
		Q1 & Q2 OKRs	
Mission Statement	<i>To be an essential community hub that provides tools, resources, and assistance</i>		
Goal 1	Offer Library programs, resources, and services that meet community needs		
Objective 1.1	Improve and expand upon existing library programs and services		
1.1a Task	Improve 1000 book participation		
1.1 Key Result	Send out quarterly newsletter to participants		0%
1.1b Task	Continue to offer and expand the Summer Internship Program		
1.1b Key Result	Research the possibility of providing scholarships to Summer Interns who are graduating high school		0%
1.1b Key Result	Research the possibility of providing academic credit to high schoolers who do summer internship		0%
1.1c Task	Improve adult programs		
1.1c Key Result	Hold 3 adult educational programs by December 2024		0%
1.1c Key Result	Analyze the program attendance at these programs to gauge future classes		0%
1.1d Task	Improve Teen programs		
1.1 Key Result	Increase coding participation by 5%		0%
1.1d Key Result	Increase tween/teen program participation by 10 individuals		0%
Objective 1.2	Add new programs and services		
1.2a Task	Add items to enhance patron services while in the building		
1.2a Key Result	Purchase 12 baskets for patrons to use while browsing		0%
1.2a Key Result	Have second staff member become a certified notary		0%
1.2a Task	Add to unique item collection		
1.2a Key Result	Add 10 musical instruments for checkout		0%
1.2a Key Result	Research additional museums to purchase passes to add to the museum collection		0%
Objective 1.3	Update and increase the amount of technology items and resources being offered		
1.3a Task	Purchase more digital content material for patron use		
1.3a Key Result	Research Freegal music software and pricing to present at budget committee meeting		0%
1.3a Key Result	Request separate funding for digital content purchasing at budget committee		0%
1.3b Task	Add reservation software for online reservation		
1.3c Key Result	Use bookings on outlook for patrons to make online study room reservations		0%
1.3c Key Result	Use bookings on outlook for patrons to make online boating exam reservations		0%
1.3c Key Result	Use bookings on outlook for patrons to make online device advice reservations		0%
Goal 2	Enhance library space and marketing of resources for better utilization by the public.		
Objective 2.1	Identify dead zones and modify into better utilized space		
2.1a Task	Replace existing furniture with furnishings that better utilize the space		
2.1a Key Result	Remove stage in story time room		0%
2.1a Key Result	Purchase furniture for children's area		0%
2.1a Key Result	Purchase new furniture for teen space		0%
Objective 2.2	Better advertise library resources, programs and services		
2.2a Task	Improve upon existing marketing practices		
2.2a Key Result	Use the marketing committee's plan and have 2 staff trainings on guidelines for creating fliers, posts, etc.		0%
2.2a Key Result	Research companies to host and possibly build a new website		0%
2.2a Key Result	Submit website budget research to budget committee		0%
2.2a Key Result	Create policy on how the website content will maintain ADA requirements		0%
2.2a Key Result	Increase the number of individuals on the text message service by 25 people		0%
2.2b Task	Task Marketing Committee to create a marketing plan		
2.2b Key Result	Marketing Committee will submit a plan to the library board by April of 2025		50%
Goal 3	Create a culture of library/community interaction through mutually beneficial projects and partnerships		
Objective 3.1	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, etc.		
3.1a Key Result	Coordinate a schedule with FFA to maintain beds and grow food		0%
3.1a Key Result	Give out harvested food to the community		0%
3.1b Task	Expand reading garden to be a certified butterfly garden		
3.1b Key Result	Purchase plants necessary to attract butterflies		0%
3.1b Key Result	Work with Master Gardeners complete paperwork to be a certified butterfly garden		0%
3.1c Task	Add a free little library to the reading garden		
3.1c Key Result	Work with the friends of the library to purchase and install a free little library		0%
Goal 4	Make the library 3rd place in the community		
Objective 4.1	Provide an excellent level of customer service		
4.1a Task	Develop a plan to objectively measure patron satisfaction and experiences		
4.1a Key Result	Create a customer service manual and motto for staff to follow when working with patrons		0%
4.1a Key Result	Have 3 specific staff trainings on customer service		0%
4.1a Key Result	Measure customer service in next patron survey		0%
Objective 4.2	Make the library have something for everyone		
4.2a Task	Use evaluations to measure patron satisfaction		
4.2a Key Result	Work with the policy committee to review patron requests on survey		0%
4.2a Key Result	Work with the budget committee to address patron requests on survey		0%

4.2a Key Result	Work with the executive committee to review patron requests on survey	0%
4.2b Task	Collect data on patron requests	
4.2b Key Result	Collect 20 patron items requests a month and purchase those items for the collection	0%



City of White House, TN

Monthly Draft Report Account Summary

For Fiscal: 2023-2024 Period Ending: 06/30/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining	
Fund: 110 - General Fund							
Expense							
Function: 44800 - Library							
110-44800-110	Libraries - Salaries	304,836.00	304,836.00	24,547.23	297,615.44	297,615.44	7,220.56
110-44800-112	Libraries - Overtime	1,231.00	394.00	200.46	393.23	393.23	0.77
110-44800-114	Libraries - Part Time Wages	25,831.00	29,337.00	2,973.58	27,942.90	27,942.90	1,394.10
110-44800-117	Libraries - Annual Longevity Pay	4,500.00	4,500.00	0.00	4,500.00	4,500.00	0.00
110-44800-130	Libraries - Employee Benefits	26,870.00	26,870.00	2,149.49	25,728.49	25,728.49	1,141.51
110-44800-142	Libraries - Hospital & Health Insurance	79,884.00	79,884.00	7,217.00	74,639.22	74,639.22	5,244.78
110-44800-143	Libraries - Retirement	29,567.00	29,567.00	2,390.63	28,217.37	28,217.37	1,349.63
110-44800-144	Libraries - Dental Insurance	3,360.00	3,360.00	320.00	3,200.00	3,200.00	160.00
110-44800-145	Libraries - Vision Benefit	1,400.00	1,400.00	0.00	370.86	370.86	1,029.14
110-44800-147	Libraries - Unemployment Insurance	210.00	210.00	8.93	230.72	230.72	-20.72
110-44800-148	Libraries - Employee Ed. & Training	12,950.00	4,558.00	530.00	4,558.38	4,558.38	-0.38
110-44800-200	Libraries - Contractual Services	28,000.00	16,241.00	6,867.07	16,254.42	16,256.41	-15.41
110-44800-211	Libraries - Postage, Box Rent, Etc.	275.00	50.00	0.00	33.15	33.15	16.85
110-44800-235	Libraries - Memberships/Subscription...	18,219.00	21,381.00	0.00	21,380.63	21,380.63	0.37
110-44800-237	Libraries - Advertising & Pub. Relations	870.00	870.00	154.00	666.35	796.35	73.65
110-44800-241	Libraries - Electric	58,000.00	38,899.00	3,278.09	38,898.78	38,898.78	0.22
110-44800-242	Libraries - Water	2,842.00	3,053.00	121.34	2,902.89	2,902.89	150.11
110-44800-243	Libraries - Sewer	2,102.00	2,856.00	102.40	2,755.05	2,755.05	100.95
110-44800-245	Libraries - Phones / Fax / Internet	6,840.00	11,116.00	1,135.53	11,113.28	11,113.28	2.72
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	15,629.00	1,300.68	15,682.49	15,682.49	-53.49
110-44800-280	Libraries - Travel	400.00	37.00	0.00	37.36	37.36	-0.36
110-44800-287	Libraries - Meals And Entertainment	965.00	804.00	191.67	690.88	803.89	0.11
110-44800-312	Libraries - Small Items Of Equipment	12,300.00	25,010.00	4,206.54	24,587.09	24,661.86	348.14
110-44800-320	Libraries - Operating Supplies	12,025.00	15,165.00	678.60	14,926.16	15,196.48	-31.48
110-44800-330	Libraries - Inventory Supplies	14,000.00	25,507.00	12,202.93	25,207.90	25,385.27	121.73
110-44800-331	Libraries - Oil, Fuel, Etc.	560.00	226.00	0.00	234.51	234.51	-8.51
110-44800-900	Libraries - Capital Outlay	24,000.00	24,477.00	10,503.43	24,441.12	24,476.22	0.78
	Function: 44800 - Library Total:	686,885.00	686,885.00	81,133.54	667,855.95	668,658.51	18,226.49
	Expense Total:	686,885.00	686,885.00	81,133.54	667,855.95	668,658.51	18,226.49
	Fund: 110 - General Fund Total:	686,885.00	686,885.00	81,133.54	667,855.95	668,658.51	18,226.49
	Report Surplus (Deficit):	-686,885.00	-686,885.00	-81,133.54	-667,855.95	-668,658.51	-18,226.49

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

White House Library Technology Plan
Fiscal Years ~~2023-2024~~, 2024-2025, 2025-2026

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~~. 15,094. 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, Comics Plus, Kanopy, Fiero Coding, 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 access 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
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 <u>2</u> Kindle Fires, 3 <u>1</u> Kindle Paperwhite <u>1 Kindle Fire in Steam Pack</u>
2 public computers for library card sign-up	3 <u>1</u> Samsung Tablets– <u>1</u> Samsung Tablet (Princh) <u>2</u> ONN Tablets
3 <u>2</u> children’s early learning computers	4 Ipads
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 <u>3</u> Osmo

1 staff computer for phone tree	22 Playaway launchpads <u>21 Playaway launchpads</u>
1 computer for volunteer sign-in/out	1 Xbox 360
1 staff computer for Princh software	6 Wi-Fi access points <u>5 Wi-Fi Ubiquiti U6-Enterprise access points</u>
1 computer for wireless software (untangle)	10 staff barcode scanners
8 backup monitors <u>3 backup monitors</u>	2 digital camera
8 backup computers <u>2 backup computers (windows 10)</u>	1 video camera
4 staff printer/scanner/fax	1 Blu-ray player <u>2 Blu-Ray Players</u>
2 staff desktop scanners	2 Battery Backups
2 color printers for staff <u>1 color printer for staff</u>	3 network switches <u>2 Ubiquiti USW-PRO-48 port Network Switch</u>
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 <u>1 Ubiquiti Dream Machine Professional Network Management Device</u>
10 receipt printers	2 public laptops with Windows 11 3 public laptops with Windows 11 2 public laptops with Windows 10 <u>1 public laptops with Windows 10</u>
6 staff RFID checkout pad	5 staff laptops with Windows 11 <u>7 staff laptops with Windows 11</u> 2 staff laptops with Windows 10 <u>1 staff laptop with Windows 10</u>
1 RFID security gates and people counters	<u>1 Ubiquiti USW-PRO-24-Port Network Switch</u>
6 tvs <u>5 tvs</u>	<u>1 Video phone (deaf station) 1 TV</u>
3 projectors	
1 karaoke machine	
1 patron overhead digital scanner	

~~17 patron computers have Windows 11. 5 patron computers have Windows 10.~~
20 patron computers have Windows 11. 2 patron computers have Windows 10

Our ~~23~~ 20 public hard-wired computers have Time Limit Manager Timer system and Rebot Restore Pro wiping system and use Windows Microsoft Security.

2 patron computers in kiosk mode used to apply for library card.

~~22 computers have Microsoft Office Pro Plus 2016 installed.~~ 19 computers have Microsoft Office Pro 2016

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~~ Cumberland Connect (Fiber). 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. Internet and wireless service are provided through ~~Comcast business~~ Cumberland Connect (Fiber). The wireless system uses the Ubiquiti Unifi software which adds no reoccurring costs for the library and 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. Ubiquiti also allows the library to enable a "family" filter to act as a redundant filter to aid in CIPA compliance.

The WHL maintains its own website through our TLC automated system. The library has its own Facebook, Google, Instagram 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:

~~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~~

Research and create a new website for the library

Create policy to state that our website will follow ADA requirements

Create policy for how staff will use AI in the library

Research different ways and subscribe to any AI tools that will help staff in their current positions

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 13, 2023

Officers

Board Chair: Runs library board meetings, serves on executive committee, signs state paperwork, appoints committees, can appoint special committees, has ability to call special meetings.

Vice Chair: Fills in in board chair absent, serves on executive committee, may sign state paperwork in absence of board chair.

Secretary: Takes official minutes at library board meetings, serves on the executive committee.

Committees

***committee chairs take minutes for committee meetings

Policy committee: Reviews and make suggestions for updates on library policies. Meets as needed when policies need to be created, updated or reviewed.

2023-2024 Members: Martha, Doreen, Cherry;

2023-2024 Chair: Doreen

2024-2025 members:

2024-2025 Chair:

Executive committee: Updates by-laws and plans (4), works on director evaluation/presentation, meets opposite months of board meetings

2024-2025 Members:

2024-2025 Chair:

Marketing and public relations committee: Meets opposite months of the board meeting, Fandom Fair planning, surveys every 3 years, marketing plan, etc.

2023-2024 Members: Cherry, Carter, Julie

2023-2024 Chair: Carter

2024-2025 Members:

2024-2025 Chari:

Budgeting committee: Meets once a year in December to review library director's proposed budget.

2023-2024 Members: Sam, Carter

2023-2024 Chair: Sam

2024-2025 Members:

2024-2025 Chair: