

White House Library Board Meeting Agenda

Billy S. Hobbs Municipal Center

July 10, 2025

- I. Call TO ORDER
 - A. Roll Call of Trustees
 - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM:
 - A. Library Board Minutes May 8, 2025
 - B. Marketing Committee Minutes May 13, 2025
 - C. Executive Committee Minutes June 12, 2025
- III. PUBLIC COMMENTS
- IV. REPORTS
 - A. Regional Director
 - B. Assistant Library Director
 - i. Monthly Reports
 - ii. Upcoming events/updates
 - 1. July Programs
 - 2. OKR Updates
 - 3. State Standards
 - iii. Completed updates
 - 1. Tech Grant
 - C. Committees
 - i. Executive
 - ii. Budget
 - iii. Marketing and Public Relations
 - iv. Policy Review
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
 - A. Selection of New Library Director
- VII. ADJOURN

White House Library Board Meeting Minutes
Thursday, May 8, 2025

- I. Call to Order: 1900
 - A. Present: Carter Beck, Doreen Brown, Desiree Goff, Sam Matthews, Emily McCormick, Julie Walling
Absent: Martha Montgomery
Welcome Visitors: Cecile Maynor, Red River Regional Director, Amanda Brewton, HR Director
- II. Approval of minutes (Library Board 3/13/25, Executive Committee 4/10/25)
 - Motion: Doreen Second: Sam approved unanimously
- III. Public Comments: none
- IV. Reports
 - A. Regional Director:
 - 1. State/Regional Library federal spending infographic (in case federal funds cease); No changes for FY 2025 (yet); majority of federal funding is for materials.
 - 2. Next meeting hybrid June 17...discussion of grants from State Library (i.e. technology, construction); Trustees welcome to attend;
 - 3. Technology Grant application due July 7, 2025.
 - 4. Library Service Agreement...no changes, submitted by Library Director already;
 - 5. Comparison of Responsibilities Document provided, as review of roles of Trustees, Director, Friends, etc;
 - 6. Reminder that all library staff annual continuing education must be submitted by June 30
 - B. Assistant Library Director
 - 1. Monthly Reports:
 - a. Review of Performance Measures from March and April;
 - b. completed seed library in April, with large increase over previous year, with help from new employee and Master Gardeners' Association;
 - c. Notary Services restarted in April;
 - d. Coding Club also restarted in April, with hearty participation;
 - 2. Asst. Dir Report:
 - a. Combination of Elizabeth and Althea's activities: much training for Althea as interim director;
 - b. new furniture for children's room arrived and installed;
 - c. Met w/Macaroni KID for free program marketing;
 - d. Storybook trail moving...to Andrew Jackson trailhead, new posts/signs arrived;

- e. Children's desk removed, creating more space in children's area, allowing storytime to be held there, due to increased participation; will add more tables and chairs in pre-existing storytime area to allow greater participation in crafts;
- f. Larry gifted to Elizabeth Kozlowski, his last day as the Library mascot will be Fandom Fair on June 7.
- g. New mascot already in house, voting in process for new name

C. Upcoming events/updates

- 1. OKR Updates: many indicators already met
- 2. State Standards: still working on weeding collection; MOE Standards to be met in September
- 2. Budget:
 - a. proposed budget for FY 2026;
 - b. hours decreased for part-timers due to funding changes (had to decrease each budget line by 7% from original proposal);
 - c. all 3 proposed capital projects were cut;
 - d. education/travel budget completely cut;
 - e. hopes are that these changes are temporary, and can be resubmitted for FY2027 budget;

D. Committees

- 1. Executive:
 - a. Director Search: Emily Goff and Cherry Richardson assigned exit interview with Elizabeth Kozlowski;
 - b. Carter presented timeline for hiring new director; process for hiring reviewed;
 - i. collecting applications until June 5;
 - ii. final interviews July 8,
 - iii. appointment announced July 10 a regular Board meeting
 - c. Exit Interview Report: held April 23;
 - i. Elizabeth's stated reason for leaving: better offer, opportunity for advancement,
 - ii. disconnect between evaluations by Board and City Management...didn't agree with City evaluation, began to look for new position at that time;
 - iii. satisfying about role: setting library culture, programs, collections, community involvement;
 - iv. unsatisfying: "red tape" w/city approval for new processes;
 - v. would ensure new director has ability to direct the library;
 - vi. improvements: asst director, changed chain of command, director role more about planning and programming, more Board committees, more staff, library busier; foresees need for more staff later (asst children's librarian);

- vii. felt board was supportive, from Mayor and Alderman, generally by City Mgmt, although Library often on “back burner” due to urgency of other city services;
 - viii. encouraged more opportunities for Board to interact with Library Director/staff (monthly luncheon? Opportunity to informally network), Board Chair meet monthly/regularly with Director 1:1 to be aware of needs;
 - ix. need new strategic plan), need building maintenance plan (water heater), plan for adjustment of library hours (library open on Fri when rec center opens?); staffing of library in slow evening hours not valuable use of funds (only need 2);
 - x. Board requests to see City Manager review to understand needs for Director going forward and to be utilized in search (Carter to make public record request, have available by Exec Committee meeting on June 12)
- 2. Budget: did not meet
 - 3. Marketing and Public Relations: did not meet, next meeting Tues, May 13, 6pm, final meeting before Fandom Fair
 - 4. Policy Review: did not meet

V. Unfinished Business: none

VI. New Business: none

VII. Adjournment: 1945

Thank You card received from Elizabeth Kozlowski:

“To the WH Library Board,

Thank you so much for letting me serve as your library director for 12 years. I truly enjoyed it. It was a pleasure working with all of you!

Sincerely,
Elizabeth”

Marketing Committee Meeting Minutes

Tuesday, May 13, 2025

I. Call to Order 1801

II. Present: Carter Beck, Emily McCormick, Julie Walling, Althea Manges

Absent: none

Welcome Visitors: Matthew

III. Public Comments: none

IV. Old Business: none

V. New Business:

A. Fandom Fair:

1. parking lot unavailable due to construction; will close entirety of College Street; Public to park on field across from college street; Althea/Matthew to contact WH Church of Christ for permission to use their parking lot; Carter + 2 volunteers to handle patron parking; volunteers/staff to park in church parking lot; vendors to park in front of new Rec Center or on Spring Street;
2. Kids Escape Room, Teen Escape Room, Catio, MarioCart competition inside; everything else outdoors on front lawn of library or along College Street; food trucks...WH Burger, Be Kind at end of College Street closest to Carmack Dr; all guests/vendors confirmed; Catio, Lego Master, LARP, WHMS Band Director (musical petting zoo), Charlotte Byrdfeather (art studio), Hema (new sword group), Blacksmith (new, paid by Friends), balloon twister (2 paid for by Friends), petting zoo (paid by Friends), face painters (paid by Friends), caricature artist (paid by Library);
3. 17 volunteers already confirmed!! 20 unconfirmed, + 4 interns; volunteer orientation either May 28 OR June 4
4. tshirts from Gerald Printing; City Employees to test Escape Room in 2 weeks; Carter to help with set up of tents and tables at 7 am; Julie to pick up donated donuts/food from CostCo vs WalMart;
5. marketing through FB/IG posts, newsletter announcements, paid advertising in budget? vs tagging on FB w/location, share in 2 Hip WH groups, Ladies' Squad, on Chamber of Commerce page, on Macaroni Kid
6. Althea and Matthew encouraged to contact Board members for any other needs that arise prior to event.

B. Marketing Plan, passed by Board at March meeting, already introduced to and being implemented by staff

VI. Adjournment: 1848

Executive Committee Meeting Minutes
June 12, 2025

- I. Call to Order 1801
- II. Present: Carter Beck, Doreen Brown, Julie Walling, Althea Manges
Absent: none
Welcome Visitors: none
- III. Public Comments: none
- IV. Assistant Director Check In
 - A. End of year budget balance is occurring. Many bills are being sent to the previous director's email, which is no longer in service. Interim director working to contact all accounts and update billing information with a new email address.
 - B. TechLogic has many bills with unclear timeline for billing and payment. Interim director working with the company to establish a regular billing cycle and clarification of expenses.
 - C. Interim director is seeking clarification from the City Personnel Department about lunch breaks for all staff members, related to length of time worked in a particular shift.
 - D. Due to the 7% budget cuts for all City Departments for the next fiscal year, the Interim Director has delayed beginning a Master's degree program. In the meantime, application completed for the Tennessee Public Library Management Institute which requires the Board Chair's signature.
 - E. Annual reports dating back to 2021 are being audited and discrepancies in data are being corrected. Reports are now completed in Google Sheets, with data auto populating to help prevent errors. Interim director would like to add graphs to reports to better show trends.
 - F. The Tech grant application is in process, waiting for guidance from the Regional Director for some items. Deadline is July 7
 - G. Interim Director has completed training on State Standards, and will begin updates for the next fiscal year next week.
 - H. Fandom Fair was held indoors due to potential rain this past weekend, with much positive response from vendors and guests. They appreciated the air conditioning and the lack of wind. Many positive comments were also received about interspersing activities and vendors throughout the space.
 - I. For future Fandom Fairs, consider a different date due to overlap this year with Nashville's CMA Fest and Nashville ComicCon. Perhaps even move Fandom Fair to the end of the summer, with a focus on celebrating the end of summer reading, and even invite other City Departments to participate in the event.
 - J. Interim Director would like to have the Library be represented at other events held in the City, specifically those sponsored by the Chamber
 - K. Interim Director working with Library staff to offer a patron survey via Facebook to gather community feedback about Fandom Fair and the library services in general
 - L. The Knitting and Crochet group leader has expressed concerns with a particular participant who can be disruptive to the group dynamics. Policy committee to discuss

creating a behavior policy or code of conduct for all participants in adult programs.
Meeting tentatively scheduled for Tues, July 1 at 6 pm.

- M. Policy committee also asked to create a volunteer agreement for those who lead programs at the library but are not employees

V. Building Maintenance

- A. Irrigation repairs are complete
- B. All new furniture for the Children's Activity Center (CAC) has been received
- C. The door to the CAC has been hung
- D. The CAC will be painted after the beginning of the new fiscal year

VI. Summer Library Plans

- A. 2 Chopped style cooking competitions scheduled
- B. Sean the Balloon Guy program was today, with 125 participants
- C. Summer reading ends July 25

VII. New Business - Althea requested to provide Executive Committee with a copy of her resume and previous library experience as a supplement to the Internal Candidate Application for the Library Director

VIII. Adjournment: 1913

White House Public Library

May 2025 Performance Measures

Official Service Area Populations

2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
14,455	14,820	15,094	15,355	15,355

Membership

May 2025 Performance Measures	2021	2022	2023	2024	2025
New Members	91	116	124	155	139
Updated members	333	366	243	395	347
Yearly Totals	2021	2022	2023	2024	2025
Total Members	7,027	7,125	7,442	8,036	8,689
% of population with membership	49	48	49	52	56

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

Total Material Available: 40,320

Estimated Value of Total Materials: \$1,008,000

Total Materials Available Per Capita: 2.62

Last Month: \$1,004,925

Last Month: 2.62

State Minimum Standard: 2.00

Materials Added in May

2021	2022	2023	2024	2025
339	228	213	183	161

Yearly Material Added

2021	2022	2023	2024	2025
3,035	3,573	2,641	2,033	978

Physical Items Checked Out in May

2021	2022	2023	2024	2025
4,329	6,616	6,544	6,683	7,701

Cumulative Physical Items Checked Out

2021	2022	2023	2024	2025
59,515	80,653	81,667	85,458	36,758

Miscellaneous Items Checked Out

May	2021	2022	2023	2024	2025
Technology Devices	54	71	65	80	158
Study Rooms	25	42	73	58	51
Games and Puzzles	124	134	119	137	163
Seeds	147	171	95	117	153
STEAM Packs	0	0	21	31	25
Cake Pans	0	15	2	4	2
Outdoor Items	*	*	9	12	6
Honor Books	*	*	4	4	17
Adult Kits	*	*	*	8	4
Museum Passes	*	*	*	16	16
Instruments	*	*	*	*	15

Miscellaneous Items Checked Out

Yearly Totals	2021	2022	2023	2024	2025
Technology Devices	725	743	794	1,069	724
Study Rooms	395	746	888	881	344
Games and Puzzles	1,263	2,060	1,855	2,104	945
Seeds	878	883	767	946	669
STEAM Packs	160	234	351	419	150
Cake Pans	21	69	45	65	22
Outdoor Items	*	17	59	86	18
Honor Books	*	19	104	109	52
Adult Kits	*	*	*	51	28
Museum Passes	*	*	*	109	65
Instruments	*	*	*	30	70

Highlighted field is a corrected number since April seed count number was incorrect

Library Services Usage

Library Services Usage

May	2021	2022	2023	2024	2025
Test Proctoring	0	0	21	14	3
Charging Station	6	2	1	2	1
Notary Services	9	13	6	26	12
Library Visits	2,725	3,884	4,255	3,617	4,651
Website Usage	2,238	2,472	4,581	959	1,400
Reference Questions	5	1	3	5	5

Yearly Totals	2021	2022	2023	2024	2025
Test Proctoring	108	61	54	73	22
Charging Station	45	21	16	16	8
Notary Services	144	135	167	227	14
Library Visits	38,913	48,253	48,053	58,329	25,483
Website Usage	27,907	33,678	36,648	13,141	6,600
Reference Questions	73	31	37	65	8

Computer Users

May	2021	2022	2023	2024	2025
Wireless Users	250	472	318	405	203
Adult Users	142	224	196	199	233
Kids Users	72	319	199	132	161
Osmo Users (hours)	*	*	*	*	72

Computer Users

Yearly Totals	2021	2022	2023	2024	2025
Wireless	3,878	4,544	4,338	3,449	1,024
Adult Users	2,235	2,608	2,255	2,327	1,076
Kids Users	957	2,987	2,030	1,801	747
Osmo Users (hours)	*	*	*	501	359.15

Library Volunteers

May	2021	2022	2023	2024	2025
Library Volunteers	6	9	14	3	3
Volunteer Hours	127.00	146.00	61.50	33.00	17.50

Library Volunteers

Yearly Totals	20-21	21-22	22-23	23-24	24-25
Library Volunteers	20	48	48	50	36
Volunteer Hours	1,204.00	1,492.50	1,289.00	533.50	530.25

Databases

Universal Class	May
Sign-ups	2
Courses Started	10
Lessons Viewed	74
Submissions	91

Yearly Totals	2021	2022	2023	2024	2025
Sign-ups	13	18	22	14	11
Courses Started	39	2	24	34	29
Lessons Viewed	1,008	876	419	708	1,063
Submissions	515	465	559	793	926

Fiero Code	May
Logins	12
Hours	14
Tasks	2

Yearly Totals	2021	2022	2023	2024	2025
Logins	*	*	31	116	50
Hours	*	*	19.6	81.6	34.7
Tasks	*	*	29	334	39.1

Comics Plus	May
New Users	2
Check Outs	7

Yearly Totals	2021	2022	2023	2024	2025
Total Users	*	*	*	34	10
Check Outs	*	*	*	112	38

Kanopy	May
Visits	385
Plays	201
New Accounts	9

Yearly Totals	2021	2022	2023	2024	2025
Visits	*	*	2,350	6,249	3581
Plays	*	*	608	1,110	1295
Total Accounts	*	*	89	173	47

Programs

1,000 Books	2021	2022	2023	2024	2025
Monthly Sign-ups	1	3	2	0	0
Total Program Sign-ups	84	113	145	69	

Achievements	
500 Mark	26
Total Completion	26

Face-to-Face Kids Programs

May	2021	2022	2023	2024	2025
Programs	5	9	11	10	10
Attendees	32	200	180	179	213

Passive Kids Programs

May	2021	2022	2023	2024	2025
Programs	5	0	0	0	0
Attendees	162	0	0	0	0

Face-to-Face Tween Programs

May	2021	2022	2023	2024	2025
Programs	4	8	10	8	2
Attendees	16	46	36	21	9

Teen Programs

May	2021	2022	2023	2024	2025
Programs	*	*	*	2	0
Attendees	*	*	*	1	0

Passive Teen/Tween Programs

May	2021	2022	2023	2024	2025
Programs	3	0	0	0	0
Attendees	25	0	0	0	0

Face-to-Face Adult Programs

May	2021	2022	2023	2024	2025
Programs	4	6	7	12	10
Attendees	20	43	33	79	69

Passive Adult Programs

May	2021	2022	2023	2024	2025
Programs	0	0	0	1	4
Attendees	0	0	0	26	45

Device Advice

May	2021	2022	2023	2024	2025
Sessions	8	14	12	4	15

General Interest Programs

May	2021	2022	2023	2024	2025
Programs	*	*	*	1	0
Attendees	*	*	*	107	0

Interlibrary Loan Services

May	2021	2022	2023	2024	2025
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Face-to-Face Kids Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	91	136	129	157	75
Attendees	2,167	3,646	3,805	3,286	1,814

Passive Kids Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	16	16	8	8	4
Attendees	1,699	334	184	75	89

Face-to-Face Tween Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	43	98	112	121	24
Attendees	370	437	361	352	110

Teen Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	*	*	*	19	4
Attendees	*	*	*	24	30

Passive Teen/Tween Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	4	8	8	8	4
Teen / Tween	409	151	100	65	40

Face-to-Face Adult Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	63	75	107	142	54
Attendees	351	377	589	1,034	447

Passive Adult Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	0	1	0	12	14
Attendees	0	20	0	100	154

Device Advice

Yearly Totals	2021	2022	2023	2024	2025
Sessions	81	131	144	176	73

General Interest Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	*	*	*	2	0
Attendees	*	*	*	1322	0

Interlibrary Loan Services

Yearly Totals	2021	2022	2023	2024	2025
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Borrowed	52	90	75	29	53
Loaned	20	35	5	68	22

Borrowed	673	872	597	596	279
Loaned	226	317	184	331	126

May	R.E.A.D.S
E-books	1,136
Audiobooks	1,928
E-videos	
E-series	216

Yearly Totals	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
E-books	*	*	*	*	11,362
Audiobooks	*	*	*	*	18,354
E-videos	*	*	*	*	0
E-series	*	*	*	*	2,465

White House Public Library

June 2025 Performance Measures

Official Service Area Populations

2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
14,455	14,820	15,094	15,355	15,355

Membership

June 2025 Performance Measures	2021	2022	2023	2024	2025
New Members	111	205	182	214	213
Updated members	701	456	363	531	581
Yearly Totals	2021	2022	2023	2024	2025
Total Members	7,027	7,125	7,442	8,036	8,873
% of population with membership	49	48	49	52	57

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

Total Material Available: 40,433

Estimated Value of Total Materials: \$1,010,825

Total Materials Available Per Capita: 2.63

Last Month: \$1,008,000

Last Month: 2.62

State Minimum Standard: 2.00

Materials Added in June

2021	2022	2023	2024	2025
276	174	166	124	148

Yearly Material Added

2021	2022	2023	2024	2025
3,035	3,573	2,641	2,033	1,126

Physical Items Checked Out in June

2021	2022	2023	2024	2025
6,374	7,964	7,967	7,989	8,938

Cumulative Physical Items Checked Out

2021	2022	2023	2024	2025
59,515	80,653	81,667	85,458	45,696

Miscellaneous Items Checked Out

June	2021	2022	2023	2024	2025
Technology Devices	66	75	62	77	157
Study Rooms	18	64	57	63	52
Games and Puzzles	135	205	148	172	229
Seeds	36	139	77	83	35
STEAM Packs	34	27	20	38	17
Cake Pans	5	3	2	1	4
Outdoor Items	*	*	9	2	1
Honor Books	*	*	3	4	8
Adult Kits	*	*	*	2	4
Museum Passes	*	*	*	18	17
Instruments	*	*	*	*	16

Miscellaneous Items Checked Out

Yearly Totals	2021	2022	2023	2024	2025
Technology Devices	725	743	794	1,069	881
Study Rooms	395	746	888	881	396
Games and Puzzles	1,263	2,060	1,855	2,104	1,174
Seeds	878	883	767	946	704
STEAM Packs	160	234	351	419	167
Cake Pans	21	69	45	65	26
Outdoor Items	*	17	59	86	19
Honor Books	*	19	104	109	60
Adult Kits	*	*	*	51	32
Museum Passes	*	*	*	109	82
Instruments	*	*	*	30	86

Highlighted field is a corrected number since April seed count number was incorrect

Library Services Usage

Library Services Usage

June	2021	2022	2023	2024	2025
Test Proctoring	17	9	12	18	1
Charging Station	3	2	1	0	3
Notary Services	14	11	20	9	17
Library Visits	4,577	5,863	5,732	7,200	6,499
Website Usage	2,955	3,482	5,205	923	1,700
Reference Questions	2	5	2	7	6

Yearly Totals	2021	2022	2023	2024	2025
Test Proctoring	108	61	54	73	23
Charging Station	45	21	16	16	11
Notary Services	144	135	167	227	31
Library Visits	38,913	48,253	48,053	58,329	31,982
Website Usage	27,907	33,678	36,648	13,141	8,300
Reference Questions	73	31	37	65	14

Computer Users

June	2021	2022	2023	2024	2025
Wireless Users	358	476	384	442	179
Adult Users	170	230	179	202	192
Kids Users	60	542	194	200	200
Osmo Users (hours)	*	*	*	*	83

Computer Users

Yearly Totals	2021	2022	2023	2024	2025
Wireless	3,878	4,544	4,338	3,449	1,203
Adult Users	2,235	2,608	2,255	2,327	1,268
Kids Users	957	2,987	2,030	1,801	947
Osmo Users (hours)	*	*	*	501	442.15

Library Volunteers

June	2021	2022	2023	2024	2025
Library Volunteers	8	16	24	7	26
Volunteer Hours	135.00	173.00	179.00	37.00	255.00

Library Volunteers

Yearly Totals	20-21	21-22	22-23	23-24	24-25
Library Volunteers	20	48	48	50	59
Volunteer Hours	1,204.00	1,492.50	1,289.00	533.50	785.25

Databases

Universal Class	June
Sign-ups	1
Courses Started	1
Lessons Viewed	17
Submissions	29

Yearly Totals	2021	2022	2023	2024	2025
Sign-ups	13	18	22	14	12
Courses Started	39	2	24	34	30
Lessons Viewed	1,008	876	419	708	1,080
Submissions	515	465	559	793	955

Fiero Code	June
Logins	32
Hours	24.7
Tasks	26

Yearly Totals	2021	2022	2023	2024	2025
Logins	*	*	31	116	82
Hours	*	*	19.6	81.6	59.4
Tasks	*	*	29	334	65.1

Comics Plus	June
New Users	1
Check Outs	2

Yearly Totals	2021	2022	2023	2024	2025
Total Users	*	*	*	34	11
Check Outs	*	*	*	112	40

Kanopy	June
Visits	513
Plays	152
New Accounts	10

Yearly Totals	2021	2022	2023	2024	2025
Visits	*	*	2,350	6,249	4094
Plays	*	*	608	1,110	1447
Total Accounts	*	*	89	173	57

Programs

1,000 Books	2021	2022	2023	2024	2025
Monthly Sign-ups	1	3	2	0	0
Total Program Sign-ups	84	113	145	69	54

Achievements	
500 Mark	26
Total Completion	80

Face-to-Face Kids Programs

June	2021	2022	2023	2024	2025
Programs	11	13	15	12	14
Attendees	570	515	722	297	589

Passive Kids Programs

June	2021	2022	2023	2024	2025
Programs	5	0	0	0	0
Attendees	147	0	0	0	0

Face-to-Face Tween Programs

June	2021	2022	2023	2024	2025
Programs	5	8	9	9	5
Attendees	134	24	24	24	48

Teen Programs

June	2021	2022	2023	2024	2025
Programs	*	*	*	1	2
Attendees	*	*	*	2	10

Passive Teen/Tween Programs

June	2021	2022	2023	2024	2025
Programs	3	0	1	0	0
Attendees	25	0	15	0	0

Face-to-Face Adult Programs

June	2021	2022	2023	2024	2025
Programs	6	6	8	10	9
Attendees	85	39	35	85	67

Passive Adult Programs

June	2021	2022	2023	2024	2025
Programs	0	0	0	3	3
Attendees	0	0	0	24	15

Device Advice

June	2021	2022	2023	2024	2025
Sessions	4	10	16	4	9

General Interest Programs

June	2021	2022	2023	2024	2025
Programs	*	*	*	1	1
Attendees	*	*	*	1215	813

Interlibrary Loan Services

June	2021	2022	2023	2024	2025
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Face-to-Face Kids Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	91	136	129	157	89
Attendees	2,167	3,646	3,805	3,286	2,403

Passive Kids Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	16	16	8	8	4
Attendees	1,699	334	184	75	89

Face-to-Face Tween Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	43	98	112	121	30
Attendees	370	437	361	352	165

Teen Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	*	*	*	19	6
Attendees	*	*	*	24	40

Passive Teen/Tween Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	4	8	8	8	4
Teen / Tween	409	151	100	65	40

Face-to-Face Adult Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	63	75	107	142	63
Attendees	351	377	589	1,034	514

Passive Adult Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	0	1	0	12	17
Attendees	0	20	0	100	169

Device Advice

Yearly Totals	2021	2022	2023	2024	2025
Sessions	81	131	144	176	82

General Interest Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	*	*	*	2	1
Attendees	*	*	*	1322	813

Interlibrary Loan Services

Yearly Totals	2021	2022	2023	2024	2025
---------------	------	------	------	------	------

Borrowed	6	6	8	10	47
Loaned	85	39	35	85	33

Borrowed	673	872	597	596	326
Loaned	226	317	184	331	159

June	R.E.A.D.S
E-books	1,187
Audiobooks	1,851
E-videos	0
E-series	335

Yearly Totals	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
E-books	*	*	*	*	12,549
Audiobooks	*	*	*	*	20,205
E-videos	*	*	*	*	0
E-series	*	*	*	*	2,800

Fandom Fair Activity	2021	2022	2023	2024	2025
People Count	429	582	1028	1215	813
Panels	13	28	7	0	0
Kids Escape Room	71	94	113	170	68
Teen Escape Room	77	102	89	74	70
Costume Contest Participants	20	2	36	8	16
Lego building Contest	8	27	16	16	15

Assistant Director Report

Prepared by: Althea Manges
Date: May and June 2025



Assistant Director Activities

- Assistant Director attended CHAMP training meeting.
- Assistant Director attended Beyond the Pizza Party Training.
- Assistant Director attended several Illuminated Oversight trainings.
- Had phone info. session with Junior Library Guild.
- Assistant Director attended State Standards info. session.
- Had the library participate in a seek and find with local state farm office.
- Assistant Director submitted application for PLMI.
- Assistant Director attended Grant Informational meeting.
- Assistant Director had lunch with Stokes Brown Director and Assistant Director.
- Assistant Director attended Annual Consultation with Regional Library.
- Assistant Director submitted Tech Grant.
- Assistant Director working with Tech Logic to condense billing cycles.
- Assistant Director working on correcting backlog data on monthly reports going forward.



Active Readers 177	New Registrations Adding Up Selected Challenges 231	Challenge Completions Adding Up Selected Challenges 11
Completed Activities Adding Up Selected Challenges 0	Reviews Submitted Adding Up Selected Challenges 0	Books Read Adding Up Selected Challenges 237
	Badges Earned Adding Up Selected Challenges 873	Minutes Read Adding Up Selected Challenges 42,974

BEANSTACK STATISTICS AS OF 06/30/25

Library happenings

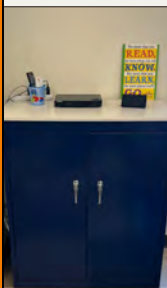
- Mankers Station and Union Station Shaker Village passes added to collection.
- Story book trail posts received by Public Works.
- Story Book Trail signs received.
- Fandom Fair!
- Summer Reading!
- First ever Tween/Teen Cooking Competition!

Building Updates:

- Irrigation repair completed
- Received correct door for children's area renovation.
- Received all furniture for children's area.
- Leaks in ceiling found in DVD section.

Friends of the Library:

- Research and Development: \$200.000
- Marketing: \$100.000
- Marketing: \$20.000



July 2025



CALENDAR KEY:
KIDS (9 & UNDER): BLUE
TWEENS (10-12): ORANGE
TEENS (13-17): PURPLE
ADULTS (18 & UP): GREEN

WHITE HOUSE
LIBRARY
 615-672-0239
www.youseemore.com/whl

Hours: Monday, Tuesday, Thursday: 9-8 pm | Wednesday: 9-5 pm | Saturday 9-4 pm | *Closed Friday & Sunday*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Tots' Story Time (ages 0-5) @ 10:30am: Shimmering Fireworks Adult Knitting & Crochet Class: 3:30pm Big Kids Club (ages 7-10) @ 4:30pm: Q-tip Painting	2 Tots' Story Time (ages 0-5) @ 10:30am: Shimmering Fireworks	3 4th of JULY CLOSED	4	5
6	7 Kids' Crafternoon @ 4pm: Flip Flop Art Tween/Teen Coding Club @ 4:30pm Adult Device Advice (by appointment only)	8 Tots' Story Time (ages 0-5) @ 10:30am: Paper Plate Ice Cream Adult Knitting & Crochet Class: 3:30pm Tween/Teen Night @ 4:30pm (in Story Time Room): Quill Paper Art (*Call to sign up)	9 Tots' Story Time (ages 0-5) @ 10:30am: Paper Plate Ice Cream	10 Kids Program @ 10:30am: Mr. Rich Super Scientist (in City Hall Community Room) Adult Mystery Readers @ 3pm: <i>The Perfect Son</i> by Freida McFadden Adult Creative Writing @ 4:30pm	11	12
13	14 Kids' Crafternoon @ 4pm: 3D Jellyfish Tween/Teen Coding Club @ 4:30pm Adult Device Advice (by appointment only)	15 Tots' Story Time (ages 0-5) @ 10:30am: Caterpillar's Lunch Adult Knitting & Crochet Class: 3:30pm Tween/Teen Night @ 4:30pm: Making seed paper (*Limited spots available; call to sign up) Big Kids Club (ages 7-10) @ 4:30pm: Paper bag stars	16 Tots' Story Time (ages 0-5) @ 10:30am: Caterpillar's Lunch	17 Kids Program @ 10:30am: Animal Tales Animal Show (in City Hall Community Room)	18	19
20 	21 Kids' Crafternoon @ 4pm: Despicable Me 4 movie & Hawaiian Minion Tween/Teen Coding Club @ 4:30pm Adult Device Advice (by appointment only)	22 Tots' Story Time (ages 0-5) @ 10:30am: Paint Mixing Colors Adult Knitting & Crochet Class: 3:30pm Tween/Teen Cooking Competition @ 11am (in City Hall Community Room) (*Limited spots available; call for more info.)	23 Tots' Story Time (ages 0-5) @ 10:30am: Paint Mixing Colors	24 Kids Program @ 10:30am: Runaway Puppets (in City Hall Community Room) Adult Bingo @ 1:30pm Adult Creative Writing @ 4:30pm	25 	26
27	28 Tween/Teen Coding Club @ 4:30pm Adult Device Advice (by appointment only)	29 Adult Knitting & Crochet Class: 3:30pm	30	31 Adult Bookworms Book Club @ 10am: <i>Funny Story</i> by Emily Henry		



The week of July 20th: Last week of Summer Reading programs

July 25: Last day to sign up for Summer Reading | July 26: Last day to turn time/books for Summer Reading prizes

SUMMER READING RULES & REGISTRATION

Reading Contest Rules

- Registration is June 8th through July 25th
- Reading may be turned in beginning Sunday, June 8th. The last day to turn in reading is Saturday, July 26th.
- Kids (ages 0-5) prizes: 10 minutes a day for 6 days to reach a level
- Kids (ages 6-9) & Teen/Tween (ages 10-17) prizes: 20 minutes a day for 5 days to reach a level
- Adults (18+) prizes: 1 book = 1 raffle ticket entry
 - Multiple entries are allowed each week as long as the entire book has been read & entered.
 - Prize winners will be drawn the following Monday of each week, starting June 16.
- Beanstack will notify you when you have reached a level. Prizes & raffle tickets can be picked up at the front desk.

Registration

- Register online at <https://whitehousetn.beanstack.org> or by downloading the Beanstack Tracker app in your phone's app store.
- Register as an **Individual or Family**.
- When asked **"Have you previously used Beanstack to participate in a reading challenge,"** you should answer **"No"** and continue with your registration.



WEBSITE



GOOGLE
PLAY STORE



IPHONE
APP STORE

White House Public Library		Timeframe	Progress
		2024-2025	
Mission Statement	To be an essential community hub that provides tools, resources, and assistance		
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		50%
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		25%
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		100%
1.1c Key Result	Analyze the program attendance at these programs to gauge future classes		100%
1.1d Task	Improve Teen programs		
1.1 Key Result	Increase coding participation by 5%		50%
1.1d Key Result	Increase tween/teen program participation by 10 individuals		100%
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 15 baskets for patrons to use while browsing		100%
1.2a Key Result	Have second staff member become a certified notary		100%
1.2b Task	Add to unique item collection		
1.2a Key Result	Add 10 musical instruments for checkout		100%
1.2a Key Result	Research additional museums to purchase passes to add to the museum collection		100%
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		50%
1.3a Key Result	Request separate funding for digital content purchasing at budget committee		100%
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		100%
2.1a Key Result	Purchase furniture for children's area		100%
2.1a Key Result	Purchase new furniture for teen space		
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.		50%
2.2a Key Result	Research companies to host and possibly build a new website		
2.2a Key Result	Submit website budget research to budget committee		
2.2a Key Result	Create policy on how the website content will maintain ADA requirements		
2.2a Key Result	Increase the number of individuals on the text message service by 25 people		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 2024		100%
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	Coordinate a schedule with FFA to maintain beds and grow food or create library program around garden beds		25%
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		100%
3.1b Key Result	Work with Master Gardeners complete paperwork to be a certified butterfly garden		100%
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		100%
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		75%
4.1a Key Result	Have 3 specific staff trainings on customer service		33%
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	100%
4.2a Key Result	Work with the budget committee to address patron requests on survey	100%
4.2a Key Result	Work with the executive committee to review patron requests on survey	100%
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	100%

State Standards

2024-2025

1. 10% budgeted for materials
2. Collection weeded according to Crew
3. Turnover rate calculated annually
4. Hosts at least 1 TEL session annually
5. Meet MOE **(September)**
6. TAB provides quarterly report to director
7. Staff complete number of training based on their position

2023-2024

1. Tennessee Trustee Certification
2. 10% budgeted for materials
3. Collection weeded according to Crew
4. Hosts at least 1 TEL session annually
5. Teen Advisory Board provides quarterly report to director (has provided one report as we are just starting to build the group)
6. 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



Monthly Draft Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 05/31/2025

		Original	Current			YTD Activity +	Budget
		Total Budget	Total Budget	MTD Activity	YTD Activity	Encumbrances	Remaining
Fund: 110 - General Fund							
Expense							
Function: 44800 - Library							
110-44800-110	Libraries - Salaries	376,938.00	376,938.00	33,827.30	341,416.46	341,416.46	35,521.54
110-44800-112	Libraries - Overtime	2,000.00	2,000.00	0.00	566.01	566.01	1,433.99
110-44800-114	Libraries - Part Time Wages	27,446.00	29,446.00	2,322.46	28,235.59	28,235.59	1,210.41
110-44800-117	Libraries - Annual Longevity Pay	4,500.00	5,700.00	0.00	5,700.00	5,700.00	0.00
110-44800-130	Libraries - Employee Benefits	32,836.00	32,836.00	2,697.33	29,144.83	29,144.83	3,691.17
110-44800-142	Libraries - Hospital & Health Insurance	104,214.00	104,214.00	9,187.00	80,253.00	80,253.00	23,961.00
110-44800-143	Libraries - Retirement	37,856.00	37,856.00	2,677.26	33,452.00	33,452.00	4,404.00
110-44800-144	Libraries - Dental Insurance	4,416.00	4,416.00	414.00	3,542.00	3,542.00	874.00
110-44800-145	Libraries - Vision Benefit	1,600.00	1,600.00	0.00	975.96	975.96	624.04
110-44800-147	Libraries - Unemployment Insurance	231.00	231.00	6.97	217.83	217.83	13.17
110-44800-148	Libraries - Employee Ed. & Training	12,950.00	2,901.00	-20.00	2,840.08	2,840.08	60.92
110-44800-200	Libraries - Contractual Services	14,000.00	12,622.00	136.90	8,721.36	12,515.74	106.26
110-44800-211	Libraries - Postage, Box Rent, Etc.	275.00	275.00	24.84	184.90	184.90	90.10
110-44800-235	Libraries - Memberships/Subsorption...	30,262.00	28,778.00	1,704.15	28,378.32	28,777.32	0.68
110-44800-237	Libraries - Advertising & Pub. Relations	1,339.00	1,694.00	158.00	1,050.50	1,551.50	142.50
110-44800-241	Libraries - Electric	50,000.00	48,000.00	3,538.66	39,265.70	39,265.70	8,734.30
110-44800-242	Libraries - Water	2,842.00	3,542.00	123.46	2,982.63	2,982.63	559.37
110-44800-243	Libraries - Sewer	2,102.00	4,102.00	105.49	2,825.61	2,825.61	1,276.39
110-44800-245	Libraries - Phones / Fax / Internet	14,520.00	10,889.00	315.22	9,088.37	9,088.37	1,800.63
110-44800-249	Libraries - Stormwater Fee	648.00	648.00	53.94	593.34	593.34	54.66
110-44800-260	Libraries - R & M Facilities	14,200.00	17,049.00	2,531.90	16,997.08	17,030.99	18.01
110-44800-280	Libraries - Travel	400.00	0.00	0.00	0.00	0.00	0.00
110-44800-287	Libraries - Meals And Entertainment	965.00	965.00	0.00	751.98	908.41	56.59
110-44800-312	Libraries - Small Items Of Equipment	12,300.00	13,183.00	2,070.22	12,248.77	13,046.77	136.23
110-44800-320	Libraries - Operating Supplies	12,625.00	14,149.00	0.00	11,663.56	13,978.56	170.44
110-44800-330	Libraries - Inventory Supplies	14,000.00	11,250.00	0.00	9,154.64	11,339.14	-89.14
110-44800-331	Libraries - Oil, Fuel, Etc.	560.00	248.00	25.62	241.63	241.63	6.37
110-44800-900	Libraries - Capital Outlay	37,000.00	49,893.00	10,145.53	46,978.41	49,856.04	36.96
Function: 44800 - Library Total:		813,025.00	815,425.00	72,046.25	717,470.56	730,530.41	84,894.59
Expense Total:		813,025.00	815,425.00	72,046.25	717,470.56	730,530.41	84,894.59
Fund: 110 - General Fund Total:		813,025.00	815,425.00	72,046.25	717,470.56	730,530.41	84,894.59
Report Surplus (Deficit):		-813,025.00	-815,425.00	-72,046.25	-717,470.56	-730,530.41	-84,894.59

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
110 - General Fund	-813,025.00	-815,425.00	-72,046.25	-717,470.56	-730,530.41	-84,894.59
Total Surplus (Deficit):	-813,025.00	-815,425.00	-72,046.25	-717,470.56	-730,530.41	-84,894.59