

White House Library Board Meeting Agenda
Billy S. Hobbs Municipal Center
Court Room
March 11, 2021

- I. Call TO ORDER
 - A. Roll call of Trustees
 - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM January 14, 2021
- III. COMMUNICATIONS
- IV. REPORTS
 - A. Regional Director
 - B. Library Director
 - a. Monthly Reports
 - b. Upcoming events/updates
 - i. Summer Reading Update
 - c. Budget
 - d. Long Range Plan Review
 - e. State Standards Review
 - C. Committees
 - 1. Executive
 - 2. Finance and Budget
 - 3. Marketing and Public Relations
 - a. Con Update
 - 4. Policy Review
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURN

White House Library Board Meeting Minutes
Billy S. Hobbs Municipal Center
Court Room
January 14, 2020

I. Call TO ORDER: 7:01pm

A. Roll call of Trustees: Linda Silver, Andrew Armstrong, Joyce Partain, Katy Hornbeck, John Corbitt, Emmie Seals, Gerald Herman, Elizabeth Kozlowski. Absent: Amanda Smith.

B. Welcome Visitors: no visitors.

I. APPROVAL OF MINUTES FROM November 12, 2020: Andrew Armstrong motioned to approve. Katy Hornbeck seconded the motion to approve. All approve the minutes.

II. COMMUNICATIONS: 1) Emmie Seals is stepping down from her role as Trustee and Secretary on the Board at the end of her current term, June 30. The Board needs someone to step into the role of Secretary of the board. Andrew Armstrong nominates Katy Hornbeck. Linda Silver seconded the nomination. All approve Katy Hornbeck as the new Secretary. 2) Encourage people in the community to apply to be on the Library Board. 3) The library director read a letter from grateful patrons.

III. REPORTS

A. Regional Director: 1) Trustee Orientation with Amanda Smith was held on webex. 2) There was a Library Legislative Day in which Elizabeth Kozlowski attended to get to know our representatives. 3) A Library Director meeting was held via webbed to discuss how to have library patrons use our TEL access.

V. Reports

B. Library Director

a. Upcoming events/updates: Grab and Go and Virtual Programs are planned through February.

b. Budget: Line 312 spending is negative, but it will be reimbursed through the CARES Act.

c. COVID Survey Review: There were 57 responses to the survey. "Lobby Pick Up" was the most used resource.

d. CIPA compliance with Chromebooks: For the CARES Act the library needs to show their chrome books are CIPA compliant. They will use the city's server and IT department to help with this.

C. Committees

1. Executive: did not meet

2. Finance and Budget

- a. Proposed Budget Review: The director presented the committee's proposed 21/22 budget. John Corbitt motioned to approve. Andrew Armstrong seconded. All approved.

3. Marketing and Public Relations: did not meet

4. Policy Review: did not meet

VI. Unfinished Business: None

VII. New Business

- A. Meeting Dates for 2021 were presented: March 11, May 13, July 8, and September 9. The board decided there would be no meeting in November unless a pressing need comes up. Andrew Armstrong motioned to approve. Joyce Partain seconded. All approved.

VIII. Director's Evaluation

- A. The library director was dismissed and the board completed her annual evaluation.

IX. Adjourn: John Corbitt motioned to adjourn. Linda Silver seconded. All approved. Meeting adjourned at 8:43 PM.

**White House Library Monthly Report
January 2021
Submitted by Elizabeth Kozlowski**

Summary of Activities

The library director had a phone call conference with her mentor, Martha Hendricks, on January 7. The two talked about their upcoming library projects and COVID related issues.

The library director attended a regional library director check-in. At this meeting, the group learned about how to get unique URL's for TEL sites. Once we get these URL's, the links can be posted on our website, which will allow us to get a number count of how many people are using these resources. The group was also shown how to get school students READS cards through the Sora program. This program will give every student access to books on READS even without a library card.

The library board met on January 14. They discussed the COVID survey, CIPA guidelines on the Chromebooks, the 2021-2022 budget proposal, the director's evaluation, and the meeting dates for the library board for 2021. This meeting was livestreamed and can be viewed on the library's Facebook page.

The library director attended a web meeting with a text marketing company. She has been researching different text marketing companies to see which one would be a good company to use for reaching patrons.

The library director attended the Board of Mayor and Aldermen meeting on January 21st to see the logo reveal for White House 50th anniversary.

The director attended the department head budget retreat on January 28th. At this meeting, each department head presented their CIP requests for the next budget year. Per the library board, the library director is not going to pursue any CIP requests this year. The director will meet with the city administrator in February to discuss the Library Board's non-CIP budget requests.

The library staff put out extra grab and go kits for the teens and tweens since they were all picked up last month. The library will continue to offer grab and go kits through February. If the weather is warmer in March, then the staff might start offering face-to-face programs outside again.

Department Highlights

The highlight for the month was the amount of information the library director learned at the regional library check-in. A large amount of new information was presented that the library director needs to look into so that it can be utilized at the library and improve patron access to data and the library's counts of use.

White House Public Library January 2021 Performance Measures

Official Service Area Populations

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

Membership

January	2017	2018	2019	2020	2021
New Members	106	84	111	100	85
Updated Members	409	271	283	332	332
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	7,088
% of population with membership	86	51	59	66	49

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

Total Material Available: 37,323

Estimated Value of Total Materials: \$933,075

Last Month: \$929,700

Total Materials Available Per Capita: 2.60

Last Month: 2.60

State Minimum Standard: 2.00

Materials Added in January

2017	2018	2019	2020	2021
158	350	436	176	120

Yearly Material Added

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	120

Physical Items Checked Out in January

2017	2018	2019	2020	2021
5,245	4,926	4,954	4,809	4,189

Cumulative Physical Items Check Out

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	4,189

The checkouts for January were decent even though we are not allowing patrons to check out as many items at a time due to COVID.

Miscellaneous item checkouts

January	2017	2018	2019	2020	2021
Technology Devices	52	48	51	28	54

Yearly Totals

2017	2018	2019	2020	2021
585	644	137	381	54

Study Rooms	64	67	95	77	21
Games and Puzzles	36	47	69	96	120
Seeds	196	20	0	16	50
STEAM Packs	*	*	22	30	0
Cake Pans	*	*	*	13	2

828	1,082	253	305	21
528	743	222	955	120
1,197	586	112	302	50
*	148	61	25	0
*	6	1	28	2

Library Services Usage

January	2017	2018	2019	2020	2021
Lego Table	215	213	200	246	0
Test Proctoring	3	1	2	2	0
Charging Station	7	6	6	11	3
Notary Services	*	*	*	13	4
Library Visits	*	3,911	4,549	4,155	2,519
Website Usage	*	836	1,092	1,718	2,253
Reference Questions	10	4	2	8	4

Yearly Totals

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	0
86	90	19	47	3
*	*	16	88	4
*	52,565	55,728	30,007	2,519
*	2,517	16,935	17,977	2,253
115	59	77	60	4

Library Volunteers

Library	2018	2019	2020	2021
Library Volunteers	17	17	14	12
Volunteer Hours	98	106	155	114

Yearly Totals

18-19	19-20	20-21
82	36	16
809	1,286	620.5

We have not been allowing as many volunteers in the building at a time due to COVID.

Computer Users

November	2017	2018	2019	2020	2021
Wireless	705	1131	731	592	238
Adult Users	396	298	369	375	220
Kids Users	152	142	186	194	2

Yearly Computer Users

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	238
4,413	4,642	1,103	2,138	220
2,209	2,088	556	427	2

Universal Class Counts

January	
Sign ups	1
Courses started	6
Lessons viewed	53
Class Submissions	10

Yearly Totals

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

Programs

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	0	6	0
Yearly Sign-ups	29	38	83	83

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

Face-to-face Kids Programs

January	2017	2018	2019	2020	2021
Programs	19	13	15	12	0
Attendees	296	242	237	260	0
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	0
Attendees	4,268	4,260	4,201	1,185	0

Virtual Kids Programs

January	2020	2021
Videos	0	4
Views	0	28
Yearly	2020	2021
Videos	24	4
Views	4,182	28

Grab & Go Kits

January	2020	2021
Kits	0	6
Taken	0	251
Yearly	2020	2021
Kits	38	6
Taken	1094	251

The staff is doing pre-recorded virtual story times. The staff is putting out separate grab & go kits for children ages 0-5 & 6-9.

Face-to-face Teen Programs

January	2017	2018	2019	2020	2021
Programs	2	5	6	5	0

Tween Face-to-Face Programs

January	2020	2021
Programs	2	0

Attendees	7	20	22	32	0
Yearly	2017	2018	2019	2020	2021
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Attendees	9	0
Yearly	2020	2021
Programs	5	0
Attendees	18	0

The library is not having face-to-face programs right now because it is too cold to meet outside.

Combined Face-to-Face

January	2020	2021
Programs	0	0
Attendees	0	0
Yearly	2020	2021
Programs	11	0
Attendees	77	0

Virtual Teen & Tweens

January	2020	2021
Videos	0	2
Views	0	26
Yearly		
Videos	12	2
Views	1,591	26

Grab & Go

January	2020	2021
Kits	0	4
Taken	0	36
Yearly	2020	2021
Kits	13	4
Taken	152	36

The staff is only offering grab and go kits and tutorial videos for teens and tweens right now.

Face-to-face Adult Programs

January	2017	2018	2019	2020	2021
Programs	15	13	14	11	3
Attendees	65	52	88	54	17
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	3
Attendees	689	1,009	1,343	214	17

Virtual

January	2020	2021
Videos	0	0
Views	0	0
Yearly	2020	2021
Videos	18	0
Views	4,972	0

Device Advice

Sessions	2019	2020	2021
January	*	*	
Yearly	125	51	

A box was added for adult virtual programs in case we have to start offering those types of programs again.

Interlibrary Loan Services

November	2017	2018	2019	2020	2021
Borrowed	12	71	58	53	59
Loaned	37	31	37	20	12

Yearly Interlibrary Loan Services

2017	2018	2019	2020	2021
562	690	690	534	59
305	410	410	151	12

January	R.E.A.D.S
Adults	1895
Juvenile	73

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021
Adults	15,773	21,138	23,138	10,911
Juvenile	725	1,430	1,189	570

The READS statistics come from the state.

White House Library Monthly Report February 2021 Submitted by Elizabeth Kozlowski

Summary of Activities

The library had its fire sprinkler system tested on February 4th. The entire system was checked and cleared and should be good for another year.

The library director did yearly evaluations of all library staff during the month of February. Despite COVID, the staff were able to accomplish a number of tasks and actually did more this year than previous months since staff now how to plan virtual programs, grab and go kits, and outdoor events.

The library director attended a director's check-in at the region. One of the main discussions was if libraries were receiving their requested amount for the next budget year. Many expressed concerns over the possible \$15 minimum wage and how that would affect budgeting.

The library director attended a marketing committee meeting on February 9th. The group discussed different options for having the fandomcon. It was decided that the event will be held outside. If it rains, the event will be moved inside, but some items will still have to be cancelled due to their size. The group decided to hold the event on June 5 from 10am to 3pm. The library director is now working on securing different activities and presenters.

The regional library's coding class that a number of library staff signed up to take was cancelled due to the weather. It will be rescheduled at a later date.

The library was closed for a week due to the snow and ice. The director also found that during that time, the library had no water pressure because of a frozen pipe. The city maintenance man was able to fix the problem and will look at better protecting that area in the spring.

The library director met with the city administrator to review the library board's proposed budget. The proposed budget will go forward to the Board of Mayor and Aldermen for review. The director is also planning on moving the children's librarian's budget into the main library budget. The library will not lose any funds, but this will mean there are less lines to review.

The public works department poured concrete for the new library sign. This sign will sit at the bottom of the stairs and will have the library hours on it. The sign is part of the outside CIP project. Once it is complete, it will allow the library to meet the state requirement of having a sign visible from the street.

The library director, staff and friends of the library submitted an application for the Dollar General Summer Reading Grant. The grant open date was shorter this year and there was more planning involved when writing the grant due to the changes there will be this summer.

Department Highlights

The highlights for the month was the progress made on the new sign, coming up with a plan for the fandomcon, and submitting the Dollar General Grant.

White House Public Library February 2021 Performance Measures

Official Service Area Populations

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

Membership

February	2017	2018	2019	2020	2021
New Members	104	95	91	100	46
Updated Members	379	288	214	259	339
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	6,940
% of population with membership	86	51	59	66	48

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

Total Material Available: 37,542

Estimated Value of Total Materials: \$938,550

Last Month: \$933,075

Total Materials Available Per Capita: 2.61

Last Month: 2.60

State Minimum Standard: 2.00

Materials Added in February

2017	2018	2019	2020	2021
144	60	181	140	218

Yearly Material Added

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	338

Physical Items Checked Out in February

2017	2018	2019	2020	2021
5,504	5,058	4,992	5,320	3,782

Cumulative Physical Items Check Out

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	7,971

We were closed for a week in February due to snow, which is one reason our checkout counts were low.

Miscellaneous item checkouts

February	2017	2018	2019	2020	2021
Technology Devices	34	42	41	33	54
Study Rooms	78	89	74	66	19
Games and Puzzles	38	64	67	127	109
Seeds	428	172	28	115	135
STEAM Packs	*	*	19	32	0
Cake Pans	*	*	0	2	5

Yearly Totals

2017	2018	2019	2020	2021
585	644	137	381	108
828	1,082	253	305	40
528	743	222	955	229
1,197	586	112	302	185
*	148	61	25	0
*	6	1	28	7

Library Services Usage

February	2017	2018	2019	2020	2021
Lego Table	186	215	153	143	0
Test Proctoring	5	10	11	10	0
Charging Station	8	6	5	4	3
Notary Services	*	*	*	10	1
Library Visits	*	4,590	4,445	4,242	2,305
Website Usage	*	*	1,079	1,559	1,859
Reference Questions	5	7	4	3	5

Yearly Totals

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	0
86	90	19	47	6
*	*	16	88	5
*	52,565	55,728	30,007	4,824
*	2,517	16,935	17,977	4,112
115	59	77	60	9

Library Volunteers

Library	2018	2019	2020	2021
Library Volunteers	22	16	12	9
Volunteer Hours	103	88	143	82.5

Yearly Totals

18-19	19-20	20-21
82	36	16
809	1,286	703

We have not been allowing as many volunteers in the building at a time due to COVID.

Computer Users

February	2017	2018	2019	2020	2021
Wireless	705	1107	636	532	186
Adult Users	387	346	354	399	160
Kids Users	174	174	176	123	5

Yearly Computer Users

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	424
4,413	4,642	1,103	2,138	380
2,209	2,088	556	427	7

Universal Class Counts

February	
Sign ups	2
Courses started	17
Lessons viewed	197
Class Submissions	131

Yearly Totals

2017	2018	2019	2020	2021
27	24	9	10	3
39	52	16	53	23
273	661	194	1,771	250
258	445	105	800	141

Programs

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	0	2	1
Yearly Sign-ups	29	60	83	84

Achievements	2018	2019	2020	2021
100 Mark	2	0	0	3
500 Mark	2	2	0	1
Completion	0	1	2	0

Face-to-face Kids Programs

February	2017	2018	2019	2020	2021
Programs	17	11	15	11	0
Attendees	244	220	216	272	0
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	0
Attendees	4,268	4,260	4,201	1,185	0

Virtual Kids Programs

February	2020	2021
Videos	0	4
Views	0	45
Yearly	2020	2021
Videos	24	8
Views	4,182	45

Grab & Go Kits

February	2020	2021
Kits	0	5
Taken	0	204
Yearly	2020	2021
Kits	38	11
Taken	1094	455

The staff is doing pre-recorded virtual story times. The staff is putting out separate grab & go kits for children ages 0-5 & 6-9.

Face-to-face Teen Programs

February	2017	2018	2019	2020	2021
Programs	2	6	6	5	0
Attendees	11	24	18	38	0
Yearly	2017	2018	2019	2020	2021
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

February	2020	2021
Programs	2	0
Attendees	8	0
Yearly	2020	2021
Programs	5	0
Attendees	18	0

The library is not having face-to-face programs right now because it is too cold to meet outside.

Combined Face-to-Face

February	2020	2021
Programs	0	0
Attendees	0	0
Yearly	2020	2021
Programs	11	0
Attendees	77	0

Virtual Teen & Tweens

February	2020	2021
Videos	0	1
Views	0	18
Yearly	2020	2021
Videos	12	3
Views	1,591	44

Grab & Go

February	2020	2021
Kits	0	2
Taken	0	15
Yearly	2020	2021
Kits	13	6
Taken	152	51

Not as many grab and go kits were offered because we were closed due to snow.

Face-to-face Adult Programs

February	2017	2018	2019	2020	2021
Programs	13	13	13	11	2
Attendees	63	46	77	58	12
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	3
Attendees	689	1,009	1,343	214	17

Virtual

February	2020	2021
Videos	0	0
Views	0	0
Yearly	2020	2021
Videos	18	0
Views	4,972	0

Device Advice

Sessions	2019	2020	2021
February	*	*	2
Yearly	125	51	2

A box was added for adult virtual programs in case we have to start offering those types of programs again.

Interlibrary Loan Services

February	2017	2018	2019	2020	2021
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Yearly Interlibrary Loan Services

2017	2018	2019	2020	2021
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Borrowed	75	57	53	69	41
Loaned	41	46	45	16	10

562	690	690	534	100
305	410	410	151	22

February	R.E.A.D.S
Adults	1615
Juvenile	81

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021
Adults	15,773	21,138	23,138	12,526
Juvenile	725	1,430	1,189	651

The READS statistics come from the state.



City of White House, TN

Monthly Draft Report

Account Summary

For Fiscal: 2020-2021 Period Ending: 02/28/2021

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 110 - General Fund							
Expense							
Function: 44800 - Library							
110-44800-110	Libraries - Salaries	202,037.00	202,037.00	15,541.87	131,915.90	131,915.90	70,121.10
110-44800-112	Libraries - Overtime	1,231.00	1,231.00	0.00	0.00	0.00	1,231.00
110-44800-114	Libraries - Part Time Wages	30,000.00	30,000.00	2,385.69	17,052.74	17,052.74	12,947.26
110-44800-117	Libraries - Annual Longevity Pay	3,000.00	3,000.00	0.00	3,000.00	3,000.00	0.00
110-44800-130	Libraries - Employee Benefits	18,734.00	18,734.00	1,394.75	11,811.96	11,811.96	6,922.04
110-44800-142	Libraries - Hospital & Health Insurance	60,546.00	60,546.00	4,775.07	35,030.32	35,030.32	25,515.68
110-44800-143	Libraries - Retirement	14,143.00	14,143.00	864.12	7,334.48	7,334.48	6,808.52
110-44800-144	Libraries - Dental Insurance	744.00	744.00	62.00	485.45	485.45	258.55
110-44800-145	Libraries - Vision Benefit	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
110-44800-147	Libraries - Unemployment Insurance	261.00	261.00	61.89	182.73	182.73	78.27
110-44800-148	Libraries - Employee Ed. & Training	900.00	900.00	0.00	200.00	200.00	700.00
110-44800-200	Libraries - Contractual Services	15,760.00	15,760.00	2,236.96	10,082.26	11,531.74	4,228.26
110-44800-211	Libraries - Postage, Box Rent, Etc.	275.00	275.00	0.00	3.96	3.96	271.04
110-44800-235	Libraries - Memberships/Subscriptions/...	12,300.00	12,300.00	0.00	7,617.27	7,617.27	4,682.73
110-44800-237	Libraries - Advertising & Pub. Relations	870.00	870.00	0.00	304.35	476.85	393.15
110-44800-241	Libraries - Electric	35,159.00	35,159.00	3,310.42	24,931.07	24,931.07	10,227.93
110-44800-242	Libraries - Water	660.00	660.00	101.18	658.81	658.81	1.19
110-44800-243	Libraries - Sewer	1,020.00	1,020.00	68.32	588.91	588.91	431.09
110-44800-245	Libraries - Phones / Fax / Internet	6,840.00	6,840.00	559.27	4,535.28	4,535.28	2,304.72
110-44800-249	Libraries - Stormwater Fee	648.00	648.00	53.94	431.52	431.52	216.48
110-44800-260	Libraries - R & M Facilities	8,040.00	8,040.00	276.64	3,024.79	3,161.68	4,878.32
110-44800-280	Libraries - Travel	375.00	375.00	0.00	0.00	0.00	375.00
110-44800-287	Libraries - Meals And Entertainment	900.00	900.00	0.00	151.75	277.78	622.22
110-44800-312	Libraries - Small Items Of Equipment	7,300.00	7,300.00	73.98	7,570.40	7,570.40	-270.40
110-44800-320	Libraries - Operating Supplies	10,525.00	10,525.00	2,242.39	5,631.30	6,248.73	4,276.27
110-44800-330	Libraries - Inventory Supplies	12,000.00	11,319.00	0.00	6,578.52	7,810.65	3,508.35
110-44800-331	Libraries - Oil, Fuel, Etc.	520.00	520.00	0.00	0.00	0.00	520.00
110-44800-900	Libraries - Capital Outlay	30,000.00	30,681.00	1,123.74	19,746.54	30,680.68	0.32
Function: 44800 - Library Total:		475,788.00	475,788.00	35,132.23	298,870.31	313,538.91	162,249.09
Function: 44880 - Children's Library							
110-44880-110	Children's Libr. - Salaries	32,736.00	32,736.00	2,516.81	21,362.54	21,362.54	11,373.46
110-44880-117	Children's Libr. - Annual Longevity Pay	500.00	500.00	0.00	500.00	500.00	0.00
110-44880-130	Children's Libr. - Employee Benefits	2,666.00	2,666.00	200.00	1,732.21	1,732.21	933.79
110-44880-142	Children's Libr. - Hospital & Health Insur...	9,058.00	9,058.00	711.86	5,241.87	5,241.87	3,816.13
110-44880-143	Children's Libr. - Retirement	2,292.00	2,292.00	139.94	1,187.80	1,187.80	1,104.20
110-44880-144	Children's Libr. - Dental Insurance	453.00	453.00	12.40	97.09	97.09	355.91
110-44880-145	Children's Libr. - Vision Benefit	200.00	200.00	0.00	168.00	168.00	32.00
110-44880-147	Children's Libr. - Unemployment Insura...	29.00	29.00	10.06	20.12	20.12	8.88
110-44880-148	Children's Libr. - Employee Ed. & Training	50.00	50.00	0.00	0.00	0.00	50.00
110-44880-200	Children's Libr. - Contractual Services	1,400.00	1,400.00	0.00	531.00	531.00	869.00
110-44880-320	Children's Libr. - Operating Supplies	1,500.00	1,500.00	88.69	433.84	710.79	789.21
110-44880-330	Children's Libr. - Inventory Supplies	2,000.00	2,000.00	665.20	1,999.27	1,999.27	0.73
Function: 44880 - Children's Library Total:		52,884.00	52,884.00	4,344.96	33,273.74	33,550.69	19,333.31
Expense Total:		528,672.00	528,672.00	39,477.19	332,144.05	347,089.60	181,582.40
Fund: 110 - General Fund Total:		528,672.00	528,672.00	39,477.19	332,144.05	347,089.60	181,582.40
Report Surplus (Deficit):		-528,672.00	-528,672.00	-39,477.19	-332,144.05	-347,089.60	-181,582.40

Summer Reading Updates

- Reading portion June 7 – July 24
- Sign-ups will be online, but we will have a computer in the library for sign-ups
- Log entries will be online, but we will have paper as well (unless we are completely virtual)
- Tiers
 - Kids & Teens: 7
 - Adults: 1
- Minutes
 - Tots: 60 for each tier for a total of 420
 - Kids and Teens: 100 for each tier for a total of 700
 - Adult: 900

	Opt. 1: No Virus	Opt. 2: Social Distance/Virtual	Opt. 3: All virtual
Bags	Staff give them out	Pickup in lobby and in building	Lobby Pickups
Prizes	Brag tags, coupons, small toys for kids & teens, tote bag for adults, staff give out.	Brag tags, coupons, small toys for kids & teens, all individually packaged, tote bag for adults staff give out.	Patron pickup prizes in lobby or we mail them.
Performers	Thursday inside auditorium 10:00am	Thursday, outside unless raining, then live stream if raining	Thursday (online)
Story Times	Tuesdays & Wednesday at 10:30 inside or outside same story and craft both days Extra kits in lobby	Tuesday & Wednesday Outside only, live stream if rain same story and craft each day Extra kits in lobby for them to grab	Tuesday only online Grab and Go kits in lobby
Teens/tweens	Tuesdays Inside at 4:30pm	Tuesday, outside Extra grab and go kits in lobby	Tuesday online tutorial only, kits in lobby
Kids	Monday crafternoons inside at 4:00pm	Mondays outside Extra kits in lobby for pickup	Monday tutorial video Kits in lobby

WHITE HOUSE PUBLIC LIBRARY
LONG-RANGE PLAN
2020-2021

Elizabeth Kozlowski
Director

Vision Statement
Your place to connect

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

Motto
Read, Connect, Explore
Selected Roles of the Library

Popular Materials Center
Technology Resource Center
Independent and Early Literacy Learning Center

Approved by the library board on July 9, 2020

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

1.1 Objective: Improve and expand upon existing library programs

1.1a Task: Improve 1000 book participation

1.1b Task: Try to have an active TAB

1.1c Task: Increase Tween participation

1.2 Objective: Offer services and programs outside the library building

1.2a Task: Book Delivery to nursing homes

1.2b Task: Park and splash pad story times

1.3 Objective: Finish creating and implementing new programs

1.3a Task: Create Juvenile School Year Reading Challenge

1.3b Task: Create Summer Volunteer Program

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

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

2.2 Objective: Enhance existing library space

2.2a Task: Create a Juvenile maker space

2.2b Task: Create an outdoor internet reading space

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

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

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

3.2 Objective: Try to increase the number of active cardholders

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

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

4.1 Objective: Provide an excellent level of customer service

4.1a Task: Use evaluations to measure patron satisfaction

4.1b Task: Collect stories on patron experiences

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

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

4.2a Task: Collect data on patron requests

State Standards

2020-2021

1. Report to board on technology training, online resources, outreach, community partnerships **(do all year)**
2. Tennessee Trustee certification
3. Attend Trustee Workshop **(Not required)**
4. Review the long range plan annually **(July)**
5. Determine if long range plan meets community needs **(need to do surveys)**
6. Meet Maintenance of Effort **(September)**
7. Board presents budget
8. 10% budget for materials
9. Collection weeded according to Crew **(July)**
10. Turnover rate calculated annually **(July)**
11. Technology plan is reviewed annually **(July)**
12. Staff complete competencies within 1 year of employment**
13. Staff complete hours of training **(July)**
14. Hosts at least 1 TEL session annually **(maybe virtual?)**
15. Teen Advisory Board **(Going to start meeting again)**
16. TAB provides quarterly report to director **(will do once they start meeting again)**

2019-2020

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

2018-2019

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

Outside No Rain Schedule								
Vendors	Heroes wanted comics	Usborne Books	Full Moon Studios	Moments Sealed	BoJangles	Headband Haven	Dragonfly Comics	Food trucks
Kids Activities	Balloon Twister	Musician	Reading Dog	Animal Lounge	Pony Rides	Petting Zoo		
Crafts (all	Pokemon Book marks	Sock Puppets	Pipe Cleaner Animals					
Teen/adult Activities	Larping	Green Screen	Sun Telescope	Scavenger Hunt	Escape Room	WWE Wrestling		
Special Guests	Writer Terry Maggert	Writer Miranda Lynn	Manga Arts Zenko	Bee Keeper	Cosplay Collective	Robertson County Players	Artist Manny	Robotics