

White House Library Board Meeting Agenda
Billy S. Hobbs Municipal Center
Court Room
March 10, 2022

- I. Call TO ORDER
 - A. Roll call of Trustees
 - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM January 13, 2022
- III. COMMUNICATIONS
- IV. REPORTS
 - A. Regional Director
 - B. Library Director
 - a. Monthly Reports
 - b. Upcoming events/updates
 - i. Food for fines
 - c. Budget
 - d. State standards
 - i. Image Evaluation
 - C. Committees
 - 1. Executive
 - 2. Finance and Budget
 - 3. Marketing and Public Relations
 - a. Con Update
 - 4. Policy Review
 - a. Policy update
 - i. General Policy
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURN

White House Library Board Meeting Minutes
Billy S. Hobbs Municipal Center
Court Room
January 13, 2022

- I. Call to Order: 7:04 pm
 - A. Roll call of Trustees: John Corbitt, Joyce Partain, Katy Hornbeck, Cherry Richardson, and Andrew Armstrong Absent: Lindsa Silver
 - B. Welcome Visitors: Elizabeth Kozlowski, Caitlyn Haley, Jerry Herman
- II. Approval of Minutes from September 9, 2021 Katy Hornbeck motioned to approve the minutes with corrections, Joyce Partain seconded the motion. All approved the minutes with corrections.
- III. Communications: none
- IV. Reports
 - A. Regional Director: The regional director emailed standard reports to all trustees. Several libraries have had firefly issues. The library director will let the regional office know if they have issues. The library staff core competencies are coming in February. The region is planning a trustee tour of the new library. There are upcoming trainings on health and wellness as well as burnout and stress. The library director received the ARPA grant of \$27,000. The Tn Library Association Annual Conference will be in person in April.
 - B. Library Director
 1. Monthly Reports
 - a) September: The library director met with individual staff members to go over the long-range plan. The library director and library supervisor attended the second municipal management academy class offered by the city. This 8-class course will take place over 8 months. The library director and her mentor, Martha, had a conference call meeting and discussed COVID updates. The library now has a Veiled Chameleon named Larry as its mascot. He is very popular with the kids. The library director, catalog librarian and library assistant had a few meetings with TLC to discuss moving the library software to the cloud. The library director submitted the final report for the Dollar General Summer Reading Grant. The library director attended the virtual trustee workshop and two different meetings to discuss the Christmas open house. Games and puzzles performance measures were up.
 - b) October: The library had a booth at Discover White House. The friends of the library discussed the paver sale, voted to purchase the library a veiled chameleon. The director and library supervisor attended their third session of the Municipal Management Academy. The library finished the move to the cloud. A few staff members attended breakfast with a firefighter. The library director attended a virtual director's check-in with the region. The

children's librarian and circulation clerk attended the online summer reading conference. The catalog librarian and library assistant attended TLCU. The library participated in giving out candy to Growing Tree and Small Wonder daycares. The library was nominated by Senator Blackburn's office for the National Medal for Museum and Library Services. Website usage was significantly up in October.

- c) November: The library staff had a group photo taken to put in the city's time capsule. The library director and library supervisor attended the third session of the municipal management academy. The Library Director and Library Supervisor met with AARP tax preparers. Due to expanded programs, limited staff time, and parking issues they will hold ap[pointemnts at Fire Hall 2 instead of the library. The library received a bomb threat on Monday, November 22. The library got a trial run of the receipt printer. The storybook trail panels have been printed and delivered to the library. Physical items checked out far exceed pre-covid numbers. Grab & go kits were made for the winter reading challenge. They were well received.
- d) December: The city had its 50th anniversary Christmas event. The library had a float in the parade and participated in the event afterwards with pictures with Santa, dulcimer players, kids' craft, ukulele players, and refreshments. They put a book about the pandemic and a library card in the time capsule. The library director attended the ribbon cutting at Tractor Supply. Tractor Supply announced a donation to the Friends of the Library. The budget committee met. The library supervisor attended a crisis management training at the regional library on December 14. The library director attended a genealogy training. Lisa Majors, the circulation clerk, turned in her two week notice. The friends of the library had their wish tee again. The board of Mayor and Alderman voted to move the grant funds from the APRA grant into the library's budget. The 33 winter reading participants read a collective 222 hours.

2. Upcoming events/updates

- a) National Medal for Museum and Library Services

3. Budget

- a) Line 260, R & M Facilities is over because the server room mold started to return. A dehumidifier with proper drainage needed to be installed.
- b) Part time ages are over where they should be for this time of year.

4. State Standards

- a) Trustees turned in Image Evaluation

5. Committees

- a) Executive: did not meet
- b) Finance and Budget
 - (1) The 2022-2023 budget proposal was reviewed. The library director is suggesting that full time wages be increased instead of part time wages so that two positions can be filled this year. Outdoor improvements was removed because the Friends of the Library plan to make a memorial garden
 - (2) John Corbitt motion to approve the proposed budget with the changes above. Andrew Armstrong seconded the motion. All approved.
- c) Marketing and Public Relations
 - (1) Reviewed plans for the con. It will be on June 11 from 10 am to 3 pm with no rain date.
 - (2) Joyce Partain will sit on the marketing committee until a new trustee is appointed.
- d) Policy Review
 - (1) General policy - Andrew Armstrong motioned to approve. Cherry Richardson second the motion. All approved.
 - (2) Story time room check out form - Katy Hornbeck motioned to approve. Joyce Partain seconded the motion. All approved.
 - (3) Unattended Children - Cherry Richardson motioned to approve. Andrew Armstrong Seconded. All approved.

V. Unfinished Business: None

VI. New Business

A. The trustees completed the director's evaluation

VII. Adjourn: Joyce Partain motioned to adjourn. Andrew Armstrong seconded the motion. All approved. Meeting adjourned at 8:35 pm.

**White House Library
January 2022 Monthly Report
Submitted by Elizabeth Kozlowski**

Summary of Activities

The library director did a walkthrough of the new city hall building, as she would be in that building for meetings, to receive mail, make deposits, etc.

The marketing committee met to discuss the con. They voted to hold it on June 11 from 10am to 3pm. It will be mostly outside, but we will move inside if it rains. They also discussed different panel ideas, possibly adding video games, face painters, and caricature artists.

The library board met on January 13. The board discussed the con, voted on the budget proposal, updated policies, and did the director's evaluation. The library director will present the library board's budget proposal to the city administrator so it can be added to the Board of Mayor and Aldermen's final budget review in May.

The library director checked in with Caitlyn Haley who is the Red Regional Library Assistant Director on how the mentorship program was going. The library director gave Caitlyn a report on how the mentorship program has helped and is being used.

The library director attended Mayor Arnold's farewell ceremony to congratulate him on his retirement and thank him for his support of the library. The library director also attended the swearing in ceremony of Vice Mayor Bibbs the following week.

The library director attended a workshop on health resources at the regional library. The training session was very helpful in showing the different health related resources that are available free to the public. The library director and catalog librarian are going to work on getting these resources on the library's website.

The library director, library supervisor, and HR director conducted interviews to fill the vacant full time position. There were some good candidates. After consideration, the library director decided to offer the position to Tammy Peterson who was already working part time at the library.

The library director attended the department head budget retreat on January 27th. The library director presented the library's two CIP projects and her request for another full time individual. She will present these requests again at the March budget retreat with the Board of Mayor and Aldermen.

Department Highlights

The highlights for the month were attending the regional training course on health resources and filling the full time position. Part of the state standards is to provide health resources to our community. The regional training is going to help us better meet that requirement. In addition, filling the open full time position will allow us to not be short staffed and I believe Tammy will do well in the position.

White House Public Library January 2022 Performance Measures

Official Service Area Populations

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

Membership

January	2018	2019	2020	2021	2022
New Members	84	111	100	85	95
Updated Members	271	283	332	332	326
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	7,088	7,606
% of population with membership	51	59	66	49	52

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: 39,814

Estimated Value of Total Materials: \$995,350

Last Month: \$989,300

Total Materials Available Per Capita: 2.75

Last Month: 2.74

State Minimum Standard: 2.00

Materials Added in January

2018	2019	2020	2021	2022
350	436	176	120	365

Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	365

Physical Items Checked Out in December

2018	2019	2020	2021	2022
4,926	4,954	4,809	4,189	5,178

Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	5,178

The library is happy that our checkout numbers have started to exceed pre-covid checkout out numbers. This shows that the library is being used by more individuals in the community.

Miscellaneous item checkouts

January	2018	2019	2020	2021	2022
Technology Devices	48	51	28	54	63
Study Rooms	67	95	77	21	58
Games and Puzzles	47	69	96	120	148
Seeds	20	0	16	50	23
STEAM Packs	*	22	30	0	24
Cake Pans	*	*	13	2	4

Yearly Totals

2018	2019	2020	2021	2022
644	137	381	725	63
1,082	253	305	395	58
743	222	955	1,263	148
586	112	302	878	23
148	61	25	160	24
6	1	28	21	4

Library Services Usage

January	2018	2019	2020	2021	2022
Lego Table	213	200	246	0	0
Test Proctoring	1	2	2	0	3
Charging Station	6	6	11	3	1
Notary Services	*	*	13	4	11
Library Visits	3,911	4,549	4,549	2,519	3,151
Website Usage	836	1,092	1,092	2,253	2,449
Reference Questions	4	2	2	4	4

Yearly Totals

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	3
90	19	47	45	1
*	16	88	144	11
52,565	55,728	30,007	38,913	3,151
2,517	16,935	17,977	27,907	2,449
59	77	60	73	4

Library Volunteers

January	2018	2019	2020	2021	2022
Library Volunteers	17	17	14	12	10
Volunteer Hours	98	106	155	114	86

Yearly Totals

18-19	19-20	20-21	21-22
82	36	20	28
809	1,286	1,204	800

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

Computer Users

January	2018	2019	2020	2021	2022
Wireless	1131	731	592	238	299
Adult Users	298	369	375	220	200
Kids Users	142	186	194	2	123

Yearly Computer Users

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	299
4,642	1,103	2,138	2,235	200
2,088	556	427	957	123

Universal Class Counts

January	
Sign ups	3
Courses started	2
Lessons viewed	221
Class Submissions	68

Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	3
52	16	53	39	2
661	194	1,771	1,008	221
445	105	800	515	68

Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	2	2	1	9
total Sign-ups	29	60	81	95	104

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

Face-to-face Kids Programs Kits

January	2018	2019	2020	2021	2022
Programs	13	15	12	0	12
Attendees	242	237	260	0	250
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	12
Attendees	4,260	4,201	1,185	2,167	250

Virtual Kids Programs

January	2020	2021	2022
Videos	0	4	0
Views	0	28	0
Yearly	2020	2021	2022
Videos	24	19	0
Views	4,182	230	0

Grab & Go

January	2020	2021	2022
Kits	0	6	0
Taken	0	251	0
Yearly	2020	2021	2022
Kits	38	44	0
Taken	1094	1,699	0

Face-to-face Teen Programs

January	2018	2019	2020	2021	2022
Programs	5	6	5	0	0
Attendees	20	22	32	0	0
Yearly	2018	2019	2020	2021	2022
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

January	2020	2021	2022
Programs	2	0	0
Attendees	9	0	0
Yearly	2020	2021	2022
Programs	5	0	0
Attendees	18	0	0

Combined Face-to-Face

January	2020	2021	2022
Programs	0	0	8
Attendees	0	0	32
Yearly	2020	2021	2022
Programs	11	43	8
Attendees	77	370	32

Virtual Teen & Tweens

January	2020	2021	2022
Videos	0	2	0
Views	0	26	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

Grab & Go

January	2020	2021	2022
Kits	0	4	0
Taken	0	55	0
Yearly	2020	2021	2022
Kits	13	24	0
Taken	152	409	0

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

Face-to-face Adult Programs

January	2018	2019	2020	2021	2022
Programs	13	14	11	3	6
Attendees	52	88	54	17	27

Virtual

January	2020	2021	2022
Videos	0	0	0
Views	0	0	0

Device Advice

January	2019	2020	2021	2022
Sessions	*	*	7	9
Yearly	125	51	81	9

Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	6
Attendees	1,009	1,343	214	351	27

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

Grab & Go				
December	*	*	0	0
Yearly	*	*	0	0

The library is not going to continue to hold senior art classes as the teacher has moved away. In addition, the library is not going to hold the brush pen lettering class due to low attendance numbers.

Interlibrary Loan Services

January	2018	2019	2020	2021	2022
Borrowed	71	58	53	59	27
Loaned	31	37	20	12	66

Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	27
410	410	151	226	66

January	R.E.A.D.S
Adults	1832
Juvenile	158

Yearly Totals	2018-2019	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	12,521
Juvenile	725	1,430	1,189	1,032	1,257

The READS statistics come from the state.

White House Library February 2022 Monthly Report Submitted by Elizabeth Kozlowski

Summary of Activities

The Friends of the Library met on February 1. They discussed paying for the con and summer reading events, possibly purchasing some furniture for the library, and making a memorial garden for Don Eden. The group wanted to reach out to the Master Gardeners for help with the memorial garden.

The library director met with Karen House, the president of the Robertson County Master Gardeners. She talked with the Sumner County Master Garden President and the two counties will work on the memorial garden together with the Friends of the Library. They have a member working on coming up with a design idea and estimated cost to do the garden. It will be close to the new hour sign.

The library director submitted the 6-year CIP plan to the city. The director included the two CIP projects for the library, which include new shelving and a self-checkout machine.

The library director and library supervisor attended the 6th Municipal Management Training session on February 9th. There are only two more classes to complete this training.

The library director completed the yearly evaluations of all staff members and received her evaluation from the library board as well.

The library director filled the full time circulation clerk position with part time staff member Tammy Peterson. The director will not fill Tammy's part time position at this time due to budgeting issues and the hope of receiving another full time position at the start of the next budget year.

The library director attended a webinar on the staff core competency training. This training for librarians is part of the state standards. Library staff can test out of the 26 modules of training and still receive credit. The staff will have one year to complete this training. They will receive a certificate and a pin upon completion showing they are certified.

The library director met with the city administrator to discuss non-CIP projects. The director presented what the library board recommended which included increasing building maintenance for cleaning carpets and flooring, contractual services, dues and subscriptions, and asking for another full time staff member. The city administrator believes these items will probably be approved by the Board of Mayor and Aldermen.

Department Highlights

The highlights for the month were having the Master Gardeners agree to help with the memorial garden, the full time position being filled, and next year's budget being favorable to pass.

White House Public Library February 2022 Performance Measures

Official Service Area Populations

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

Membership

February	2018	2019	2020	2021	2022
New Members	95	91	100	46	60
Updated Members	288	214	259	339	254
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	6,940	7,634
% of population with membership	51	59	66	48	53

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: 39,920

Estimated Value of Total Materials: \$998,000

Total Materials Available Per Capita: 2.76

State Minimum Standard: 2.00

Last Month: 995,350

Last Month: 2.75

Materials Added in February

2018	2019	2020	2021	2022
60	181	140	218	204

Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	1,299

Physical Items Checked Out in February

2018	2019	2020	2021	2022
5,058	4,992	5,320	3,782	5,331

Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	10,509

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

Miscellaneous item checkouts

February	2018	2019	2020	2021	2022
Technology Devices	42	41	33	54	50
Study Rooms	89	74	66	19	47
Games and Puzzles	64	67	127	109	101
Seeds	172	28	115	135	64
STEAM Packs	*	19	32	0	12
Cake Pans	*	0	2	5	1

Yearly Totals

2018	2019	2020	2021	2022
644	137	381	725	113
1,082	253	305	395	105
743	222	955	1,263	249
586	112	302	878	87
148	61	25	160	36
6	1	28	21	5

Library Services Usage

February	2018	2019	2020	2021	2022
Lego Table	215	153	143	0	0
Test Proctoring	10	11	10	0	3
Charging Station	6	5	4	3	0
Notary Services	*	*	10	1	1
Library Visits	4,590	4,445	4,242	2,305	3,186
Website Usage	*	1,079	1,559	1,859	2,089
Reference Questions	7	4	3	5	4

Yearly Totals

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	6
90	19	47	45	1
*	16	88	144	12
52,565	55,728	30,007	38,913	6,337
2,517	16,935	17,977	27,907	4,538
59	77	60	73	8

Library Volunteers

February	2018	2019	2020	2021	2022
Library Volunteers	22	16	12	9	8
Volunteer Hours	103	88	143	82.5	85.5

Yearly Totals

18-19	19-20	20-21	21-22
82	36	20	36
809	1,286	1,204	885.5

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

Computer Users

February	2018	2019	2020	2021	2022
Wireless	1,107	636	532	186	290
Adult Users	346	354	399	160	211
Kids Users	174	176	123	5	276

Yearly Computer Users

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	589
4,642	1,103	2,138	2,235	411
2,088	556	427	957	399

Universal Class Counts

February	
Sign ups	1
Courses started	3
Lessons viewed	4
Class Submissions	4

Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	4
52	16	53	39	5
661	194	1,771	1,008	225
445	105	800	515	72

Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	0	2	1	2
total Sign-ups	29	60	83	84	106

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	27
500 Mark	2	2	0	2	2
Completion	0	1	2	4	4

Face-to-face Kids Programs Kits

February	2018	2019	2020	2021	2022
Programs	11	15	11	0	11
Attendees	220	216	272	0	256
Yearly	2018	2019	2020	2021	2022

Virtual Kids Programs

February	2020	2021	2022
Videos	0	4	0
Views	0	28	0
Yearly	2020	2021	2022

Grab & Go

February	2020	2021	2022
Kits	0	6	0
Taken	0	251	0
Yearly	2020	2021	2022

Programs	146	154	43	91	23
Attendees	4,260	4,201	1,185	2,167	506

Videos	24	19	0
Views	4,182	230	0

Kits	38	44	0
Taken	1094	1,699	0

Face-to-face Teen Programs

February	2018	2019	2020	2021	2022
Programs	5	6	5	0	0
Attendees	20	22	32	0	0
Yearly	2018	2019	2020	2021	2022
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

February	2020	2021	2022
Programs	2	0	0
Attendees	9	0	0
Yearly	2020	2021	2022
Programs	5	0	0
Attendees	18	0	0

Combined Face-to-Face

February	2020	2021	2022
Programs	0	0	8
Attendees	0	0	37
Yearly	2020	2021	2022
Programs	11	43	16
Attendees	77	370	69

Virtual Teen & Tweens

February	2020	2021	2022
Videos	0	2	0
Views	0	26	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

Grab & Go

February	2020	2021	2022
Kits	0	4	0
Taken	0	55	0
Yearly	2020	2021	2022
Kits	13	24	0
Taken	152	409	0

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

Face-to-face Adult Programs

February	2018	2019	2020	2021	2022
Programs	13	13	11	2	5
Attendees	46	77	58	12	21
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	11
Attendees	1,009	1,343	214	351	48

Virtual

February	2020	2021	2022
Videos	0	0	0
Views	0	0	0
Yearly	2020	2021	2022
Videos	18	1	0
Views	4,972	20	0

Device Advice

February	2019	2020	2021	2022
Sessions	*	*	2	3
Yearly	125	51	81	12
Grab & Go				
February	*	*	0	0
Yearly	*	*	0	0

Interlibrary Loan Services

February	2018	2019	2020	2021	2022
Borrowed	57	53	69	41	74
Loaned	46	45	16	10	33

Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	101
410	410	151	226	99

February	R.E.A.D.S
Adults	1,546
Juvenile	174

Yearly Totals	2018-2019	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	14,067
Juvenile	725	1,430	1,189	1,032	1,431

The READS statistics come from the state.



City of White House, TN

Monthly Draft Report

Account Summary

For Fiscal: 2021-2022 Period Ending: 01/31/2022

		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	240,688.00	240,688.00	19,801.56	139,960.48	139,960.48	100,727.52
110-44800-112	Libraries - Overtime	1,231.00	1,231.00	0.00	143.52	143.52	1,087.48
110-44800-114	Libraries - Part Time Wages	30,000.00	30,000.00	1,489.39	17,993.80	17,993.80	12,006.20
110-44800-117	Libraries - Annual Longevity Pay	3,500.00	3,500.00	0.00	3,500.00	3,500.00	0.00
110-44800-130	Libraries - Employee Benefits	21,967.00	21,967.00	1,669.17	12,626.35	12,626.35	9,340.65
110-44800-142	Libraries - Hospital & Health Insurance	64,812.00	64,812.00	4,917.25	29,663.36	29,663.36	35,148.64
110-44800-143	Libraries - Retirement	13,451.00	13,451.00	958.59	7,647.44	7,647.44	5,803.56
110-44800-144	Libraries - Dental Insurance	862.00	862.00	71.82	430.92	430.92	431.08
110-44800-145	Libraries - Vision Benefit	1,200.00	1,200.00	200.00	600.00	600.00	600.00
110-44800-147	Libraries - Unemployment Insurance	280.00	280.00	63.86	94.86	94.86	185.14
110-44800-148	Libraries - Employee Ed. & Training	6,950.00	6,950.00	2,732.04	6,198.00	6,198.00	752.00
110-44800-200	Libraries - Contractual Services	26,714.00	26,714.00	529.15	11,281.15	14,290.42	12,423.58
110-44800-211	Libraries - Postage, Box Rent, Etc.	275.00	275.00	1.06	129.35	129.35	145.65
110-44800-235	Libraries - Memberships/Subscriptions/...	12,384.00	12,384.00	125.00	8,106.96	9,506.96	2,877.04
110-44800-237	Libraries - Advertising & Pub. Relations	870.00	870.00	0.00	189.00	252.00	618.00
110-44800-241	Libraries - Electric	36,159.00	36,159.00	3,221.52	22,171.78	22,171.78	13,987.22
110-44800-242	Libraries - Water	1,354.00	1,354.00	132.03	907.64	907.64	446.36
110-44800-243	Libraries - Sewer	1,051.00	1,051.00	105.24	588.44	588.44	462.56
110-44800-245	Libraries - Phones / Fax / Internet	6,840.00	6,840.00	583.87	1,534.21	1,534.21	5,305.79
110-44800-249	Libraries - Stormwater Fee	648.00	648.00	53.94	377.58	377.58	270.42
110-44800-260	Libraries - R & M Facilities	8,040.00	9,040.00	99.62	6,981.20	9,012.44	27.56
110-44800-280	Libraries - Travel	400.00	400.00	0.00	0.00	0.00	400.00
110-44800-287	Libraries - Meals And Entertainment	900.00	900.00	250.00	337.16	600.00	300.00
110-44800-312	Libraries - Small Items Of Equipment	10,300.00	38,876.00	29.99	3,546.79	27,399.98	11,476.02
110-44800-320	Libraries - Operating Supplies	12,025.00	12,025.00	30.03	6,022.56	6,181.20	5,843.80
110-44800-330	Libraries - Inventory Supplies	14,000.00	13,000.00	0.00	6,463.92	7,263.92	5,736.08
110-44800-331	Libraries - Oil, Fuel, Etc.	520.00	520.00	18.21	59.78	59.78	460.22
Function: 44800 - Library Total:		517,421.00	545,997.00	37,083.34	287,556.25	319,134.43	226,862.57
Expense Total:		517,421.00	545,997.00	37,083.34	287,556.25	319,134.43	226,862.57
Fund: 110 - General Fund Total:		517,421.00	545,997.00	37,083.34	287,556.25	319,134.43	226,862.57
Report Surplus (Deficit):		-517,421.00	-545,997.00	-37,083.34	-287,556.25	-319,134.43	-226,862.57

Fandomcon Updates

Free Guests Confirmed

Zenko	Manga Artist
Derek Gilbreath	Cosplayer
Studio 76	Face painting
Mechia	LARPers
Becky Smallwood	Jewelry Class
Cumberland Astronomy group	
Lego Group	
Terry Maggert	
Janet K. Lee	

Paid Guests

Sean the Balloon Guy	\$550 for 5 hours
Cara Caricature artists	\$550 for 4 hours
Princess Pony Pals	

Vendors Approved

Kona Ice	Food Truck
Moments Sealed	Books and crafts
Headband Haven	Crafts

Escape room prompts

Teen room:

Agents, we have discovered that our lead archaeologist, Charles Bordreaux, has stolen items recovered from the lost city of Atlantis. We have taken Mr. Bordreaux into custody, however, the documents are still in his library and the Moroccan government is on its way confiscate them. You have 15 minutes to open his safe, get the documents and get out. The technology advances of that lost civilization cannot fall into the wrong hands. Don't fail.

Kids room:

Explorers, captain Andy here. Good job on taking the rowboat through the reef to the island. I spotted another ship to the east. I think it is raiders. I would say we have 15 minutes before they get here. Hurry and find the treasure map to open the chest, get the treasure and get back before they arrive. I'll be waiting for you.

State Standards

2021-2022

1. Bylaws reviewed every three years **(May meeting)**
2. Tennessee Trustee Certification
3. Review Long Range Plan Annually **(July)**
4. Determine if the plan meets community needs
5. Meets MOE
6. Turnover rate calculated annually **(July)**
7. Board presents the budget
8. 10% budgeted for materials
9. Technology plan is reviewed annually **(July)**
10. Staff complete core competencies within 1 year of employment
11. Staff complete hours of training
12. Staff trained to use TEL
13. Image evaluation every 3 years **(this meeting)**
14. New or press releases released once a quarter
15. Patron satisfaction surveys conducted every 3 years
16. Health and human service information provided **(this meeting)**

2020-2021

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

2019-2020

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

2018-2019

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

Image Evaluation Reviews

- Is there an exterior sign with library name and hours readable from the street: not on 31W
- Is the book drop easily accessible: not from auto
- North Entrance is dark
- Suggest upgrading the parking lot lighting with LED
- Is there security after hours: yes, security cameras
- Is there a staff breakroom: yes
- Are there lockers for staff use: yes
- Is there a designated courier drop-off locations: yes, cataloging and processing office
- Comment on Signs: need larger signs at ends of stacks
- No genealogy room
- Are staff and volunteers wearing nametags: at times
- Is there a diaper changing station in both the men's and women's restroom: yes
- Staff very friendly and professional

I. USE OF THE BUILDING

1. Special use of the library must be made in advance with the librarian. This includes class visits, special functions, story hour, large tutoring groups, etc.
2. Individuals inside or outside the building may be held liable for any damages/vandalism that the said individual(s) causes. Upon determination of the cost of repairs to the damaged area/item, the library director has the right to add said cost to the individual's library card or file a vandalism report with the White House Police Department for large expenses. If the individual does not have a library card, the individual will be banned from the library and the library director and library board will decide whether to pursue additional charges.
3. Use of the facility shall be kept in compliance with current city rules and regulations.
4. Study rooms will check out for a two hour period and may be renewed if no one is waiting. Staff have the authority to reserve a study room for an individual/group for special circumstances e.g. club projects, government/job training, etc. Study rooms 1 & 2 may be reserved one month in advance on a first come first serve bases. Reserved rooms will only be held 30 minutes past their reservation time unless a patron calls to say he/she is on the way. Then the room may be held longer. The library director has the right to restrict a patron's right to reserve a study room after 2 no shows without prior cancellation.