

White House Library Board Meeting Agenda  
Billy S. Hobbs Municipal Center  
March 13, 2025

- I. Call TO ORDER
  - A. Roll call of Trustees
  - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM:
  - a. Library Board Minutes January 9, 2025
  - b. Policy Committee Minutes February 4, 2025
  - c. Executive Committee Minutes February 6, 2025
  - d. Marketing Committee Minutes February 18, 2025
- III. PUBLIC COMMENTS
- IV. REPORTS
  - A. Regional Director
  - B. Library Director
    - a. Monthly Reports
    - b. Upcoming events/updates
      - i. ORK Updates
      - ii. State Standards
    - c. Budget
  - C. Committees
    - 1. Executive
    - 2. Budget
    - 3. Marketing and Public Relations
      - a. Marketing Plan
      - b. Fandom Fair
    - 4. Policy Review
      - a. Unattended children and vulnerable adults
      - b. Notary services policy
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURN

White House Library Board Meeting Minutes  
Thursday, January 9, 2025

- I. Call to Order: 1900
  - A. Present: Carter Beck, Doreen Brown, Desiree Goff, Sam Matthews, Emily McCormick, Martha Montgomery, Julie Walling  
Absent: none  
Welcome Visitors: Cecile Maynor, Red River Regional Director, Caitlyn Haley, Assistant Director Red River Regional, Amanda Brewton, HR Director
- II. Approval of minutes (Library Board, 11/14/24, Marketing Committee 12/9/24, Policy Committee 12/10/24, Budget Committee 12/16/24, Executive Committee 12/17/24, Budget Committee 1/7/25):  
Motion: Doreen Second Sam : approved unanimously
- III. Public Comments: none
- IV. Reports
  - A. Regional Director:
    - 1. table showing all Trustees' term and certification completion dates; 2.
    - 2. reminder about budget preparation for coming year;
    - 3. need for inclement weather policy for staff;
    - 4. Library staff annual training due June 30, 2025;
    - 5. review of Technology Grant expenditures (5 monitors, 3 printers, 1 iPad, 6 computers, 2 barcode scanners, 4 external hard drives);
    - 6. Next regional trainings occur in February 2025.
    - 7. Certificates for Trustee completion presented to Martha Montgomery and Julie Walling
  - B. Library Director
    - a. Monthly Reports:
    - b.
      - 1. quotes for HVAC improvements (see Budget committee reports for details),
      - 2. Friends of Library working on incentives to increase membership,
      - 3. advertising for 4 vacant library staff positions (2 part time, 2 full time, 1 of which is new position: full time circulation clerk);
      - 4. review of holiday events held at library and trainings attended; winter reading in progress (Dec 1 - Jan 31),
      - 5. construction updates to story time room and exterior repairs;
      - 6. review of performance measures: museum passes & instruments receiving good use; annual review of materials added: more digital items being purchased, but print materials continue to have high levels of circulation; total number of visitors annually to library having significant growth (over 10,000 increase); "general interest programs" (Pictures with Santa and Fandom Fair) added to report for tracking;

- c. Upcoming events/updates
    - ORK updates:
      - a. some goals/standards impacted by lack of staff at this point in year;
      - B. new furniture for teen space delayed to allow capital funds to go towards HVAC upgrade
  - d. Budget: annual longevity pay only item over budget due to changes made in Mayor's Office after budgets approved, funds will be reallocated from education line item.
- C. Committees
- 1. Executive: review of different management profiles being used by other libraries in state of TN, no changes to current system needed
    - a. Director Evaluation Template...review of changes to evaluation template recommended by committee; motion to approve by Sam, second by Desiree, motion passed unanimously
  - 2. Finance and Budget:
    - a. 2 meetings occurred, focusing on adjustments to various line items;
    - b. several increases in response to patron survey (including more physical items available for circulation, possible change to study room flooring to allow for drinks);
    - c. increase to building maintenance line due to increased need for repairs as building ages;
    - d. Budget Proposal...total increase in budget \$27,518, CIP proposal \$45,000; motion to approve changes to budget proposal: Doreen, second: Sam, passed unanimously
  - 3. Marketing and Public Relations
    - a. Marketing Plan
      - 1. still in development, hope to have final product to present to board at March meeting;
      - 2. planning for Fandom Fair underway (Theme: Color Your World/the Arts)
  - 4. Policy Review
    - a. Director Job Description...changes made to specific functions and responsibilities of Director for better clarification, and to qualifications for hiring purposes; motion to approve changes to job description: Emily, second: Desiree, approved unanimously
    - b. By-laws: added line about Board being permitted to review the Library Director's job description and duties as needed; motion to approve change to bylaws: Emily, second: Doreen, passed unanimously

V. Unfinished Business. none

VI. New Business

- A. Director's Evaluation. Must be delivered to January 30, 2025 to Mayor's Office; evaluation completed by Trustees present

VII. Adjournment: 2010

WHITE HOUSE PUBLIC LIBRARY  
Policy Committee Meeting Minutes  
February 4, 2025 6pm

- I. Call to Order: 6:01 pm  
Present: Elizabeth Kozlowski, Julie Walling, Desiree Goff, Martha Montgomery
  - II. Welcome Visitors: None
  - III. Public Comments: None
  - IV. Policy review:
    - A. Notary Policy
      - 1. Draft created by compiling examples obtained from Stokes Brown Public Library, E. G. Fisher Public Library, W.G. Rhea Public Library, and Bristol public Library
      - 2. Changes:
        - a. Remove 3rd bullet about first come first serve, Change second bullet to indicate need for appointment
        - b. Remove "jurat or" from 6th bullet
        - c. Under acceptable forms of ID, remove statement "the Library will not provide witness, and" from 5th bullet
        - d. Remove section "Some commonly notarized documents include"
        - e. Change section "Notary Service is not available for": to "Estate Planning documents (wills, living wills, codicils, Powers of Attorney, Trusts); Real Estate Transactions (deeds, mortgages); Depositions, Employment eligibility verification, Homeland Security I-9 Form; Parenting Plans, Marriage certificates, Hand written documents"
        - f. Move statement starting "Certain public documents cannot be copied ...." to 1st section of policy
        - g. Delete statement about weddings, as marriage certificates are not notarized at the Library.
    - B. Unattended Children Policy
      - 1. Draft of policy provided by City attorney
      - 2. Vulnerable Adult section added
      - 3. Remove "and they are on its property" under the Supervision section
  - V. New Business: None
  - Vi. Adjournment: 6:47 pm
- Next meeting: TBD

WHITE HOUSE PUBLIC LIBRARY  
White House Library Executive Committee Meeting  
Minutes  
February 6, 2025  
6:00 PM

- I. Call to Order
  - A. 6:00 PM
  - B. Present
    - 1. Carter Beck
  - C. Absent
    - 1. Doreen Brown, Julie Walling
- II. Welcome Visitors
  - A. Elizabeth Kozlowski
    - 1. White House Public Library Director
  - B. Amanda Brewton
    - 1. City of White House Human Resources Director
- III. Public Comments
  - A. None
- IV. Director Reports
  - A. Goals
    - 1. Library Director discussed her recent updates on library goals
  - B. Professional Development
    - 1. Library Director discussed her recent updates on professional development education and findings
- V. Director Evaluation
  - A. The board chair reviewed the completed director evaluation with the director
  - B. Discussed performance related to the different categories of the evaluation
  - C. Emphasized board gratitude for the work the director has done for the library
  - D. Reviewed with the director the goals the board would like to see from the director in 2025
    - 1. Creation of a building maintenance plan to begin the planning for routine maintenance and average lifespan of components of the building
      - a) This will assist in easing the burden with surprise repairs
    - 2. Discussed the possibility of creating a staff mentorship program to assist new staff joining the team
  - E. Reviewed the director goals that have been set by the director for both the library and professional development
    - 1. Goals for the library
      - a) Bring over any left over 2024 goals to become 2025 goals

- b) Work on securing a grant for robotics kids
      - (1) Work with the homeschool network to help these children compete at the state level
    - c) Set the goal for having every child in the city to have a library card within the next three years
  - 2. Professional Development Goals
    - a) Continue with one-on-one coaching sessions
      - (1) Focusing on professional coaching rather than peer discussions
      - (2) Register and attend ALA classes
- F. Board chair asked the director what the board should work on the the 2025 year
  - 1. The director would like to see effort on the part of the board to work with the Friends of the Library 501c3
    - a) One option would be to request board members rotating off the board to inquire about joining the Friends after their term has completed
    - b) More information about when the Friends of the Library will meet in on the library website
    - c) Participate and attend board meetings of the Friends of the Library
  - 2. Policy Committee
    - a) The director would like to see the Policy Committee create a Ban Book Challenge Form in 2025
      - (1) Research, write, and present for an implementation vote at a board meeting
  - 3. Library Director requests the board chair meets monthly in a one-on-one style meeting

VI. New Business

VII. Adjourn

A. 6:36 PM

Marketing Committee Meeting Minutes  
Tuesday, February 18, 2025

- I. Call to Order 1808
- II. Present: Carter Beck, Emily McCormick, Julie Walling, Elizabeth Kozlowski  
Absent: none  
Welcome Visitors: none
- III. Public Comments: none
- IV. Old Business:
  - A. Marketing Plan for 2025-2028
    - 1. Elizabeth to share internal SWOT analysis to be integrated with existing info
    - 2. Website section to reflect using the City of White House website with a link
    - 3. Appendix needs examples of lower quality marketing ads, perhaps from other libraries or business, not WHPL, with explanations of what elements are less desirable (blurry pictures, busy ad, multiple fonts that are difficult to read, no credit for borrowed images, image without context, vague)
    - 4. Plan should be ready to present to Library Board at March 13 2025 meeting
  - B. Fandom Fair:
    - 1. June 7, 2025. Demolition of the current rec center and parking areas proximal to Library anticipated soon...will affect spaces available for Fandom Fair.
    - 2. Possibly limit the number of vendors due to decreased space...already have 12 vendors registered, including some new participants.
    - 3. Circus will not be attending this year, no need to seek alternative due to presence of balloon artist, face painting, petting zoo, and Catio
    - 4. Eliminate kids' games and crafts and costume contest.
    - 5. Do not invite Robotics Club or Cumberland Astronomical Society
    - 6. Possibly add: blacksmith, sword club (with demonstration), paid face painters, invite the Community Initiative for the Arts to offer interactive art activities for kids
    - 7. Add various hourly tournaments? Pokemon Go or something similar? Video game? Perhaps poll Teen/Children activity groups and/or Advisory Council for other suggestions.
    - 8. Escape Rooms: kids' room will be a scavenger hunt. Props may need to be provided the week leading up to Fandom Fair, to allow for practice run throughs
    - 9. Teen escape room: Lost Arts (clues found in cursive, Morse Code, cross stitch, etc)
    - 10. Reach out to White House Community Band and local high school band programs about possibility of providing a "musical petting zoo" where students can try out various musical instruments
    - 11. Invite a dance group to provide demonstrations and/or interactive lessons?
    - 12. Move forward with paid ads for Fandom Fair in addition to any videos created by WHPL staff.



V. New Business: None

VI. Adjournment: 1857

# Director Report



Prepared by: Elizabeth Kozlowski  
Date: January & February 2025

## Director Activities

- Attended the on-boarding of newly elected alderman Jeremy Sisks.
- Director and Assistant Director attended ALA training on managing employees.
- Director attended check-in with the regional library on January 21st to discuss training, copyright, spending funds.
- Attended budget retreat on January 23.
- Regional Training on February 4th on relationship building.
- One-on-one coaching session.
- Worked on securing Fandom Fair vendors, performers, and activities.



## Library Happenings

- Winter Reading wrapped up.
- Going to use a new App for Summer Reading Challenge.
- Training of New Hires began.
- Teen Coffee Brewing Class
- Teen TBI Crime Scene Investigation Program.
- Should add coding and notary services again in April.



## Building Updates

- Mural is finished in story time room.
- HVAC in server room was replaced.
- Roof leak discovered during heavy rains fixed.
- Alerted patrons to limited parking situation.

## Friends of the Library

- Working on getting new board members.
- Updated membership: \$25 individual.
- Have gift for becoming a member.
- Working on updating by-laws.
- Purchased new water fountain for Larry.



White House Public Library  
January 2025 Performance Measures

**Offical Service Area Populations**

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

**Membership**

January 2025 Performance Measures	2021	2022	2023	2024	2025
New Members	38	56	47	47	148
Updated members	528	293	155	251	398
Yearly Totals	2021	2022	2023	2024	2025
Total Members	7,027	7,125	7,442	8,036	8,184
% of population with membership	49	48	49	52	53

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

**Total Material Available:** 39,634

**Estimated Value of Total Materials:** \$990,850

**Total Materials Available Per Capita:** 2.58

**Last Month:** \$988,250

**Last Month:** 2.57

**State Minimum Standard:** 2.00

**Materials Added in January**

2021	2022	2023	2024	2025
296	102	107	175	143

**Yearly Material Added**

2021	2022	2023	2024	2025
3,035	3,573	2,641	2,033	143

**Physical Items Checked Out in January**

2021	2022	2023	2024	2025
4,418	4,819	5,454	6,534	6,811

**Cumulative Physical Items Checked Out**

2021	2022	2023	2024	2025
59,515	80,653	81,667	85,458	6,811

**Miscellaneous Items Checked Out**

January	2021	2022	2023	2024	2025
Technology Devices	68	61	80	127	81
Study Rooms	59	65	92	58	76
Games and Puzzles	125	180	162	211	212
Seeds	28	3	2	31	54
STEAM Packs	20	13	43	36	37
Cake Pans	0	12	7	9	3
Outdoor Items	*	3	2	0	3
Honor Books	*	4	1	3	4
Adult Kits	*	*	*	2	5
Museum Passes	*	*	*	3	9
Instruments	*	*	*	23	16

**Miscellaneous Items Checked Out**

Yearly Totals	2021	2022	2023	2024	2025
Technology Devices	725	743	794	1,069	81
Study Rooms	395	746	888	881	76
Games and Puzzles	1,263	2,060	1,855	2,104	212
Seeds	878	883	767	946	54
STEAM Packs	160	234	351	419	37
Cake Pans	21	69	45	65	3
Outdoor Items	*	17	59	86	3
Honor Books	*	19	104	109	4
Adult Kits	*	*	*	51	5
Museum Passes	*	*	*	109	9
Instruments	*	*	*	30	16

**Library Services Usage**

January	2021	2022	2023	2024	2025
Test Proctoring	5	1	0	0	0
Charging Station	4	6	2	1	2

**Library Services Usage**

Yearly Totals	2021	2022	2023	2024	2025
Test Proctoring	108	61	54	73	0
Charging Station	45	21	16	16	2

Notary Services	14	3	11	12	0
Library Visits	3,236	3,517	3,604	4,582	5,088
Website Usage	2,191	3,040	707	980	1,300
Reference Questions	5	1	1	2	1

Notary Services	144	135	167	227	0
Library Visits	38,913	48,253	48,053	58,329	5,088
Website Usage	27,907	33,678	36,648	13,141	1,300
Reference Questions	73	31	37	65	1

### Computer Users

January	2021	2022	2023	2024	2025
Wireless Users	425	331	285	232	201
Adult Users	171	188	145	166	188
Kids Users	89	219	120	178	182
Osmo Users (hours)	*	*	*	78.25	80.5

### Computer Users

Yearly Totals	2021	2022	2023	2024	2025
Wireless	3,878	4,544	4,338	3,449	201
Adult Users	2,235	2,608	2,255	2,327	188
Kids Users	957	2,987	2,030	1,801	182
Osmo Users (hours)	*	*	*	501	81

### Library Volunteers

January	2021	2022	2023	2024	2025
Library Volunteers	12	10	12	6	6
Volunteer Hours	159.00	102.00	63.00	45.75	35.00

### Library Volunteers

Yearly Totals	20-21	21-22	22-23	23-24	24-25
Library Volunteers	20	48	48	50	28
Volunteer Hours	1,204.00	1,492.50	1,289.00	533.50	351.00

### Databases

Universal Class	January
Sign-ups	3
Courses Started	5
Lessons Viewed	188
Submissions	169

Yearly Totals	2021	2022	2023	2024	2025
Sign-ups	13	18	22	14	3
Courses Started	39	2	24	34	5
Lessons Viewed	1,008	876	419	708	188
Submissions	515	465	559	793	169

Fiero Code	January
Logins	2
Hours	0.1
Tasks	0

Yearly Totals	2021	2022	2023	2024	2025
Logins	*	*	31	116	2
Hours	*	*	19.6	81.6	0.1
Tasks	*	*	29	334	0.1

Comics Plus	December
New Users	1
Check Outs	6

Yearly Totals	2021	2022	2023	2024	2025
Total Users	*	*	*	34	1
Check Outs	*	*	*	112	6

Kanopy	December
Visits	1247
Plays	551
Accounts	8

Yearly Totals	2021	2022	2023	2024	2025
Visits	*	*	2,350	6,249	1247
Plays	*	*	608	1,110	551
Accounts	*	*	89	173	8

### Programs

1,000 Books	2021	2022	2023	2024	2025
Monthly Sign-ups	1	0	3	0	0
Total Program Sign-ups	174	132	153	53	55

Achievements	
500 Mark	25
Total Completion	25

### Face-to-Face Kids Programs

January	2021	2022	2023	2024	2025
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### Face-to-Face Kids Programs

Yearly Totals	2021	2022	2023	2024	2025
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Programs	11	9	7	13	14
Attendees	203	246	163	258	342

#### Passive Kids Programs

January	2021	2022	2023	2024	2025
Programs	4	4	4	4	4
Attendees	212	189	116	75	89

#### Face-to-Face Tween Programs

January	2021	2022	2023	2024	2025
Programs	7	7	7	6	5
Attendees	60	23	13	23	29

#### Teen Programs

January	2021	2022	2023	2024	2025
Programs	*	*	*	1	1
Attendees	*	*	*	1	7

#### Passive Teen/Tween Programs

January	2021	2022	2023	2024	2025
Programs	*	4	4	4	4
Attendees	0	96	39	32	40

#### Face-to-Face Adult Programs

January	2021	2022	2023	2024	2025
Programs	8	3	7	8	9
Attendees	23	9	49	71	102

#### Passive Adult Programs

January	2021	2022	2023	2024	2025
Programs	0	0	0	1	2
Attendees	0	0	0	26	16

#### Device Advice

January	2021	2022	2023	2024	2025
Sessions	5	6	11	18	18

#### General Interest Programs

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

#### Interlibrary Loan Services

January	2021	2022	2023	2024	2025
Borrowed	55	59	23	48	58
Loaned	20	10	11	17	34

Programs	91	136	129	157	14
Attendees	2,167	3,646	3,805	3,286	342

#### 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	5
Attendees	370	437	361	352	29

#### Teen Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	*	*	*	19	1
Attendees	*	*	*	24	7

#### 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	9
Attendees	351	377	589	1,034	102

#### Passive Adult Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	0	1	0	12	2
Attendees	0	20	0	100	16

#### Device Advice

Yearly Totals	2021	2022	2023	2024	2025
Sessions	81	131	144	176	18

#### 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
Borrowed	673	872	597	596	58
Loaned	226	317	184	331	34

January	R.E.A.D.S
E-books	1,229
Audiobooks	1,986
E-videos	0
E-series	315

Yearly Totals	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
E-books	*	*	*	*	6,765
Audiobooks	*	*	*	*	11,006
E-videos	*	*	*	*	0
E-series	*	*	*	*	1,280

### Winter Reading Numbers

Sign-ups	2021	2022	2023	2024-2025
Kids	29	37	19	31
Tween/ Teen	20	30	17	12
Adults	*	*	*	22
Total	49	67	36	65

Participated	2021	2022	2023	2024-2025
Kids	19	34	15	22
Tween/ Teen	14	25	13	9
Adults	*	*	*	16
Total	33	59	28	47

### Reading Benchmarks

Kids Benchmarks	1	2	3	4	5	6	7	8	9
2021	18	17	17	16	15	14	*	*	*
2022	23	23	22	21	16	15	14	14	*
2023	15	13	13	13	12	10	8	8	*
2024-2025	22	22	22	16	12	10	10	9	9

Tween/Teen Benchmarks	1	2	3	4	5	6	7	8	9	10	11	12	13
2021	14	14	12	11	10	9	*	*	*	*	*	*	*
2022	21	19	16	14	11	10	9	8	*	*	*	*	*
2023	13	13	12	7	7	7	6	6	*	*	*	*	*
2024-2025	9	9	9	9	9	9	9	9	9	9	8	8	8
Tween/Teen Benchmarks	14	15	16	17	18	19	20	21	22	23	24	25	
2024-2025	8	8	6	6	6	6	6	5	5	5	5	5	

Adult Benchmarks	1	2	3	4	5	6	7	8	9	10	11	12	13
2024-2025	16	14	11	10	8	6	6	6	5	4	4	4	4
Adult Benchmarks	14	15	16	17	18	19	20						
2024-2025	4	4	4	3	3	3	3						

# of Minutes Read	2021	2022	2023	2024-2025
Kids	6,539	15,785	14,160	11,940

# of Hours Read	2021	2022	2023	2024-2025
Kids	109	263	236	199

# of Books Read	2024-2025
Tween/Teen	105
Adults	144

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Games and Puzzles	125	180	162	211	158
Seeds	28	3	2	31	11
STEAM Packs	20	13	43	36	41
Cake Pans	0	12	7	9	2
Outdoor Items	*	3	2	0	1
Honor Books	*	4	1	3	8
Adult Kits	*	*	*	2	11
Museum Passes	*	*	*	3	7
Instruments	*	*	*	23	16

**Miscellaneous Items Checked Out**

Yearly Totals	2021	2022	2023	2024	2025
Technology Devices	725	743	794	1,069	238
Study Rooms	395	746	888	881	134
Games and Puzzles	1,263	2,060	1,855	2,104	370
Seeds	878	883	767	946	65
STEAM Packs	160	234	351	419	78
Cake Pans	21	69	45	65	5
Outdoor Items	*	17	59	86	4
Honor Books	*	19	104	109	12
Adult Kits	*	*	*	51	16
Museum Passes	*	*	*	109	16
Instruments	*	*	*	30	32

**Library Services Usage**

February	2021	2022	2023	2024	2025
Test Proctoring	5	1	0	0	0
Charging Station	4	6	2	1	1

**Library Services Usage**

Yearly Totals	2021	2022	2023	2024	2025
Test Proctoring	108	61	54	73	0
Charging Station	45	21	16	16	3



Notary Services	14	3	11	12	0
Library Visits	3,236	3,517	3,604	4,582	4,654
Website Usage	2,191	3,040	707	980	1,200
Reference Questions	5	1	1	2	1

Notary Services	144	135	167	227	0
Library Visits	38,913	48,253	48,053	58,329	9,742
Website Usage	27,907	33,678	36,648	13,141	2,500
Reference Questions	73	31	37	65	2

### Computer Users

February	2021	2022	2023	2024	2025
Wireless Users	425	331	285	232	194
Adult Users	171	188	145	166	205
Kids Users	89	219	120	178	138
Osmo Users (hours)	*	*	*	78.25	53.65

### Computer Users

Yearly Totals	2021	2022	2023	2024	2025
Wireless	3,878	4,544	4,338	3,449	395
Adult Users	2,235	2,608	2,255	2,327	393
Kids Users	957	2,987	2,030	1,801	320
Osmo Users (hours)	*	*	*	501	134.15

### Library Volunteers

February	2021	2022	2023	2024	2025
Library Volunteers	12	10	12	6	5
Volunteer Hours	159.00	102.00	63.00	45.75	32.00

### Library Volunteers

Yearly Totals	20-21	21-22	22-23	23-24	24-25
Library Volunteers	20	48	48	50	33
Volunteer Hours	1,204.00	1,492.50	1,289.00	533.50	383.00

### Databases

Universal Class	February
Sign-ups	3
Courses Started	9
Lessons Viewed	593
Submissions	512

Yearly Totals	2021	2022	2023	2024	2025
Sign-ups	13	18	22	14	6
Courses Started	39	2	24	34	14
Lessons Viewed	1,008	876	419	708	781
Submissions	515	465	559	793	681

Fiero Code	February
Logins	9
Hours	8.5
Tasks	11

Yearly Totals	2021	2022	2023	2024	2025
Logins	*	*	31	116	11
Hours	*	*	19.6	81.6	8.6
Tasks	*	*	29	334	11.1

Comics Plus	February
New Users	1
Check Outs	1

Yearly Totals	2021	2022	2023	2024	2025
Total Users	*	*	*	34	2
Check Outs	*	*	*	112	7

Kanopy	February
Visits	874
Plays	255
New Accounts	7

Yearly Totals	2021	2022	2023	2024	2025
Visits	*	*	2,350	6,249	2121
Plays	*	*	608	1,110	806
Total Accounts	*	*	89	173	15

### Programs

1,000 Books	2021	2022	2023	2024	2025
Monthly Sign-ups	1	0	3	0	1
Total Program Sign-ups	174	132	153	53	56

Achievements	
500 Mark	25
Total Completion	25

### Face-to-Face Kids Programs

February	2021	2022	2023	2024	2025
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### Face-to-Face Kids Programs

Yearly Totals	2021	2022	2023	2024	2025
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Programs	11	9	7	13	15
Attendees	203	246	163	258	386

#### Passive Kids Programs

February	2021	2022	2023	2024	2025
Programs	4	4	4	4	0
Attendees	212	189	116	75	0

#### Face-to-Face Tween Programs

February	2021	2022	2023	2024	2025
Programs	7	7	7	6	4
Attendees	60	23	13	23	24

#### Teen Programs

February	2021	2022	2023	2024	2025
Programs	*	*	*	1	1
Attendees	*	*	*	1	16

#### Passive Teen/Tween Programs

February	2021	2022	2023	2024	2025
Programs	*	4	4	4	0
Attendees	0	96	39	32	0

#### Face-to-Face Adult Programs

February	2021	2022	2023	2024	2025
Programs	8	3	7	8	11
Attendees	23	9	49	71	100

#### Passive Adult Programs

February	2021	2022	2023	2024	2025
Programs	0	0	0	1	2
Attendees	0	0	0	26	16

#### Device Advice

February	2021	2022	2023	2024	2025
Sessions	5	6	11	18	5

#### General Interest Programs

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

#### Interlibrary Loan Services

February	2021	2022	2023	2024	2025
Borrowed	55	59	23	48	53
Loaned	20	10	11	17	25

Programs	91	136	129	157	29
Attendees	2,167	3,646	3,805	3,286	728

#### 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	9
Attendees	370	437	361	352	53

#### Teen Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	*	*	*	19	2
Attendees	*	*	*	24	23

#### 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	20
Attendees	351	377	589	1,034	202

#### Passive Adult Programs

Yearly Totals	2021	2022	2023	2024	2025
Programs	0	1	0	12	4
Attendees	0	20	0	100	32

#### Device Advice

Yearly Totals	2021	2022	2023	2024	2025
Sessions	81	131	144	176	23

#### 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
Borrowed	673	872	597	596	111
Loaned	226	317	184	331	59

February	R.E.A.D.S
E-books	1,065
Audiobooks	1,676
E-videos	0
E-series	314

Yearly Totals	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
E-books	*	*	*	*	7,830
Audiobooks	*	*	*	*	12,682
E-videos	*	*	*	*	0
E-series	*	*	*	*	1,594

		Timeframe	Progress
White House Public Library		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 gage future classes		100%
1.1d Task	Improve Teen programs		
1.1 Key Result	Increase coding participation by 5%		0%
1.1d Key Result	Increase tween/teen program participation by 10 individuals		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		0%
1.2a Task	Add to unquie 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		25%
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 reserations		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		
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.		0%
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		100%
2.2a Key Result	Increase the number of individuals on the text message service by 25 people		
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		0%
3.1a Key Result	Give out harvested food to the community		0%
3.1b Task	Expand reading garden to be a certified butterfly garden		
3.1b Key Result	Purchase plants necessary to attract butterflies		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		

<b>4.2a Task</b>	<b>Use evaluations to measure patron satisfaction</b>	
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%
<b>4.2b Task</b>	<b>Collect data on patron requests</b>	
4.2b Key Result	Collect 20 patron items requests a month and purchase those items for the collection	100%

## State Standards

### 20224-2025

1. Tennessee Trustee Certification
- ~~2. Attend Trustee Workshop~~
3. 10% budgeted for materials
4. Collection weeded according to Crew
5. Turnover rate calculated annually
6. Hosts at least 1 TEL session annually
7. Meet MOE (**September**)
8. TAB provides quarterly report to director
9. 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% budged for materials
4. Staff complete competencies within 1 year of employment\*\*

5. Staff trained to use and promote TEL (**new hires still have to be trained**)
6. Staff complete number of training based on their position
7. Hosts at least 1 TEL session annually
8. TAB provides quarterly report to director



# Monthly Draft Report

## Account Summary

For Fiscal: 2024-2025 Period Ending: 02/28/2025

		Original	Current			YTD Activity +	Budget
		Total Budget	Total Budget	MTD Activity	YTD Activity	Encumbrances	Remaining
Fund: 110 - General Fund							
Expense							
Function: 44800 - Library							
<a href="#">110-44800-110</a>	Libraries - Salaries	376,938.00	376,938.00	29,731.22	246,354.57	246,354.57	130,583.43
<a href="#">110-44800-112</a>	Libraries - Overtime	2,000.00	2,000.00	0.00	7.50	7.50	1,992.50
<a href="#">110-44800-114</a>	Libraries - Part Time Wages	27,446.00	29,446.00	1,604.19	21,078.83	21,078.83	8,367.17
<a href="#">110-44800-117</a>	Libraries - Annual Longevity Pay	4,500.00	5,700.00	0.00	5,700.00	5,700.00	0.00
<a href="#">110-44800-130</a>	Libraries - Employee Benefits	32,836.00	32,836.00	2,437.66	21,245.03	21,245.03	11,590.97
<a href="#">110-44800-142</a>	Libraries - Hospital & Health Insurance	104,214.00	104,214.00	6,468.00	56,238.00	56,238.00	47,976.00
<a href="#">110-44800-143</a>	Libraries - Retirement	37,856.00	37,856.00	2,970.16	24,601.58	24,601.58	13,254.42
<a href="#">110-44800-144</a>	Libraries - Dental Insurance	4,416.00	4,416.00	230.00	2,484.00	2,484.00	1,932.00
<a href="#">110-44800-145</a>	Libraries - Vision Benefit	1,600.00	1,600.00	0.00	600.00	600.00	1,000.00
<a href="#">110-44800-147</a>	Libraries - Unemployment Insurance	231.00	231.00	43.67	166.59	166.59	64.41
<a href="#">110-44800-148</a>	Libraries - Employee Ed. & Training	12,950.00	11,450.00	185.00	2,960.08	3,360.08	8,089.92
<a href="#">110-44800-200</a>	Libraries - Contractual Services	14,000.00	14,000.00	856.81	4,628.75	7,841.31	6,158.69
<a href="#">110-44800-211</a>	Libraries - Postage, Box Rent, Etc.	275.00	275.00	5.52	115.21	115.21	159.79
<a href="#">110-44800-235</a>	Libraries - Memberships/Subsorption...	30,262.00	30,262.00	493.00	21,591.04	21,981.04	8,280.96
<a href="#">110-44800-237</a>	Libraries - Advertising & Pub. Relations	1,339.00	1,339.00	42.00	724.50	814.50	524.50
<a href="#">110-44800-241</a>	Libraries - Electric	50,000.00	48,000.00	4,047.73	28,818.20	28,818.20	19,181.80
<a href="#">110-44800-242</a>	Libraries - Water	2,842.00	3,542.00	131.13	2,586.27	2,586.27	955.73
<a href="#">110-44800-243</a>	Libraries - Sewer	2,102.00	4,102.00	86.43	2,528.20	2,528.20	1,573.80
<a href="#">110-44800-245</a>	Libraries - Phones / Fax / Internet	14,520.00	14,520.00	1,551.25	8,511.45	8,511.45	6,008.55
<a href="#">110-44800-249</a>	Libraries - Stormwater Fee	648.00	648.00	53.94	431.52	431.52	216.48
<a href="#">110-44800-260</a>	Libraries - R & M Facilities	14,200.00	14,200.00	132.07	12,922.99	13,719.86	480.14
<a href="#">110-44800-280</a>	Libraries - Travel	400.00	400.00	0.00	0.00	0.00	400.00
<a href="#">110-44800-287</a>	Libraries - Meals And Entertainment	965.00	965.00	115.01	602.86	734.21	230.79
<a href="#">110-44800-312</a>	Libraries - Small Items Of Equipment	12,300.00	12,300.00	0.00	9,932.61	9,932.61	2,367.39
<a href="#">110-44800-320</a>	Libraries - Operating Supplies	12,625.00	12,625.00	452.83	8,301.35	9,309.65	3,315.35
<a href="#">110-44800-330</a>	Libraries - Inventory Supplies	14,000.00	14,000.00	479.98	7,615.29	8,783.55	5,216.45
<a href="#">110-44800-331</a>	Libraries - Oil, Fuel, Etc.	560.00	560.00	88.99	199.52	199.52	360.48
<a href="#">110-44800-900</a>	Libraries - Capital Outlay	37,000.00	37,000.00	1,500.00	29,383.31	30,383.31	6,616.69
Function: 44800 - Library Total:		813,025.00	815,425.00	53,706.59	520,329.25	528,526.59	286,898.41
Expense Total:		813,025.00	815,425.00	53,706.59	520,329.25	528,526.59	286,898.41
Fund: 110 - General Fund Total:		813,025.00	815,425.00	53,706.59	520,329.25	528,526.59	286,898.41
Report Surplus (Deficit):		-813,025.00	-815,425.00	-53,706.59	-520,329.25	-528,526.59	-286,898.41

## 2025 Fandom Fair Updates

### Free Guests

Name	Reached out	Confirmed	Follow up email
Sarah Warren (Trailer and tents)	2/5/2025	2/19/2025	
Terry Maggert	2/26/2025		
Sam Bell	2/27/2025	3/3/2025	
CIA (see if they will do an art studio)			
Mechia (only offer booth space)			
William Boyd	2/26/2025	2/27/2025	
HEMA	2/27/2025	2/27/2025	
Band director (instrument petting zoo)	2/26/2025	2/28/2025	
Tennessee Rhythm Shannon Patterson	2/27/2025 (phone)		
Susan at Chamber	2/26/2025	2/27/2025	
Catio	2/4/2025	2/4/2025	

### Paid Guests

Name	Reached out	Confirmed	Cost	Follow up email
Brent (balloon Twister)	2/26/2025	2/26/2025	\$750	
Malinda (Balloon Twister)	2/19/2025	2/19/2025	\$750	
Krazy W (petting zoo)	2/4/2025	2/5/2025	\$675	Deposit Paid
Sign Gypsies				
Face painters X2	2/26/2025	2/26/2025	\$1,350	
Caricature Artist	2/4/2025			
Blacksmith				
Mascot Artwork		2/27/2025	\$110	
<b>Total</b>				

### Vendors

Signed up	Approved	Paid
15		

### Sponsors

Organization Name	Amount
Friends of the Library	\$5,000



## **Child and Vulnerable Adult Safety Policy**

In an effort to maintain a pleasant and safe library environment for children, the following policy has been adopted by the White House Library Board of Trustees.

### **Supervision**

Parents and guardians, not the Library staff, are responsible for the care, behavior, and supervision of their children while using Library services.

1. Children 8 years of age or younger who are using the Library's resources or who are participating in a Library program shall at all times be accompanied and adequately supervised by a parent, guardian, teacher, or assigned caregiver over the age of 16 (a "Responsible Adult").
2. Children 9 to 12 years of age may use the Library without the supervision of a Responsible Adult as long as the Responsible Adult remains on the Library's grounds. Children that are unsupervised remain subject to the Library's rules and regulations concerning behavior, conduct and demeanor, which include but are not limited to the White House Library Code of Conduct (the "Code of Conduct") and White House Library Patron Behavior and Banning Policy (the "Behavior Policy").
3. Children/young adults aged 13 to 17 may use the Library unattended and unsupervised provided that they are utilizing the Library's facilities, resources and/or services and are complying with the Library's rules and regulations, including but not limited to the Code of Conduct and the Behavior Policy. Parents are advised that even in their absence, they are legally responsible for their child's behavior. Children who behave inappropriately may be asked to leave the Library. Unattended children must have the phone number of a parent, guardian, or caregiver to contact in case of an emergency or any other circumstance where the child must leave the library.

### **Unattended Children After Closing Time – Regular Scheduled**

The Library will exercise appropriate procedures to ensure the safety of unattended children when closing. Parents must be aware of the Library's hours, and it is the parent's responsibility to make arrangements to pick up their children or make advance arrangements to have their children picked up by a responsible adult at or before the Library's closing time. If an unattended child is still inside the Library at closing time, the Library staff will act according to the following guidelines:

1. Every effort will be made by Library staff to assist the child in contacting a parent, guardian, or caregiver.

2. Library personnel will **NOT** transport or escort the child to any location off the Library's premises under any circumstances.

At least two (2) Library staff members will wait with the child up to 15 minutes after closing. Attempts will be made to contact a parent, guardian, or caregiver during those 15 minutes. If a parent, guardian, or caregiver of the child has not arrived after 15 minutes, then the White House Police Department will be contacted to take custody of the child and continue efforts to contact a responsible adult.

### **Unattended Children – Emergency Closing**

Emergencies and inclement weather may force closures without warning. Children should know what to do if the Library closes unexpectedly. Parents are responsible for their children and must make arrangements to pick them up. If a child is left unattended during an emergency closing, the same guidelines outlined above under regularly scheduled closings will apply.

### **Vulnerable Adults**

A vulnerable adult is an individual over the age of 18 who is developmentally or physically challenged to a degree that may significantly impair their ability to provide adequately for their personal needs and manage their behavior without assistance.

Vulnerable adults must have a parent/guardian or caregiver 18 years of age or older with them while they are in the library who can manage their behavior and provide adequately for their personal needs. Physically challenged adults, who are capable of providing for their own needs, are welcome to remain in the library without supervision so long as a contact person is available in the event that the adult's health or safety is in doubt.

The rules for vulnerable adults at closing time shall be the same as the rules for an unattended child. Violations of the Child and Vulnerable Adult Safety Policy may result in suspension of library privileges.

**White House Public Library**  
**Notary Services Policy**

- A no cost Notary Public Service is available at the WHPL. A notary is not duly trained or certified to practice law. Therefore, the notary is unable to provide assistance in prescribing or determining a particular document a patron may need; selecting the type of notarization or certificate for a given document, preparing a document or giving advice on how to fill out, draft, or complete a document; providing legal counseling or advice in a legal matter. The notary is not an attorney licensed to practice law and may not give legal advice or accept fees for legal advice
- While notary service is available at the WHPL, not all staff are notaries. Notary services will be provided on an appointment basis. Patrons should call ahead to ensure availability and to ensure that the document falls under the library's notarization policy.
- The person who will sign the document must provide the Notary with at least one valid form of identification. The Notary may decline to notarize a document if the signer cannot provide valid identification. Photos of identification will not be accepted. Temporary paper IDs are not acceptable. IDs must list the signer's current name
- Please bring the documents to be notarized filled out and unsigned. Signatures must be executed in the presence of the Notary.
- Documents must have a certificate of acknowledgment.
- The notary cannot pre-date or post-date any action.
- Certain public documents cannot be copied and notarized. Examples of these are birth certificates, death certificates, and marriage certificates.

Acceptable forms of identification are:

- A current passport from any country, written in a language that the Notary can read;
- A valid driver's license from any state of the United States, Canada, or Mexico;
- A valid non-driver photo identification card from any state of the United States; or
- A valid United States military identification card.
- In situations where a witness is required, a library staff member may act as a witness pending availability. Individuals may NOT be solicited patrons using the library to be a witness. Individuals are recommended to bring their own witness.
- Documents in languages other than English will not be notarized at this facility. Tennessee Code Annotated requires that a Notary and the customer seeking notarization be able to communicate directly with each other. Library Notaries are not permitted to use a translator to communicate with a Notary Service patron.

Notary Service is not available for:

- Handwritten documents
- Estate Planning Documents (Wills, Living Wills, Powers of Attorney, or Codicils)
- Deeds, Mortgages, or other Real Estate transaction documents
- Trusts
- Depositions
- Employment eligibility verification, Homeland Security I-9 Form
- Parenting plans
- Marriage certificates

Under the Tennessee Code Annotated, Notaries will not provide service if the patron, document, or circumstances of the request for Notary Service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Library. In this event, the Library Notary may, at their sole discretion, decline to provide Notary Service.

The Notary's role is limited to authentication of the signature presented. Patrons should be aware that notarizing a document does not constitute a legal review of the document's contents. A Notary Public is NOT a licensed attorney. NOTARIES CANNOT PROVIDE LEGAL ADVICE OR COUNSELING REGARDING DOCUMENTS.