

White House Library Board Meeting Agenda
Billy S. Hobbs Municipal Center
Court Room
March 9, 2023

- I. Call TO ORDER
 - A. Roll call of Trustees
 - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM January 12, 2023
- III. COMMUNICATIONS
- IV. REPORTS
 - A. Regional Director
 - B. Library Director
 - a. Monthly Reports
 - b. Upcoming events/updates
 - c. Budget
 - d. State Standards Progress Update
 - e. Long Range Plan Patron Story Review
 - C. Committees
 - 1. Executive
 - 2. Finance and Budget
 - 3. Marketing and Public Relations
 - a. Con updates
 - 4. Policy Review
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
 - a. Library board by-laws/ordinance
 - b. Marketing Committee Member
 - c. Collection Shift
- VII. ADJOURN

White House Library Board Meeting Minutes
Billy S. Hobbs Municipal Center
Court Room
January 12, 2023

VIII. Call TO ORDER: 7:00PM

C. Roll call of Trustees

- a. Present: Katy Hornbeck, Andrew Armstrong, John Corbitt, Carter Beck, Martha Montgomery, Doreen Brown
- b. Absent: Cherry Richardson

D. Welcome Visitors

- a. Present: Elizabeth Kozlowski, Caitlyn Haley, Gerald Herman

IX. APPROVAL OF MINUTES FROM September 8, 2022

- a. Motion to approve by Andrew Armstrong. Motion seconded Carter Beck. All approved the minutes.

X. COMMUNICATIONS: None

XI. REPORTS

D. Regional Director

- a. Reviewed upcoming holiday schedule pertaining to State Library
- b. Highlighted upcoming in-person trainings
 - i. January 24-Conflict Management for Supervisors
 - ii. February 17-Deescalation Tactics for Staff
- c. February 13-Board Chair Round Table
 - i. All board chairs will meet virtually
 - ii. Budget processes will be discussed
- d. Congratulated White House Library staff for ten staff members completing the modules with certificates of completion

E. Library Director

- a. Monthly Reports
 - i. Library Director reviewed monthly reports from September, October, November, and December.
 - ii. Library Director notified board of new Youth Services Librarian, Audrey Frazee who started on October 3, 2022.
 - iii. Library Director will be the city representative for the Lions Club.
 - iv. Library celebrated Larry the Lizard's Gotcha Day on September 14, 2022.
 - v. Library Director attended a safety training at the Brentwood Public Library on November 9.
 - vi. Library Director highlighted the successful participation of the Winter Reading Challenge.
 - vii. Library Director discussed the success of the city's Christmas event.
 - viii. Library Director described meeting with Libcal software representative for possible integration after trail is complete.

- b. Upcoming events/updates
 - i. Winter Reading Challenge Review
 - 1. 2nd year of the program
 - 2. Increase in sign-ups and increase in participation
 - 3. 14 Kids reached benchmark
 - 4. 8 Tween/Teens reached benchmark
 - c. Budget
 - i. AARP hold, waiting for details
 - d. Long Range Plan midpoint review
- F. Committees
 - 5. Executive: Did Not Meet
 - 6. Finance and Budget
 - a. Proposed budget review
 - b. Discussed lines in the budget that need to be increased for 2023
 - c. Katy Hornbeck motioned to approve, Carter Beck seconded the motion, all approved.
 - 7. Marketing and Public Relations: Did Not Meet
 - 8. Policy Review
 - a. General Policy update
 - i. Andrew Armstrong motioned to approve, Doreen Brown seconded the motion, all approved.
 - b. Computer Policy update
 - i. Andrew Armstrong motioned to approve, Carter Beck seconded the motion, all approved.
 - c. Disruptive Behavior Policy
 - i. Carter Beck motioned to approve, Katie Hornbeck seconded the motion, all approved.
 - d. Code of conduct
 - i. Carter Beck motioned to approve, Andrew Armstrong seconded the motion, all approved.

XII. UNFINISHED BUSINESS

XIII. NEW BUSINESS

- a. Fine Free idea
 - i. Library Director presented initial findings on the study related to the option of integrating a Fine Free program at the White House Library
 - ii. Further research is needed. Katy Hornbeck motioned to discuss further at the September Board Meeting. Doreen Brown seconded the motion, all approved.
- b. DIRECTOR'S EVALUATION

XIV. ADJOURN

- a. Katy Hornbeck motioned to adjourn the meeting. Doreen Brown seconded the motion. All approved.
- b. Meeting adjourned at 8:50PM

White House Library January 2023 Monthly Report
Submitted by Elizabeth Kozlowski

Summary of Activities

The library director attended a director's check-in with the regional office. There was an introduction of new directors in the region, upcoming in-services, tracking training, technology grant, state and federal orders, and reconsideration of material policies.

The director and library supervisor got updated headshots at the Chamber office. These pictures will be used on the city website.

The library director met with Alderman elect Sam Matthews and Jana Spicer. The director explained what her role at the library was and gave them a folder with information about the library, the library board, and the regional board.

The library director attended a Lions club meeting on January 11. The director is going to follow up with Hank Dehaven about having eye screenings for kids at library.

The library director and catalog librarian did a follow up meeting with the LibCal representative to discuss the reservation software. The rep walked the two through some of the setting issues that were causing problems. The two will make the necessary adjustments and see if that fixes the issue before purchasing the software.

The library staff did an active shooter training on January 11 with Officer Enck. Staff were taught the three main strategies on what to do in that type of situation and how to be aware of your surroundings.

The library director attended a library board meeting on January 12. The board voted on a proposed budget, general policy updates, patron acceptable behavior policy, and computer policy. The board also completed the library director's evaluation at this meeting.

The library director and library supervisor attended a conflict management course at the regional library on January 24. A representative from MTAS presented on methods to help resolve conflict in the workplace.

The library director attended the BMA study session to conduct interviews for the Aldermen ward 3 vacancy.

The library director attended the first budget retreat session in which the department heads reviewed each of their CIP projects and gave them a score based on the matrix system. The library director will present her request to the city administrator in February.

Department Highlights

The highlights for the month were the active shooter training, the conflict management training, and the library board voting to update library policy. All three of these will be helpful to the staff.

White House Public Library

January 2023 Performance Measures

Official Service Area Populations

2019	2020	2021	2022
14,202	14,363	14,455	14,820

Membership

January	2019	2020	2021	2022	2023
New Members	111	100	85	95	151
Updated Members	283	332	332	326	991
Yearly Totals	2019	2020	2021	2022	2023
Total Members	8,376	9,496	7,027	7,125	7,254
% of population with membership	59	66	49	48	49

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

Total Material Available: 39,454

Estimated Value of Total Materials: \$986,350

Last Month: \$982,450

Total Materials Available Per Capita: 2.66

Last Month: 2.65

State Minimum Standard: 2.00

Materials Added in January

2019	2020	2021	2022	2023
436	176	120	365	183

Yearly Material Added

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	183

Physical Items Checked Out in January

2019	2020	2021	2022	2023
4,954	4,809	4,189	5,178	6,167

Cumulative Physical Items Check Out

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	6,167

Miscellaneous item checkouts

January	2019	2020	2021	2022	2023
Technology Devices	51	28	54	63	67
Study Rooms	95	77	21	58	65
Games and Puzzles	69	96	120	148	165
Seeds	0	16	50	23	96
STEAM Packs	22	30	0	24	20
Cake Pans	*	13	2	4	4
Outdoor Items	*	*	*	*	1
Honor Books	*	*	*	*	11

Yearly Totals

2019	2020	2021	2022	2023
137	381	725	743	67
253	305	395	746	65
222	955	1,263	2,060	165
112	302	878	883	96
61	25	160	234	20
1	28	21	69	4
*	*	*	17	1
*	*	*	19	11

Library Services Usage

January	2019	2020	2021	2022	2023
Test Proctoring	2	2	0	3	1
Charging Station	6	11	3	1	1
Notary Services	*	13	4	11	9
Library Visits	4,549	4,549	2,519	3,151	3,498
Website Usage	1,092	1,092	2,253	2,449	3,910
Reference Questions	2	2	4	4	0

Yearly Totals

2019	2020	2021	2022	2023
27	74	108	61	1
19	47	45	21	1
16	88	144	135	9
55,728	30,007	38,913	48,253	3,498
16,935	17,977	27,907	33,678	3,910
77	60	73	31	0

Computer Users

January	2019	2020	2021	2022	2023
Wireless	731	592	238	299	372
Adult Users	369	375	220	200	189
Kids Users	186	194	2	123	161

Yearly Computer Users

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	372
1,103	2,138	2,235	2,608	189
556	427	957	2,987	161

Library Volunteers

January	2019	2020	2021	2022	2023
Library Volunteers	17	14	12	10	8
Volunteer Hours	106	155	114	86	41

Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	25
809	1,286	1,204	1,492.5	694

Universal Class Counts

January	
Sign ups	4
Courses started	2
Lessons viewed	67
Class Submissions	88

Yearly Totals

2019	2020	2021	2022	2023
9	10	13	18	4
16	53	39	2	2
194	1,771	1,008	876	67
105	800	515	465	88

Programs

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	2	2	1	9	0
total Sign-ups	214	67	174	133	133

Achievements	2019	2020	2021	2022	2023
100 Mark	0	0	22	10	0
500 Mark	2	0	2	5	0
Completion	1	2	4	7	1

Face-to-face Kids Programs

January	2019	2020	2021	2022	2023
Programs	15	12	0	12	11
Attendees	237	260	0	250	264
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	11
Attendees	4,201	1,185	2,167	3,646	264

Grab & Go Kits

January	2020	2021	2022	2023
Kits	0	6	0	0
Taken	0	251	0	0
Yearly	2020	2021	2022	2023
Kits	38	44	7	0
Taken	1094	1,699	334	0

The library did not start programs back up the first week of January to give both patrons and staff time to adjust after the holidays.

Teen/tween Face-to-Face Programs

January	2020	2021	2022	2023
Programs	0	0	8	8
Attendees	0	0	32	18
Yearly	2020	2021	2022	2023
Programs	11	43	98	8
Attendees	77	370	437	18

Grab & Go

January	2020	2021	2022	2023
Kits	0	4	0	0
Taken	0	55	0	0
Yearly	2020	2021	2022	2023
Kits	13	24	7	0
Taken	152	409	151	0

Since the library has only done combined teen/tween classes for the last year, the director will only record those numbers until the program grows and needs to be divided by age. The library did cancel one of its sewing classes due to weather and will reschedule it in February.

Face-to-face Adult Programs

January	2019	2020	2021	2022	2023
Programs	14	11	3	6	8
Attendees	88	54	17	27	36
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	8
Attendees	1,343	214	351	377	36

Device Advice

January	2019	2020	2021	2022	2023
Sessions	*	*	7	9	14
Yearly	125	51	81	131	14
Passive					
January	*	*	0	0	0
Yearly	*	*	0	20	0

The library had a special guest author visit during its creative writing program. In addition, device advice appointments were up, probably from so many individuals getting new devices for Christmas.

Interlibrary Loan Services

January	2019	2020	2021	2022	2023
Borrowed	58	53	59	27	54
Loaned	37	20	12	66	16

Yearly Interlibrary Loan Services

2019	2020	2021	2022	2023
690	534	673	872	54
410	151	226	317	16

January	R.E.A.D.S
Adults	2240
Juvenile	142

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	13,940
Juvenile	1,430	1,189	1,032	2,013	946

The READS statistics come from the state.

**White House Library
February 2023 Monthly Report
Submitted by Elizabeth Kozlowski**

Summary of Activities

The marketing committee met on February 7 to discuss the Fandomcon. The committee discussed the date and time of the event, the event location and the name of the event. Once the committee decided on those items, the library director has been actively getting vendors, performers, etc. for the event and has made some good progress.

The Library Director and Children's Librarian met to discuss Summer Reading performers, dates, and prizes.

The library staff attended an appreciation luncheon hosted by the chamber of commerce. The staff was very appreciative of the meal.

The library director attended a Lions club meeting on February 15. She reported that she had invited a community member to join the club and had spoken with Doctor DeHaven about possibly getting eye screenings done at the library. Dr. DeHaven said he would work on getting the equipment brought over to the library. The director picked up the eyeglasses that were donated to Farmer's bank and will bring them to the next Lion's club meeting so that another member can take those to Nashville. The director also received information about leader dogs, which are guide dogs for the blind. A brochure with that information was put out in the library. Lastly, the director is going to learn how to add new members to the lion's club database and is working on getting a box at the library for people to donate their old glasses.

The library director met with the city administrator to present the library board's recommended budget request of general fund increases and CIP projects. The city administrator also showed the library director their evaluation. Lastly, because the city believes there will be enough funds in the employee health insurance line to make up for the TCRS increase, the city administrator approved the library to move forward with the self-check kiosk for this budget year. Thus, there will only be two CIP projects next year, the one carry over and the one new one.

The library director completed the yearly evaluations of all the staff at the library and turned that in to HR.

Representatives from Stokes Brown met with the library director and library assistant at the White House Library to look at the RFID tags system. The group was shown how to write and erase tags, how

the gate system worked, how the self-checkout station functioned, and a number of other details. This meeting was very helpful for Stokes Brown as they are going to be getting their own RFID system.

The library director met with the newly appointed Alderwoman for ward 3, Linda Silver. Linda was on the library board in the past, so the director updated her on the newly hired Youth Services Librarian, possible changes to the teen programs, and that she will be planning a meet and greet with all library staff, library board members and the board of mayor and aldermen.

Department Highlights

The highlights for the month were the progress made on the con, the lion's club work, and being able to get the self-check kiosk this year.

White House Public Library February 2023 Performance Measures

Official Service Area Populations

2019	2020	2021	2022
14,202	14,363	14,455	14,820

Membership

February	2019	2020	2021	2022	2023
New Members	91	100	46	60	80
Updated Members	214	259	339	254	183
Yearly Totals	2019	2020	2021	2022	2023
Total Members	8,376	9,496	7,027	7,125	7,367
% of population with membership	59	66	49	48	50

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

Total Material Available: 39,569

Estimated Value of Total Materials: \$989,225

Total Materials Available Per Capita: 2.67

Standard: 2.00

Last Month: \$986,350

Last Month: 2.66

State Minimum

Materials Added in February

2019	2020	2021	2022	2023
181	140	218	204	163

Yearly Material Added

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	346

Physical Items Checked Out in February

2019	2020	2021	2022	2023
4,992	5,320	3,782	5,331	6,612

Cumulative Physical Items Check Out

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	12,779

Miscellaneous item checkouts

February	2019	2020	2021	2022	2023
Technology Devices	41	33	54	50	67
Study Rooms	74	66	19	47	77
Games and Puzzles	67	127	109	101	158
Seeds	28	115	135	64	119
STEAM Packs	19	32	0	12	14
Cake Pans	0	2	5	1	2
Outdoor Items	*	*	*	*	1
Honor Books	*	*	*	*	9

Yearly Totals

2019	2020	2021	2022	2023
137	381	725	743	134
253	305	395	746	77
222	955	1,263	2,060	323
112	302	878	883	215
61	25	160	234	34
1	28	21	69	6
*	*	*	17	2
*	*	*	19	20

Library Services Usage

February	2019	2020	2021	2022	2023
Test Proctoring	11	10	0	3	4
Charging Station	5	4	3	0	4
Notary Services	*	10	1	1	5
Library Visits	4,445	4,242	2,305	3,186	3,677
Website Usage	1,079	1,559	1,859	2,089	4,065
Reference Questions	4	3	5	4	2

Yearly Totals

2019	2020	2021	2022	2023
27	74	108	61	5
19	47	45	21	5
16	88	144	135	14
55,728	30,007	38,913	48,253	7,175
16,935	17,977	27,907	33,678	7,975
77	60	73	31	2

Computer Users

February	2019	2020	2021	2022	2023
Wireless	636	532	186	290	378
Adult Users	354	399	160	211	194
Kids Users	176	123	5	276	153

Yearly Computer Users

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	750
1,103	2,138	2,235	2,608	383
556	427	957	2,987	314

Library Volunteers

February	2019	2020	2021	2022	2023
Library Volunteers	16	12	9	8	9
Volunteer Hours	88	143	82.5	85.5	64

Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	27
809	1,286	1,204	1,492.5	758

Universal Class Counts

February	
Sign ups	2
Courses started	0
Lessons viewed	28
Class Submissions	43

Yearly Totals

2019	2020	2021	2022	2023
9	10	13	18	6
16	53	39	2	2
194	1,771	1,008	876	95
105	800	515	465	131

Programs

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	0	2	1	2	3
total Sign-ups	60	83	84	106	136

Achievements	2019	2020	2021	2022	2023
100 Mark	0	0	22	10	0
500 Mark	2	0	2	5	5
Completion	1	2	4	7	3

Face-to-face Kids Programs

February	2019	2020	2021	2022	2023
Programs	15	11	0	11	12
Attendees	216	272	0	256	362
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	23
Attendees	4,201	1,185	2,167	3,646	626

Grab & Go Kits

February	2020	2021	2022	2023
Kits	0	6	0	0
Taken	0	251	0	0
Yearly	2020	2021	2022	2023
Kits	38	44	7	0
Taken	1094	1,699	334	0

The library is pleased that story times are still drawing large attendance even with the limited parking situation.

Teen/tween Face-to-Face Programs

February	2020	2021	2022	2023
Programs	0	0	8	11
Attendees	0	0	37	28
Yearly	2020	2021	2022	2023
Programs	11	43	98	19
Attendees	77	370	437	46

Grab & Go

February	2020	2021	2022	2023
Kits	0	4	0	0
Taken	0	55	0	0
Yearly	2020	2021	2022	2023
Kits	13	24	7	0
Taken	152	409	151	0

Since the library has only done combined teen/tween classes for the last year, the director will only record those numbers until the program grows and needs to be divided by age. The library did cancel one of its sewing classes due to weather and rescheduled it in February.

Face-to-face Adult Programs

February	2019	2020	2021	2022	2023
Programs	13	11	2	5	7
Attendees	77	58	12	21	28
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	15
Attendees	1,343	214	351	377	64

Device Advice

February	2019	2020	2021	2022	2023
Sessions	*	*	2	3	7
Yearly	125	51	81	131	21
Passive					
February	*	*	0	0	0
Yearly	*	*	0	20	0

Interlibrary Loan Services

February	2019	2020	2021	2022	2023
Borrowed	53	69	41	74	48
Loaned	45	16	10	33	15

Yearly Interlibrary Loan Services

2019	2020	2021	2022	2023
690	534	673	872	102
410	151	226	317	31

February	R.E.A.D.S
Adults	1,958
Juvenile	147

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	15,898
Juvenile	1,430	1,189	1,032	2,013	1093

The READS statistics come from the state.



City of White House, TN

Monthly Draft Report

Account Summary

For Fiscal: 2022-2023 Period Ending: 02/28/2023

	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	294,827.00	294,827.00	22,319.05	180,221.58	180,221.58	114,605.42
110-44800-112 Libraries - Overtime	1,231.00	1,231.00	10.51	164.94	164.94	1,066.06
110-44800-114 Libraries - Part Time Wages	15,847.00	15,847.00	1,329.77	14,265.08	14,265.08	1,581.92
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	25,227.00	25,227.00	1,846.76	15,403.08	15,403.08	9,823.92
110-44800-142 Libraries - Hospital & Health Insurance	102,490.00	98,440.00	6,275.20	38,281.25	38,281.25	60,158.75
110-44800-143 Libraries - Retirement	16,461.00	20,511.00	1,905.34	15,926.41	15,926.41	4,584.59
110-44800-144 Libraries - Dental Insurance	1,005.00	1,005.00	83.79	610.47	610.47	394.53
110-44800-145 Libraries - Vision Benefit	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00
110-44800-147 Libraries - Unemployment Insurance	245.00	245.00	58.00	173.25	173.25	71.75
110-44800-148 Libraries - Employee Ed. & Training	6,950.00	6,950.00	116.69	6,584.69	6,584.69	365.31
110-44800-200 Libraries - Contractual Services	28,000.00	28,000.00	550.97	9,743.66	12,743.68	15,256.32
110-44800-211 Libraries - Postage, Box Rent, Etc.	275.00	275.00	12.95	70.69	70.69	204.31
110-44800-235 Libraries - Memberships/Subscriptions/...	16,400.00	16,400.00	1,046.50	16,416.61	16,788.60	-388.60
110-44800-237 Libraries - Advertising & Pub. Relations	870.00	870.00	0.00	178.50	447.00	423.00
110-44800-241 Libraries - Electric	36,159.00	36,159.00	3,213.67	33,117.40	33,117.40	3,041.60
110-44800-242 Libraries - Water	1,421.00	1,421.00	107.20	1,273.52	1,273.52	147.48
110-44800-243 Libraries - Sewer	1,051.00	1,051.00	90.43	1,118.56	1,118.56	-67.56
110-44800-245 Libraries - Phones / Fax / Internet	6,840.00	6,840.00	846.71	5,743.21	5,743.21	1,096.79
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	14,200.00	14,200.00	17.98	8,942.62	9,246.36	4,953.64
110-44800-280 Libraries - Travel	400.00	400.00	0.00	0.00	0.00	400.00
110-44800-287 Libraries - Meals And Entertainment	965.00	965.00	63.26	204.84	301.58	663.42
110-44800-312 Libraries - Small Items Of Equipment	10,300.00	10,300.00	0.00	9,216.33	9,340.68	959.32
110-44800-320 Libraries - Operating Supplies	12,025.00	12,025.00	850.48	6,650.71	8,117.39	3,907.61
110-44800-330 Libraries - Inventory Supplies	14,000.00	14,000.00	164.36	7,988.81	8,585.85	5,414.15
110-44800-331 Libraries - Oil, Fuel, Etc.	560.00	560.00	0.00	96.55	96.55	463.45
110-44800-900 Libraries - Capital Outlay	23,000.00	23,000.00	0.00	0.00	9,625.00	13,375.00
Function: 44800 - Library Total:	636,297.00	636,297.00	40,963.56	376,324.28	392,178.34	244,118.66
Expense Total:	636,297.00	636,297.00	40,963.56	376,324.28	392,178.34	244,118.66
Fund: 110 - General Fund Total:	636,297.00	636,297.00	40,963.56	376,324.28	392,178.34	244,118.66
Report Surplus (Deficit):	-636,297.00	-636,297.00	-40,963.56	-376,324.28	-392,178.34	-244,118.66

State Standards

2022-2023

1. Tennessee Trustee Certification
2. Review Long Range Plan and mission/vision statement **(July)**
3. Determine if the plan meets community needs
4. Board presents the budget
5. 10% budgeted for materials
6. Collection weeded according to Crew **(July)**
7. The turnover rate is calculated annually **(July)**
8. Technology plan is reviewed annually **(July)**
9. Staff complete core competencies within 1 year of employment
10. Staff complete hours of training
11. Hosts at least 1 TEL session annually
12. TAB provides quarterly report to director
13. Meet MOE **(September)**

2021-2022

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

2020-2021

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

2019-2020

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

Marketing Committee Meeting Updates

- Close college street to host event due to parking situation
- 2023 Theme: imagine your story (fantasy)
- Con date: Saturday, June 10th from 10am to 3pm
- Going to change the name to Fandom Fair
- Will try to put kids crafts inside the library
- Might just do one Q&A panel instead of multiple panels

Already have confirmed:

- Larping group
- Studio 76
- Balloon Twister
- Caricature Artist
- Lego Group
- Petting Zoo
- Writer Terry Maggert
- Genealogy person
- Kona Ice
- Emmie Seals

TITLE 2

BOARDS AND COMMISSIONS, ETC.

CHAPTER

1. LEISURE SERVICES BOARD.
2. LIBRARY BOARD.
3. CEMETERY BOARD OF TRUSTEES.

CHAPTER 2

LIBRARY BOARD

SECTION

- 2-201. Created, membership, terms, vacancies.
- 2-202. Organization, by-laws, rules and regulations.
- 2-203. Function.
- 2-204. Power to appoint personnel.
- 2-205. Budget, etc.
- 2-206. Reports to board of mayor and aldermen.
- 2-207. Evaluation of the librarian.
- 2-208. Library free to inhabitants.
- 2-209. Penalties for loss of or injury to library property.
- 2-210. Schedule of fines, services, and damages.

2-201. Created, membership, terms, vacancies. There is hereby established a library board. This board shall consist of seven (7) persons serving without pay who shall be appointed by the mayor and board of aldermen. The board shall be composed of the mayor or his designee and six (6) citizens, four (4) of whom shall be residents of the city. ~~Not more than five (5) of said members shall be of the same sex.~~ The terms of office for the six (6) citizens shall be on staggered terms with the first board being composed of two (2) citizens appointed for a one (1) year term, two (2) citizens appointed for two (2) year terms, and two (2) citizens appointed for three (3) year terms, and their successors for three (3) year terms. Board members may not serve more than two (2) consecutive terms and must have a three (3) year break before being reappointed. Vacancies in such board occurring otherwise than by expiration of their term shall be filled by the mayor for the unexpired term. (1979 Code, § 1-1301, as amended by Ord. 99-08, June 1999, Ord. #08-10, June 2008, Ord. #14-14, July 2014, and Ord. #17-31, Dec. 2017)

2-202. Organization, by-laws, rules and regulations. Immediately after their appointment, they shall meet and organize by electing one of their members as chairman and such other officers as may be necessary. The chairman shall be appointed annually by a majority vote of the board at its July meeting. The board shall meet bi-monthly and set the time of the meetings for the evening. The board shall have the power to adopt by-laws, rules and regulations, for the proper organization of the public library for the city. (1979 Code, § 1-1302, as amended by Ord. #08-10, June 2008, and Ord. #10-09, June 2010)

2-203. Function. The library board has the power to direct all the affairs of the public library. It shall provide the state library agencies such

statistics and information as may be required from time to time. (1979 Code, § 1-1303, as amended by Ord. #06-20, June 2006, Ord. #09-07, June 2009, and Ord. #14-14, July 2014)

2-204. Power to appoint personnel. The library board shall have the power to appoint or designate someone to act as librarian who shall direct the internal affairs of the library and such assistants or employees as may be necessary. (1979 Code, § 1-1304, as amended by Ord. #14-14, July 2014)

2-205. Budget, etc. Annually, the library board shall submit a budget to the mayor and the board of aldermen for its approval. The board may also solicit or receive any bequests of money or other personal property or any donations to be applied, principal or income for library or museum purposes. (1979 Code, § 1-1305, as amended by Ord. #06-20, June 2006)

2-206. Reports to the board of mayor and aldermen. The library board shall make full and complete monthly reports to the board of mayor and aldermen of the city and all other reports from time to time as requested. (1979 Code, § 1-1306, as amended by Ord. #14-14, July 2014)

2-207. Evaluation of the librarian. 1. The library board will initiate and conduct an annual performance evaluation of the White House Librarian; and

2. This annual performance evaluation will be forwarded to the city administrator, so that it may be used for possible future pay increases. (as added by Ord. #05-04, May 2005)

2-208. Library free to inhabitants. The City of White House Library shall be free to Tennesseans. (as added by Ord. #15-25, Dec. 2015, and amended by Ord. #17-30, Nov. 2017, and Ord. #18-05, April 2018 ***Ch18_12-19-19***)

2-209. Penalties for loss of or injury to library property. The library board may make policy providing penalties for loss of or injury to library property. Nothing in this chapter shall be construed to prohibit the library board from making recommendations to the board of mayor and aldermen for charging library users a reasonable fine for late returned library materials and charging for special services including, but not limited to, the loan of equipment, the use of photocopiers, and the use of facilities. (as added by Ord. #15-25, Dec. 2015)

2-210. Schedule of fines, services, and damages. (1) Individuals inside or outside the building may be held liable for any damage/vandalism that the said individual(s) causes. Upon determination of the cost of repairs to the damages 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.

(2) The library director has the right to charge the individual(s) who checked out the study room the cost of any damages/vandalism that occurs while checked out to the individual(s).

(3) Schedule of fines and services.

Overdue books, audio books, music CDs, magazines, plush sets, puzzles, board games, DVDs, video games	\$0.10
Overdue tech devices and STEAM packs	\$1.00
Hot spots	\$3.00
<u>Device disconnect fee</u>	<u>\$10.00</u>
Book drop charge for tech devices and bagged items	\$1.00
Computer print outs	\$0.20 black and white, \$0.50 for color
Faxes	\$1.00
Replacement card	\$1.00
Out of state fee, adult	\$10.00
Out of state fee, child	\$5.00
Lost items	Varies, based on cost of item
Damages	Varies, based on cost of repairs

(as added by Ord. #16-04, Feb. 2016, and amended by Ord. #17-02, March 2017, Ord. #17-30, Nov. 2017, and Ord. #18-05, April 2018 *Ch18_12-19-19*)

THE WHITE HOUSE PUBLIC LIBRARY
BY-LAWS
REVISED May 12, 2022

2-20

I. FUNCTION

The Library Board has the power to direct all the affairs of the public library. It shall provide the state library agencies such statistics and information as may be required from time to time (Municipal Code Title 2; chapter 2; Library Board sec. 2-203).

II. BOARD MEMBERS

The board shall consist of seven (7) persons serving without pay who shall be appointed by the Mayor and Board of Alderman. The board shall be composed of the Mayor or his/her designee and six (6) citizens, four (4) of whom shall be residents of the city. Not more than five (5) of said members shall be of the same sex. The terms of office for the six (6) citizens shall be on staggered terms, with the first board being composed of two (2) citizens appointed for a one (1) year term, two (2) citizens appointed for two (2) year terms, and two (2) citizens appointed for three (3) year terms and their successors appointed for three (3) year terms. Board members may not serve more than two consecutive terms and must have a three-year break before being reappointed. Vacancies in such board occurring otherwise than by expiration of their term shall be filled by the Mayor for the unexpired term. (Municipal Code Title 2; chapter 2; Library Board sec. 2-201).

III. MEETINGS

- A. The board shall meet bi-monthly in the evenings (Municipal Code Title 2; Chapter; Library Board sec. 2-202). Regular meetings of the board will be held on the second Thursday of every other month at 7:00 pm, starting in July. The guiding principles for order at all meetings will be the Roberts Rules of Order.
- B. Special meetings of the board members may be called by the Chairman or upon the written request of two (2) members, for the transaction of such business as shall be stated in the notice of special meeting.
- C. A minimum notice of 48 hours shall be given to all board members. Public notice of all meetings shall be in keeping with applicable State Law.

IV. OFFICERS

- A. The officers of the board shall be Chairman, Vice-Chairman, and Secretary. They shall be elected at the July meeting each year, take office at the July meeting each year, and serve a one (1) year term after which they or their successors must be elected for another annual term.
- B. The Chairman shall preside at all board meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the Chairman, the Vice-Chairman shall preside over the board meetings and otherwise perform the duties of the Chairman. In the absence of the Vice-Chairman, the Chairman shall appoint another board member to preside over the meeting.

- C. The Secretary shall keep a true and correct account of all proceedings of the board 2-21 meetings and shall distribute the transcription thereof along with any appropriate materials to all board members no later than 7 days prior to the next regularly scheduled meeting where appropriate.

V. COMMITTEES

- A. Standing committees shall be formed by the board and appointed by the Chairman; those committees shall be (1) Executive, (2) Budget and Finance, (3) Marketing and Public Relations, (4) Policy Review and Development, and others as deemed necessary.
- B. Special committees shall be formed by the board and appointed by the Chairman. These committees shall be formed for a special purpose, may include Ad Hoc members and shall be dissolved after their work is completed.
- C. Each appointed committee shall report its progress to the board at each regularly scheduled meeting.

VI. QUORUM

- A. A quorum for the transaction of business shall consist of four (4) members of the board unless otherwise specified by the By-Laws.

VII. ORDER OF BUSINESS

The order of business at the regularly scheduled meetings of the board shall be as follows:

- Call to order
- Approval of minutes (either read or previously received)
- Communications
- Report of the Regional Director
- Reports
- Unfinished business
- New business
- Adjournment

VIII. AMENDMENTS

These By-Laws may only be amended at a regularly scheduled meeting and only by a two-thirds majority vote of the full board (requires five votes).

IX. ATTENDANCE

- A. Board members who miss three (3) meetings in a calendar year may be dismissed from the board and a new member may be appointed by the Mayor and Board of Aldermen for the unexpired term.
- B. Cause for removal of a board member shall be determined by the Mayor and Board of Aldermen as recommended by the Library Board.

- X. REPORTS/BUDGET 2-22
The Library Board shall make full and complete monthly reports to the Board of Mayor and Aldermen of the city and all other reports from time to time as requested (Municipal Code Title 2; Chapter; Library Board sec. 2-206). The board may appoint the Director, an individual board member, or a committee to create and submit all required documents.
- XI. LIBRARY DIRECTOR
The board has the power to appoint or designate someone to act as Librarian who shall direct the internal affairs of the library and such assistants or employees as may be necessary (Municipal Code Title 2; Chapter; Library Board sec.2-204). The Library Director is responsible to the Library Board for implementing the board-adopted policies and long-range plans for the development of the library programs. The Library Director recommends needed policies for board action, acts as a technical advisor to the board, and suggests and implements plans for extending library services.
- XII. EVALUATION OF THE DIRECTOR
Per Municipal Code Title 2; Chapter; Library Board sec. 2-207, the Board of Trustees shall initiate and conduct an annual performance evaluation of the Director. This evaluation will be forwarded to the City to be analyzed and then returned to the Executive Committee of the Library Board for presentation to the Director.
- XIII. REGIONAL LIBRARY DIRECTOR
The Regional Library Director may provide professional and technical assistance to the board where appropriate or requested by the board. The Regional Library Director is invited to attend all regularly scheduled meetings.
- XIV. ADDRESSING THE BOARD
Individuals who wish to address the Library Board will need to sign in with the Library Director before the meeting begins. Individuals will only be allowed to speak during the communications section of the meeting. Individuals will have a total of 3 minutes to address the board. The board will not respond to the individual during his/her 3-minute address. The Library Director will try to provide details to any patron making an inquiry to see if the issue can be resolved prior to him/her addressing the board.