

White House Library Board Meeting Agenda
Billy S. Hobbs Municipal Center
Court Room
May 14th, 2020

- I. Call TO ORDER
 - A. Roll call of Trustees
 - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM January 9th, 2020
- III. COMMUNICATIONS
- IV. REPORTS
 - A. Regional Director
 - B. Library Director
 - a. Monthly Reports
 - b. Upcoming events/updates
 - i. Staff work during closure
 - ii. Cancelling con
 - iii. Rethinking SR programs
 - iv. Library re-opening plan
 - c. Budget
 - C. Committees
 - 1. Executive
 - 2. Finance and Budget
 - 3. Marketing and Public Relations
 - 4. Policy Review
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
 - a. Memorial for William
 - b. New Board member
- VII. ADJOURN

White House Library Board Meeting
January 9, 2020
Billy S. Hobbs Municipal Building

I. CALL TO ORDER: 7:02 p.m.

A. Roll call of Trustees: Katy Hornbeck, Andrew Armstrong, Emmie Seals, Linda Silver, Joyce Partain, Gerald Herman and John Corbitt. Also Present: Library Director Elizabeth Kozlowski, and Red River Regional Director Cecilie Maynor. Absent: William Beavers.

B. Welcome Visitors: None.

II. APPROVAL OF MINUTES FROM November 14, 2019: Emmie Seals motions to approve. Joyce Partain seconds the motion. All approve.

III. REPORTS

A. Regional Director

(1) There is a new platform for the Library Trustee certification program. (2) Sally Reem is the new library director at the Portland library. Diane Johnson is the new library director at the Hendersonville library. (3) There will be no Trustee workshop in 2020. There will be a potential change of day and time in 2021 that could potentially allow for more Trustees to participate. A Trustee workshop will not be required for the 2020 grant.

B. Library Director

a. November (1) The library director attended the National Conference, Young Adult Library Services Association. The library director was able to bring back close to a suitcase full of free books from the conference which was a wonderful surprise. (2) The library had its two fall fest celebrations in November. Both days had over 50 people in attendance. Saturday events do not usually have good attendance so the staff feel like both events were a success. However, if done in the future, these events will not be held in November. (3) The library director, assistant director, children's librarian, and library assistant had a meeting to discuss starting a Summer Reading internship program. This group will be meeting monthly and going to schools to recruit. (4) Notary Services is a new service and is being utilized. (5) The Cumulative Physical Items checked out had already surpassed the total of 2018 by November 2019.

b. December (1) The library had its Open House on December 5th. The event started 30 minutes earlier than scheduled, had hot cocoa outside and there was an extra choir for entertainment. The event was a huge success with close to 1,000 people coming to the event. (2) The library director, children's librarian, library assistant, and library supervisor had their second meeting to discuss the Summer Reading Internship Program on December 17th. The group discussed the potential application, rules and code of conduct for those selected, and interview questions (how many shifts, hours of shifts, expected shifts, etc). The group hopes to be ready to begin recruiting at schools in March.

2. Budget: The Part Time Wages line item continues to be an issue. This line item will take to hit due to the cost of training a new hire.

C. COMMITTEES

1. Executive Committee –did not meet.

2. Finance and Budget Committee

a. Budget Proposal: The Budget proposal includes 4 weeks paid vacation for full-time staff. This vacation will not roll over. An increase in the children's librarian's budget is also proposed. The committee presented two CIP Project options. The library board decided on option two: "see if the friends will get a grant from the memorial foundation to re-do the patio area outside the care to become an outdoor reading/internet space."

3. Marketing and Public Relations Committee

a. Con Review: The Committee met to discuss this year's Fandom Con. Things of note are changes in time (9:30 start time), new Panel ideas (map drawing , improve), and Vendor changes (must pay before the event). The committee plans on meeting again in the coming months.

4. Policy Review Committee

a. Inclement Weather: The Policy Review Committee recommended the White House Library Inclement Weather Policy. Katy Hornbeck motioned to approve. Andrew Armstrong seconds the motion. All approve.

IV. COMMUNICATIONS: None

V. UNFINISHED BUSINESS: None.

VI. NEW BUSINESS

a. Meeting dates for 2020: March 12, May 14, July 9, September 10, November 12. Andrew Armstrong motioned to approve these dates. Linda Silver seconds the motion. All approve.

b. There was a discussion as to how many times a Library Board Trustee can miss Board Meetings while still being a part of the board. After further discussion, the Mayor will reach out to William Beavers to determine if William still would like to be a Trustee.

VII. LIBRARY DIRECTOR EVALUATION: The Library Director and Regional Director left the Board meeting at this time and Library Trustees remained to go over the library director evaluation as a Board.

VIII. Adjourn: 8:30 p.m. Andrew Armstrong motions to adjourn. Katy Hornbeck seconds the motion. All approve.

White House Library Monthly Report
March 2020
Submitted by Elizabeth Kozlowski

Summary of Activities

The library director attended a One Community Sumner County meeting on Wednesday, March 4th to discuss the professional development session the group was planning in July. However, due to schools and libraries closing, planning for this event has been put on hold.

The library director attended a homelessness training session on March 5th. This training talked about how to address an odor problem.

The library director attended a budget line merging meeting. The city wants to remove unnecessary budget lines, thereby having fewer lines total to deal with. Next year, the library will not have a book, dvd, and audio book line. Instead, we will only have one line titled inventory. There are other lines that are merging as well. However, even with these merges, our budget will not be reduced.

The library director sent a number of emails to different state representatives and senators asking them not to vote for the parental oversight bill. She then attended Library Legislator Day on March 10th. She met with almost all of her representatives to discuss how the parental oversight bill was harmful to libraries. She even invited one representative to attend a board meeting.

The library director attended the budget retreat with the BMA on March 11th. The library director presented her CIP request to the BMA.

The library board was supposed to meet on March 12. However, only one board member showed up. As such, no business was discussed.

The state contracted copiers were delivered to the library on March 18th. However, we have not been able to get these new copiers networked to our computers because the state library will not let their IT personnel go onsite at this time.

Due to health concerns related to COVID-19, the library closed to the public on March 19th. On March 23rd, the library started offering lobby pickups. Individuals could call or go online and request holds. Staff members would pull the holds, bag the items and schedule a time for individuals to come pick up the holds in the lobby. This method guaranteed that staff did not have contact with patrons and that no more than 1 person was in the lobby at a time.

The library director was diagnosed with Mono on March 24th and went on FMLA leave for the rest of March and through most of April.

The library marketing committee was supposed to meet on March 26th. However, this meeting was cancelled because the library was closed due to COVID-19.

Department Highlights

The highlights for the month was the fact that the parental oversight bill in the house did not pass. The director spent a lot of time writing emails to these representatives and was happy the bill did not go through.

**White House Public Library
March 2020
Performance Measures**

Official Service Area Populations

2016	2017	2018	2019	2020
13,714	13,833	14,035	14,202	

March Membership

Cumulative Members

Year	New Members	Updated Members	Total Members	% of Population with Membership
2016	127	374	10,876	79
2017	115	319	12,109	88
2018	85	263	7,248	52
2019	90	254	8,565	61
2020	79	319	6,626	47

The library board voted to do a purge of inactive users in January 2020. This purge was to deleted inactive users, which gives the library a better reflection of the number of people that are actually using the library. Although the library closed to the public on March 19, 2020 due to the COVID-19 Pandemic, we have enabled an on-line registration for cards so that the public can still have access to items.

Total Material Available: 36,837

Estimated Value of Total Materials: \$2,170,925 **Last Month:** \$915,075

Total Materials Available Per Capita: 2.59 **Last Month:** 2.57

State Minimum Standard: 2.00

The library's goal is to meet or exceed the state standard of 2.00 items per capita with either print or electronic items. The library is currently exceeding and wants to continue to do so as we need to keep up with the growth of the city.

Materials Added in March

2016	2017	2018	2019	2020
208	428	203	207	277

Yearly Material Added

2016	2017	2018	2019	2020
3,674	3,602	3,123	824	593

Physical Items Checked Out in March

2016	2017	2018	2019	2020
6,067	5,819	5,465	5,458	5,966

Cumulative Physical Items Check Out

2016	2017	2018	2019	2020
63,252	63,421	62,536	15,404	16,812

March

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	18	55	47	45	36
Study Rooms	80	74	80	84	29
Lego Table	140	120	264	200	70
Games and Puzzles	53	35	54	86	91
Seeds	0	420	107	84	47
Test Proctoring	0	0	15	14	6
Charging Station	0	6	12	8	1
STEAM Packs	*	*	*	20	23
Cake Pans	*	*	*	1	1

Yearly Totals

2016	2017	2018	2019	2020
299	585	644	137	81
821	828	1,082	253	178
2,094	2,643	1,891	553	459
510	528	743	222	330
82	1,197	586	112	178
9	56	152	27	18
26	86	90	19	16
*	*	148	61	25
*	*	6	1	4

Notary Services	*	*	*	*	4
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*	*	*	16	27
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March

Library Use	2016	2017	2018	2019	2020
Library Visits	*	*	4,909	4,743	3,132
Website Usage	*	*	*	1,118	1,882
Library Volunteers	20	23	17	14	39
Volunteer Hours	162	115	109	117	93

Yearly Totals

2016	2017	2018	2019	2020
*	*	52,565	55,728	11,529
*	*	2,517	16,935	5,159
251	214	173	193	65
1,665	1,546	1,337	1,658	388

Universal Class March Counts

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
1	1	6	12	6

Cumulative Counts

Year	Sign-ups	Courses Started	Lessons Viewed	Class Submissions
2017	27	39	273	258
2018	24	52	661	455
2019	9	16	194	105
2020	5	18	94	48

Universal Class is the database that the library purchased in July of 2017. Since the database subscription was used a good amount throughout the year, the library renewed its subscription in July of 2018. Thus, the library will offer this resource for another year.

Computer Users

March	2016	2017	2018	2019	2020
Wireless	545	601	1054	650	341
Adult Computers	393	360	449	380	178
Kids	158	209	183	194	78

Yearly Computer Users

2016	2017	2018	2019	2020
8,367	8,725	9,535	2,017	1465
4,640	4,413	4,642	1,103	952
2,136	2,209	2,088	556	395

Programs

1,000 books	Monthly Sign ups	Yearly Sign ups	100 mark	500 mark	Completions
2018	7	29	2	0	0
2019	2	38	2	2	0
2020	1	70	0	1	0

Monthly

March Kids	Kids Sessions	Kids Attendance
2016	20	267
2017	19	379
2018	12	219
2019	16	284
2020	7	145

Yearly Totals

Kids Sessions	Kids Attendance
178	2,988
181	4,268
158	4,437
46	737
30	677

In March, the library held 2 toddler story times, 2 preschool story times, and 2 afterschool programs before all programs were cancelled due to the COVID-19 pandemic.

Monthly

Mar	Teen Events	Teens Present
2016	5	14
2017	2	2
2018	6	21
2019	6	6

Yearly

Teen Events	Teens Present
69	187
47	481
82	432
18	432

Monthly

Mar	Tween Events	Tweens Present
2019	*	*
2020	1	1

Yearly

Tween Events	Tweens Present
10	150
5	18

2020	3	11	13	81
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The library held 1 creative writing night, 1 cosplay club meetings, 1 Teen Advisory Board meeting for teens and one board game night for the tweens before all programs were cancelled due to the COVID-19 pandemic.

Monthly

March Adults	Adult Sessions	Adult Attendance
2016	4	13
2017	15	56
2018	18	59
2019	14	67
2020	8	31

Yearly

Adult Sessions	Adult Attendance
61	662
145	689
175	1,009
41	232
30	143

The library held 2 device advices, 2 art classes, 1 book club meetings, and 1 stitch club before all programs were cancelled due to the COVID-19 pandemic.

Interlibrary Loan Services

March	2016	2017	2018	2019	2020
Borrowed	78	83	66	73	63
Loaned	30	35	21	21	7

Yearly Interlibrary Loan Services

2016	2017	2018	2019	2020
668	562	690	184	185
249	305	410	103	43

March 2020 R.E.A.D.S. Totals

Adults	Juvenile
1448	102

19-20 Yearly Totals

Adult	Juvenile
18,594	1,138

18-19 Yearly Totals

Adult	Juvenile
21,899	1,189

17-18 Yearly Totals

Adult	Juvenile
15,773	725

The READS statistics come from the state.

**White House Library Monthly Report
April 2020
Submitted by Elizabeth Kozlowski**

Summary of Activities

Since the library was not open to the public for the month of April due to COVID-19 concerns, a number of changes were put in place. Full time staff came in to work from 7am to 5:30pm. Part time staff did not work for the month of April. The full time staff would answer phone calls from 7:15am to 5:15pm to mimic the city's hours of operation. While onsite, the full time staff provided the following services.

- **Lobby picks:** Patrons could call or go online and put a book on hold. Staff would pull the book requests and bag them up. Staff would then schedule a time for patrons to pick up these items in the lobby. This ensured that staff did not have interaction with patrons and that only one person was in the lobby at a time.
- **Reading advisory:** Some patrons do not know a specific title to request, so staff would help find a book for patrons based on what type of genre the patron likes to read.
- **Device advice and Reference help:** Janet has helped numerous people over the phone with device issues and assistance in filing unemployment. Staff has also provided phone assistance to patrons to access READS, our catalog, and their online library account.
- **Fax services:** People call and make arrangements with staff. Patrons call when they arrive, place papers to be faxed on table then wait outside. Staff member collect the papers from table, send

the fax, call the patron to let them know the fax has been sent and arrange for the papers to be picked up.

- **Virtual programs:** Janet created screencasts, which recorded her computer screen so patrons could see how to download ebooks and audio books on READS. Linda hosted videos telling patrons about new books that could be checked out. Lisa did Monday crafternoons and even created her own theme song for the video recording. Courtenay did story times and Elizabeth did two teen recordings. The staff were not familiar with doing video recordings and had to learn how to do editing themselves. These recordings are posted on Facebook, Youtube, and our website.
- **Wi-Fi:** Janet has extended our Wi-Fi signal so that it is now available in both our upper and lower parking lots. Brief instructions on how to login are on our website.
- **Mobile Printing:** Individuals can send their documents to print on the library's printer with our mobile software. Once they print, staff will collect the documents, put them in the lobby, and schedule a time for individuals to pick up.
- **Online borrower registration:** With our upgraded library system, we now allow individuals to sign up for a library card online. Now new library users can use READS or check out items.
- **Lobby Laptop:** If an individual needs to complete something online, they may sit in the lobby and use a laptop during the time we do not have lobby pickups.

In addition, staff did a complete inventory of the building, fixed library records, cataloged all the seeds on hand, weeded the lease books, processed and cataloged a number of items, planned future programs, and did book orders. Even while completing a large amount of work, there are still a number of items for staff to work on such as: reading and weeding the collection, processing and cataloging all donated items, and complete final spending for the year.

Department Highlights

The highlight for the month was how the staff was able to provide a number of the library's normal services even while closed to the public. In addition, the staff did a great job with virtual programs especially since this is not something they have been trained to do. Lastly, the staff did complete a number of work related tasks, all of which will benefit to the library and our patrons.

White House Public Library April 2020 Performance Measures

Official Service Area Populations

2016	2017	2018	2019	2020
13,714	13,833	14,035	14,202	

April Membership

Cumulative Members

Year	New Members	Updated Members	Total Members	% of Population with Membership
2016	129	356	11,027	80

2017	84	1,127	12,177	88
2018	77	243	7,322	52
2019	76	253	8,637	61
2020	16	106	6,638	47

Although the library closed to the public on March 19, 2020 due to the COVID-19 Pandemic, we have enabled an on-line registration for cards so that the public can still have access to items.

Total Material Available: 36,837

Estimated Value of Total Materials: \$920,925

Last Month: \$920,925

Total Materials Available Per Capita: 2.59

Last Month: 2.59

State Minimum Standard: 2.00

Materials Added in April

2016	2017	2018	2019	2020
323	342	532	472	336

Yearly Material Added

2016	2017	2018	2019	2020
3,674	3,602	3,123	824	929

Physical Items Checked Out in April

2016	2017	2018	2019	2020
5,285	5,175	5,003	4,852	3,340

Cumulative Physical Items Check Out

2016	2017	2018	2019	2020
63,252	63,421	62,536	15,404	20,152

Of the 3,318 checkouts for April, 719 were items checking out and 2,599 were items being renewed.

April

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	13	27	24	43	26
Study Rooms	84	74	77	100	0
Lego Table	105	295	132	185	0
Games and Puzzles	50	39	51	73	37
Seeds	0	48	30	46	30
Test Proctoring	0	0	0	11	1
Charging Station	0	0	5	30	0
STEAM Packs	*	*	*	26	0
Cake Pans	*	*	*	4	0
Notary Services	*	*	*	*	4
Quarantine Counts					
Lobby Pickups		197			
Reference Questions		16			
Tax Forms		3			
Faxes		4			
Copies		5			
Mobile Prints		6			

Yearly Totals

2016	2017	2018	2019	2020
299	585	644	137	107
821	828	1,082	253	178
2,094	2,643	1,891	553	459
510	528	743	222	367
82	1,197	586	112	208
9	56	152	27	19
26	86	90	19	16
*	*	148	61	25
*	*	6	1	4
*	*	*	16	27

April

Library Use	2016	2017	2018	2019	2020
Library Visits	*	*	4,379	4,551	0
Website Usage	*	*	*	1,084	1,101
Library Volunteers	20	18	9	13	0
Volunteer Hours	142	128	68	115	0

Yearly Totals

2016	2017	2018	2019	2020
*	*	52,565	55,728	11,529
*	*	2,517	16,935	6,260
251	214	173	193	26
1,665	1,546	1,337	1,658	295

These numbers are low because we were closed to the public for the entire month of April.

Universal Class April Counts

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
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Cumulative Counts

Year	Sign-ups	Courses Started	Lessons Viewed	Class Submissions
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2	8	229	614	466
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2017	27	39	273	258
2018	24	52	661	455
2019	9	16	194	105
2020	7	26	708	514

Computer Users

April	2016	2017	2018	2019	2020
Wireless	552	596	588	658	140
Adult Computers	415	348	321	384	8
Kids	177	170	141	152	0

Yearly Computer Users

2016	2017	2018	2019	2020
8,367	8,725	9,535	2,017	1605
4,640	4,413	4,642	1,103	960
2,136	2,209	2,088	556	395

Programs

1,000 books	Monthly Sign ups	Yearly Sign ups	100 mark	500 mark	Completions
2018	7	29	2	0	0
2019	2	38	2	2	0
2020	1	70	0	1	0

Monthly

April Kids	Kids Sessions	Kids Attendance
2016	19	209
2017	19	346
2018	13	321
2019	18	341
2020	0	0

Yearly Totals

Kids Sessions	Kids Attendance
178	2,988
181	4,268
158	4,437
46	737
30	677

April Virtual Programs

Kids programs	Online views
10	1,907

The library was closed to the public in April. The counts above are from pre-recorded programs that were posted on our Facebook and Youtube page. These were not live programs and will not count for the state numbers.

Monthly Programs

Apr	Teen Events	Teens Present
2016	4	24
2017	2	12
2018	6	16
2019	5	9
2020	0	0

Yearly

Teen Events	Teens Present
69	187
47	481
82	432
18	432
13	81

Monthly

Mar	Tween Events	Tweens Present
2019	*	*
2020	0	0
Yearly		
2019	10	150
2020	5	18

April Virtual

Teen & Tweens	Online Views
2	377

We did not have any live teen programs during the month of April. The number above are for pre-recorded virtual programs.

Monthly

April Adults	Adult Sessions	Adult Attendance
2016	6	54
2017	15	43
2018	17	56
2019	17	76
2020	0	0

Yearly

Adult Sessions	Adult Attendance
61	662
145	689
175	1,009
41	232
30	143

April Virtual Programs

Online Programs	Views	Phone Programs
9	2,655	42

The numbers above are the view counts from our pre-recorded adult programs or one-on-one device advice help over the phone.

Interlibrary Loan Services

April	2016	2017	2018	2019	2020
Borrowed	89	55	49	60	0
Loaned	18	18	27	35	0

Yearly Interlibrary Loan Services

2016	2017	2018	2019	2020
668	562	690	184	185
249	305	410	103	43

**April 2020 R.E.A.D.S.
Totals**

Adults	Juvenile
1551	115

19-20 Yearly Totals

Adult	Juvenile
20,145	1,253

18-19 Yearly Totals

Adult	Juvenile
21,899	1,189

17-18 Yearly

Adult	Juvenile
15,773	725

The READS statistics come from the state.



White House, TN

Monthly Draft Report

Account Summary

For Fiscal: 2019-2020 Period Ending: 03/31/2020

		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	197,109.00	197,109.00	15,162.51	143,803.91	143,803.91	53,305.09
110-44800-114	Libraries - Part Time Wages	17,546.00	17,546.00	2,018.83	14,242.35	14,242.35	3,303.65
110-44800-117	Libraries - Annual Longevity Pay	2,500.00	2,500.00	0.00	2,000.00	2,000.00	500.00
110-44800-130	Libraries - Employee Benefits	17,072.00	17,072.00	1,336.36	12,359.91	12,359.91	4,712.09
110-44800-142	Libraries - Hospital & Health Insurance	59,508.00	59,508.00	4,393.28	39,471.00	39,471.00	20,037.00
110-44800-143	Libraries - Retirement	10,999.00	10,999.00	830.91	7,867.84	7,867.84	3,131.16
110-44800-144	Libraries - Dental Insurance	2,266.00	2,266.00	25.00	225.00	225.00	2,041.00
110-44800-145	Libraries - Vision Benefit	1,000.00	1,000.00	0.00	182.00	182.00	818.00
110-44800-147	Libraries - Unemployment Insurance	480.00	480.00	35.68	196.99	196.99	283.01
110-44800-148	Libraries - Employee Ed. & Training	900.00	800.00	80.00	659.00	659.00	141.00
110-44800-200	Libraries - Contractual Services	19,000.00	14,348.00	97.95	6,415.02	8,538.85	5,809.15
110-44800-211	Libraries - Postage, Box Rent, Etc.	275.00	275.00	0.00	189.91	189.91	85.09
110-44800-230	Libraries - Subscriptions / Dues	12,000.00	12,000.00	0.00	8,289.74	8,289.74	3,710.26
110-44800-231	Libraries - Publication Of Notices	500.00	628.00	52.50	477.75	605.50	22.50
110-44800-235	Libraries - Memberships/Subscriptions/...	300.00	300.00	0.00	125.00	125.00	175.00
110-44800-241	Libraries - Electric	35,159.00	35,159.00	3,148.75	28,039.36	28,039.36	7,119.64
110-44800-242	Libraries - Water	660.00	660.00	80.84	462.97	462.97	197.03
110-44800-243	Libraries - Sewer	1,020.00	1,020.00	74.54	695.52	695.52	324.48
110-44800-245	Libraries - Phones / Fax / Internet	3,600.00	3,600.00	570.68	3,215.30	3,215.30	384.70
110-44800-249	Libraries - Stormwater Fee	648.00	648.00	53.94	485.46	485.46	162.54
110-44800-265	Libraries - R & M Grounds & Grd. Imprv.	3,000.00	450.00	0.00	0.00	0.00	450.00
110-44800-266	Libraries - R & M Buildings	5,040.00	6,090.00	0.00	4,498.99	4,550.13	1,539.87
110-44800-280	Libraries - Travel	375.00	475.00	70.00	255.58	255.58	219.42
110-44800-287	Libraries - Meals And Entertainment	900.00	900.00	0.00	247.81	378.34	521.66
110-44800-310	Libraries - Office Supplies And Materials	3,000.00	3,000.00	0.00	2,141.61	2,144.63	855.37
110-44800-312	Libraries - Small Items Of Equipment	7,300.00	7,300.00	0.00	7,150.13	7,150.13	149.87
110-44800-320	Libraries - Operating Supplies	6,000.00	6,000.00	1,645.66	3,252.54	3,829.94	2,170.06
110-44800-324	Libraries - Household & Janitorial Sup.	1,500.00	1,500.00	503.49	1,302.18	1,496.98	3.02
110-44800-331	Libraries - Oil, Fuel, Etc.	520.00	520.00	0.00	77.37	77.37	442.63
110-44800-345	Libraries - First Aid Supplies	25.00	25.00	0.00	0.00	0.00	25.00
110-44800-347	Libraries - Books	6,000.00	4,000.00	0.00	2,395.18	2,426.74	1,573.26
110-44800-348	Libraries - Audio Books	3,500.00	3,500.00	0.00	3,000.00	3,000.00	500.00
110-44800-349	Libraries - DVDs	2,500.00	2,500.00	0.00	867.85	1,990.16	509.84
Function: 44800 - Library Total:		422,202.00	414,178.00	30,180.92	294,593.27	298,955.61	115,222.39
Function: 44880 - Children's Library							
110-44880-110	Children's Libr. - Salaries	31,938.00	31,938.00	2,456.01	23,302.47	23,302.47	8,635.53
110-44880-117	Children's Libr. - Annual Longevity Pay	500.00	500.00	0.00	500.00	500.00	0.00
110-44880-130	Children's Libr. - Employee Benefits	2,601.00	2,601.00	201.74	1,941.01	1,941.01	659.99
110-44880-142	Children's Libr. - Hospital & Health Insur...	8,012.00	8,012.00	657.32	5,307.15	5,307.15	2,704.85
110-44880-143	Children's Libr. - Retirement	1,783.00	1,783.00	134.58	1,273.62	1,273.62	509.38
110-44880-144	Children's Libr. - Dental Insurance	89.00	89.00	5.00	45.00	45.00	44.00
110-44880-145	Children's Libr. - Vision Benefit	200.00	200.00	0.00	0.00	0.00	200.00
110-44880-147	Children's Libr. - Unemployment Insura...	48.00	48.00	8.35	27.99	27.99	20.01
110-44880-148	Children's Libr. - Employee Ed. & Training	50.00	50.00	0.00	15.00	15.00	35.00
110-44880-200	Children's Libr. - Contractual Services	1,200.00	1,200.00	0.00	200.00	200.00	1,000.00
110-44880-300	Children's Libr. - Supplies	1,000.00	1,000.00	28.00	622.57	891.49	108.51

Monthly Draft Report

For Fiscal: 2019-2020 Period Ending: 03/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
110-44880-347	Children's Libr. - Books And Audio Books	2,000.00	2,000.00	283.41	1,088.68	1,990.80	9.20
	Function: 44880 - Children's Library Total:	49,421.00	49,421.00	3,774.41	34,323.49	35,494.53	13,926.47
	Expense Total: Fund: 110 - General Fund Total:	471,623.00	463,599.00	33,955.33	328,916.76	334,450.14	129,148.86
		471,623.00	463,599.00	33,955.33	328,916.76	334,450.14	129,148.86
	Report Surplus (Deficit):	-471,623.00	-463,599.00	-33,955.33	-328,916.76	-334,450.14	
			-129,148.86				

Director and Library Staff

Recommended Re-opening the Library Plan

Phase 1: The regional library sent over a plan on how to phase in re-opening the library. Even with us being closed, we are already operating at stage 4. So, one possibility is that we continue to be closed and keep providing our current level of the services (listed below).

- Fax Services – People call and make arrangements with staff. Patrons call when they arrive, place papers to be faxed on table then waits outside or in car. Staff member collects papers from table, sends fax, calls patron to let them know fax has been sent and they can pick up papers from table in lobby.
- Printing Services – People using our mobile printing services, call when they arrive in the parking lot. Staff member collects papers from printer and places them on table in lobby for person to pick up.
- Wi-Fi Services – Janet has extended our Wi-Fi signal so that it is now available in both our upper and lower parking lots.
- Reference Services – Janet has helped numerous people over the phone with device issues and assistance in filing unemployment. Staff has also provided phone assistance to patrons to access READS, our catalog and book recommendations.
- Opening a new library card account – People can sign up for a library card on-line and have the same access to items as current patrons.
- Virtual Programs – Staff is currently producing weekly virtual programs for children, teens, and adults. The videos are being uploaded to our website, Facebook, and YouTube pages.

The only thing I would do different is advertise these services more on our social media pages, newsletter, and the city's digital sign.

Phase 2: Currently, we are offering *every* service we did when we were open except computer access. Therefore, in order to offer the one service we are not providing, phase 2 of reopening would include the following:

- Set up 10 computers that are spread throughout the library. People will call to schedule a time to use the computer. Each person would only get a one hour session time on the computer.
- Those using the computers are only allowed to perform essential work. We will not let people come in to play games on the computer.
- We would not let anyone else into the main part of library but the computer users.
- Computer time slots would now be from 8am-4pm Monday through Thursday.
- Staff will clean the computer after each use.

This phase will allow for those without computers to have access and ensure that only 10 people are in the building at a time. Those ten people would be spread out from each other.

Phase 3: Still provide all the services listed above that we are currently performing, have the computer appointment reservation so that no more than 10 people are on the computers in the library at one time, and add the following:

- Allow ten additional people in the building to look at books, make copies if need be, and get help from the staff.
- A part time staff member would be stationed in the lobby to let people in and out to ensure that there are never more than 20 patrons (10 computer users and 10 non-computer users) in the library at all times.
- We would set up another set of computers so that we have two self-check stations on the far left and far right side of the desk. All patrons will have to use the self-check stations. Staff members will not check out patrons, but only talk them through the process if they get stuck. Staff members would sit in the middle of the desk so they are close enough to assist patrons with the process while still maintaining social distancing.
- We would use our pole and rope to create a barrier so that patrons cannot walk up to the front of the desk. This barrier will provide the appropriate distance between patrons and the staff.
- We will set up a computer with our online library card registration link, so that people who need a library card can do so without coming in contact with the staff.
- We would pull all chairs and tables and keep them away from the public. The only patrons with chair access would be those using the computers to keep people from lingering or trying to hang out in the library.
- We would continue to limit the number of items patrons can check out to 5 per card. This will keep patrons from spending a large amount of time viewing the stacks and limit the number of return items staff have to clean.
- We will continue to not circulate hard to clean items such as cake pans, steam packs, puzzles, and board games.
- We will not let patrons use the study rooms during this phase.
- We will still provide the lobby pickup for those individuals that do not feel comfortable being in the building with other people, online phone reference and device advice help, virtual programs for all ages and parking lot WIFI.
- Have staff members clean doorknobs, desk surfaces, computers and spray Lysol every hour.
- I would recommend that we do not open to normal hours during this phase. I would recommend that we only allow individuals in the library from 9am to 5pm. If you think we need to be open part or all of Saturday because we are not providing evening hours, we can do that. However, I think we should limit the number of hours we are in contact with individuals and I will need additional part time staff to help monitor people counts and cleaning every hour. So being closed at night and on Saturday would help.

Phase 4: We would still provide all the services listed above, but add the following:

- Now allow individuals to reserve the study rooms. However, we would only have 2 chairs in the smaller room, and 3 in the bigger room. We would not allow larger group meetings than that.
- Possibly add Saturday hours

- Now allow 27 patrons in the library at a time (10 computer users, 10 general users, 7 using study rooms).

Phase 5: Add the following:

- We would place some table and chairs throughout the library that maintains appropriate social distancing.
- We would now allow 35 people in the building at a time.
- We would not require individuals to set up a time to use computers. We will allow patrons to do non-essential work on the computer e.g. they can play games.
- Add in Saturday hours if we have not done so.
- Stop lobby pickup

Phase 6:

- Allow patrons to check out a larger number of items per card.
- Open normal hours

We will still keep furniture and computers spread apart, limit study room occupancy, and the number of people in the building at a time.

Phase 7:

- Go back to normal checkout numbers
- Put all the tables and chairs back out
- Not monitor how many people are in the building

Phase 8:

- Put out hard to clean items
- Start offering face-to-face programs.