

White House Library Board Meeting Agenda  
Billy S. Hobbs Municipal Center  
Court Room  
May 13, 2021

- I. Call TO ORDER
  - A. Roll call of Trustees
  - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM January 14, 2021 and March 11, 2021
- III. COMMUNICATIONS
- IV. REPORTS
  - A. Regional Director
  - B. Library Director
    - a. Monthly Reports
    - b. Upcoming events/updates
      - i. Con/Summer Reading
    - c. Budget
    - d. TLC
  - C. Committees
    - 1. Executive
    - 2. Finance and Budget
    - 3. Marketing and Public Relations
    - 4. Policy Review
      - a. Policy updates
      - b. Video recording policy
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURN

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

I. Call TO ORDER: 7:01pm

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

B. Welcome Visitors: no visitors.

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

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

III. REPORTS

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

V. Reports

B. Library Director

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

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

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

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

C. Committees

1. Executive: did not meet

2. Finance and Budget

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

3. Marketing and Public Relations: did not meet

4. Policy Review: did not meet

VI. Unfinished Business: None

VII. New Business

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

VIII. Director's Evaluation

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

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

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

VIII. Call TO ORDER 7:02pm

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

IX. Welcome Visitors – Elizabeth Kozlowski and Cecilie Maynor

X. APPROVAL OF MINUTES FROM: Since there was not a quorum, the minutes from January 14<sup>th</sup>, 2021 were not approved.

XI. COMMUNICATIONS: None.

XII. REPORTS

- D. Regional Director: The state library now has a Zoom account that libraries can use for programs. There is a group going around recording individuals in libraries. This group claims they have a right to do this because libraries are public spaces. However, it has been determined that public libraries are only "limited public forums" which means that the library is only obligated to allow the activities that comply with the nature of the space. Thus, it is recommended that libraries have policies that state what type of video recording they allow in the building. The region will have a training on March 24 on working with co-workers of diverse backgrounds. The coding basics class that was cancelled due to the weather has been rescheduled for April 27. There is state legislation to remove the regional library board. The state library supports this legislation because there is not much purpose for the regional board since it is just advisory. The new TN state library is set to open on April 12. The regional director will be meeting with each library director for their yearly review.

- E. Library Director

- a. Monthly Reports: The library director went over the January and February reports. She changed the performance measure reports because she did not have enough room to have spots for grab and go kits and livestream programs. By changing the format, she was able to have spots for these statistics, make the format more consistent, and keep the report to two pages instead of three.

She pointed out that check outs, programs, and library visitors were low for the month of February since they were closed for a week due to snow. Some of the other notes she listed included: fire alarm test, update on CIP project, her meeting with the city administrator on next year's budget, the Dollar General grant, and when programs will start meeting face-to-face again. Please read her full reports for full list of updates.

- b. Upcoming events/updates: The library director explained that the process for summer reading will be different this year since they will hold live face-to-face performances outside as well as live stream events. In addition, staff will offer face-to-face craft days and grab and go kits for those who do not feel safe in groups.
- c. Budget: Everything looked good. The director reminded everyone that next year the children's librarian budget will be put in the main library budget.
- d. State Standards: The director reviewed the state standards and mentioned that some standards will not be met until July.
- e. Long Range Plan Update: The director gave a progress report on meeting goals of the long range plan. Some items are on hold because of COVID. However, she is actively working on the items that can be completed such as: the outdoor reading space, increasing active card holders, collecting patron responses, etc.

F. Committees

- 5. Executive: did not meet
- 6. Finance and Budget: did not meet
- 7. Marketing and Public Relations: This committee met on February 9<sup>th</sup>. The group discussed the Con and how to hold it. They decided it will be held on June 5 from 10am to 3pm. The event will be held outside unless it rains, in which case some things will be cancelled and some things will be moved inside.
- 8. Policy Committee: did not meet

XIII. UNFINISHED BUSINESS: none

XIV. NEW BUSINESS: none

XV. ADJOURN: Adjourned at 7:40pm

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

**Summary of Activities**

The lights were installed on the outdoor patio space in March. They are bright and keep the entire area well lit. This space can now be used at night and the brightness will hopefully help to reduce vandalism.

The library director attended the second city budget retreat. At this meeting, department heads presented their CIP requests to the board of Mayor and Aldermen.

The library board met in March. However, because there was not enough board members to form a quorum, the group only discussed items and did not vote on anything.

The library director applied for a storybook trail grant through the Governor's Early Literacy Foundation. This grant will allow us to put a storybook trail around the city greenway, which is a trail that has pages of a book installed for children to read as they walk the trail.

The children's librarian and library supervisor attended a READsquared webinar on March 11. The two learned how to set up READsquared based on our summer reading program design, uploading pictures, and using reports. The library will use this software again this year from our summer reading program.

The library director, circulation clerk, and library supervisor attended different sessions at the teen librarian summit. Some of the sessions included: blind book dates, having an active Teen Advisory Board, a state-wide quest, cooking programs, digital escape rooms, and using discord and twitch. The director and other staff will discuss if any of these ideas could be used for our teen programs.

The library director attended a regional training on communication in a diverse workplace. The trainer talked about ways to communicate with businesses, different groups, individuals, etc.

The director and children's librarian worked on booking performers for the con and Summer Reading. They are making progress, but still have some more slots to fill. However, they should be filled before summer.

The library put the children's computers back out to get ready for summer reading. The staff will also put out more furniture, steampacks, and plush sets so children have more items to checkout.

**Department Highlights**

The highlights for the month were the amount of work that was completed for summer reading through booking performers, getting READsquared set up, getting ideas from the Teen summit, and putting certain children items out for circulation again. Getting the lights on the patio was also a major highlight. The new sign is the last item on the outdoor patio CIP project that needs to be completed. The sign is being made now and should be installed before June.

**White House Public Library**  
**March 2021**  
**Performance Measures**

**Official Service Area Populations**

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

**Membership**

March	2017	2018	2019	2020	2021
New Members	115	85	90	79	60
Updated Members	319	263	254	319	307
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	6,873
% of population with membership	86	51	59	66	47

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

**Total Material Available:** 37,801

**Estimated Value of Total Materials:** \$945,025

**Last Month:** \$938,550

**Total Materials Available Per Capita:** 2.63

**Last Month:** 2.61

**State Minimum Standard:** 2.00

**Materials Added in March**

2017	2018	2019	2020	2021
428	203	207	277	374

**Yearly Material Added**

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	712

**Physical Items Checked Out in March**

2017	2018	2019	2020	2021
5,819	5,465	5,458	5,966	4,051

**Cumulative Physical Items Check Out**

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	12,022

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

**Miscellaneous item checkouts**

March	2017	2018	2019	2020	2021
Technology Devices	55	47	45	36	68
Study Rooms	74	80	84	29	23
Games and Puzzles	35	54	86	91	59
Seeds	420	107	84	47	257
STEAM Packs	*	*	20	23	0
Cake Pans	*	*	1	1	0

**Yearly Totals**

2017	2018	2019	2020	2021
585	644	137	381	176
828	1,082	253	305	63
528	743	222	955	288
1,197	586	112	302	442
*	148	61	25	0
*	6	1	28	7

**Library Services Usage**

March	2017	2018	2019	2020	2021
Lego Table	120	264	200	70	0
Test Proctoring	0	15	14	6	2
Charging Station	6	12	8	1	2
Notary Services	*	*	*	4	18
Library Visits	*	4,909	4,743	3,132	3,292
Website Usage	*	*	1,118	1,882	2,264
Reference Questions	4	11	4	1	8

**Yearly Totals**

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	2
86	90	19	47	8
*	*	16	88	23
*	52,565	55,728	30,007	8,116
*	2,517	16,935	17,977	6,376
115	59	77	60	17

**Library Volunteers**

March	2018	2019	2020	2021
Library Volunteers	17	14	39	9

**Yearly Totals**

18-19	19-20	20-21
82	36	17

<b>Volunteer Hours</b>	109	117	93	125	809	1,286	828
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We have not been allowing as many volunteers in the building at a time due to COVID.

#### Computer Users

March	2017	2018	2019	2020	2021
<b>Wireless</b>	601	1054	650	341	357
<b>Adult Users</b>	360	449	380	178	178
<b>Kids Users</b>	209	183	194	78	7

#### Yearly Computer Users

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	781
4,413	4,642	1,103	2,138	558
2,209	2,088	556	427	14

#### Universal Class Counts

March	
<b>Sign ups</b>	2
<b>Courses started</b>	5
<b>Lessons viewed</b>	44
<b>Class Submissions</b>	20

#### Yearly Totals

2017	2018	2019	2020	2021
27	24	9	10	5
39	52	16	53	28
273	661	194	1,771	294
258	445	105	800	161

#### Programs

1,000 books	2018	2019	2020	2021
<b>Monthly Sign-ups</b>	7	2	1	1
<b>Yearly Sign-ups</b>	29	60	81	81

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

#### Face-to-face Kids Programs

March	2017	2018	2019	2020	2021
<b>Programs</b>	19	12	16	7	2
<b>Attendees</b>	379	219	284	145	49
Yearly	2017	2018	2019	2020	2021
<b>Programs</b>	181	146	154	43	2
<b>Attendees</b>	4,268	4,260	4,201	1,185	49

#### Virtual Kids Programs

March	2020	2021
<b>Videos</b>	0	2
<b>Views</b>	0	16
Yearly	2020	2021
<b>Videos</b>	24	10
<b>Views</b>	4,182	161

#### Grab & Go Kits

March	2020	2021
<b>Kits</b>	0	6
<b>Taken</b>	0	162
Yearly	2020	2021
<b>Kits</b>	38	17
<b>Taken</b>	1094	617

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

#### Face-to-face Teen Programs

March	2017	2018	2019	2020	2021
<b>Programs</b>	2	6	6	3	0
<b>Attendees</b>	2	21	6	11	0
Yearly	2017	2018	2019	2020	2021
<b>Programs</b>	47	82	68	13	0
<b>Attendees</b>	481	432	518	81	0

#### Tween Face-to-Face Programs

March	2020	2021
<b>Programs</b>	1	0
<b>Attendees</b>	1	0
Yearly	2020	2021
<b>Programs</b>	5	0
<b>Attendees</b>	18	0

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

#### Combined Face-to-Face

March	2020	2021
<b>Programs</b>	0	0
<b>Attendees</b>	0	0
Yearly	2020	2021
<b>Programs</b>	11	0
<b>Attendees</b>	77	0

#### Virtual Teen & Tweens

March	2020	2021
<b>Videos</b>	0	3
<b>Views</b>	0	50
Yearly	2020	2021
<b>Videos</b>	12	6
<b>Views</b>	1,591	94

#### Grab & Go

March	2020	2021
<b>Kits</b>	0	4
<b>Taken</b>	0	36
Yearly	2020	2021
<b>Kits</b>	13	10
<b>Taken</b>	152	106

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

### Face-to-face Adult Programs

March	2017	2018	2019	2020	2021
Programs	15	18	14	8	3
Attendees	56	59	67	31	17
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	6
Attendees	689	1,009	1,343	214	34

### Virtual

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

### Device Advice

Sessions	2019	2020	2021
March	*	*	8
Yearly	125	51	10

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

### Interlibrary Loan Services

March	2017	2018	2019	2020	2021
Borrowed	83	66	73	63	51
Loaned	35	21	21	7	14

### Yearly Interlibrary Loan Services

2017	2018	2019	2020	2021
562	690	690	534	151
305	410	410	151	36

March	R.E.A.D.S
Adults	1804
Juvenile	118

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021
Adults	15,773	21,138	23,138	14,330
Juvenile	725	1,430	1,189	769

The READS statistics come from the state.

## White House Library Monthly Report

April 2021

Submitted by Elizabeth Kozlowski

### Summary of Activities

The library director, library assistant, and circulation clerk attended the virtual TLA conference on April 7 and 8. The director got a good idea for the maker space from one of the sessions. She is hoping she can put that idea into place in the 2021-2022 budget year.

The library director met with Andrew Armstrong and Emmie Seal separately to discuss the con layout. We discussed where each booth could go, space needed for each area, and needed con presenters. Andrew reached out to some of his contacts to help fill those spaces.

The library director and some of the staff did an escape room to get ideas for their con escape room. There will be two different escape rooms running at the con, and they needed ideas for these two events. They got some ideas and are hoping they can create the puzzles/clues in time for the event.

The library director met with the Sumner County IT director, Dennis Cary, to discuss the library's circulation system. He mentioned that he is looking at circulation systems to make sure that the libraries have the best circulation system at the best cost. The director stated that she needed a circulation system that could run RFID tags and the city would not pay for migrating to a new system. After discussing her concerns, she then showed Mr. Cary their RFID tag system.



The library director attended some of the city's 50<sup>th</sup> anniversary birthday party. The city had displays made about different departments/city businesses to showcase then and now. There was a display made about the library and it is now in the library's lobby for viewing.

The library director attended a coding workshop virtually through the regional library. It was very helpful in showing how to start a coding club and why they are important. The director thinks we will try to start a coding club up once COVID is over.

A power surge caused all of the library computers to lose their IP addresses. A state tech had to come out to help get the computers back online. However, while in the server room, we noticed black spots on the wall. The library director has a mold inspection company coming to look at the spots.

### Department Highlights

The highlights for the month were the different training options that provided helpful tips, doing the escape room, the con meetings, and the new library history display.

## White House Public Library April 2021 Performance Measures

### Official Service Area Populations

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

### Membership

April	2017	2018	2019	2020	2021
New Members	84	77	76	16	63
Updated Members	1,127	243	253	106	237
Yearly Totals	2017	2018	2019	2020	2021
Total Members	11,893	7,073	8,376	9,496	6,934
% of population with membership	86	51	59	66	48

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

**Total Material Available:** 37,924

**Estimated Value of Total Materials:** \$948,100

**Total Materials Available Per Capita:** 2.64

**State Minimum Standard:** 2.00

**Last Month:** \$945,025

**Last Month:** 2.63

### Materials Added in April

2017	2018	2019	2020	2021
342	532	472	336	136

### Yearly Material Added

2017	2018	2019	2020	2021
3,602	3,123	3,004	3,025	848

### Physical Items Checked Out in April

2017	2018	2019	2020	2021
5,175	5,003	4,852	3,340	3,650

### Cumulative Physical Items Check Out

2017	2018	2019	2020	2021
63,421	62,536	65,522	50,042	15,672

**Miscellaneous item checkouts**

April	2017	2018	2019	2020	2021
Technology Devices	27	24	43	26	65
Study Rooms	74	77	100	0	27
Games and Puzzles	39	51	73	37	70
Seeds	48	30	46	30	127
STEAM Packs	*	*	26	0	0
Cake Pans	*	*	4	0	0

**Yearly Totals**

2017	2018	2019	2020	2021
585	644	137	381	241
828	1,082	253	305	90
528	743	222	955	358
1,197	586	112	302	569
*	148	61	25	0
*	6	1	28	7

**Library Services Usage**

April	2017	2018	2019	2020	2021
Lego Table	295	132	185	0	0
Test Proctoring	0	0	11	1	30
Charging Station	0	5	30	0	2
Notary Services	*	*	*	4	7
Library Visits	*	4,379	4,551	0	2,724
Website Usage	*	*	1,084	1,101	2,113
Reference Questions	109	7	9	16	5

**Yearly Totals**

2017	2018	2019	2020	2021
2,643	1,891	553	459	0
56	152	27	74	32
86	90	19	47	10
*	*	16	88	30
*	52,565	55,728	30,007	10,840
*	2,517	16,935	17,977	8,489
115	59	77	60	22

**Library Volunteers**

April	2018	2019	2020	2021
Library Volunteers	9	13	0	8
Volunteer Hours	68	115	0	114

**Yearly Totals**

18-19	19-20	20-21
82	36	17
809	1,286	942

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

**Computer Users**

April	2017	2018	2019	2020	2021
Wireless	596	588	658	140	331
Adult Users	348	321	384	8	165
Kids Users	170	141	152	0	80

**Yearly Computer Users**

2017	2018	2019	2020	2021
8,725	9,535	2,017	3,829	1,112
4,413	4,642	1,103	2,138	723
2,209	2,088	556	427	94

**Universal Class Counts**

April	
Sign ups	1
Courses started	2
Lessons viewed	23
Class Submissions	2

**Yearly Totals**

2017	2018	2019	2020	2021
27	24	9	10	6
39	52	16	53	30
273	661	194	1,771	317
258	445	105	800	163

**Programs**

1,000 books	2018	2019	2020	2021
Monthly Sign-ups	7	2	1	0
Yearly Sign-ups	29	60	81	81

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

**Face-to-face Kids Programs**

April	2017	2018	2019	2020	2021
Programs	19	13	18	0	6
Attendees	346	321	341	0	41
Yearly	2017	2018	2019	2020	2021
Programs	181	146	154	43	8
Attendees	4,268	4,260	4,201	1,185	90

**Virtual Kids Programs**

April	2020	2021
Videos	10	2
Views	1,907	21
Yearly	2020	2021
Videos	24	12
Views	4,182	182

**Grab & Go Kits**

April	2020	2021
Kits	0	6
Taken	0	124
Yearly	2020	2021
Kits	38	23
Taken	1094	741

We held face-to-face programs when the weather was nice and virtual story times when it was rainy or cold outside.

**Face-to-face Teen Programs**

April	2017	2018	2019	2020	2021
Programs	2	6	5	0	0
Attendees	12	16	9	0	0
Yearly	2017	2018	2019	2020	2021
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

**Tween Face-to-Face Programs**

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

**Combined Face-to-Face**

April	2020	2021
Programs	0	4
Attendees	0	13
Yearly	2020	2021
Programs	11	4
Attendees	77	13

**Virtual Teen & Tweens**

April	2020	2021
Videos	2	1
Views	377	1
Yearly	2020	2021
Videos	12	6
Views	1,591	95

**Grab & Go**

April	2020	2021
Kits	0	3
Taken	0	25
Yearly	2020	2021
Kits	13	13
Taken	152	131

The library started holding face-to-face teen programs again as well as putting out grab and go kits.

**Face-to-face Adult Programs**

April	2017	2018	2019	2020	2021
Programs	15	17	17	0	5
Attendees	43	56	76	0	15
Yearly	2017	2018	2019	2020	2021
Programs	145	175	157	42	11
Attendees	689	1,009	1,343	214	49

**Virtual**

April	2020	2021
Videos	9	0
Views	2,655	0
Yearly	2020	2021
Videos	18	0
Views	4,972	0

**Device Advice**

Sessions	2019	2020	2021
April	*	42	3
Yearly	125	51	13

The library tried to add a chess club in April, but there was not enough interest. So this program will not be continued in May.

**Interlibrary Loan Services**

April	2017	2018	2019	2020	2021
Borrowed	55	49	60	0	50
Loaned	18	27	35	0	18

**Yearly Interlibrary Loan Services**

2017	2018	2019	2020	2021
562	690	690	534	201
305	410	410	151	54

April	R.E.A.D.S
Adults	1878
Juvenile	101

Yearly Totals	2017-2018	2018-2019	2019-2020	2020-2021
Adults	15,773	21,138	23,138	16,208
Juvenile	725	1,430	1,189	870

The READS statistics come from the state.

# All Day Events

All Ages Activity	Maze	Sun Telescope	Caricature Artist	Costume Contest Judging	Gigi's Animal Rescue	
Kids Ages 0-9 Activities	Balloon Twister	Pony Rides & Petting Zoo	Art, Craft, & Science Table			
Teens/tween & Adult Activities	Larping	Escape Rooms	Art, Craft, & Science Table			
Teen/Adult Special Guests	Writer Terry Maggert	Tails Dovah Fursuit Making	Learning History through Comics	Fantasy Map Making	Amtgard & Larping	
Vendors	Sunniidays	Usborne Books	Moments Sealed	Dragonfly Comics	Headband Haven	Tails Dovah
Food Options	Bo-Jangles	Kona Ice	Café 31			

# Scheduled Events

	Presentations	Game Competitions	Lego Building Contest
10-10:50	Writing Animal Characters	Musical Chairs Contest	Lego Building Ages 4-6
11:00-11:50	Fursuit Making 101	Telephone Charades	Lego Building Ages 7-9
12-12:50	Fantasy Map Making	Balloon Battle Contest	Lego Building Ages 10-12
1:00-1:50	Learning History through Comics	Ninja Game Contest	Lego Building Ages 13-17
2:00-2:50	Amtgard & Larping	Ships and Sailors	Lego Building Ages 18+



City of White House, TN

## Monthly Draft Report

### Account Summary

For Fiscal: 2020-2021 Period Ending: 04/30/2021

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
<b>Fund: 110 - General Fund</b>							
<b>Expense</b>							
<b>Function: 44800 - Library</b>							
<a href="#">110-44800-110</a>	Libraries - Salaries	202,037.00	202,037.00	23,312.75	170,770.45	170,770.45	31,266.55
<a href="#">110-44800-112</a>	Libraries - Overtime	1,231.00	1,231.00	0.00	0.00	0.00	1,231.00
<a href="#">110-44800-114</a>	Libraries - Part Time Wages	30,000.00	30,000.00	3,547.00	22,659.54	22,659.54	7,340.46
<a href="#">110-44800-117</a>	Libraries - Annual Longevity Pay	3,000.00	3,000.00	0.00	3,000.00	3,000.00	0.00
<a href="#">110-44800-130</a>	Libraries - Employee Benefits	18,734.00	18,734.00	2,076.89	15,258.66	15,258.66	3,475.34
<a href="#">110-44800-142</a>	Libraries - Hospital & Health Insurance	60,546.00	60,546.00	4,775.07	44,580.46	44,580.46	15,965.54
<a href="#">110-44800-143</a>	Libraries - Retirement	14,143.00	14,143.00	1,296.18	9,494.78	9,494.78	4,648.22
<a href="#">110-44800-144</a>	Libraries - Dental Insurance	744.00	744.00	59.85	607.30	607.30	136.70
<a href="#">110-44800-145</a>	Libraries - Vision Benefit	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
<a href="#">110-44800-147</a>	Libraries - Unemployment Insurance	261.00	261.00	14.18	230.64	230.64	30.36
<a href="#">110-44800-148</a>	Libraries - Employee Ed. & Training	900.00	900.00	0.00	440.00	440.00	460.00
<a href="#">110-44800-200</a>	Libraries - Contractual Services	15,760.00	15,760.00	1,360.51	12,316.53	13,657.93	2,102.07
<a href="#">110-44800-211</a>	Libraries - Postage, Box Rent, Etc.	275.00	75.00	0.00	3.96	3.96	71.04
<a href="#">110-44800-235</a>	Libraries - Memberships/Subscriptions/...	12,300.00	12,300.00	0.00	7,617.27	7,617.27	4,682.73
<a href="#">110-44800-237</a>	Libraries - Advertising & Pub. Relations	870.00	870.00	0.00	356.85	476.85	393.15
<a href="#">110-44800-241</a>	Libraries - Electric	35,159.00	35,159.00	2,770.45	30,974.86	30,974.86	4,184.14
<a href="#">110-44800-242</a>	Libraries - Water	660.00	1,160.00	123.75	889.76	889.76	270.24
<a href="#">110-44800-243</a>	Libraries - Sewer	1,020.00	1,020.00	59.85	717.08	717.08	302.92
<a href="#">110-44800-245</a>	Libraries - Phones / Fax / Internet	6,840.00	6,840.00	583.54	5,702.61	5,702.61	1,137.39
<a href="#">110-44800-249</a>	Libraries - Stormwater Fee	648.00	648.00	53.94	539.40	539.40	108.60
<a href="#">110-44800-260</a>	Libraries - R & M Facilities	8,040.00	8,040.00	735.00	4,791.08	7,561.68	478.32
<a href="#">110-44800-280</a>	Libraries - Travel	375.00	75.00	0.00	0.00	0.00	75.00
<a href="#">110-44800-287</a>	Libraries - Meals And Entertainment	900.00	900.00	0.00	151.75	277.78	622.22
<a href="#">110-44800-312</a>	Libraries - Small Items Of Equipment	7,300.00	7,300.00	3,381.49	10,951.89	11,166.89	-3,866.89
<a href="#">110-44800-320</a>	Libraries - Operating Supplies	10,525.00	10,525.00	827.34	6,451.49	7,404.66	3,120.34
<a href="#">110-44800-330</a>	Libraries - Inventory Supplies	12,000.00	11,319.00	0.00	6,578.52	7,929.33	3,389.67
<a href="#">110-44800-331</a>	Libraries - Oil, Fuel, Etc.	520.00	520.00	0.00	0.00	0.00	520.00
<a href="#">110-44800-900</a>	Libraries - Capital Outlay	30,000.00	30,681.00	0.00	23,961.54	30,456.54	224.46
<b>Function: 44800 - Library Total:</b>		<b>475,788.00</b>	<b>475,788.00</b>	<b>44,977.79</b>	<b>379,046.42</b>	<b>392,418.43</b>	<b>83,369.57</b>
<b>Function: 44880 - Children's Library</b>							
<a href="#">110-44880-110</a>	Children's Libr. - Salaries	32,736.00	32,736.00	3,775.22	27,654.57	27,654.57	5,081.43
<a href="#">110-44880-117</a>	Children's Libr. - Annual Longevity Pay	500.00	500.00	0.00	500.00	500.00	0.00
<a href="#">110-44880-130</a>	Children's Libr. - Employee Benefits	2,666.00	2,666.00	296.26	2,228.47	2,228.47	437.53
<a href="#">110-44880-142</a>	Children's Libr. - Hospital & Health Insur...	9,058.00	9,058.00	711.86	6,665.59	6,665.59	2,392.41
<a href="#">110-44880-143</a>	Children's Libr. - Retirement	2,292.00	2,292.00	209.91	1,537.65	1,537.65	754.35
<a href="#">110-44880-144</a>	Children's Libr. - Dental Insurance	453.00	453.00	11.97	121.46	121.46	331.54
<a href="#">110-44880-145</a>	Children's Libr. - Vision Benefit	200.00	200.00	0.00	168.00	168.00	32.00
<a href="#">110-44880-147</a>	Children's Libr. - Unemployment Insura...	29.00	29.00	0.00	27.98	27.98	1.02
<a href="#">110-44880-148</a>	Children's Libr. - Employee Ed. & Training	50.00	50.00	0.00	0.00	0.00	50.00
<a href="#">110-44880-200</a>	Children's Libr. - Contractual Services	1,400.00	1,400.00	0.00	531.00	531.00	869.00
<a href="#">110-44880-320</a>	Children's Libr. - Operating Supplies	1,500.00	1,500.00	383.60	1,214.39	1,470.66	29.34
<a href="#">110-44880-330</a>	Children's Libr. - Inventory Supplies	2,000.00	2,000.00	0.00	1,999.27	1,999.27	0.73
<b>Function: 44880 - Children's Library Total:</b>		<b>52,884.00</b>	<b>52,884.00</b>	<b>5,388.82</b>	<b>42,648.38</b>	<b>42,904.65</b>	<b>9,979.35</b>
<b>Expense Total:</b>		<b>528,672.00</b>	<b>528,672.00</b>	<b>50,366.61</b>	<b>421,694.80</b>	<b>435,323.08</b>	<b>93,348.92</b>
<b>Fund: 110 - General Fund Total:</b>		<b>528,672.00</b>	<b>528,672.00</b>	<b>50,366.61</b>	<b>421,694.80</b>	<b>435,323.08</b>	<b>93,348.92</b>
<b>Report Surplus (Deficit):</b>		<b>-528,672.00</b>	<b>-528,672.00</b>	<b>-50,366.61</b>	<b>-421,694.80</b>	<b>-435,323.08</b>	<b>-93,348.92</b>

## State Standards

### 2020-2021

1. Report to board on technology training, online resources, outreach, community partnerships **(do all year)**
2. Tennessee Trustee certification
3. Review the long range plan annually **(July)**
4. Determine if long range plan meets community needs **(need to do surveys)**
5. Meet Maintenance of Effort **(September)**
6. Board presents budget
7. 10% budget for materials
8. Collection weeded according to Crew **(July)**
9. Turnover rate calculated annually **(July)**
10. Technology plan is reviewed annually **(July)**
11. Staff complete hours of training **(July)**
12. Hosts at least 1 TEL session annually **(maybe virtual?)**
13. Teen Advisory Board **(Going to start meeting again)**
14. TAB provides quarterly report to director **(will do once they start meeting again)**

### 2019-2020

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

### 2018-2019

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

## POLICIES OF THE WHITE HOUSE PUBLIC LIBRARY

### SECTIONS

- A. General
- B. Powers and Duties of the Library Director
- C. Borrowers
- D. Acquisitions
- E. Circulation
- F. Computer Circulation
- G. Overdue, Damaged, and Lost/Claims Returned Material
- H. Fines and Services Cost
- I. Use of the Building

#### **A. GENERAL**

1. The library hours of operation are:

Monday, Tuesday, and Thursday	9:00-8:00
Wednesday	9:00-5:00
Friday	Closed
Saturday	9:00-4:00
Sunday	Closed

Hours of individual work by the staff will be set by the librarian

2. Holidays to be observed are:

New Year's Day	January 1 <sup>st</sup>
Martin Luther King, Jr. Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	4 <sup>th</sup> of July
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veterans Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Eve	December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>

The library follows the city's policy for legal holidays.

3. The library shall not store material of any organization except the White House Public Library.
4. Any exhibits or displays sponsored by the library must be authorized by the board.
5. Standing committees shall be appointed annually by the chairman.

6. New members of the Library Board shall be appointed by the Board of Mayor and Aldermen. The Library Board shall consist of the mayor or his designee, and six citizens, four of which must be city residents (Ord. No. 2-201 of The White House Municipal Code.).

#### **B. POWERS AND DUTIES OF THE LIBRARY DIRECTOR**

1. The librarian shall keep accurate records of:
  - a. Circulation of all items by patrons.
  - b. Public computer usage by patrons and visitors.
  - c. Registration of borrowers.
  - d. Notification of borrowers regarding overdue books and materials.
  - e. Funds collected from overdue fines, donations, services fees, etc. as well as any waived fines for system errors, human errors, or other special reasons that are approved by the library director.
  - f. Record of memorial books and sending written acknowledgments.
  - g. All materials holdings, including acquisitions and withdrawals.
2. The librarian:
  - a. Attends meetings of the Library Board and makes regular bi-monthly reports on circulation, finances, activities, etc. to the board
  - b. Makes recommendations to the board on ways to improve the Library's service to the community and implements decisions made by the board.
  - c. Attends in-service training programs and state professional meetings when possible.
  - d. Makes a monthly report on circulation to the Regional Director.
  - e. Sees that the disruptive behavior policy is enforced in the library.
  - f. Sees that materials on the shelves are in good order and shelves are periodically read and weeded.
  - g. Sees that all materials purchased for the White House Public Library are classified, catalogued and processed.



### C. BORROWERS

1. Patrons 17 years of age and older must submit a library card application and provide the following to receive a library card
  - A valid legal ID (Driver's License, State ID, Military, Passport) with current address, OR
  - A valid legal ID and proof of address.

By clicking submit and accepting the library card, patrons agree to accept all the library rules and policies.

2. Juveniles 16 years of age and under may apply for a library card with a parent, legal guardian, or legal caregiver acting as the responsible party. The parent, legal guardian, or legal caregiver must present a valid picture ID and proof of address. The parent/legal guardian/legal caregiver and the juvenile must both be present at the time of application. By signing submitting the application, the parent/legal guardian/legal caregiver agrees to accept full responsibility for any items borrowed, damaged, or lost, and any fines incurred on the juvenile card.
3. Library cards are issued free of charge to Tennessee residents. Individuals residing outside the state are eligible for an out of state card, which has a 1-year validation and an annual fee of \$10 for adults and \$5 for juveniles.
4. Patrons who pay for an annual friends of the library membership will be given special check out privileges. These privileges include 3 weeks checkout and 3 weeks renewal on all items excluding hot spots. These privileges must be renewed every year.
5. Library cards shall be issued with an expiration date of 1 2 years to be updated bi-annually in the computer.
6. Patrons must come into the library to update their library privileges.
7. Borrower identification may be requested at the discretion of the library staff.
8. All cards unused for 3 years will be discarded.

### D. ACQUISITIONS

1. All gifts and memorials shall be approved by the librarian and/or board before being added to the library.
2. A volume not to exceed \$30.00 shall be placed in the library in memory of any deceased board member who has served since 1987.
3. All gifts to the library become the sole property of the library and their placement and/or disposal shall be at the sole discretion of the library director or board. All fines, donations, or memorial gifts to the library go to the White House Public Library.

4. The library will not accept donations if the items are stained, have water damage, mold, bugs, offensive odors, are dirty, dusty or yellowing. The library will not accept VHS tapes, books that are more than 10 years old that are not of historical value or needed in the collection, encyclopedias, reader digest, or textbooks. The library may also refuse to accept donations that fall within the guidelines if there is limited space available. The library will only accept 2 boxes or 4 bags of items from a patron at a time. It is requested that patrons call the library in advance before bringing in their donations.
5. The library will accept items in exchange for fines only on a need-based system. If the library director believes the library needs or can utilize an item(s) that a patron is willing to donate, then the director may decide to waive that individual's fines in exchange for the item(s). The director will decide the amount of fines to be waived. Patrons are not allowed to set the value of an item. If the director believes that the item(s) will not be an asset to the library, then all donated items will be considered a regular donation. Once the regular donation is given to the library, it then becomes the sole property of the library and the library will decide on its use as the organization sees fit.

#### E. CIRCULATION

1. Patrons may only check out four items, excluding technology devices, on their first visit. Hot spots are the only tech device that may be checked out on first visit. After those items are returned, they may check out 25 items on a kid's card and 40 items on an adult card with a limit of 6 5 DVDs, 6 5 audio books, 6 5 music CDs, 10 5 magazines, 4 5 puzzles, 4 5 board games, 4 5 video games, 5 cake pan and 4 5 plush sets. Patrons must have their card for 30 days before being eligible to check out non-hot spot technology devices. Patrons may check out 3 tech devices and 1 Hot Spot one of each type of technology device per card. Technology devices may not be checked out on a child's card. STEAM packs may be checked out on a child's card as long as the child's guardian signs the Inventory Acknowledgement form.
2. Technology devices include but are not limited to: hot spots, kindles, tablets, launchpads, playaway views, Chromebooks, steam packs, etc. A patron must present a valid driver's license to checkout a technology device that's value is over \$100 and sign a technology circulation form. The form and a copy of the patron's driver's license will be kept on file until the device is returned. Then the copy of the driver's license will be shredded. The All technology devices must be turned in at the front desk to a library staff. Technology devices can only be checked out on an adult card. Patrons must have their card 30 days to check out a technology device and have an account balance of \$0.
3. Materials are checked out only to persons with valid library cards and whose fees do not exceed \$5.00 \$10.00. Patrons must have an account balance of \$0 to check out technology devices.
4. All patrons must present their valid White House Public Library card in order to check out materials. Patrons may present a positive ID, such as a valid driver's license with picture up to five times, at which time they must pay for a replacement card to check out material.

5. Individuals may not use another patron's card to check out items, due to privacy issues and verification of residency. Individuals may only use another person's card if 1) they are the legal guardian of a child and the child is either present or the guardian's card has less than ~~\$5~~ \$10 fines on his/her account, or 2) the patron has signed a circulation release form allowing another patron access to his/her card. Patrons may not use another person's card to check out a technology device.
6. A patron may only give another individual permission to use his/her card if the following criteria apply 1) the patron has a medical condition or is elderly, causing the patron to be unable to make it to the library on his/her own; 2) the patron is going on vacation for a short period of time and is having another individual care for family members; or 3) the individual has talked with the library director and has been approved for a special reason not listed above.
7. Patrons should notify the library immediately of change of address, phone number, etc.
8. Patrons are responsible for all materials checked out on their library card. Patrons are to notify the library IMMEDIATELY upon loss or theft of their library card, in order to avoid unnecessary charges or fines. Lending library materials to others does not relieve the card holder of responsibility for items checked out on his/her card or for fines or other charges that may accrue. Patrons must sign a release form to lend their card to another patron.
9. All items check out for 2 weeks, unless ~~they are a friend of the library~~ they are checked out on a friends of the library card, which has different privileges. All items, except technology devices, may be renewed ~~3~~ 2 times unless another patron is waiting, ~~except for STEAM packs. STEAM packs may only be renewed once.~~ After the renewals, the materials must be returned to the shelf for 24 hours, after which the material may be checked out again to the same patron.
10. The library assumes no responsibility for damage caused to a borrower's DVD player or game system by a library movie/game.
11. Copyright laws limit movies to home viewing only and prohibit their duplication.
12. No item shall leave the library until it has been processed.
13. Valuable volumes are to be used only under the librarian's supervision in the library. The user must register with the librarian before using these materials in the library, and the librarian shall check off the user's names on return of the same. (This practice is required for the protection of the librarian, who is responsible for these materials.)

#### **F. COMPUTER CIRCULATION**

1. The library provides public access computers, laptops, tablets and WIFI for checkout.
  - a. Children under 12 years of age must have adult supervision to use a computer. Children ages 13 to 17 years of age must have a library card to check out a computer. Children under the age

of 8 must be supervised while parent or guardian is using the computer. Parents/legal guardians assume responsibility for anything their children may access on the Internet. The Library is not responsible if children violate Library or parental rules. The Library's computers are not under constant employee supervision.

b. Computers check out for a 60 minutes session but will automatically go into extra time if not all of the computers are occupied.

d. Filtering software is on all public and staff computers. Users, 17 years of age and older, are by law considered adults and have the right to request that the filtering software be disabled while they are on the Internet.

e. Library staff is here to aide in understanding and using the computers. Staff members are not able to type in personal/private information while assisting patrons as this is a breach of privacy and put staff at risk of liability. If patrons are unable to use a computer on their own, it is recommended that they bring someone to assist them or they may set a one-on-one help session/attend library computer classes during their schedule times.

f. Adults without a library card may checkout the computers as a guest. If a patron lives in the surrounding area, they may check out a computer 12 times as a guest, before being required to get a library card.

2. Patrons do not have to have a library card to access the library's WIFI.

~~3. Patrons may checkout tablets as a technology device.~~

4. To checkout a laptop, the patron must have a driver license, which will be given to the staff upon checkout. Laptops are only for in-house use and may not leave the building. Once the patron has returned the laptop, the staff member will return the patron's ID. The patron is guaranteed a 60 minute session with the laptop unless no one is waiting at which time the patron may keep the device longer.

## **G. OVERDUES/FEES, DAMAGED, AND LOST/CLAIMS RETURNED MATERIAL**

1. Overdue fines and service fees are as follows:

- Children's and juvenile books: 1- day grace period. \$0.10 per item, per day. \$3.00 maximum per item.
- All DVDs, Video games, board games, audio books, music CDs, plush sets, puzzles, cake pans, adult and YA books : 1 day grace. \$0.10 per day. \$5.00 maximum per item.
- Technology devices and STEAM packs: No grace period. \$1.00 per day. \$10.00 maximum per item.
- Hot Spots: No grace period. \$3.00 per day. \$30.00 maximum.
- Faxes: \$1.00 per page. Cap at \$10 charge.

2. A first notification via automated E-mail or PhoneTree will be sent to patrons with materials 7 days overdue. After 14 days, the patron is sent a second reminder in the same manner. At 21 days, the patron is sent a letter by first-class mail.
3. Once material has been kept out of the library for 3 months the library will send one more final notice through mail with option of sending it certified. The patron's account will be charged any late fee, replacement cost fee, and certified fee 30 days after their final notice. Unless the fee is paid, the borrower shall lose library privileges. Once an item has been late over 4 months, the librarian has the option to turn the patron's contact information over to the city attorney.
4. The patron is responsible for alerting the staff to an item that is damaged at checkout. Failure to do so will result in the patron being charged for the cost of the item. Missing or lost CDs, games or DVDs are to be paid by the last person who checked the material out.
5. When a patron claims that a library item still checked out to him/her has been returned, library staff are to follow this procedure:
  - a. Check the stacks first to see if they can locate the item(s).
  - b. If the item(s) is not located, renew the item(s) and ask the patron to continue to search for the item(s).
  - c. If the patron cannot find the item after that 2 week period, then staff will mark the book claims return.
  - d. Staff will then use the wand and RFID tag finder to search for the item(s).
  - e. If the item(s) is still not found, the patron will be charged for the missing item.

#### **H. FINES AND SERVICES COST**

Overdue books, audio books, music CDs, magazines, plush sets, puzzles, board game, DVDs, video games, cake pans	\$0.10
Overdue Tech devices and STEAM packs	\$1.00
Overdue Hot Spots	\$3.00
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

## I. USE OF THE BUILDING

1. Special use of the library must be made in advance with the librarian. This includes class visits, special functions, story hour, large tutoring groups, etc.
2. Individuals inside or outside the building may be held liable for any damages/vandalism that the said individual(s) causes. Upon determination of the cost of repairs to the damaged area/item, the library director has the right to add said cost to the individual's library card or file a vandalism report with the White House Police Department for large expenses. If the individual does not have a library card, the individual will be banned from the library and the library director and library board will decide whether to pursue additional charges.
3. Use of the facility shall be kept in compliance with current city rules and regulations.
4. Study rooms will check out for a two hour period and may be renewed if no one is waiting. Study rooms 1 & 2 may be reserved one month in advance on a first come first serve bases. Reserved rooms will only be held 30 minutes passed their reservation time unless a patron calls to say he/she is on the way. Then the room may be held longer. The library director has the right to restrict a patrons right to reserve a study room after 2 no shows without prior cancellation.
5. Use of the study rooms shall be in keeping with the following:
  - a. The electronic calendar is to be maintained on ~~Outlook~~ Google Calendars
  - b. The person or persons in charge of the group having the meeting are responsible for the room and for the conduct of the meeting.
    1. The meeting must be orderly.
    2. The meeting cannot interfere with the normal library activities.
    3. The group must set up the meeting room before their meeting, and must return the room to its prior condition following the meeting.
    5. No food or drinks are allowed in the study room.
    6. 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 that individual.
  - e. A copy of library rules for use of the meeting room ~~shall be given to each person who reserved the room.~~ Shall be posted in each study room.
  - f. Those without a library card wishing to use a study room will have to complete a study room checkout form.

## **J. PRESENTATION EQUIPMENT**

1. The library offers the following presentation equipment for checkout:
  - a. Projectors
  - b. Web cameras
  - c. Laptops
  - d. Presentation clickers
  - e. Display easel

All of these items must remain in the building. Patrons may use the above listed material for the entire day unless another patron is waiting. Patrons must ask staff at front desk in order to access and use these items. If the patron damages the item while it is in use, they will be charged the repair or full cost of the item. The cost of each item is as follows:

- Projector: \$300
- Web cameras: \$35
- Laptops: \$500
- Presentation clickers: \$20
- Display easel: \$30

Revised by library board on September 12, 2019

## **White House Library Disruptive Behavior and Banning Policy**

Revised by library board on January 12, 2017

The White House Library tries to ensure that the library facility is safe, welcoming, and provides adequate services and resources for its patrons. The White House Library offers its services to all residents of the community regardless of age, sex, racial or ethnic origin, religion, economic status, etc. The purposes of this policy are to define the types of behavior that are unsuitable inside the White House Library, on property grounds, and while using library resources and to clearly identify the measures that the library staff may take when patrons violate the library code of conduct.

Library users have a right to assume that visits to the library will be free from harassment, free from physical discomfort and danger, and free from psychological and emotional stress. To assure the successful implementation of this policy, the White House Library Board believes unacceptable behaviors include, but are not limited to the following:

- Committing or attempting to commit any activity that would constitute a crime or a violation of City or County ordinances.
- Displaying or using any dangerous weapon upon library premises or using or threatening to use any other object in such a manner that it may be considered a weapon.
- Engaging in any physically intimidating or assaultive behavior or making any threats of violence or requests of unlawful activities. The library has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be immediately ejected from the library.
- Causing any psychological or emotional stress to library users or staff.
- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
- Trespassing by entering or remaining on library premises after having been notified by an authorized individual not to do so, and entering or remaining on the library premises during the period in which an individual has been banned from the premises.
- Refusing to follow the reasonable directions of library staff.
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including, stalking, prolonged staring, or following another with the intent to annoy or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.
- Impeding on the personal space of another patron or staff members.
- Leaving children under the age of 9 unattended in the library or on the grounds.
- Engaging in any sexual contact, activities or conduct.
- Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside a library building, doorway or vestibule without prior authorization of the Library Director or designee.
- Eating, drinking, smoking e-cigarettes or tobacco or using other tobacco products inside the library.



- Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other library users.
- Using obscene or abusive language, whether written or spoken.
- Improperly using library restrooms or facilities for purposes such as bathing, shaving or changing clothes.
- ~~Taking library materials into the rest rooms.~~
- Bringing any animal into the library without permission unless it is a service animal.
- Bringing personal items into the library that may be offensive or obscene to others.
- Entering non-public library areas such as staff break rooms, work rooms, etc. without permission.
- Removing of any library property from the building without authorization through the use of established lending procedures.
- Willfully destroying, damaging or stealing library property or the property of library users or staff.
- Moving furniture without the express consent of the library staff or use of furniture in any manner that may damage the furniture, including placing feet on the furniture.
- Blocking of aisles with personal items or leaving such items unattended on library premises at any time. Items may be removed from the library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more.
- Interfering with the safe and free passage of library staff or patrons on the premises including but not limited to the placement of objects in hallways, aisles, flooring or elsewhere in a manner that impedes the free passage of such persons exiting, entering or already inside the library.
- Violating the library rules for acceptable use of the internet and library public computers/laptops.
- Not wearing a shirt or shoes within the library or wearing clothing that is offensive or inappropriate such, as see-through or revealing clothing.
- Using library telephones without permission.
- Talking on cell phones during a library program.
- Entering or remaining upon library premises with a bodily hygiene so offensive that it constitutes a nuisance to others.
- Sleeping, napping or dozing in or on the library premises.
- Adults are permitted in the Children's and Teen areas when accompanied by a child/youth or if the adult is actively reading/using library materials from the child/teen areas. Any adult not in compliance with this provision will be asked to use other areas of the library.
- Recording/photographing on the library premise, library users or library staff without prior approval.
- Filming/photographing library users, staff or the facility in secret.
- Causing emotional, physical or physiological harm to library users or staff from the filming/photographing.

- Disturbing library users or staff due to the noise, lighting, or equipment associated with filming or photographing on the library premise.
- Blocking certain areas of the library while filming or photographing.
- Causing damage to the library facility during the filming or photographing.
- Refusing to stop filming/photographing for breaking any of these policies.

### **Staff Response to Infractions**

When a person violates this code of conduct, he/she will be informed of the policy and asked to cease by library personnel. If the behavior persists after being asked to stop, then the violator will be asked to leave the premises for at least 24 hours. The Library Director should be contacted as soon as possible if a person is banned for 24 hours from the library. The rest of the staff should also be notified of the individual's name and why he/she was banned.

If a person exhibits behavior that constitutes an imminent serious threat to library property, library users, or library staff, or is repeating an offense that caused the individual to be previously banned for a 24-hour period, then library staff should contact the police immediately to have the individual removed from the premises. The staff will also inform the individual that he/she is now banned from the library. The Library Director will review the reasons that the person was banned and determine if the ban should remain in effect or be lifted. The Director will send a letter to the individual informing him/her of the length of the ban or the removal of a ban. The Director will also inform the staff members, Library Board Chair, and City Administrator of the incident and action taken.

If the Library Director feels the individual should be banned for a period greater than 12 months, then the Library Board must vote to determine the time frame for which an individual should be banned.

Should a banned individual want to contest a ban then notification must be made via letter, email, or phone call to the Library Director. The Library Director will inform the Board and the appeal will then be heard at the next regularly scheduled meeting of the Board of Trustees unless the Board agrees to hold a special meeting. Trustees will decide by majority vote to lift the ban. A person's ban will remain in effect until this vote is taken. Once the Board has voted to either lift or leave the ban, then the Library Director will contact the person making the appeal to inform him/her of the Board's decision.

All staff members have the authority to ask someone to leave for a 24-hour period if they feel the need to do so. If a patron fails to leave the library when ordered to do so by a staff member, then the police should be called to have the individual ejected. Staff members need to notify the Library Director of any ban. If the Director cannot be reached, then the Catalog Supervisor Librarian should be notified unless unavailable in which case the Children's Catalog Librarian should be notified. The Library Chair should also be notified of any major incidences.

### **Juvenile Banning Procedure**

If the violator is a minor and has been asked to stop his/her behavior, then staff members will contact the child's parent and have the legal guardian remove the child from the library premises. If the child's

parents cannot be reached, then the proper law enforcement will be called. If the minor commits a second offense after being removed from the library once before, then an alternative ban may be issued in which the minor is not allowed to use the library unless he/she is accompanied and supervised by his/her legal guardian for a set period of either 30 to 60 days. Failure to abide by the restriction, or if the minor commits a serious offense, may result in the juvenile being banned from all library premises.

### **INTERLIBRARY LOAN POLICY**

Patrons may request, through interlibrary loan, material not found in the collection. Materials not available for interlibrary loan include those titles in high demand and/or less than one year in publication. There will be no charge for ILL service. There is one exception, if the lending library charges a fee, the fee may be passed on to the borrowing patron. Borrowers must be patrons in good standing, having had their card for a minimum of 30 days. They must have no ~~overdue materials~~, lost items, fines exceeding \$10, or unpaid fees for replacement of damaged items against their account. Patrons should have no more than four items checked out on ILL at one time. Patrons may order no more than four items at one time. The library director will have discretion to limit patrons' access to ILL service if a patron is excessively late in returning materials or fails to pick up ordered materials when notified by staff.

# INTERNET SAFETY AND USE POLICY

## WHITE HOUSE LIBRARY

The library is pleased to offer the public use of the Internet as part of the library's mission of providing materials and services to meet patrons' personal, educational, and professional needs. to be an essential community hub that provides tools, resources, and assistance.

By logging onto this computer, user agrees to follow the policy guidelines outlined below:

Violation of any local, state or federal statute is prohibited.

WHL has no control over the information obtained through the Internet and cannot be held responsible for its content or accuracy. Parents/legal guardians assume responsibility for anything their children may access on the Internet.

Willful misuse, resulting in damage to equipment, software or other library resources will result in prosecution.

Users must accept all U.S. Copyright laws and licensing agreements pertaining to software, files and other resources obtained via the Internet. The library expressly disclaims any responsibility resulting from copyright infringement by a library patron.

In accordance with the Tennessee Code Title 39, Chapter 17, Part 9, sending, receiving, or displaying text or graphics that may be reasonably construed as obscene by community standards are prohibited, regardless of age.

Internet users are prohibited from using the library computers to compromise the safety and security of minors when using email, chat rooms, social media and other forms of direct electronic communications. Such use includes, but is not limited to, giving others private information about one's self or others or arranging a face to face meeting with an individual one has met on the Internet without a parent or legal guardian's permission.

Engaging in any of the following activities is a violation of policy; libeling or slandering of others; uploading a virus, or other harmful form of programming or vandalism; participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems.

If you do not agree to the WHL Internet Safety and Use Policy, Do not log on and return computer card and log on code to the front desk.

Revised by library board on January 12, 2017

## White House Public Library Security Camera Policy Statement

The White House Library enriches and strengthens our community by providing current and popular materials, promoting the benefits and joys of reading, and connecting patrons with the resources and information necessary for personal growth and lifelong learning. is an essential community hub that provides tools, resources, and assistance.

The library strives to complete this mission by providing a safe and welcoming environment where patrons can use the library facility and resources free from fear and discrimination.

To help ensure the safety of library visitors, staff, patrons' belongings, and library resources/equipment, the White House Library has installed security cameras throughout the library premises. These cameras will be used to discourage violations to the library's Disruptive Behavior Policy, to aid staff in preventing the occurrence of any library or law violation, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. This policy will state the procedures of camera use and guidelines for placement and retrieval of recorded video images. The White House Library affirms that this policy is in adherence to the library's and state laws on privacy.

### Procedures

- Cameras are installed at library locations on an as-needed basis in both indoor and outdoor areas.
- Signs will be posted at library entrances informing the public that security cameras are in use.
- Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the library's Rules of Conduct is restricted to designated staff: Library Director and Persons-in-Charge (PICs).
- Access is also allowed by police when pursuant to a subpoena or, court order, or when otherwise required by law.
- Real-time monitors will only be displayed on desktop monitors placed in secure areas to ensure private access.
- Security cameras differ in their recording length, and will automatically record over themselves on an ongoing basis. Video records will not be maintained, provided no criminal activity or policy violation has occurred.
- In situations involving banned-and-barred patrons, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images are archived in the library for 5 years.
- Questions from the public may be directed to the Library Director.

### Guidelines

- Digital video security cameras may be placed in both indoor and outdoor areas.
- Because security cameras are not constantly monitored, staff and members of the public should take appropriate precautions for their safety and for the security of personal property. Neither

the White House Public Library nor the City of White House is responsible for loss of property or personal injury.

- Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include, but are not limited to, entrances, book stacks, public seating areas, hallways, individually closed off rooms, the book drop, etc.
- Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as in restrooms.
- Cameras will not be installed for the purpose of monitoring staff performance but may be referenced if a staff member commits behavioral misconduct or criminal activities on the premises.
- Images will typically be stored for an average period of 14 days. As new images are recorded, the oldest images will be automatically deleted. The length of time varies depending on the camera's memory and recording length.
- Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.
- A copy of this policy may be shared with members of the public upon request. The policy is also posted on the White House Library's official website.

## **White House Library's announcement, pamphlet and poster policy**

The White House Library maintains the following policy for posters, flyers, pamphlets, brochures, and any other type of information document.

- Only documents of non-profits, schools, government agencies or flyers that meet a need in the community will be posted.
- Each item must be approved, initial and dated by the library director before being posted.
- Items that are in objectionable taste will not be approved.
- Documents that are written in another language must also have an English translation.
- Space for posting is limited and will be posted on a first come first serve bases.
- The document will only be posted until the date of the event.
- Documents with general information and no date will be left in the library at the director's discretion based on space limitations, other organization requests, and community interest.
- Approval to post does not mean that the WH library endorses the organization or information on the document.

## White House Library's display policy

In keeping with the White House Library's vision statement of providing information and material for independent learning and personal growth, being a place to connect, the WH Library will house displays that meet these criteria as space allows the guidelines below and will fit in the allotted library space.

### Application process

Groups/individuals that wish to have a display in the library must first submit a display application for review by the library director. Approval of a display to be housed in the WH Library does not imply endorsement of the displayer's beliefs, policies, or programs by the White House Library staff or Board of Trustees. Individuals or organizations whose applications to display have been denied by the library director may submit a "Request for Reconsideration" for the library board to review. The Library will not censor or remove a display, exhibit, or item solely because members of the community may object to its content. Individuals who object to a particular display, exhibit or item must complete a "Request for Reconsideration" form. Requests for reconsideration will be answered in writing by the Library Board. Should an individual wish to pursue the complaint, s/he may address the Library's Board.

### Display Rules

The White House Library will not accept displays that are:

- Political/Current Affairs issues
- Religious
- Offensive in nature
- Personal and unrelated to the library's mission

Library created and city displays are not subject to these limitation. Displays will not be housed for more than a month. The same individual or group may not mount a display more than one time in a one 12-months period. It is the responsibility of the organization to set-up and removes the displays on the designated removal date. If the organization fails to remove their display within one week of the designated removal date, then the WH Library has the right to remove and depose of the display. The individual or organization may be held liable for repairs to the Library that is a direct result of damages caused by a display or by its installation or removal. The group/individual may only display in the space designated by the library staff and not expand to more areas. The individual/organization is responsible for publicizing the display. The WH Library will not be held liable in case of theft, vandalism, fire, natural disasters, or any other loss of damage to the exhibited material. If exhibitors desire insurance, they must arrange for it at their own expense. The WH Library cannot provide storage for the property of organizations or individuals displaying in the Library.

Approved by Library Board November 12, 2015



## Privacy Policy

### 1. Confidentiality of Library Records

- a. The White House Public Library strives to protect the privacy of its users. In accordance with the Tennessee State Law, Title 10, Chapter 8 of the Tennessee Code Annotated, no employee of the White House Public Library shall disclose any library record that identifies a person as having requested or obtained specific materials, information, or services or as having otherwise used the library.
- b. The library staff is not allowed to give personal information that a patron provides to the library to another individual, nor will the library sell such information to third parties.
- c. The library will release information to the parent or guardian of a minor for the purpose of recovering overdue material and settling accounts for lost or damaged material.
- d. Patron information and library records may be released only to a law enforcement agency after presentation of a processed court order (subpoena or search warrant).

### 2. Electronic Resources Confidentiality

- a. The library's computer software automatically erases all activity data after each use to protect patron privacy.
- b. The library's printers will automatically erase documents after patrons pay for the items to be printed. ~~hold documents in the queue for two hour before the document erases. The printers will not automatically delete documents left sitting in the queue. Patrons can erase unwanted documents in the printer queue after printing without paying for them.~~ The library is not responsible if a patron's document(s) is printed by another individual due to that patron's failure to erase his/her document(s)
- c. Patrons do not have to log in to use the online public access catalogs (OPAC). Searches are not saved on the OPAC unless a patron chooses to log into his/her account. The library staff is not responsible for changes to patron account information or personal data acquired in the event that a patron does not log off their personal account on a library OPAC. OPACs are reset at the beginning of each day.

### 3. Social Media and Public Relations

- a. The library will not post photos of patrons to social media pages unless the patron and/or legal guardian of a child has signed a photo release form, the picture does not show the patron's face, or the patron's face is blurred.
- b. The library will not send photos of patrons to newspaper unless the library has a photo release form. The library is not responsible if the press or third party take photos of library events which include patrons that are then posted on social media or published in newspapers.

## Request for Library Display

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Representing: Self \_\_\_ or Organization (please identify): \_\_\_\_\_

Dates of Display time: Start \_\_\_\_\_ End \_\_\_\_\_

Describe type of display on which you are requesting reconsideration:

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Please answer the following questions completely. Use additional pages if necessary.

1. Please explain the reason you would like to display in the library?
2. Why do you feel this display will meet the library's criteria of providing information for independent learning and personal growth? Mission of being an essential community hub that provides tools, resources and assistance?

I have also acknowledge that I have received a copy of the display policy rules and agree to follow them and accept responsibility should I or any in my organization breach any of the listed rules/guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Approved by Library Board November 12, 2015

### Request for Reconsideration of Library Display

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Representing: Self \_\_\_\_ or Organization (please identify): \_\_\_\_\_

Describe the type of display on which you are requesting reconsideration:

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Please answer the following questions completely. Use additional pages if necessary.

1. Please explain the reason you would like to display in the library?

2. Why do you feel we should reconsider and approve your display?

3. Why do you feel this display will meet the library's criteria of providing information for independent learning and personal growth?

4. Would you be willing to alter the display to better meet these criteria meet the library's guidelines?

## **White House Public Library Filming and Photography Policy**

The following policy is designed to outline what filming and photography is permissible on the White House Library's property.

### **Individual or Groups**

Any individual or group wishing to film or photograph on library property must first fill out the attached form and submit it for review. They may not film or photograph without prior approval. The individual or group has the responsibility of obtaining releases or permission to photograph or film anyone using the library separate from obtaining permission to film/photograph on the premise. The individual or group's filming/photography must not violate the White House Library's Disruptive Behavior Policy which includes the following:

- equipment of the individual or group may not obstruct passageways/areas, use bright flashes, be noisy or cause damage to the facility
- must not disturb library users/staff emotionally, physically or physiologically

Permission to film/photograph may be revoked at any time if the activity fails to comply with the above guidelines, or appears to compromise public safety and security.

### **News Media**

The White House Library will allow news media doing stories or projects related to the library and its programs/services to film/photograph. Prior approval is encouraged, however, impromptu interviews or coverage will be allowed with verbal consent from the director or assistant director depending on the reason for the coverage.

News media will not be granted the right to film/photograph on the library premise for stories or interviews unrelated to the library.

### **White House Library Use**

The White House Library may film/photograph any of its own events and programs. Library patrons consent to being filmed or having their photo taken at library events/programs unless they specifically inform staff otherwise. It is the patron's responsibility to notify staff if they do not want to be photographed or filmed.

### **Meeting Room**

Individuals or groups using a study room may film/photograph without prior permission as long as it does not breach the disruptive behavior policy.

**White House Public Library**  
**Filming and Photography Permission Form**

Name of company or Individual: \_\_\_\_\_

Contact Name (if different): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Reason for Filming/Photographing:

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Request Date/Time: \_\_\_\_\_

Are you 18 years of age or older?    Yes   ☐                      No   ☐

If no, please list your age \_\_\_\_\_

☐ *By checking this box, the undersigned agrees to abide by the policies of the White House Public Library and understand that failure to follow the policies will result in revoking the right to film/photograph on the premise.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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Library Use Only

Approval: Yes   No   If no, give reason: \_\_\_\_\_

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Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_