

White House Library Board Meeting Agenda
Billy S. Hobbs Municipal Center
Court Room
May 12, 2022

- I. Call TO ORDER
 - A. Roll call of Trustees
 - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM March 10, 2022
- III. COMMUNICATIONS
- IV. REPORTS
 - A. Regional Director
 - B. Library Director
 - a. Monthly Reports
 - b. Upcoming events/updates
 - i. Food for fines
 - ii. National Medial Award
 - c. Budget
 - d. State Standards
 - e. By-Law review
 - C. Committees
 - 1. Executive
 - 2. Finance and Budget
 - 3. Marketing and Public Relations
 - a. Fandomcon updates
 - 4. Policy Review
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURN

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

I. Call to Order: 7:03pm

A. Roll call of Trustees: Joyce Partain, Linda Silver, Carter Beck, Cherry Richardson. Absent: Andrew Armstrong, John Corbitt, Katy Hornbeck.

B. Welcome Visitors: Elizabeth Kozlowski, Jerry Herman and Cecilie Maynor

II. Approval of Minutes from January 13, 2022: Cherry Richardson motioned to approve the minutes, Joyce Partain seconded the motion. All approved the minutes.

III. Communications: none

IV. Reports

A. Regional Director: The regional library board is going to be dissolved. The state is looking for board members for the advisory council. See Cecilie for more information. The state is asking all libraries to have a censorship policy and be aware of it. The regional library has the following staff training sessions coming up: virtual story times, library services for patrons with autism, and space planning. In addition to the regional training, Library Legislative Day is coming up and the TLA conference is in April. Lastly, the top grant application will be available soon.

B. Library director

1. Monthly Reports

a) January: The library director did a walkthrough of the new city hall building; checked in with Caitlyn Haley at the regional library about the mentorship program; attended Mayor Arnold's farewell ceremony; attended the regional workshop on health resources; attended the budget retreat.

b) February: The Friends of the Library met to discuss paying for the con, summer reading programs, and a garden for Don and Sherry Eden; the library director met with the president of the Robertson County Master Gardener about helping with the garden; the library director and library supervisor attended the 6th municipal management training session; the library director completed the yearly staff evaluations; the library director attended a webinar on the staff core competency state training; the library director met with the city administrator to discuss non-CIP projects.

2. Upcoming events/updates

a) Food for Fines: There are many items that never came back once COVID hit. The last food for fine event did not go well because people are unwilling to give up food due to inflation. The library director recommended that we change the program. After discussion, Linda Silver made a motion to allow 1 can food item to waive all fines. Joyce Partain seconded. All approved the motion.

b) Fandomcon updates: The director went over the Marketing Committee's con recommendations which included the date of the con, the time and location options, and possible performers.

3. Budget: The library director went over the library budget. She is watching closely the repair and maintenance of facility line because there have been a number of repairs made to the building including adding the dehumidifier in the server room, cleaning the carpets, and HVAC repair.

4. State Standards: The library director went over the results from the image evaluation comments and recommendations. Some of those comments included that the north

entrance is too dark, the sign with the hours is not readable from 31W, staff don't always wear nametags, staff is very friendly and professional.

C. Committees

a) Executive: did not meet

b) Finance and Budget: did not meet

c) Marketing and Public Relations: did not meet

d) Policy Review: This committee reviewed changing the study room policy to allow library staff to extend the checkout time for more than 2 hours for special groups.

Carter Beck made the motion to approve the change and Cherry Richardson seconded.

All approved the motion.

V. Unfinished Business: none

VI. New Business: The library director mentioned that both Joyce Partain and Linda Silver will have to come off the board in June due to term limits. This is their second term served. After a break in service, they may serve again. Therefore, there will be two vacancies on the board that will need to be filled.

VII. Adjourn: Cherry Richardson made the motion and Linda Silver seconded. All approved the motion.

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

Summary of Activities

The library director attended a virtual director's check-in virtually with the region. They discussed different conferences, in-services, budgets, Summer Reading, vendor purchases, etc.

The library director attended the first Americana Celebration planning meeting for this year. The group looked at the date of the event, location, and food trucks.

The library director had a meeting with Caitlyn to discuss training options for next year, things that would be helpful, and possible changes to training. The director mentioned it would be nice to have a daylong training session at the region similar to the one that Brentwood Public Library hosts.

The library director met with Carter Beck for a new trustee orientation meeting. During this meeting, the director went over the function of the library board, regional library and city, how the board operates, and other board related information.

The library director attended her 9th municipal management class on performance management. The director only has to complete one more to finish the course.

The library director attended the budget retreat on March 10th. She presented her two CIP requests to the board of mayor and aldermen. They will vote on it at their May and June meetings.

The library board met on March 10th as well. They voted to update food for fines, the study room checkout policy, reviewed the image evaluation, and con updates.

The library director met with Cecile for the annual consultation to discuss how things are going, ways the region could do to make things easier, etc.

The library director met with the park's director and public services manager to mark the location of the storybook trail. The panels were installed the following day with the help of public works and the parks department.

The library director attended the teen librarian submit. There were panels on censorship, summer reading, teen mental health, making comics, and teen reading box subscriptions. The director will go over some of these ideas when they hire the new teen services librarian.

The library director attended the Chamber Luncheon, which had short introductions of all the candidates running for election this year.

The friends of the library met on March 29. They voted to purchase refreshments for the storybook trail ribbon cutting, fund the petting zoo at the con, and meet with the master gardeners about the memorial garden space.

The city posted the opening for the library supervisor position. This job application closed on March 31. Interviews will take place in April and a new person will fill that position in May.

Department Highlights

The highlights for the month was all the different meetings and training that the director attended.

White House Public Library March 2022 Performance Measures

Official Service Area Populations

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

Membership

March	2018	2019	2020	2021	2022
New Members	85	90	79	60	121
Updated Members	263	254	319	307	392
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	6,940	7,775
% of population with membership	51	59	66	48	54

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: 40,157

Estimated Value of Total Materials: \$1,003,925

Total Materials Available Per Capita: 2.78

State Minimum Standard: 2.00

Last Month: 998,000

Last Month: 2.77

Materials Added in March

2018	2019	2020	2021	2022
203	207	277	374	282

Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	1,581

Physical Items Checked Out in March

2018	2019	2020	2021	2022
5,465	5,458	5,966	4,051	6,996

Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	17,505

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

Miscellaneous item checkouts

March	2018	2019	2020	2021	2022
Technology Devices	47	45	36	68	67
Study Rooms	80	84	29	23	71
Games and Puzzles	54	86	91	59	202
Seeds	107	84	47	257	41
STEAM Packs	*	20	23	0	14
Cake Pans	*	1	1	0	1

Yearly Totals

2018	2019	2020	2021	2022
644	137	381	725	180
1,082	253	305	395	176
743	222	955	1,263	451
586	112	302	878	128
148	61	25	160	50
6	1	28	21	6

Library Services Usage

March	2018	2019	2020	2021	2022
Lego Table	264	200	70	0	0
Test Proctoring	15	14	6	2	6
Charging Station	12	8	1	2	3
Notary Services	*	*	4	18	15
Library Visits	4,909	4,743	3,132	3,292	4,112
Website Usage	*	1,118	1,882	2,264	2,467
Reference Questions	11	4	1	8	5

Yearly Totals

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	12
90	19	47	45	4
*	16	88	144	27
52,565	55,728	30,007	38,913	10,449
2,517	16,935	17,977	27,907	7,005
59	77	60	73	13

Library Volunteers

March	2018	2019	2020	2021	2022
Library Volunteers	17	14	39	9	8
Volunteer Hours	109	117	93	125	158

Yearly Totals

18-19	19-20	20-21	21-22
82	36	20	37
809	1,286	1,204	1,043.5

Since teens are needing service hours again for clubs, the number of volunteer hours has gone up again.

Computer Users

March	2018	2019	2020	2021	2022
Wireless	1054	650	341	357	414
Adult Users	449	380	178	178	270
Kids Users	183	194	78	7	209

Yearly Computer Users

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	1003
4,642	1,103	2,138	2,235	681
2,088	556	427	957	608

Universal Class Counts

March	
Sign ups	2
Courses started	6
Lessons viewed	87
Class Submissions	42

Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	6
52	16	53	39	11
661	194	1,771	1,008	312
445	105	800	515	114

Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	2	1	1	5
total Sign-ups	29	60	83	84	112

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	31
500 Mark	2	2	0	2	3
Completion	0	1	2	4	4

Face-to-face Kids Program

March	2018	2019	2020	2021	2022
Programs	12	16	7	2	14
Attendees	219	284	145	49	403
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	37
Attendees	4,260	4,201	1,185	2,167	909

Virtual Kids Programs

March	2020	2021	2022
Videos	0	2	0
Views	0	16	0
Yearly	2020	2021	2022
Videos	24	19	0
Views	4,182	230	0

Grab & Go Kits

March	2020	2021	2022
Kits	0	6	0
Taken	0	162	0
Yearly	2020	2021	2022
Kits	38	44	0
Taken	1094	1,699	0

The children story time attendance has picked up so much that we may need to add another story time session during the week.

Face-to-face Teen Programs

March	2018	2019	2020	2021	2022
Programs	6	6	3	0	0
Attendees	21	6	11	0	0
Yearly	2018	2019	2020	2021	2022
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

March	2020	2021	2022
Programs	1	0	0
Attendees	1	0	0
Yearly	2020	2021	2022
Programs	5	0	0
Attendees	18	0	0

Combined Face-to-Face

March	2020	2021	2022
Programs	0	0	10
Attendees	0	0	49
Yearly	2020	2021	2022
Programs	11	43	26
Attendees	77	370	118

Virtual Teen & Tweens

March	2020	2021	2022
Videos	0	3	0
Views	0	50	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

Grab & Go

March	2020	2021	2022
Kits	0	4	0
Taken	0	36	0
Yearly	2020	2021	2022
Kits	13	24	0
Taken	152	409	0

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

Face-to-face Adult Programs

March	2018	2019	2020	2021	2022
Programs	18	14	8	3	6
Attendees	59	67	31	17	35
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	17
Attendees	1,009	1,343	214	351	83

Virtual

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

Device Advice

March	2019	2020	2021	2022
Sessions	*	*	8	10
Yearly	125	51	81	22
Grab & Go				
March	*	*	0	0
Yearly	*	*	0	0

Interlibrary Loan Services

March	2018	2019	2020	2021	2022
Borrowed	66	73	63	51	74
Loaned	21	21	7	14	36

Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	175
410	410	151	226	135

March	R.E.A.D.S
Adults	1,763
Juvenile	122

Yearly Totals	2018-2019	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	15,830
Juvenile	725	1,430	1,189	1,032	1,553

The READS statistics come from the state.

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

Summary of Activities

The Friends of the Library met with the master gardeners of both Sumner and Robertson County to discuss a garden design in honor of Don and Sherry Eden. The groups looked at plans, but the library director needed to see where utility lines were before they could pick a design. The Friends will discuss their options at their June meeting.

The library director attend the Tennessee Library Association's conference in Knoxville from April 13 to 14. She attended workshops on leadership, library gardens and growing food, weeding, steam programs, math literacy, and more. The conference was helpful and the library director hopes to integrate some of what she learned at the library.

The library held its ribbon cutting for the storybook trail on April 18. The third graders from Heritage elementary came in addition to a number of chamber members, library board trustees, politicians, and White House residents. The Friends of the Library purchased water and cookies to give out as refreshments while the library purchased books to give away to all kids in attendance.

The library director, HR director, and city administrator did interviews to fill the library supervisor position that will become vacant in May. The position was offered and accepted by Rebecca Melvin. She was the circulation supervisor at the Portland Public Library and is currently working at the State Library and Archives in the Library for Accessible Books and Media department. Rebecca will start on May 16 and we think she will be a good fit for the library.

The library director put in a phone call to a former volunteer who works for a marketing firm about marketing strategies for the con. She did recommend putting up a banner by the park in addition to the digital sign and doing some paid Facebook ads. The library director might try those options this year.

The library director has been working on finalizing different aspects of the con. There have been a number of craft vendors applications this year. However, the director was having a hard time getting food vendors. The staff also have a number of items that they need to finish for the escape rooms. Lastly, the director needs one more presenter to fill for the con event.

The library director had individual one-on-one meetings with each library staff member. This meeting gives staff a chance to discuss topics/ideas or issues that they might not want to bring up at a group staff meeting.

Department Highlights

The highlights for the month were the success with the library supervisor interviews and the Tennessee Library Association Conference.

White House Public Library April 2022 Performance Measures

Official Service Area Populations

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

Membership

April	2018	2019	2020	2021	2022
New Members	77	76	16	63	100
Updated Members	243	253	106	106	519
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	6,940	7,847
% of population with membership	51	59	66	48	54

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: 40,157

Estimated Value of Total Materials: \$1,003,925

Last Month: 998,000

Total Materials Available Per Capita: 2.78

Last Month: 2.77

State Minimum Standard: 2.00

Materials Added in April

2018	2019	2020	2021	2022
532	472	336	136	304

Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	1,885

Physical Items Checked Out in April

2018	2019	2020	2021	2022
5,003	4,852	3,340	3,650	6,444

Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	23,949

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

Miscellaneous item checkouts

April	2018	2019	2020	2021	2022
Technology Devices	24	43	26	65	54
Study Rooms	77	100	0	0	54
Games and Puzzles	51	73	37	37	158
Seeds	30	46	30	30	194
STEAM Packs	*	26	0	0	21
Cake Pans	*	4	0	0	6

Yearly Totals

2018	2019	2020	2021	2022
644	137	381	725	234
1,082	253	305	395	230
743	222	955	1,263	609
586	112	302	878	322
148	61	25	160	71
6	1	28	21	12

Library Services Usage

April	2018	2019	2020	2021	2022
Lego Table	132	185	0	0	0
Test Proctoring	0	11	1	30	8
Charging Station	5	30	0	2	2
Notary Services	*	*	4	7	14
Library Visits	4,379	4,551	0	2,724	3,648
Website Usage	*	1,084	1,101	2,113	2,244
Reference Questions	7	9	16	5	2

Yearly Totals

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	20
90	19	47	45	6
*	16	88	144	41
52,565	55,728	30,007	38,913	14,097
2,517	16,935	17,977	27,907	9,249
59	77	60	73	15

Library Volunteers

April	2018	2019	2020	2021	2022
Library Volunteers	9	13	0	8	8
Volunteer Hours	68	115	0	114	130

Yearly Totals

18-19	19-20	20-21	21-22
82	36	20	37
809	1,286	1,204	1,173.5

Since teens are needing service hours again for clubs, the number of volunteer hours has gone up again.

Computer Users

April	2018	2019	2020	2021	2022
Wireless	588	658	140	331	272
Adult Users	321	384	8	165	191
Kids Users	141	152	0	80	227

Yearly Computer Users

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	1275
4,642	1,103	2,138	2,235	872
2,088	556	427	957	835

Universal Class Counts

April	
Sign ups	3
Courses started	4
Lessons viewed	52
Class Submissions	12

Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	9
52	16	53	39	15
661	194	1,771	1,008	364
445	105	800	515	126

Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	2	1	1	2
total Sign-ups	29	60	83	84	113

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	34
500 Mark	2	2	0	2	4
Completion	0	1	2	4	5

Face-to-face Kids Programs

April	2018	2019	2020	2021	2022
Programs	13	18	0	6	12
Attendees	321	341	0	41	301
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	49
Attendees	4,260	4,201	1,185	2,167	1,210

Virtual Kids Programs

April	2020	2021	2022
Videos	10	2	0
Views	1,907	21	0
Yearly	2020	2021	2022
Videos	24	19	0
Views	4,182	230	0

Grab & Go Kits

April	2020	2021	2022
Kits	0	6	0
Taken	0	124	0
Yearly	2020	2021	2022
Kits	38	44	0
Taken	1094	1,699	0

The children story time attendance has picked up so much that we may need to add another story time session during the week.

Face-to-face Teen Programs

April	2018	2019	2020	2021	2022
Programs	6	5	0	0	0
Attendees	16	9	0	0	0
Yearly	2018	2019	2020	2021	2022
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

April	2020	2021	2022
Programs	0	0	0
Attendees	0	0	0
Yearly	2020	2021	2022
Programs	5	0	0
Attendees	18	0	0

Combined Face-to-Face

April	2020	2021	2022
Programs	0	4	8
Attendees	0	13	43
Yearly	2020	2021	2022
Programs	11	43	34
Attendees	77	370	161

Virtual Teen & Tweens

April	2020	2021	2022
Videos	2	1	0
Views	377	1	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

Grab & Go

April	2020	2021	2022
Kits	0	3	0
Taken	0	25	0
Yearly	2020	2021	2022
Kits	13	24	0
Taken	152	409	0

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

Face-to-face Adult Programs

April	2018	2019	2020	2021	2022
Programs	17	17	0	5	6
Attendees	56	76	0	15	44
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	29
Attendees	1,009	1,343	214	351	127

Virtual

April	2020	2021	2022
Videos	9	0	0
Views	2,655	0	0
Yearly	2020	2021	2022
Videos	18	1	0
Views	4,972	20	0

Device Advice

April	2019	2020	2021	2022
Sessions	*	42	3	8
Yearly	125	51	81	30
Grab & Go				
April	*	*	0	0
Yearly	*	*	0	0

The library has added an adult creative writing class and a craft day. Both new programs are doing well.

Interlibrary Loan Services

April	2018	2019	2020	2021	2022
Borrowed	49	60	0	50	81
Loaned	27	35	0	18	14

Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	256
410	410	151	226	149

April	R.E.A.D.S
Adults	1,670
Juvenile	97

Yearly Totals	2018-2019	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	17,500
Juvenile	725	1,430	1,189	1,032	1,747

The READS statistics come from the state.



City of White House, TN

Monthly Draft Report

Account Summary

For Fiscal: 2021-2022 Period Ending: 04/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 110 - General Fund							
Expense							
Function: 44800 - Library							
110-44800-110	Libraries - Salaries	240,688.00	240,688.00	27,206.58	201,193.81	201,193.81	39,494.19
110-44800-112	Libraries - Overtime	1,231.00	1,231.00	0.00	143.52	143.52	1,087.48
110-44800-114	Libraries - Part Time Wages	30,000.00	30,000.00	2,624.25	24,571.49	24,571.49	5,428.51
110-44800-117	Libraries - Annual Longevity Pay	3,500.00	3,500.00	0.00	3,500.00	3,500.00	0.00
110-44800-130	Libraries - Employee Benefits	21,967.00	21,967.00	2,301.50	17,912.65	17,912.65	4,054.35
110-44800-142	Libraries - Hospital & Health Insurance	64,812.00	64,812.00	5,563.34	43,637.48	43,637.48	21,174.52
110-44800-143	Libraries - Retirement	13,451.00	13,451.00	1,330.27	10,755.58	10,755.58	2,695.42
110-44800-144	Libraries - Dental Insurance	862.00	862.00	59.85	682.29	682.29	179.71
110-44800-145	Libraries - Vision Benefit	1,200.00	1,200.00	33.00	833.00	833.00	367.00
110-44800-147	Libraries - Unemployment Insurance	280.00	280.00	17.71	187.64	187.64	92.36
110-44800-148	Libraries - Employee Ed. & Training	6,950.00	6,950.00	0.00	6,968.42	6,968.42	-18.42
110-44800-200	Libraries - Contractual Services	26,714.00	26,714.00	529.10	14,017.64	15,681.71	11,032.29
110-44800-211	Libraries - Postage, Box Rent, Etc.	275.00	275.00	0.53	211.50	211.50	63.50
110-44800-235	Libraries - Memberships/Subscriptions/...	12,384.00	12,384.00	75.00	11,137.16	11,137.16	1,246.84
110-44800-237	Libraries - Advertising & Pub. Relations	870.00	870.00	0.00	260.32	302.32	567.68
110-44800-241	Libraries - Electric	36,159.00	36,159.00	3,732.24	33,643.95	33,643.95	2,515.05
110-44800-242	Libraries - Water	1,354.00	1,354.00	0.00	1,151.69	1,151.69	202.31
110-44800-243	Libraries - Sewer	1,051.00	1,051.00	87.80	843.12	843.12	207.88
110-44800-245	Libraries - Phones / Fax / Internet	6,840.00	6,840.00	396.87	2,966.46	2,966.46	3,873.54
110-44800-249	Libraries - Stormwater Fee	648.00	648.00	53.94	539.40	539.40	108.60
110-44800-260	Libraries - R & M Facilities	8,040.00	9,040.00	345.47	8,132.74	8,249.94	790.06
110-44800-280	Libraries - Travel	400.00	400.00	353.96	353.96	353.96	46.04
110-44800-287	Libraries - Meals And Entertainment	900.00	900.00	260.00	653.39	860.00	40.00
110-44800-312	Libraries - Small Items Of Equipment	10,300.00	38,876.00	2,638.87	34,164.38	35,068.51	3,807.49
110-44800-320	Libraries - Operating Supplies	12,025.00	12,025.00	2,761.12	9,953.82	11,654.33	370.67
110-44800-330	Libraries - Inventory Supplies	14,000.00	13,000.00	0.00	7,688.70	8,688.70	4,311.30
110-44800-331	Libraries - Oil, Fuel, Etc.	520.00	520.00	0.00	71.98	71.98	448.02
Function: 44800 - Library Total:		517,421.00	545,997.00	50,371.40	436,176.09	441,810.61	104,186.39
Expense Total:		517,421.00	545,997.00	50,371.40	436,176.09	441,810.61	104,186.39
Fund: 110 - General Fund Total:		517,421.00	545,997.00	50,371.40	436,176.09	441,810.61	104,186.39
Report Surplus (Deficit):		-517,421.00	-545,997.00	-50,371.40	-436,176.09	-441,810.61	-104,186.39

State Standards

2021-2022

1. Bylaws reviewed every three years **(May meeting)**
2. Tennessee Trustee Certification
3. Review Long Range Plan Annually **(July)**
4. Determine if the plan meets community needs
5. Meets MOE
6. Turnover rate calculated annually **(July)**
7. Board presents the budget
8. 10% budgeted for materials
9. Technology plan is reviewed annually **(July)**
10. Staff complete core competencies within 1 year of employment
11. Staff complete hours of training
12. Staff trained to use TEL
13. Hosts at least 1 TEL session annually
14. Patron satisfaction surveys conducted every 3 years

2020-2021

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

2019-2020

1. Determine if long range plan meets community needs**
2. Meet maintenance of effort
3. Board presents budget
4. 10% budgeted 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**

THE WHITE HOUSE PUBLIC LIBRARY
BY-LAWS
REVISED July 12, 2018

I. FUNCTION

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

II. BOARD MEMBERS

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

III. MEETINGS

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

IV. OFFICERS

- A. The officers of the board shall be Chairman, Vice-Chairman, and Secretary. They shall be elected at the July meeting each year, take office at the July meeting each year, and serve a one (1) year term after which they or their successors must be elected for another annual term.

- B. The Chairman shall preside at all board meetings, appoint all committees, ~~certify all bills approved by the board~~, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the Chairman, the Vice-Chairman shall preside over the board meetings and otherwise perform the duties of the Chairman. In the absence of the Vice-Chairman, the Chairman shall appoint another board member to preside over the meeting.
- C. The Secretary shall keep a true and correct account of all proceedings of the board meetings and shall distribute the transcription thereof along with any appropriate materials to all board members no later than 7 days prior to the next regularly scheduled meeting where appropriate.

V. COMMITTEES

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

VI. QUORUM

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

VII. ORDER OF BUSINESS

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

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

VIII. AMENDMENTS

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

IX. ATTENDANCE

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

X. REPORTS/BUDGET

The Library Board shall make full and complete monthly reports to the Board of Mayor and Aldermen of the city and all other reports from time to time as requested (Municipal Code Title 2; Chapter; Library Board sec. 2-206). The board may appoint the Director, an individual board member, or a committee to create and submit all required documents.

XI. LIBRARY DIRECTOR

The board has the power to appoint or designate someone to act as Librarian who shall direct the internal affairs of the library and such assistants or employees as may be necessary (Municipal Code Title 2; Chapter; Library Board sec.2-204). The Library Director is responsible to the Library Board for implementing the board-adopted policies and long-range plans for the development of the library programs. The Library Director recommends needed policies for board action, acts as a technical advisor to the board, and suggests and implements plans for extending library services.

XII. EVALUATION OF THE DIRECTOR

Per Municipal Code Title 2; Chapter; Library Board sec. 2-207, the Board of Trustees shall initiate and conduct an annual performance evaluation of the Director. This evaluation will be forwarded to the City to be analyzed and then returned to the Executive Committee of the Library Board for presentation to the Director.

XIII. REGIONAL LIBRARY DIRECTOR

The Regional Library Director may provide professional and technical assistance to the board where appropriate or requested by the board. The Regional Library Director is invited to attend all regularly scheduled meetings.

XIV. ADDRESSING THE BOARD

Individuals who wish to address the Library Board will need to sign in with the Library Director before the meeting begins. Individuals will only be allowed to speak during the communications section of the meeting. Individuals will have a total of 3 minutes to address the board. The board will not respond to the individual during his/her 3-minute address. The Library Director will try to provide details to any patron making an inquiry to see if the issue can be resolved prior to him/her addressing the board.