

White House Library Board Meeting Agenda
Billy S. Hobbs Municipal Center
Court Room
November 12, 2020

- I. Call TO ORDER
 - A. Roll call of Trustees
 - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM September 10, 2020
- III. COMMUNICATIONS
- IV. REPORTS
 - A. Regional Director
 - B. Library Director
 - a. Monthly Reports
 - b. Upcoming events/updates
 - c. Budget
 - d. State Standards
 - e. Long Range Plan Update
 - f. Surveys
 - C. Committees
 - 1. Executive
 - 2. Finance and Budget
 - 3. Marketing and Public Relations
 - 4. Policy Review
 - a. Fees
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURN

White House Library Board Meeting Agenda
Billy S. Hobbs Municipal Center
Court Room
September 10, 2020

- VIII. Call TO ORDER 7:02 p.m.
- C. Roll call of Trustees: Joyce Partain, John Corbitt, Amanda Smith, and Gerald Herman filled in as the mayor's designee. Absent: Katy Hornbeck, Linda Silver, Andrew Armstrong, Emmie Seals.
- D. Welcome Visitors – Elizabeth Kozlowski and Cecilie Maynor.
- IX. APPROVAL OF MINUTES FROM July 9, 2020: John Corbitt motioned to approve the minutes; Joyce Partain seconded the motion. All approve.
- X. COMMUNICATIONS: none.
- XI. REPORTS
- D. The Region is going to work with MTAS to provide training for librarians. There will be a total of 5 virtual sessions. The deadline to apply is September 15. The salary survey results are now available. Cecilie is going to be sending out those results. There is not a representative on the regional board for White House. Cecilie is going to try and make sure that updates from White House are included at these meetings. The Public Library Service Survey is now open. It will close on September 30. The deadline to spend the first quarter book fund is at the end of the month. The region will have its first training in-service on October 6. It is going to be a hybrid session with some attending in-person and some virtually.
- E. Library Director
- a. Monthly Reports: **July:** The library board met in July. The library director met with awning companies for the outdoor reading CIP project. The library director and catalog librarian both did a presentation for the Sumner Schools virtual professional development day. The Summer Reading program concluded in July. The number of sign-ups for the reading portion was down compared to previous years. However, the outside program attendance was about the same as other years. **August:** The library started up face-to-face programs in August. These events are being held outside and include: preschool story time, combined teen and tween events, book clubs and stitch club. The tot story time, Monday movie/crafternoon, garden club, and photography club are not meeting at this time. The library director attended a homeschooling webinar with the state and made a brochure for patrons on this topic. The friends of the library had a \$1 bag sale on August 12. It was held outside and they sold 424 bags of items. The library will now begin accepting donations since they have space to quarantine items.
- b. Upcoming events/updates
- c. Budget

- d. Salvage plan with citations: the library director updated the salvage plan to include the sources she reviewed when creating the plan.
- e. Succession Plans: the library director presented her succession plan, which was one of the tasks the library board asked her to do on her yearly performance evaluation. The director did not read through the entire document since it is 30 pages, but explained that she wrote the document as an information document for someone completely new coming into the position, regardless of if they had been a librarian somewhere else. The library director also showed the board that all the other staff members had also created a succession plan and that she has referenced these plans if a staff member was out unexpectedly. The director asked if the plan met what the board envisioned when they asked for the plan and all agreed.

F. Committees

- 5. Executive
- 6. Finance and Budget
- 7. Marketing and Public Relations
- 8. Policy Review

XII. UNFINISHED BUSINESS

- a. Memorial for William Beavers – There was enough donations that the library is going to purchase a second memorial book for William. It is on order and will be cataloged with a plaque in his honor.

XIII. NEW BUSINESS

- a. Other director evaluations: The director asked for clarification on two other items the board asked her to do on her performance evaluation: federal connections and asking for the budget. The board said they would like her to stay connected to our United State Representative, John Rose. The board also said there was not a specific place they wanted her to ask for more funds, just that she should not be afraid to ask for what she wants/needs.

- XIV. ADJOURN : Joyce Partain motioned to adjourn. Amanda Smith seconded. All approve. 7:50 p.m.

White House Library Monthly Report
September 2020
Submitted by Elizabeth Kozlowski

Summary of Activities

The library board met in September. They reviewed the director's succession plan and some of the other items they asked her to complete on her performance evaluation.

All of the patio library furniture came in and has been placed in the space. The director also ordered a cushion container to store them in when it rains. She also has a trash can on order and purchased some pots and plants to put in the space.

A number of library programs have been held on the patio now that the new furniture is in. Not only is the furniture working out well for library programs, but staff have noticed a number of people using the space for tutoring and other meetings.

A PO for Nashville Tent and Awning to put up a metal awning on the library patio space has been approved. They should begin gathering material and then start work sometime in October or November.

The library director met with a representative from Schaffhouser and Copper Creek Electrical to get a quote for running electrical plugs along the outside of the wall above the patio bar seating. In addition to getting quotes for the electrical, the director reached out to Gerald printing and B & B signs for a possible outside library sign. She gave them design ideas and will meet with them again in October to see what options they can provide.

The library director attended a regional director's phone conference. At this meeting, the region staff provided updates a number of issues. The data collection coordinator was also on the call taking questions from the attendees on different statistic questions. This meeting was extremely helpful for the library director as there were a number of new statistic requests due to COVID.

The library director had a phone call with her mentor, the director of the Clarksville Public Library. The two discussed different things they are doing to handle changes due to COVID. They also discussed ways to report to the library board and how to meet certain state standards. The White House Library director will use some of the info from this conversation going forward.

The library director watched the Mayor speak at the Chamber Luncheon. During his speech, the Mayor praised the library for being the only library in the red river library that still provided curbside pickups and other services to public while we were closed due to COVID.

The city upgraded their phone system. Since the library is on the city network, they also have new phones. Many of the staff members attended a training webinar on the new phone system. The phones were installed at the end of September. The staff worked on setting them up and are still learning how to use all the functions.

Department Highlights

The highlight for the month is how much progress has been made on the CIP project. The new furniture is working out nicely for programs and is being used by patrons for a number of different things.

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

Official Service Area Populations

2016	2017	2018	2019	2020
13,714	13,833	14,035	14,202	14,363

September Membership Cumulative Members

Year	New Members	Updated Members	Total Members	% of Population with Membership
2016	101	458	11,612	84
2017	108	265	6,822	49
2018	132	253	8,038	57
2019	173	598	9,187	65
2020	108	481	6,901	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: 36,950

Estimated Value of Total Materials: \$923,750

Last Month: \$915,600

Total Materials Available Per Capita: 2.57

Last Month: 2.54

State Minimum Standard: 2.00

Materials Added in September

2016	2017	2018	2019	2020
365	320	201	410	348

Yearly Material Added

2016	2017	2018	2019	2020
3,674	3,602	3,123	3,004	2,546

Physical Items Checked Out in September

2016	2017	2018	2019	2020
6,237	5,632	6,190	5,099	5,147

Cumulative Physical Items Check Out

2016	2017	2018	2019	2020
63,252	63,421	62,536	65,522	36,443

The checkouts for September have improved even with there still being some restrictions due to COVID.

September

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	38	38	43	33	31
Study Rooms	81	69	70	90	25
Lego Table	275	277	92	160	0
Games and Puzzles	62	37	64	63	96
Seeds	3	4	11	8	13
Test Proctoring	4	3	6	9	9
Charging Station	0	5	6	1	8
STEAM Packs	*	*	64	20	0
Cake Pans	*	*	*	0	3
Notary Services	*	*	*	*	19
Library Visits	*	*	4,406	4,173	3,106
Website Usage	*	*	586	1,591	1,353
Reference Questions	16	5	3	5	8

Yearly Totals

2016	2017	2018	2019	2020
299	585	644	137	238
821	828	1,082	253	258
2,094	2,643	1,891	553	459
510	528	743	222	576
82	1,197	586	112	280
9	56	152	27	73
26	86	90	19	27
*	*	148	61	25
*	*	6	1	10
*	*	*	16	68
*	*	52,565	55,728	21,763
*	*	2,517	16,935	12,511
80	115	59	77	32

September

Yearly Totals

Library Use	2018	2019	2020
Library Volunteers	13	13	4
Volunteer Hours	114	132	74

18-19	19-20	20-21
82	36	8
809	1,286	248.5

Only a few volunteers have felt safe coming back to volunteer at the library.

Computer Users

September	2016	2017	2018	2019	2020
Wireless	742	931	604	623	352
Adult Computers	419	329	427	354	149
Kids	195	199	192	139	7

Yearly Computer Users

2016	2017	2018	2019	2020
8,367	8,725	9,535	2,017	2,585
4,640	4,413	4,642	1,103	1,599
2,136	2,209	2,088	556	408

Universal Class September Counts

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
0	1	2	4	2

Cumulative Counts

Year	Sign-ups	Courses Started	Lessons Viewed	Class Submissions
2017	27	39	273	258
2018	24	52	661	455
2019	9	16	194	105
2020	10	47	1,687	774

Programs

1,000 books	Monthly Sign ups	Yearly Sign ups	100 mark	500 mark	Completions
2018	7	29	2	0	0
2019	2	38	2	2	0
2020	1	77	0	1	2

Monthly

Sept Kids	Kids Sessions	Kids Attendance
2016	18	235
2017	16	327
2018	13	280
2019	12	244
2020	4	109

Yearly Totals

Kids Sessions	Kids Attendance
178	2,988
181	4,268
158	4,437
46	737
39	1,041

Grab & Go Kits

Kits Offered	Picked Up
9	177
Yearly	
15	269

In September, we offered face-to-face sidewalk story times for the younger kids and then grab and go kits for the older ones. We put out a lot more kits in September because so many of them were being taken.

Monthly

Sept	Teen Events	Teens Present
2016	6	13
2017	4	18
2018	6	9
2019	4	14
2020	0	0

Yearly

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

Monthly

Sept	Tween Events	Tweens Present
2019	2	11
2020	0	0
Yearly		
2019	10	150
2020	5	18

Sept combined Programs

Teen & Tweens	Present
4	34
Yearly	
7	48

In September we held combined program for teens and tweens on the library patio. These were face-to-face programs that included writing, drawing and sewing.

Monthly

Sept Adults	Adult Sessions	Adult Attendance
2016	9	33
2017	12	54

Yearly

Adult Sessions	Adult Attendance
61	662
145	689

Device Advices	Sept.	Yearly
2019	*	125
2020	6	43

2018	11	60
2019	14	38
2020	3	15

175	1,009
41	232
37	174

I created a separate box for device advice appointments. I would normally count them with the regular adult programs, but since they are one-on-one appointments, I believe it is best to count them separately.

Interlibrary Loan Services

September	2016	2017	2018	2019	2020
Borrowed	51	37	50	97	58
Loaned	20	24	21	35	7

Yearly Interlibrary Loan Services

2016	2017	2018	2019	2020
668	562	690	690	393
249	305	410	410	95

Sept 2020 R.E.A.D.S.

Adults	Juvenile
1434	68

20-21 totals

Adults	Juvenile
4,814	245

19-20 Totals

Adult	Juvenile
23,138	1,430

18-19 Totals

Adult	Juvenile
21,899	1,189

17-18 Totals

Adult	Juvenile
15,773	725

The READS statistics come from the state.

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

Summary of Activities

The library director and other staff members worked a booth for the Chamber’s Discover White House event. The library gave out all of its October schedules and had to print more. In addition, the balloon twister was so popular that the library paid for him to stay an extra hour. All in all, the event was very successful and we think it helped to increase the story time attendance the following Wednesday.

The library director attended one of the Southern Book Festival virtual session on October 7. The session showed how to make expressionism artwork using simple craft supplies.

The library director attended a webinar on COVID in relation to libraries. The session showed how different cleaning methods can damage books and how COVID will survive longer when it is in-between stacked books. After listening to the webinar, the staff decided to quarantine hard to clean items (board games, puzzles) for one week instead of 3 days.

The library director met with the city administrator and other city employees to discuss Christmas related programs. At this meeting, it was decided that we would not have our Christmas Open House. Instead, we will do a live virtual program in which we will have a tree lighting, a reading of the night before Christmas, some live music, and possibly a message from Santa. The virtual event will still be on the first Thursday in December.

The library director, library supervisor, and children’s librarian handed out candy to daycares on October 27 and 28. The library also participated in the Trail of Treats event on October 29. The library gave out 300 small individual bags of candy. Once the bags were gone, the staff then gave out just loose candy to kids.

The library director and catalog librarian met with a Tech Logic representative on October 29. The two discussed different tech logic equipment they already have and what new equipment they now offer.

The library director reached out to Copper Creek Electrical to get a quote to add lights on the library patio in addition to the outlets. However, the quote has not been received because the director has had the company work on fixing the library’s fire alarm, sump pump, and light fixture. Unfortunately, only the light has been fixed because the other two are more involved.

The library patio furniture was vandalized by some teens. The library director made a police report and will work on getting cameras installed that area in addition to lights in the hopes that this will not happen again.

Department Highlights

The highlights for the month were the success with the different programs the library participated in, such as Discover White House, Trail of Treats, and the Daycare trick or treating.

White House Public Library October 2020 Performance Measures

Official Service Area Populations

2016	2017	2018	2019	2020
13,714	13,833	14,035	14,202	14,363

October Membership Cumulative Members

Year	New Members	Updated Members	Total Members	% of Population with Membership
2016	84	459	11,675	85
2017	73	575	6,884	49
2018	92	270	8,133	57
2019	94	267	9,281	66
2020	81	295	6,983	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: 37,081

Estimated Value of Total Materials: \$927,025

Total Materials Available Per Capita: 2.58

State Minimum Standard: 2.00

Last Month: \$923,750

Last Month: 2.57

Materials Added in October

2016	2017	2018	2019	2020
265	501	263	480	233

Yearly Material Added

2016	2017	2018	2019	2020
3,674	3,602	3,123	3,004	2,779

Physical Items Checked Out in October

2016	2017	2018	2019	2020
5,583	5,737	6,360	5,499	5,001

Cumulative Physical Items Check Out

2016	2017	2018	2019	2020
63,252	63,421	62,536	65,522	41,444

The checkouts for October are still down due putting in COVID restrictions on the number of items allowed out per person.

October

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	51	65	56	46	35
Study Rooms	76	67	106	86	17
Lego Table	185	146	52	165	0
Games and Puzzles	43	58	65	55	110
Seeds	4	10	0	10	10
Test Proctoring	1	1	2	7	1
Charging Station	0	5	6	6	7
STEAM Packs	*	*	46	36	0
Cake Pans	*	*	*	1	17
Notary Services	*	*	*	5	8
Library Visits	*	*	4,627	4,735	3,283
Website Usage	*	*	1,054	1,630	1,452
Reference Questions	10	7	3	11	8

Yearly Totals

2016	2017	2018	2019	2020
299	585	644	137	273
821	828	1,082	253	275
2,094	2,643	1,891	553	459
510	528	743	222	686
82	1,197	586	112	290
9	56	152	27	74
26	86	90	19	34
*	*	148	61	25
*	*	6	1	27
*	*	*	16	76
*	*	52,565	55,728	25,046
*	*	2,517	16,935	13,963
80	115	59	77	40

October

Library Use	2018	2019	2020
Library Volunteers	14	16	6
Volunteer Hours	115	149	91.5

Yearly Totals

18-19	19-20	20-21
82	36	9
809	1,286	340

We do not have as much work for our volunteers, so we have only been allowing so many to volunteer at a time.

Computer Users

October	2016	2017	2018	2019	2020
Wireless	812	1005	780	633	416
Adult Computers	389	365	412	385	163
Kids	151	199	148	171	11

Yearly Computer Users

2016	2017	2018	2019	2020
8,367	8,725	9,535	2,017	3,001
4,640	4,413	4,642	1,103	1,762
2,136	2,209	2,088	556	419

Universal Class October Counts

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
0	1	28	29	4

Cumulative Counts

Year	Sign-ups	Courses Started	Lessons Viewed	Class Submissions
2017	27	39	273	258
2018	24	52	661	455
2019	9	16	194	105
2020	10	48	1,716	778

Programs

1,000 books	Monthly Sign ups	Yearly Sign ups	100 mark	500 mark	Completions
2018	7	29	2	0	0
2019	2	38	2	2	0
2020	3	80	0	1	2

Monthly

Oct Kids	Kids Sessions	Kids Attendance
2016	17	235
2017	17	359
2018	17	404
2019	13	334
2020	3	127

Yearly Totals

Kids Sessions	Kids Attendance
178	2,988
181	4,268
158	4,437
46	737
42	1,168

Grab & Go Kits

Kits Offered	Picked Up
9	265
Yearly	
24	534

In October, we offered face-to-face sidewalk story times for the younger kids and then grab and go kits for the older ones. We had to cancel a few of our sidewalk story times due to rain. So we put their crafts out as grab and go kits as well as a few that were left over from last month.

Monthly			Yearly		Monthly			Oct. combined Programs	
Oct	Teen Events	Teens Present	Teen Events	Teens Present	Oct.	Tween Events	Tweens Present	Teen & Tweens	Present
2016	5	47	69	187	2019	4	27	4	29
2017	7	59	47	481	2020	0	0		
2018	6	22	82	432	Yearly			11	77
2019	7	33	18	432	2019	10	150		
2020	0	0	13	81	2020	5	18		

In October we held combined program for teens and tweens on the library patio. These were face-to-face programs that included writing, drawing and sewing.




Monthly			Yearly		Device Advices		
Oct Adults	Adult Sessions	Adult Attendance	Adult Sessions	Adult Attendance	Device Advices	Oct.	Yearly
2016	13	49	61	662	2019	*	125
2017	13	35	145	689	2020	3	46
2018	12	51	175	1,009			
2019	8	47	41	232			
2020	2	17	39	191			

I created a separate box for device advice appointments. I would normally count them with the regular adult programs, but I feel they should be separated to track what technology services we are offering to patrons.

Interlibrary Loan Services						Yearly Interlibrary Loan Services				
October	2016	2017	2018	2019	2020	2016	2017	2018	2019	2020
Borrowed	56	50	48	74	65	668	562	690	690	460
Loaned	4	31	17	35	23	249	305	410	410	118

Oct. 2020 R.E.A.D.S.		2020-2021 totals		19-20 Totals		18-19 Totals		17-18 Totals	
Adults	Juvenile	Adults	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile
1403	95	6,217	340	23,138	1,430	21,899	1,189	15,773	725

The READS statistics come from the state.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 CRAFTERNOON CLUB GRAB & GO: (8 AND UNDER) CRAFTY CORN	3 Teen & Tween: (ages 9-17) <i>Grab and Go Kit</i> <i>inside library (teen room)</i>	4 (NO STORYTIME PROGRAM) (5 and under) Grab & Go Craft AVAILABLE INSIDE LIBRARY	5 STITCH CLUB 4:00PM	6	7
8	9	10 Teen & Tween: (ages 9-17) <i>Grab and Go Kit (teen room)</i> <i>Branch Weaving</i> <i>*Virtual tutorial on Facebook & website</i> <i>www.youseemore.com/whl</i>	11 Closed Veteran's Day 	12 Mystery Readers: 3:00 pm No One Knows By J.T. Ellison	13	14
15	16 CRAFTERNOON CLUB GRAB & GO: (8 AND UNDER) TURKEY HAT	17 Teen & Tween: (ages 9-17) <i>Grab & Go Kit (teen room)</i> <i>Manga Drawing</i> <i>Virtual lesson on Website and Facebook</i> <i>www.youseemore.com/whl</i>	18 Storytime: (5 and under) 10:30 am <i>(story time will be held outside weather permitting)</i>	19	20	21
22	23	24 NO PROGRAMS	25 NO PROGRAMS	26 Closed for THANKSGIVING	27	28
29	30	CALENDAR KEY: KIDS: BLUE ADULTS: GREEN TEENS: ORANGE 615-672-0239 				
November						

2020



City of White House, TN

Monthly Draft Report Account Summary

For Fiscal: 2020-2021 Period Ending: 10/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 110 - General Fund							
Expense							
Function: 44800 - Library							
110-44800-110	Libraries - Salaries	202,037.00	202,037.00	23,312.73	69,748.55	69,748.55	132,288.45
110-44800-112	Libraries - Overtime	1,231.00	1,231.00	0.00	0.00	0.00	1,231.00
110-44800-114	Libraries - Part Time Wages	30,000.00	30,000.00	3,307.71	8,822.47	8,822.47	21,177.53
110-44800-117	Libraries - Annual Longevity Pay	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
110-44800-130	Libraries - Employee Benefits	18,734.00	18,734.00	2,059.77	6,103.88	6,103.88	12,630.12
110-44800-142	Libraries - Hospital & Health Insurance	60,546.00	60,546.00	4,775.07	15,930.04	15,930.04	44,615.96
110-44800-143	Libraries - Retirement	14,143.00	14,143.00	1,296.18	3,878.00	3,878.00	10,265.00
110-44800-144	Libraries - Dental Insurance	744.00	744.00	62.00	237.45	237.45	506.55
110-44800-145	Libraries - Vision Benefit	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
110-44800-147	Libraries - Unemployment Insurance	261.00	261.00	13.24	35.30	35.30	225.70
110-44800-148	Libraries - Employee Ed. & Training	900.00	900.00	0.00	0.00	0.00	900.00
110-44800-200	Libraries - Contractual Services	15,760.00	15,760.00	1,063.77	5,337.23	8,880.23	6,879.77
110-44800-211	Libraries - Postage, Box Rent, Etc.	275.00	275.00	0.00	3.96	3.96	271.04
110-44800-235	Libraries - Memberships/Subscriptions/...	12,300.00	12,300.00	5,728.09	7,036.53	7,036.53	5,263.47
110-44800-237	Libraries - Advertising & Pub. Relations	870.00	870.00	0.00	73.35	182.85	687.15
110-44800-241	Libraries - Electric	35,159.00	35,159.00	2,981.41	12,561.74	12,561.74	22,597.26
110-44800-242	Libraries - Water	660.00	660.00	72.57	315.10	315.10	344.90
110-44800-243	Libraries - Sewer	1,020.00	1,020.00	68.32	290.22	290.22	729.78
110-44800-245	Libraries - Phones / Fax / Internet	6,840.00	6,840.00	115.25	1,027.03	1,027.03	5,812.97
110-44800-249	Libraries - Stormwater Fee	648.00	648.00	53.94	215.76	215.76	432.24
110-44800-260	Libraries - R & M Facilities	8,040.00	8,040.00	1,170.42	1,233.53	2,268.42	5,771.58
110-44800-280	Libraries - Travel	375.00	375.00	0.00	0.00	0.00	375.00
110-44800-287	Libraries - Meals And Entertainment	900.00	900.00	0.00	23.97	300.00	600.00
110-44800-312	Libraries - Small Items Of Equipment	7,300.00	7,300.00	1,203.04	3,366.21	4,916.21	2,383.79
110-44800-320	Libraries - Operating Supplies	10,525.00	10,525.00	420.20	1,832.53	2,727.53	7,797.47
110-44800-330	Libraries - Inventory Supplies	12,000.00	12,000.00	1,643.78	4,710.65	5,293.23	6,706.77
110-44800-333	Libraries - Oil, Fuel, Etc.	520.00	520.00	0.00	0.00	0.00	520.00
110-44800-900	Libraries - Capital Outlay	30,000.00	30,000.00	5,367.25	18,590.56	20,496.93	9,503.07
	Function: 44800 - Library Total:	475,788.00	475,788.00	54,714.74	161,374.06	171,271.43	304,516.57
Function: 44880 - Children's Library							
110-44880-110	Children's Libr. - Salaries	32,736.00	32,736.00	3,775.23	11,295.24	11,295.24	21,440.76
110-44880-117	Children's Libr. - Annual Longevity Pay	500.00	500.00	0.00	0.00	0.00	500.00
110-44880-130	Children's Libr. - Employee Benefits	2,666.00	2,666.00	296.27	893.93	893.93	1,772.07
110-44880-142	Children's Libr. - Hospital & Health Insur...	9,058.00	9,058.00	711.86	2,394.43	2,394.43	6,663.57
110-44880-143	Children's Libr. - Retirement	2,292.00	2,292.00	209.91	628.04	628.04	1,663.96
110-44880-144	Children's Libr. - Dental Insurance	453.00	453.00	12.40	47.49	47.49	405.51
110-44880-145	Children's Libr. - Vision Benefit	200.00	200.00	0.00	168.00	168.00	32.00
110-44880-147	Children's Libr. - Unemployment Insura...	29.00	29.00	0.00	0.00	0.00	29.00
110-44880-148	Children's Libr. - Employee Ed. & Training	50.00	50.00	0.00	0.00	0.00	50.00
110-44880-200	Children's Libr. - Contractual Services	1,400.00	1,400.00	0.00	531.00	531.00	869.00
110-44880-320	Children's Libr. - Operating Supplies	1,500.00	1,500.00	194.82	308.20	339.79	1,160.21
110-44880-330	Children's Libr. - Inventory Supplies	2,000.00	2,000.00	394.22	805.00	898.10	1,101.90
	Function: 44880 - Children's Library Total:	52,884.00	52,884.00	5,594.71	17,071.33	17,196.02	35,687.98
	Expense Total:	528,672.00	528,672.00	60,309.45	178,445.39	188,467.45	340,204.55
	Fund: 110 - General Fund Total:	528,672.00	528,672.00	60,309.45	178,445.39	188,467.45	340,204.55
	Report Surplus (Deficit):	-528,672.00	-528,672.00	-60,309.45	-178,445.39	-188,467.45	-340,204.55

State Standards

2020-2021

1. Report to board on technology training, online resources, outreach, community partnerships
2. Tennessee Trustee certification
3. Attend Trustee Workshop
4. Review the long range plan annually **(July)**
5. Determine if long range plan meets community needs**
6. Meet Maintenance of Effort
7. Board presents budget
8. 10% budget for materials
9. Collection weeded according to Crew **(July)**
10. Turnover rate calculated annually **(July)**
11. Technology plan is reviewed annually **(July)**
12. Staff complete competencies within 1 year of employment**
13. Staff complete hours of training **(July)**
14. Hosts at least 1 TEL session annually
15. Teen Advisory Board
16. TAB provides quarterly report to director

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**

WHITE HOUSE PUBLIC LIBRARY

LONG-RANGE PLAN
2020-2021

Elizabeth Kozlowski
Director

Vision Statement

Your place to connect

Mission Statement

Be an essential community hub that provides tools, resources, and assistance.

Motto

Read, Connect, Explore

Selected Roles of the Library

Popular Materials Center

Technology Resource Center

Independent and Early Literacy Learning Center

Approved by the library board on July 9, 2020

Goal 1: Offer library programs and services that meet community needs.

- 1.1 **Objective:** Improve and expand upon existing library programs
 - 1.1a **Task:** Improve 1000 book participation
 - 1.1b **Task:** Try to have active TAB
 - 1.1c **Task:** Increase Tween participation

- 1.2 **Objective:** Offer services and programs outside the library building
 - 1.2a **Task:** Book Delivery to nursing homes
 - 1.2b **Task:** Park and splash pad story times

- 1.3 **Objective:** Finish creating and implementing new programs
 - 1.3a **Task:** Create Juvenile School Year Reading Challenge
 - 1.3b **Task:** Create Summer Volunteer Program

Goal 2: Provide residents of all ages with resources that meet educational, informational, and occupational needs.

- 2.1 **Objective:** Update and increase the amount of technology items and resources being offered.

- 2.2 **Objective:** Enhance existing library space
 - 2.2a **Task:** Create a Juvenile maker space
 - 2.2b **Task:** Create an outdoor internet reading space
 - 2.2c **Task:** Replace existing furniture with furnishing that better utilize the spaces

Goal 3: Create a culture of library/community interaction through mutually beneficial projects and partnerships

- 3.1 **Objective:** Create community partnerships and be active in community projects/activities

- 3.2 **Objective:** Try to increase the number of active cardholders
 - 3.2a **Task:** Better advertise library resources, programs, and services

Goal 4: Try to make the library 3rd place in the community

- 4.1 **Objective:** Provide an excellent level of customer service
 - 4.1a **Task:** Use evaluations to measure patron satisfaction
 - 4.1b **Task:** Collect stories on patron experiences
 - 4.1c **Task:** Use surveys to find out how many people knew about the resources we offered during closure.

- 4.2 **Objective:** Try to make the library have something for everyone
 - 4.2a **Task:** Collect data on patron requests

COVID Survey

1. Did you know that we offered services when the library was closed due to COVID?

Yes No

2. If yes, did you use any of the library services we offered? Yes No

3. If yes, please circle the ones you used.

A. Lobby Pickups B. Laptops C. WIFI D. Faxes E. Copies F. Mobile Prints

G. Test proctoring H. Virtual programs I. Reference Help J. EBooks & Audio book
downloads on Reads

K. Universal Class Database L. Device Advice M. Other _____

4. If you didn't know that we offered services while the library was closed, what advertising method should we have used to inform you?

5. If you had known we were offering programs while the library was closed, would you have used any of the services listed above? Yes No Maybe

Why or Why not?

6. What did you miss the most that you could not experience/use while the library was closed due to COVID?

7. Do you have any additional comments?

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 for a fax.

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