

White House Library Board Meeting Agenda
Billy S. Hobbs Municipal Center
Court Room
September 14, 2023

- I. Call TO ORDER
 - A. Roll call of Trustees
 - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM:
 - a. Library Board Minutes July 13, 2023
 - b. Policy Committee Minutes August 22, 2023
 - c. Marketing Committee Minutes July 13, 2023
 - d. Executive Committee Minutes June 22, 2023
- III. PUBLIC COMMENTS
- IV. REPORTS
 - A. Regional Director
 - B. Library Director
 - a. Monthly Reports
 - b. Upcoming events/updates
 - c. Budget
 - C. Committees
 - 1. Executive
 - 2. Finance and Budget
 - 3. Marketing and Public Relations
 - 4. Policy Review
 - a. Computer Circulation
 - b. Internet Safety and Computer Use
 - c. WIFI Use Policy
 - d. Collection Development/Request for reconsideration of material
 - e. Borrowers
- V. UNFINISHED BUSINESS
 - a. Library By-Laws Update
 - b. Fine Free Presentation
- VI. NEW BUSINESS
- VII. ADJOURN

White House Library Board Meeting Minutes
Billy S. Hobbs Municipal Center
Court Room
July 13, 2023

- I. Call TO ORDER: 7:00 PM
 - A. Roll call of Trustees
 - a. Present: Katy Hornbeck, Andrew Armstrong, Carter Beck, Martha Montgomery, Doreen Brown, Sam Matthews
 - b. Absent: Cherry Richardson
 - B. Welcome Visitors
 - a. Present: Elizabeth Kozlowski, Library Director; Cecilie Maynor, Regional Library Director; Gerald Herman (Electronic), City Administrator; Amanda Brewton, City HR Director.
- II. APPROVAL OF MINUTES FROM May 11, 2023
 - a. Motion to approve by Andrew Armstrong. Motion seconded Carter Beck. All approved the minutes.
- III. PUBLIC COMMENTS: None
- IV. REPORTS
 - A. Regional Director
 - a. Regional Director provided update on trainings
 - b. Passed out White House Library Training Achievements handout
 - c. Discussed the public official training with Chuck Sherrill
 - d. Discussed the MOE Maintenance of Effort document
 - e. Board chair signed the White House Population update form
 - f. Discussed the Library Service Agreement document
 - g. Discussed trustee orientation trainings
 - B. Library Director
 - a. Monthly Reports
 - i. May
 - 1. Library Director met with Alderman Matthews for library trustee orientation
 - 2. Library Director discussed meeting with police, fire, public works, and administration for the closing of College Street for Fandom Fair
 - 3. Library Director attended a leadership webinar on May 15
 - 4. Library Director highlighted the efforts and work done on the Fandom Fair
 - ii. June
 - 1. Library held it's 6th annual Fandom Fair

- a. Estimated 1,028 attendees
 - b. Great success with positive feedback from visitors and vendors
 - 2. Library received a vote from the Board of Mayor and Alderman for a full budget
 - 3. Library Director highlighted the great success of Fandom Fair
 - b. Upcoming events/updates
 - c. Budget
- C. Committees
 - 1. Executive
 - a. Long Range Plan
 - i. Board discussed the proposed changes to the Long Range Plan
 - ii. Library Director requested the addition of sewing, and cooking classes to be added to Objective 1.2
 - iii. Andrew Armstrong motioned to approve the Long Range Plan updates. Doreen Brown seconded the motion. All approved.
 - b. Tech Plan
 - i. Board discussed the proposed changes to the Technology Plan related to changes in technology assets
 - ii. Library Director proposed additions of improved coding software to teach children and teens more advanced coding
 - iii. Library Director proposed the addition of a movie streaming service and reduce DVD purchases
 - iv. Doreen Brown motioned to approve the Tech Plan updates. Andrew Armstrong seconded the motion. All approved.
 - c. By-Laws
 - i. Board discussed the amendment of term length for board officers from 1 to 2-year terms of service
 - ii. Carter Beck motioned to approve the By-Laws updates. Doreen Brown seconded the motion. All approved.
 - 2. Finance and Budget: Did Not Meet
 - 3. Marketing and Public Relations
 - a. Post Fandom Fair Review
 - i. Board discussed the metrics from Fandom Fair
 - ii. 1,028 attendees for 2023, compared to 528 from 2022
 - iii. Closing College Street was of great success for parking and visitors
 - iv. Board congratulated the library director and staff on a successful Fandom Fair
 - 4. Policy Review
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
 - a. Elections

- i. Board Chair: Katy Hornbeck
 - 1. Andrew Armstrong motioned, Doreen Brown seconded, all approved
- ii. Vice Chair: Carter Beck
 - 1. Katie Hornbeck motioned, Doreen Brown seconded, all approved
- iii. Secretary: Doreen Brown
 - 1. Martha Montgomery motioned, Andrew Armstrong seconded, all approved
- b. Committee Appointments
 - i. Policy Committee: Martha Montgomery, Doreen Brown, Cherry Richardson
 - ii. Executive Committee: Katy Hornbeck, Carter Beck, Doreen Brown
 - iii. Marketing and Public Relations Committee: Cherry Richardson, Carter Beck, Katy Hornbeck
 - iv. Budget Committee: Katy Hornbeck, Carter Beck, Sam Matthews
- c. Special Notice
 - i. Board Chair brought to the board's attention employee grievances that had been filed to the city
 - ii. City Human Resources Director noted that personnel issues are handled by the City Administrator and the city's personnel policy.
 - iii. City Human Resources Director noted that personnel issues try to remain confidential for privacy concerns but can be obtained through a records request
 - iv. City Human Resources Director noted that personnel issues are handled by the City Administrator and notice to the Library Board is at the discretion of the City Administrator
 - v. City Administrator stated the Library Board has the authority to appoint and remove the Library Director and will be notified of any disciplinary actions taken against the Library Director
 - vi. City Human Resources Director noted that the Library Board has the ability to communicate with the City Administrator to learn of any ongoing grievances
 - vii. City Administrator noted that if a grievance has a certain level of severity, the board of directors will be notified

VII. ADJOURN

- a. Doreen Brown motioned to adjourn the meeting. Andrew Armstrong seconded the motion. All approved.
- b. Meeting adjourned at 8:18 PM

White House Public Library

Policy Committee Meeting Minutes

August 22, 2023 6:00 pm

Present: Elizabeth Kozlowski, Doreen Brown, Martha Montgomery

Many of these policy changes are required for the WHL to maintain CIPA (Child Internet Protection Act) compliance. If this is the case, (CIPA) will be noted.

AGENDA REVIEW

- a) Internet and Computer Safety (CIPA) – All members agreed to the updates
- b) Computer Circulation – item F of the existing policy – paragraph a: (CIPA) to specify, the patron must have a valid library card to use the computer, not just an ID (driver's license) showing age. Paragraph c – age change reflective of CIPA. – all members agreed to the update
- c) Wireless Internet Policy – (CIPA) All members agreed to the updates
- d) Collection Development Policy – although the WHL does not purchase individual ebook titles, they are available via Overdrive (Libby).

At the last board meeting, Elizabeth mentioned the purchase of: Kanopy which is the new movie streaming service and Fiero Coding which is for the advanced coding class.

We discussed Comics Plus and decided not to purchase at this time. There was some concern regarding the viability of the kids only platforms.(CIPA) Elizabeth may still purchase this in the future after a little more research.

Intellectual Freedom – After a lengthy discussion we agreed not to include the line “within the limits of the Miller Test” Doreen felt that the term “limits” could be an issue and indicated that the paragraph begins with the phrase “...the constitutionally protected freedoms of speech and press...” that there was some redundancy.

All members agreed to the updates

- e) Reconsideration of Library Materials_– The committee made a few adjustments to the wording of the proposed changes, specifically in the clarification of the appointment of the ad-hoc committee for review by the board chair. To specify, the public meeting for reconsideration is a separate (committee style) meeting, not held at the regular board meeting. All members agreed to the updates
- f) Borrowers – Adult borrowers, (CIPA) age change. All members agreed to the update
Borrowers - Juvenile Borrowers – line 1: no issues. However, in Line 2: lengthy discussion regarding the borrowers and the Juvenile Library Card Form. Elizabeth shared two versions, hers and that of the city attorney. We felt that that the legalese of the attorney form will be daunting to the general public. However, being as this is a binding document, is that required? Q: are all WPL forms *policy* because they are board approved?

If we keep the form provided by the city attorney, we proposed the following changes: put the citation at the very bottom, and the signature lines at the very top.

Clarification of what By: actually means (as in signed by).

We agreed to revisit the attorney with these questions before approval.

Adjourned at 7:10

WHITE HOUSE PUBLIC LIBRARY
White House Library Marketing Committee Meeting
Minutes
July 13, 2023

- I. Call to order
 - a. Meeting called to order at 6:04PM
- II. Welcome Visitors
 - a. No visitors present
- III. Public Comments
 - a. No public comments
- IV. Post Fandom Fair Discussion
 - a. Committee and Library Director engaged in post-fandom fair discussion
 - b. Great success from 2023 Fandom Fair
 - c. Committee congratulated Library Director on successful preparation and planning of fair
 - d. Committee discussed positive feedback
 - e. Committee discussed ideas for changes to 2024 Fandom Fair
 - i. Earlier set up time possibly between 7:00AM-7:30AM
 - ii. Utilizing a QR code for electronic maps instead of physical maps
 - iii. More clearly defined vendor guidelines
 - iv. Maintaining a face painting vendor as a free service for guests
 - f. Committee agreed on benefits of parking system
 - g. Committee agreed on caricature artist positive feedback
- V. Adjourn
 - a. Meeting adjourned at 6:42PM

WHITE HOUSE PUBLIC LIBRARY
White House Library Executive Committee Meeting
June 22, 2023
6:00pm

I.Call to Order

- A. Meeting called to order at 6:00PM
- B. Present: Katy Hornbeck, Andrew Armstrong, Carter Beck

II.Welcome Visitors

- A. Present: Elizabeth Kozlowski

III.Public Comments

IV.Long Range Plan Discussion

- A. Committee discussed proposed changes to the Long Range Plan

V.Technology Plan

- A. Committee discussed proposed changes to the Technology Plan
- B. Committee discussed current inventory of technology available at the library
- C. Committee discussed proposed additions including improvements in software

VI.New Business

VII.Adjourn

- A. Meeting adjourned at 6:30PM

White House Library
July 2023 Monthly Report
Submitted by Elizabeth Kozlowski

Summary of Activities

The director submitted the tech grant to the state. This grant helps the library purchase technology related devices such as computers, printers, etc.

The library submitted the title VI form to the state. Since the library receives grants from the state, they require this form to be submitted. The director also completed and submitted the standard survey to the state.

The library director met with Alderman Mike Wall on July 10th. The director shared information about herself, the library, the library board, regional library and friends group.

The director attended a regional library director's check-in on July 11th. At this meeting the regional director discussed the Standards Survey, Title VI, Interlibrary Loan Service, First Quarter Funding for Library Materials, 23/24 Monthly Workbook (statistics) and Upcoming Training.

The director attended a friends of the library meeting on July 11th. The group discussed the fandom fair, pavers, reading garden, friends' by-laws and board application, and new signs.

The library director attended a Lion's Club meeting on July 12th. The director dropped off eye glasses collected at the library and let them know that she was working on getting eye screenings set up at the library.

The library had its second water day event on July 13th. College Street was closed and the city fire department used their fire hose to spray the kids.

The marketing committee and the library board met on July 13th. The group voted on changes to the long range plan, technology plan, by-laws. The board also voted on officers and committee members.

The library director, catalog librarian and city maintenance man met with representatives from Trane to discuss issues moving forward with the HVAC system.

The library director and catalog librarian met with a Kanopy representative to make sure the paperwork was filled out correctly to get the library's movie streaming service account set up.

The library director attended an Americana debriefing in which she stated her observations of the event.

The library director attended a colorblindness webinar through the state. In addition to learning about colorblindness and how it affects individuals. Enchroma, the company that makes colorblindness correction glasses is hosting a program where they will find individuals with colorblindness and give them corrective glasses. The director applied to be a library who would have their patron's selected for

the glasses and White House was chosen as the host library. In addition, the library director borrowed colorblindness correction glasses from the regional library to have on hand during the eye screens.

The director worked with the Blue Box company to try and correct the emergency lights that are not staying on in the building. She was unable to resolve the issue and will try to contact them again with the city maintenance man present.

The library director, Youth Services librarian, and library clerk met to discuss the Feiro coding software. The group discussed different software that have more advanced coding as the kids have finished all the classes on CS first. The group will move forward with another coding option.

The library wrapped up its summer reading program. It was a great event with large turnout for performer days and reading participants.

Department Highlights

The highlights for the month was being accepted as the Enchroma candidate for colorblindness correction glasses. This program will not only bring about information on colorblindness, but it will directly help the patrons who are selected to receive free colorblindness glasses.

White House Public Library July 2023 Performance Measures

Official Service Area Populations

2019	2020	2021	2022	2023
14,202	14,363	14,455	14,820	15,094

Membership

July	2019	2020	2021	2022	2023
New Members	127	48	91	171	122
Updated Members	343	270	490	339	307
Yearly Totals	2019	2020	2021	2022	2023
Total Members	8,376	9,496	7,027	7,125	7,904
% of population with membership	59	66	49	48	52

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library is also sending out notices when a patron's card is expired to help reduce the number of inactive cards.

Total Material Available: 38,572

Estimated Value of Total Materials: \$964,300

Total Materials Available Per Capita: 2.55

Standard: 2.00

Last Month: \$962,075

Last Month: 2.60

State Minimum

Materials Added in July

2019	2020	2021	2022	2023
402	325	421	194	151

Yearly Material Added

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	1,342

Physical Items Checked Out in July

2019	2020	2021	2022	2023
6,892	3,350	6,240	7,476	7,716

Cumulative Physical Items Check Out

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	49,188

Miscellaneous item checkouts

July	2019	2020	2021	2022	2023
Technology Devices	31	25	50	55	76
Study Rooms	108	0	18	62	62
Games and Puzzles	71	24	62	193	169
Seeds	30	22	23	85	0
STEAM Packs	24	0	25	27	17
Cake Pans	*	3	4	8	1
Outdoor Items	*	*	*	*	8
Honor Books	*	*	*	*	21

Yearly Totals

2019	2020	2021	2022	2023
137	381	725	743	446
253	305	395	746	440
222	955	1,263	2,060	1,022
112	302	878	883	706
61	25	160	234	136
1	28	21	69	15
*	*	*	17	38
*	*	*	19	91

Library Services Usage

July	2019	2020	2021	2022	2023
Test Proctoring	13	11	33	5	9
Charging Station	14	0	6	1	0
Notary Services	*	3	24	13	39
Library Visits	5,595	2,193	3,763	4,248	3,892
Website Usage	2,182	1,156	2,629	3,413	4,103
Reference Questions	3	17	8	3	6

Yearly Totals

2019	2020	2021	2022	2023
27	74	108	61	51
19	47	45	21	10
16	88	144	135	99
55,728	30,007	38,913	48,253	29,572
16,935	17,977	27,907	33,678	29,908
77	60	73	31	26

Computer Users

July	2019	2020	2021	2022	2023
Wireless	811	154	256	361	367
Adult Users	368	221	227	207	222
Kids Users	207	5	177	286	172

Yearly Computer Users

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	2,700
1,103	2,138	2,235	2,608	1,413
556	427	957	2,987	1,263

Library Volunteers

July	2019	2020	2021	2022	2023
Library Volunteers	14	2	10	11	10
Volunteer Hours	154	81.5	133.5	132	67

Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	54
809	1,286	1,204	1,492.5	1,227

Universal Class Counts

July	
Sign ups	2
Courses started	6
Lessons viewed	42
Class Submissions	86

Yearly Totals

2019	2020	2021	2022	2023
9	10	13	18	17
16	53	39	2	12
194	1,771	1,008	876	238
105	800	515	465	335

Programs

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	2	11	2	2	4
total Sign-ups	60	83	84	113	149

Achievements	2019	2020	2021	2022	2023
100 Mark	0	0	22	10	1
500 Mark	2	0	2	5	6
Completion	1	2	4	7	5

Face-to-face Kids Programs

July	2019	2020	2021	2022	2023
Programs	9	2	15	13	11
Attendees	395	188	567	430	528
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	88
Attendees	4,201	1,185	2,167	3,646	2,755

The library halted kids programs during the last week of July as in the past attendance is low as patrons get their children ready for back to school.

Grab & Go Kits

July	2020	2021	2022	2023
Kits	0	5	0	0
Taken	0	147	0	0
Yearly	2020	2021	2022	2023
Kits	38	44	7	0
Taken	1094	1,699	334	0

Teen/tween Face-to-Face Programs

July	2020	2021	2022	2023
Programs	0	53	8	10
Attendees	0	17	37	27
Yearly	2020	2021	2022	2023
Programs	11	43	98	71
Attendees	77	370	437	218

Grab & Go

July	2020	2021	2022	2023
Kits	0	3	0	1
Taken	0	25	0	4
Yearly	2020	2021	2022	2023
Kits	13	24	7	2
Taken	152	409	151	19

Since the library has only done combined teen/tween classes for the last year, the director will only record those numbers until the program grows and needs to be divided by age.

Face-to-face Adult Programs

July	2019	2020	2021	2022	2023
Programs	13	0	4	6	9
Attendees	73	0	21	22	39
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	54
Attendees	1,343	214	351	377	254

Device Advice

July	2019	2020	2021	2022	2023
Sessions	*	0	8	20	19
Yearly	125	51	81	131	81
Passive					
July	*	*	0	0	0
Yearly	*	*	0	20	0

Interlibrary Loan Services

July	2019	2020	2021	2022	2023
Borrowed	13	0	4	65	36
Loaned	73	0	21	20	12

Yearly Interlibrary Loan Services

2019	2020	2021	2022	2023
690	534	673	872	372
410	151	226	317	115

July	R.E.A.D.S
Adults	2,625
Juvenile	215

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	27,691
Juvenile	1,430	1,189	1,032	2,013	2,003

The READS statistics come from the state.

Summer Reading Participants	Listeners	Readers	Tweens	Teens	Adults
2017	35	62	*	7	12
2018	32	83	*	13	18
2019	47	96	*	16	21
2020	11	14	*	3	13
2021	19	24	*	4	13
2022	33	33	20	7	20
2023	42	47	40	8	57

Benchmarks	1	2	3	4	5	6	7	8	9	Grand Prizes
2021										
Tots	19	13	13	12	10	9	9	9	8	4
Kids	24	19	17	17	17	17	15	13	13	6
Teens	4	4	3	2	2	2	2	2	2	1
Adults										13
2022										
Tots	33	23	20	20	18	16	15	14	13	5
Kids	33	25	22	20	18	13	13	13	11	5
Tweens	20	18	15	15	11	8	7	6	6	3
Teens	7	4	2	2	2	1	0	0	0	1
Adults										20
2023										Level 10
Tots	22	20	20	20	19	19	16	15	14	12
Kids	30	24	22	21	17	16	16	13	13	
Tweens	26	22	20	19	14	12	10	9	9	
Teens	4	3	3	3	1	1	1	1	1	
Adults										12

**White House Library
August Monthly Report
Submitted by Elizabeth Kozlowski**

Summary of Activities

The library director attended regional board orientation meeting for new board member Sam Matthews on August 1st.

The library director did free eye screenings at the library on Monday, August 7th. The director screened 5 adults and 5 children and referred 2 adults and 2 children on to get a full eye exam.

The library director attended a lions club meeting on August 9th. The director reported the results of the library eye screening and delivered the glasses that have been put in the library donation box.

The last water day scheduled for August 10th was cancelled due to rain.

The library director attended a webinar about the enchroma glasses program that will take place on September 21st.

The youth services librarian attended a virtual meeting to get Fiero coding software set up at the library. The program has been moved to Monday nights and has better attendance than when it was held on Wednesday.

The library director took Larry to the vet on Monday, August 14th. Larry received a good report from the vet, but he does need more calcium and vitamins. Staff will now sprinkle his food with those items to ensure he is getting the nutrients he needs.

The library director attended the Board of Mayor and Alderman meeting on August 17th. The director presented the recommendation for the city ordinance change on library board members and the new public library service agreement.

The library director attended training through MTAS on August 22nd and 23rd on a wide range of topics. The director is also going to look into their Certified Public Management program as future training.

The policy committee met on August 22nd and reviewed possible policy changes in order to meet the new requirements of the public library service agreement.

The library director had one-on-one meetings with all staff members to discuss updates to policies, how things were going with work, etc.

The library director attended the director's roundtable at the region on August 29th. Some of the items discussed included: book challenges, leadership style, and role of the director.

The library director met with the library chair to review the September board meeting agenda and packet.

Department Highlights

The highlights for the month included: getting the coding software set up, Larry's vet checkup, and the director's training opportunities.

White House Public Library August 2023 Performance Measures

Official Service Area Populations

2019	2020	2021	2022	2023
14,202	14,363	14,455	14,820	15,094

Membership

August	2019	2020	2021	2022	2023
New Members	97	106	100	134	141
Updated Members	334	390	403	327	324
Yearly Totals	2019	2020	2021	2022	2023
Total Members	8,376	9,496	7,027	7,125	8,102
% of population with membership	59	66	49	48	53

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library is also sending out notices when a patron's card is expired to help reduce the number of inactive cards.

Total Material Available: 38,832

Estimated Value of Total Materials: \$970,800

Total Materials Available Per Capita: 2.57

Standard: 2.00

Last Month: \$964,300

Last Month: 2.55

State Minimum

Materials Added in August

2019	2020	2021	2022	2023
214	395	228	443	376

Yearly Material Added

2019	2020	2021	2022	2023
3,004	3,025	3,035	3,573	1,718

Physical Items Checked Out in August

2019	2020	2021	2022	2023
5,506	4,287	5,845	8,496	7,681

Cumulative Physical Items Check Out

2019	2020	2021	2022	2023
62,522	50,042	59,515	80,653	56,869

Miscellaneous item checkouts

August	2019	2020	2021	2022	2023
Technology Devices	35	35	60	63	77
Study Rooms	114	55	38	78	79
Games and Puzzles	79	77	124	211	166
Seeds	9	17	12	71	33
STEAM Packs	16	0	14	26	43
Cake Pans	2	3	3	5	8
Outdoor Items	*	*	*	*	5
Honor Books	*	*	*	*	5

Yearly Totals

2019	2020	2021	2022	2023
137	381	725	743	523
253	305	395	746	519
222	955	1,263	2,060	1,188
112	302	878	883	739
61	25	160	234	179
1	28	21	69	23
*	*	*	17	43
*	*	*	19	96

Library Services Usage

August	2019	2020	2021	2022	2023
Test Proctoring	11	8	9	4	0
Charging Station	5	3	2	1	1
Notary Services	*	8	13	21	20
Library Visits	4,565	3,004	3,589	4,898	3,849
Website Usage	1,863	1,460	2,453	3,423	3,902
Reference Questions	5	7	2	1	1

Yearly Totals

2019	2020	2021	2022	2023
27	74	108	61	51
19	47	45	21	11
16	88	144	135	119
55,728	30,007	38,913	48,253	33,421
16,935	17,977	27,907	33,678	33,810
77	60	73	31	27

Computer Users

August	2019	2020	2021	2022	2023
Wireless	643	315	328	512	410
Adult Users	362	238	230	254	210
Kids Users	181	1	121	210	246

Yearly Computer Users

2019	2020	2021	2022	2023
2,017	3,829	3,878	4,544	3,110
1,103	2,138	2,235	2,608	1,623
556	427	957	2,987	1,509

Library Volunteers

August	2019	2020	2021	2022	2023
Library Volunteers	9	6	5	8	9
Volunteer Hours	85	93	133.5	138	62

Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	56
809	1,286	1,204	1,492.5	1,289

Universal Class Counts

August	
Sign ups	0
Courses started	0
Lessons viewed	110
Class Submissions	202

Yearly Totals

2019	2020	2021	2022	2023
9	10	13	18	17
16	53	39	2	12
194	1,771	1,008	876	348
105	800	515	465	537

Programs

1,000 books	2019	2020	2021	2022	2023
Monthly Sign-ups	2	11	2	2	1
total Sign-ups	60	83	84	113	150

Achievements	2019	2020	2021	2022	2023
100 Mark	0	0	22	10	1
500 Mark	2	0	2	5	6
Completion	1	2	4	7	7

Face-to-face Kids Programs

August	2019	2020	2021	2022	2023
Programs	9	3	11	12	9
Attendees	214	67	174	267	255
Yearly	2019	2020	2021	2022	2023
Programs	154	43	91	136	97
Attendees	4,201	1,185	2,167	3,646	3,010

Grab & Go Kits

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

The library did not hold kids programs during the first week of August as patrons get their children ready for back to school.

Teen/tween Face-to-Face Programs

August	2020	2021	2022	2023
Programs	3	4	9	11
Attendees	14	23	55	53
Yearly	2020	2021	2022	2023
Programs	11	43	98	82
Attendees	77	370	437	271

Grab & Go

August	2020	2021	2022	2023
Kits	0	0	0	0
Taken	0	0	0	0
Yearly	2020	2021	2022	2023
Kits	13	24	7	2
Taken	152	409	151	19

Since the library has only done combined teen/tween classes for the last year, the director will only record those numbers until the program grows and needs to be divided by age.

Face-to-face Adult Programs

August	2019	2020	2021	2022	2023
Programs	16	4	7	6	13
Attendees	74	16	29	31	92
Yearly	2019	2020	2021	2022	2023
Programs	157	42	63	75	67
Attendees	1,343	214	351	377	346

Device Advice

August	2019	2020	2021	2022	2023
Sessions	*	0	81	21	19
Yearly	125	51	81	131	100
Passive					
July	*	*	0	0	0
Yearly	*	*	0	20	0

The library held a special bee keeping class. It was very successful with the classed maxed at 20 individuals and there being a wait list. Due to the popularity, the library will hold this program again in October.

Interlibrary Loan Services

August	2019	2020	2021	2022	2023
Borrowed	121	71	71	101	58
Loaned	47	34	18	28	25

Yearly Interlibrary Loan Services

2019	2020	2021	2022	2023
690	534	673	872	430
410	151	226	317	140

August	R.E.A.D.S
Adults	2,511
Juvenile	164

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	30,202
Juvenile	1,430	1,189	1,032	2,013	2,167

The READS statistics come from the state.



City of White House, TN

Monthly Draft Report Account Summary

For Fiscal: 2023-2024 Period Ending: 08/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 110 - General Fund							
Expense							
Function: 44800 - Library							
110-44800-110	Libraries - Salaries	304,836.00	304,836.00	23,450.35	46,335.03	46,335.03	258,500.97
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	25,831.00	25,831.00	1,342.27	2,922.80	2,922.80	22,908.20
110-44800-117	Libraries - Annual Longevity Pay	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00
110-44800-130	Libraries - Employee Benefits	26,870.00	26,870.00	1,933.15	3,833.70	3,833.70	23,036.30
110-44800-142	Libraries - Hospital & Health Insurance	79,884.00	79,884.00	6,275.20	12,550.40	12,550.40	67,333.60
110-44800-143	Libraries - Retirement	29,567.00	29,567.00	2,265.30	4,466.45	4,466.45	25,100.55
110-44800-144	Libraries - Dental Insurance	3,360.00	3,360.00	280.00	560.00	560.00	2,800.00
110-44800-145	Libraries - Vision Benefit	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00
110-44800-147	Libraries - Unemployment Insurance	210.00	210.00	4.03	8.77	8.77	201.23
110-44800-148	Libraries - Employee Ed. & Training	12,950.00	12,950.00	4,890.76	4,890.76	12,798.00	152.00
110-44800-200	Libraries - Contractual Services	28,000.00	28,000.00	1,179.55	2,779.04	5,114.75	22,885.25
110-44800-211	Libraries - Postage, Box Rent, Etc.	275.00	275.00	0.00	0.63	0.63	274.37
110-44800-235	Libraries - Memberships/Subscription...	18,219.00	18,219.00	1,000.00	7,677.00	8,674.00	9,545.00
110-44800-237	Libraries - Advertising & Pub. Relations	870.00	870.00	42.00	42.00	100.00	770.00
110-44800-241	Libraries - Electric	58,000.00	58,000.00	3,179.92	6,201.93	6,201.93	51,798.07
110-44800-242	Libraries - Water	2,842.00	2,842.00	392.71	531.98	531.98	2,310.02
110-44800-243	Libraries - Sewer	2,102.00	2,102.00	111.65	204.80	204.80	1,897.20
110-44800-245	Libraries - Phones / Fax / Internet	6,840.00	6,840.00	595.76	1,189.35	1,189.35	5,650.65
110-44800-249	Libraries - Stormwater Fee	648.00	648.00	53.94	107.88	107.88	540.12
110-44800-260	Libraries - R & M Facilities	14,200.00	14,200.00	35.98	4,258.06	5,517.40	8,682.60
110-44800-280	Libraries - Travel	400.00	400.00	0.00	0.00	0.00	400.00
110-44800-287	Libraries - Meals And Entertainment	965.00	965.00	0.00	18.44	200.00	765.00
110-44800-312	Libraries - Small Items Of Equipment	12,300.00	12,300.00	222.40	1,204.60	1,345.20	10,954.80
110-44800-320	Libraries - Operating Supplies	12,025.00	12,025.00	2,037.37	3,081.64	3,362.64	8,662.36
110-44800-330	Libraries - Inventory Supplies	14,000.00	14,000.00	144.04	854.00	854.00	13,146.00
110-44800-331	Libraries - Oil, Fuel, Etc.	560.00	560.00	115.74	115.74	115.74	444.26
110-44800-900	Libraries - Capital Outlay	24,000.00	24,000.00	0.00	0.00	0.00	24,000.00
Function: 44800 - Library Total:		686,885.00	686,885.00	49,552.12	103,835.00	116,995.45	569,889.55
Expense Total:		686,885.00	686,885.00	49,552.12	103,835.00	116,995.45	569,889.55
Fund: 110 - General Fund Total:		686,885.00	686,885.00	49,552.12	103,835.00	116,995.45	569,889.55
Report Surplus (Deficit):		-686,885.00	-686,885.00	-49,552.12	-103,835.00	-116,995.45	-569,889.55

Revised by library board on January 12, 2023

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. The adult must remain with their child while the computer is in use. Children under the age of 12 may use an Internet access computer without an adult only during library specific classes e.g. coding club, genealogy club, etc. Children ages 13 to 17 years of age must have a library card to check out an Internet computer. Those ages 13 to 17 may use a computer unattended. An ID will not be used to check out a computer to a teen. 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 regardless if the parent/legal guardian is present or not. 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.

c. Filtering software is on all public computers. The purpose of this software is to block material that may be considered obscene, pornographic in nature, and/or harmful to minors. Users, ~~17~~ 18 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. Though emancipated minors may obtain adult card privileges, the filtering software will not be disabled for those under the age of ~~17~~ 18 in compliance with CIPA regulations.

d. 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.

e. Adults without a library card may checkout the computers as a guest. Patrons do not have to have a library card to access the library's WIFI. Library users must follow the WIFI guideline to before logging on to the WHL public WIFI. Failure to follow those guidelines will result in the patron having privileges withdrawn.

2. 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.

a. 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. Patron may not view such material while on the library premises regardless of if the patron is using their personal device or a library device.

Revised by library board on January 12, 2023

WHL INTERNET SAFETY AND COMPUTER USE POLICY

The library is pleased to offer the public use of the computers and Internet as part of the library's mission to be an essential community hub that provides tools, resources, and assistance.

By logging onto this computer, the 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.

Staff will not type in personal or private information while assisting patrons on a computer.

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

Users are not allowed to change any of the computer settings, by-pass the library admin protocols or download any software to the computer.

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.

The WHL is aware of and adheres to CIPA requirements for the safety of minors while accessing the Internet. Filtering software is on all computers in order to restrict access to inappropriate and harmful material to minors on the Internet. Staff may disable this software for patrons over ~~17~~ 18 years of age, but 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. Though emancipated minors may obtain adult card privileges, the filtering software will not be disabled for those under the age of 18 in compliance with CIPA regulations.

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 Computer Use Policy, Do not log on and return computer card and log on code to the front desk. Any violation of this policy will result in the patron's computer session being terminated, the patron's computer use being revoked, as well as possible banning from the library and/or charges being filed based on the offense.

Revised by library board on January 12, 2017

Wireless Internet Policy

The White House Library (WHL) makes the Internet accessible to connect patrons with the resources and information necessary for personal growth and lifelong learning. WHL has no control over the information obtained through the Internet and cannot be held responsible for its content or accuracy. WHL assumes no responsibility for damages, direct or indirect, resulting from the use of the Internet. 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. Library staff members are not able to configure personal wireless devices or troubleshoot equipment that is not WHL property.

Guidelines for Public Wireless Use

- The following are strictly prohibited:
 - Violation of any applicable local statute, or state or federal law
 - Unauthorized copying or use of copyright protected materials
 - Sending, receiving, or displaying text or graphics that may reasonably be construed as either obscene, child pornography, or harmful to minors
 - Compromising the safety and security of a minor or individual when using email, chat rooms, social media or other forms of electronic communication. Such use includes, but is not limited to, giving others private information about one self or others or arranging a face-to-face meeting with an individual on has met on the Internet without a parent or legal guardian's permission.

- Patrons must adhere to the above guidelines regardless if they use their personal device or a library device.

By logging onto our Wi-Fi, you certify that you understand and agree to comply with the ~~Computer Use Policy~~ above policy. Failure to abide by these guidelines may result in suspension of library privileges, including Internet access.

Revised by library board on September 12, 2019

Collection Development Policy

PURPOSE

The Collection Development Policy of the White House Library (WHL):

- Informs the public of the principles guiding our selection of library materials
- Establishes priorities for the allocation of resources
- Guides library staff in the selection and management of the collection

LIBRARY MISSION

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

The Library's Selected Roles:

- Popular Materials Center
- Preschooler's Door to Learning
- Independent Learning Center

COLLECTION DEVELOPMENT RESPONSIBILITY

Within the context of policies adopted by the WHL Board of Trustees, the Library Director holds ultimate responsibility for the selection and management of the collection. The Library Director delegates collection development responsibilities to library staff as necessary.

SELECTION AND EVALUATION CRITERIA

Selection Criteria

Priority is given to materials that best support WHL's mission and selected roles of Popular Materials Center, Preschooler's Door to Learning, and Independent Learning Center. Library staff utilizes professional judgment and expertise when making selection and collection management decisions. Additionally, library staff will consider community interests, demand, strengths and weaknesses of the existing collection, physical space limitations, and available budget when making selection decisions. The following criteria are used to evaluate items for inclusion in the WHL collection:

- Content
 - Accuracy

- Authoritativeness
- Comprehensiveness
- Enduring significance or interest
- Purpose
- Representation of diverse viewpoints
- Cost in relation to use and/or enhancement of the collection
- Current and anticipated appeal
- Format
- Professional reviews
- Relation to the existing collection
- Relation to other resources in the community
- Significance of the author/creator
- Suitability for intended audience
- Timeliness

Formats

WHL acquires materials in various formats including print, audiovisual, and digital. Currently, WHL acquires:

- Hardcover books
- Paperback books
- Large print books
- Magazines
- Newspapers
- Audiobook CDs
- ~~Music CDs~~
- DVDs
- Plush sets (a children's book and related stuffed animal)
- Board Games
- Puzzles
- Video Games
- Tech devices
- ~~ebooks~~
- Cake pans
- STEAM Items
- Miscellaneous items e.g. knitting kits, etc.

WHL offers access to:

- Digital audiobooks
- Digital eBooks
- Electronic Resources (Tennessee Electronic Library)
- Universal Class
- Kanopy
- Fiero Coding

The WHL collection does not include:

- Realia
- Textbooks
- Microform
- Computer software

Selection Aids

Sources for assisting library staff in the selection process include, but are not limited to:

- Patron requests and recommendations
- Professional and trade bibliographies such as:
 - New York Times Best Sellers
 - American Library Association Notable Books
 - Oprah's Book Club
- Published reviews from standard review sources such as:
 - *Booklist*
 - *Horn Book*
 - *Kirkus*
 - *Library Journal*
 - *Publisher's Weekly*
 - *School Library Journal*
 - *VOYA*
- Publisher/vendor catalogs

Gifts

WHL gladly accepts gifts of materials for the collection using the same selection criteria applied to purchase material. Decisions regarding the inclusion of gifts in the WHL collection are made by the Library Director and library staff, using the following guidelines:

- Not all gifts will be added to the WHL collection. Unused gifts will not be returned to donors.
- WHL retains unconditional ownership of the gift.
- Unused gifts may be given to the Friends of the White House Library for public sale, be donated to other organizations, or disposed of.
- WHL does not place a value on gifts, nor provide appraisals for income tax or any other purpose.

WHL is pleased to accept monetary gifts intended for the purchase of library materials. Using the aforementioned selection criteria the Library Director will choose specific titles to be purchased with a monetary gift. However, a donor may suggest their gift be used to enhance a specific area of the collection (best sellers, picture books, music, etc.).

Collection Evaluation and Maintenance

The WHL collection is evaluated on a regular basis to ensure that space limitations are minimized and that the collection remains current, balanced, attractive, and relevant. Through collection evaluation, items are selected for retention, replacement, or withdrawal. At the Library Director's discretion, items withdrawn from the collection will be donated to the Friends of the White House Library for public sale, or disposed of through appropriate means as determined by the Library. Library staff utilizes professional expertise and judgment in deciding which materials to retain, replace, repair, or withdraw. The Library utilizes the following guide for collection evaluation and maintenance:

CREW: A Weeding Manual for Modern Libraries

INTELLECTUAL FREEDOM

WHL strives to offer a collection that represents the needs of our community and is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. WHL has a responsibility to provide a balanced collection of materials with diverse ideas and viewpoints. Inclusion of an item in the WHL collection does not mean that WHL endorses any theory or statement contained within. WHL is committed to free and open access to its collections and subscribes to the positions articulated in the following statements:

- The Library Bill of Rights
- The Freedom to Read
- The Freedom to View

Revised by library board on September 12, 2019

Reconsideration of Library Materials

WHL welcomes expressions of opinion from patrons regarding materials included or not included in the collection. If a patron questions the content or placement of an item in the library collection or wishes to have a specific item added to the collection, he/she should address the concern with the Library Director. Additionally, patrons may wish to submit a Request for Reconsideration of Library Materials form. When a Request for Reconsideration of Library Materials form is received, the library director will inform the Library Board Chairman. The library director will have 30 days to review/research the title and try to work out a solution with the individual making the request. If the individual is not satisfied with the director's decision, the patron may request that the matter be taken to the Library Board Chair. The Library Board Chair will appoint an ad hoc committee consisting of appropriate library staff, Trustees, and/or community members. This ad hoc committee will evaluate all requests for reconsideration within the framework of the Collection Development Policy. 60 days and hold a public meeting in which individuals from the community may speak following the guidelines set in the WHL by-laws. During this process, the item in question will remain accessible to library patrons if it is already in the collection. The committee will make a recommendation to the Library Director who will bring the committee's recommendation to the next regularly scheduled library board meeting. The board will vote to accept or reject the committee's decision. The Library Director will inform the respond by letter to the patron listed on the Request for Reconsideration of Library Materials of the board decision by letter.

Only those with a library card account for White House Library and residents of Robertson and Sumner County can request that a title be reconsidered.

Request for Reconsideration of Library Materials (Removal)

Date: _____

Name: _____ Library Card # _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Representing: Self ____ or Organization (please identify): _____

Item on which you are commenting:

Title: _____

Format: Book ____ Audio Material ____ Magazine/Newspaper ____ Video/DVD ____ Other ____

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

1. What brought this item to your attention?
2. Have you read/examined the item in its entirety? Yes _____ No _____
3. What concerns you about this item? Please list specific pages, sections, or scenes.
4. Are you aware of the judgment of this item by literary or other critics?
5. What would you like the Library to do about this item? Would this item be more appropriate in a different section? E.g. moving from children to teens or teen to adult section.

6. If you would like the Library to remove this item from the collection: What other item of equal merit, serving substantially the same purpose, would you recommend?

Approved by Library Board on September 12, 2019

Only those with a library card account for White House Library and residents of Robertson and Sumner County can request that a title be reconsidered.

Request for Reconsideration of Library Materials (Addition)

Date: _____

Name: _____ Library Card # _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Representing: Self ____ or Organization (please identify): _____

Item on which you are commenting:

Title: _____

Format: Book ____ Audio Material ____ Magazine/Newspaper ____ Video/DVD ____ Other ____

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

7. What brought this item to your attention?

8. Do you know if the item meets the library's collection development and acquisition policy guidelines?

9. Why do you believe this item would be a good edition to the library collection?

10. Are you aware of the judgment of this item by literary or other critics?
11. If possible, would you accept this item being borrowed from another library?
12. Are there other items of equal merit, serving substantially the same purpose, that the library could look at adding?

Approved by Library Board on September 12, 2019

Revised by library board on January 12, 2023

C. ADULT BORROWERS

1. Patrons ~~17~~ 18 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.

Patrons are responsible for returning items on time and in the condition it was checked out. Patrons will agree to pay any fee for damaged, missing or late items. Patrons should alert staff immediately if after checkout they find an item damaged or missing a piece. Failure to do so may result in the patron being charged for the item. The WHL does not review or endorse the items in its collection. It is the patrons' responsibility to review the content of the material they checkout. 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 unless they have been emancipated under state law. Emancipated minors may apply for a library card as a legal adult by showing the court document to verify they are emancipated. The parent, legal guardian, or legal caregiver of a non-emancipated minor 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 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. Local teachers may apply for a special teacher's card. In addition to meeting the general library card application requirements, individuals must show their most recent pay stub. All teacher cards will automatically expire on September 1. Individuals will have to show their most recent pay stub to renew their teacher status. A teacher's card will be eligible to check out up to 40 items, but the limits on specific item type will be the same as regular cardholders. Teacher items will checkout for 3 weeks (excluding technology devices) and will be eligible for 2 two week renewals if the items are not on hold.
6. Adult patron may apply for an electronic library card. This type of card will allow patrons to checkout eBooks, downloadable audiobooks, or use the Universal Class database. Patrons will not be allowed to check out any physical items with this type of card. Patrons do not have to come into the library to obtain an e-library card, but must fill out our application online. If a patron wants full checkout privileges, they must come into the library and show proof of address. Juveniles cannot apply for e-library cards.
7. Library cards shall be issued with an expiration date of 2 years to be updated bi-annually in the computer.
8. Patrons may update their library privileges by phone or in person.
9. Borrower identification may be requested at the discretion of the library staff.
10. All cards unused for 3 years will be discarded.

Revised by library board on January 12, 2023

D. JUVENILE BORROWERS

1. Juveniles 17 years of age and under may apply for a library card with a parent, legal guardian, or legal caregiver acting as the responsible party unless they have been emancipated under state law. Emancipated minors may apply for a library card as a legal adult by showing the court document to verify they are emancipated. The parent, legal guardian, or legal caregiver of a non-emancipated

minor 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.

2. The parents/legal guardians/legal caregivers are responsible for returning the items their child checks out on time and in the condition it was checked out. Parents/legal guardians/legal caregivers will agree to pay any fee for damaged, missing or late items. It is the parents/legal guardians/legal caregivers' responsibility to alert staff immediately if after checkout they find an item damaged or missing a piece. Failure to do so may result in the parents/legal guardians/legal caregivers being charged for the item.

3. The White House Library does not review or endorse the content in the collection. The WHL arranges items based on the reading level of items, not based on content or age appropriateness. It is the parents, legal guardians or legal caregivers' responsibility to determine if the content and subject matter of an item is appropriate for their child. In the event that a child checks out an item from the White House Library that the parents, legal guardians or legal caregivers deems inappropriate, it is their responsibility to remove the item from the child's possession and return it to the White House Library.

4. It is the parents, legal guardians or legal caregivers' responsibility to supervise their child while at the White House Library and ensure their child does not view, engage with, or otherwise consume an item the they deems inappropriate for their child even if the parents, legal guardians or legal caregivers are not physically present at the White House Library with their child.

5. There are certain items in the WHL collection that would fall under the purview of T.C.A. 39-17-911(a)(1)-(2) if such items were "exhibit[ed] or ma[d]e available to a patron's child. As such, the parents, legal guardians or legal caregivers acknowledge that any item in the White House Library collection is not "exhib[ed] or ma[d]e available" to their child by virtue of the White House Library having the item in its collection and/or placing the item on a bookshelf or display. Without a library card, a child cannot check out any such item. Thus it is the parents, legal guardians or legal caregivers who are the party responsible for giving their child access to the items in the White House Library collection by signing the child up for a library card.

6. The parent, legal guardian or legal caregiver must agree and sign the juvenile permission form in order to obtain a library card for a minor. If the legal guardian refuses, then the juvenile will be denied a library card and access to all library material.

Juvenile Library Card Permission Form

By signing this Juvenile Library Card Permission Form (the “Form”), I, _____, the parent, legal guardian, or legal caregiver of _____ (the “Child”), acknowledge and agree to the following:

- The White House Library (“WHL”) staff does not review or endorse any of the content in the collection. The content of the collection may include, but is not limited to, books, displays, pamphlets, magazines, movies, computers, internet searches, library databases, and electronic materials (individually, an “Item”; collectively, the “Items”). When determining where to place an Item in the library, the WHL staff relies upon the prescribed reading level of the item, and the WHL staff’s determination to place an Item in a specific area does not incorporate considerations of the Item’s content and/or subject matter. I, as the parent, legal guardian, or legal caregiver for my Child, am solely responsible for making the determination of whether the content and/or subject matter of an Item is appropriate for my Child.
- I am responsible for supervising my Child while such Child is in the WHL, and I am responsible for ensuring that my Child does not view, engage with, or otherwise consume any Items that I believe to be inappropriate for my Child. Notwithstanding the foregoing, I acknowledge and agree that I remain responsible for monitoring my Child’s activity at the WHL even if I am not physically present at the WHL with my Child.
- I am responsible for confirming that any Item checked out by my Child from the WHL is appropriate for my Child prior to such Item being checked out. Notwithstanding the foregoing, if my Child checks out an Item without my knowledge, I acknowledge and agree that I remain responsible for determining whether the Item is appropriate for my Child. In the event that my Child checks out an Item from the WHL that I deem to be inappropriate, it is my responsibility to remove the Item from my Child’s possession and return the Item to the WHL.
- There are certain Items in the WHL collection that would fall under the purview of T.C.A. § 39-17-911(a)(1)-(2)ⁱ if such Items were “exhibit[ed] or ma[d]e available” to my Child, and I acknowledge and agree to the following:
 - i. Any such Item in the WHL collection is not “exhibit[ed] or ma[d]e available” to my Child by virtue of the WHL having the Item in its collection and/or placing the Item on a bookshelf or display in accordance with the WHL’s organizational system.
 - ii. Without a library card, my Child cannot check out any such Item. Accordingly, by signing this Form and satisfying the other requirements established by the WHL for granting a library card to my Child, I am the party responsible for giving my Child access to any and all Items in the WHL collection.

By signing this Form, I indicate that I have fully read and understood the contents of this Form and hereby give permission to the WHL to grant my Child a WHL card and to give my Child access to the WHL’s collection.

PARENT/LEGAL GUARDIAN/LEGAL CAREGIVER OF THE CHILD

By: _____
(SIGN)

Name: _____
(PRINT)

Date: _____

WHITE HOUSE LIBRARY

By: _____
(SIGN)

Name: _____
(PRINT)

Title: _____

Date: _____

¹ T.C.A. § 39-17-911(a)(1)-(2)

(a) It is unlawful for any person to knowingly sell or loan for monetary consideration or otherwise exhibit or make available to a minor:

- (1) Any picture, photograph, drawing, sculpture, motion picture film, video game, computer software game, or similar visual representation or image of a person or portion of the human body, that depicts nudity, sexual conduct, excess violence, or sado-masochistic abuse, and that is harmful to minors; or
- (2) Any book, pamphlet, magazine, printed matter, however reproduced, or sound recording, which contains any matter enumerated in subdivision (a)(1), or that contains explicit and detailed verbal descriptions or narrative accounts of sexual excitement, sexual conduct, excess violence, or sado-masochistic abuse, and that is harmful to minors.

THE WHITE HOUSE PUBLIC LIBRARY
BY-LAWS
REVISED by library board on July 13, 2023

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 and serve a two (2) year term after which they or their successors must be elected for another term.
- B. The Chairman shall preside at all board meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the Chairman, the Vice-Chairman shall preside over the board meetings and otherwise perform the duties of the Chairman. In the absence of the Vice-Chairman, the Chairman shall appoint another board member to preside over the meeting.

- C. The Secretary shall keep a true and correct account of all proceedings of the board 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.
