White House Library Board Meeting Agenda
Billy S. Hobbs Municipal Center
Court Room
September 8, 2022

I.   Call TO ORDER
    A.   Roll call of Trustees
    B.   Welcome Visitors
II.   APPROVAL OF MINUTES FROM July 14, 2022
III.   COMMUNICATIONS
IV.   REPORTS
    A.   Regional Director
    B.   Library Director
            a.   Monthly Reports
            b.   Upcoming events/updates
                    i.   Board and Volunteer reception
                    ii. Winter Reading Challenge
            c.   Budget
    C.   Committees
        1.   Executive
                a.   Disaster Recovery Plan
        2.   Finance and Budget
        3.   Marketing and Public Relations
        4.   Policy Review
                a.   Policy Updates
V.   UNFINISHED BUSINESS
VI.   NEW BUSINESS
    a.   Meeting dates for 2023: January 12, March 9, May 11, July 13, September 14, Nov. ??
VII.   ADJOURN

White House Library Board Meeting Minutes
Billy S. Hobbs Municipal Center
Board Room
July 14, 2022

I. Call to Order: 7:01pm

        A. Roll call of Trustees: Carter Beck, Cherry Richardson, Andrew Armstrong, Katy Hornbeck, Doreen Brown, Martha Montgomery, John Corbitt arrived late.

        B. Welcome Visitors: Elizabeth Kozlowski, Amanda Brewton, Cecilie Maynor, and Caitlyn Haley

II. Approval of Minutes from March 10, 2022: Katy Hornbeck motioned to approve the minutes, Carter Beck seconded the motion. All approved the minutes.

III. Communications: none

IV. Reports

        A. Regional Director: July 17th is the deadline for the tech grant. The

        B. Library director

                1. Monthly Reports

                        a) May: The library director attended the BMA budget study session, had her final mentorship phone call with Martha at Clarksville, did interviews and hired a season library clerk, attended a space planning workshop at the region, met with the Master Gardeners to purchase plants for the outdoor pots, had a satellite system installed to monitor the fire alarms.

                        b) June: Met with the Friends of the Library to discuss the garden for Don and Sherry Eden, met with Wade's lawn care to have work done on the garden space, the Fandomcon event was held on June 11, work was done on getting the library's sprinkler system fixed, held an orientation with the two new library trustees

                2. Upcoming events/updates

                        a) The group reviewed the post fandomcon numbers and discussed the success of the event.

                3. Budget: The library director went over the library budget. Since it is the start of the budget year, there was not much to review.

                4. State Standards: The library director went over the state standards and showed how many the library met and which few had not been met.

                5. Technology Plan: The library director presented the technology plan with changes for review. Carter Beck motioned to accept the plan with the changes and Doreen Brown second. All approved.

                6. Long Range Plan: The library director went over what items had been completed on the long range plan and then presented a proposed update to the plan. Cherry Richardson motion to approve the updates and Carter Beck second. All approved.

                7. Patron purge: The library director pointed out that the library normally only keeps 3 years of inactive patrons. However, they did not do a purge during COVID in case individuals wanted to use their cards online. The library director recommended that they do a larger purge to make up for the years they did not do them. The library board agreed with a larger purge.

        C. Committees

                a) Executive: did not meet

                b) Finance and Budget: did not meet

                c) Marketing and Public Relations: did not meet

          d) Policy Review: did not meet

V. Unfinished Business: none

VI. New Business:

      1. Officer Election: Doreen Brown nominated that Katy Hornbeck become board chair. Katy accepted the nomination and all approved her appointment. Katy nominated Andrew Armstrong as vice chair. Andrew accepted the nomination and all approved. Carter Beck volunteered to be secretary. All approved his appointment.

      2. Committees: The group discussed committee appointments and the board chair made the following appointments"

          a. Policy: Martha Montgomery, Doreen Brown, Cherry Richardson

          b. Executive: Katy Hornbeck, Andrew Armstrong, Carter Beck

          c. Marketing: Cherry Richardson, Andrew Armstrong, Carter Beck

          d. Budget: John Corbitt, Katy Hornbeck, Carter Beck

VII. Adjourn: All approved adjourning at 8:15pm.

White House Library
July 2022 Monthly Report
Submitted by Elizabeth Kozlowski

Summary of Activities

The library director and library supervisor met with the director and assistant director at the Stokes Brown Public Library. The group discussed promoting the Imagination Library in Robertson County since the Stokes Brown Friends group is now going to manage the funding for the program. Next, the group discussed the library circulation system, TLC, per the memorandum of understanding. Both were happy with using TLC and wanted to continue to use it. They decided that when they update the MOU in September, they would update it to state that the MOU would be good for 2 years, instead of 1. The group still needs to discuss doing an update with TLC, but at a later date. Lastly, the group toured the Stokes Brown Library and got to meet their mascot, Dewey the tortoise. The group discussed possibly doing a mascot battle between the two libraries.

The library director and library supervisor attended a director's check-in with the region. At this meeting the two learned about updates in regional material purchases, the standard survey, 2022-2023 training calendar, technology plan, and other news from the region. The library director will use the training calendar to help coordinate which staff member will attend each training. In addition, the updates on purchasing material was helpful to the library supervisor as she handles those orders.

The library board met on July 14 at the new city hall building. The group voted on new officers and committee members as well as to update the long range plan, technology plan, and to do a purge of expired library card holders. They also reviewed state standards, post fandomcon numbers, and the budget.

The library had a processor stolen out of one of its computers. The library director filed a police report and reviewed the library security cameras, but they could not identify who stole the processor. The library director took the computer to the repair shop in town. The owner put a new processor in the computer, however, some of the pins in the motherboard were damaged in the theft. As such, the entire computer is damaged and cannot be fixed. The computer shop owner mentioned a lock system that would make it very difficult for patrons to open the computer to steal parts, or to steal the entire tower. The library director ordered locks and will get them on the computers when they arrive, hopefully preventing future theft.

The library director submitted the tech grant application with the state on July 15, 2022. The library is not asking for as much as it did last year because unlike the ARPA grant, the tech grant is a 50/50 matching grant and the library does not need as much technology since a large amount was purchased last year.

The library director attended the ribbon cutting on July 27 for the grand re-opening of Kroger's.

The staff held a going away part for both the state tech who was leaving as well as for the library circulation clerk who will be leaving for college. Both will be missed at the library.

Summer reading wrapped at the end of July. The numbers of participants compared to last year are on the statistic report.

Department Highlights

The highlights for the month were the meeting the Stokes Brown director and assistant director, the library board updates, and finishing up Summer Reading.

White House Public Library
July 2022 Performance Measures

Official Service Area Populations

2018	2019	2020	2021	2022
14,035	14,202	14,363	14,455	14,820

Membership

July	2018	2019	2020	2021	2022
New Members	126	127	48	91	171
Updated Members	289	343	270	490	339
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	7,027	6,754
% of population with membership	51	59	66	49	45

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. However, due to COVID, the library held off on doing a purge. The library just did one to better update their records, which is why there is a drop in users.

Total Material Available: 39,517
Estimated Value of Total Materials: $987,925   **Last Month:** $1,019,075
Total Materials Available Per Capita: 266   **Last Month:** 2.82
State Minimum Standard: 2.00

Materials Added in July

2018	2019	2020	2021	2022
160	402	325	421	194

Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	2,501

Physical Items Checked Out in July

2018	2019	2020	2021	2022
6,952	6,892	3,350	6,240	7,476

Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	46,005

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

Miscellaneous item checkouts / **Yearly Totals**

July	2018	2019	2020	2021	2022	2018	2019	2020	2021	2022
Technology Devices	89	31	25	50	55	644	137	381	725	435
Study Rooms	103	108	0	18	62	1,082	253	305	395	398
Games and Puzzles	80	71	24	62	193	743	222	955	1,263	1,141
Seeds	36	30	22	23	85	586	112	302	878	717
STEAM Packs	*	24	0	25	27	148	61	25	160	140
Cake Pans	*	*	3	4	8	6	1	28	21	30

Library Services Usage / **Yearly Totals**

July	2018	2019	2020	2021	2022	2018	2019	2020	2021	2022
Lego Table	180	198	0	0	0	1,891	553	459	0	0
Test Proctoring	23	13	11	33	5	152	27	74	108	46
Charging Station	9	14	0	6	1	90	19	47	45	11
Notary Services	*	*	3	24	13	*	16	88	144	78
Library Visits	5,291	5,595	2,193	3,763	4,248	52,565	55,728	30,007	38,913	28,092
Website Usage	*	2,182	1,156	2,629	3,413	2,517	16,935	17,977	27,907	18,616
Reference Questions	3	3	17	8	3	59	77	60	73	25

Our library visits are very close to our pre-covid numbers. The library hopes that this number will continue to increase.

Library Volunteers / **Yearly Totals**

July	2018	2019	2020	2021	2022	18-19	19-20	20-21	21-22
Library Volunteers	13	14	2	10	11	82	36	20	49
Volunteer Hours	140	154	81.5	133.5	132	809	1,286	1,204	1,624.5

Since some clubs are requiring service hours again, the number of volunteer hours has gone up slightly, but we are not at pre-covid numbers.

Computer Users / **Yearly Computer Users**

July	2018	2019	2020	2021	2022	2018	2019	2020	2021	2022
Wireless	791	811	154	256	361	9,535	2,017	3,829	3,878	2,584
Adult Users	427	368	221	227	207	4,642	1,103	2,138	2,235	1,533
Kids Users	216	207	5	177	286	2,088	556	427	957	1,982

Universal Class Counts / **Yearly Totals**

July		2018	2019	2020	2021	2022
Sign ups	1	24	9	10	13	10
Courses started	5	52	16	53	39	23
Lessons viewed	54	661	194	1,771	1,008	426
Class Submissions	69	445	105	800	515	198

Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	2	11	2	2
total Sign-ups	29	60	83	84	122

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	57
500 Mark	2	2	0	2	5
Completion	0	1	2	4	5

Face-to-face Kids Programs

July	2018	2019	2020	2021	2022
Programs	11	9	2	15	13
Attendees	576	395	188	567	430
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	84
Attendees	4,260	4,201	1,185	2,167	2,425

Virtual Kids Programs

July	2020	2021	2022
Videos	1	4	0
Views	168	10	0
Yearly	2020	2021	2022
Videos	24	19	0
Views	4,182	230	0

Grab & Go Kits

July	2020	2021	2022
Kits	5	3	0
Taken	112	174	0
Yearly	2020	2021	2022
Kits	38	44	0
Taken	1094	1,699	0

This was the first year we held our summer reading performers at the City Hall. It went well and staff believe patrons did enjoy the space. As we hold more programs there, patrons will have a better idea of where to go for programs.

Face-to-face Teen Programs

July	2018	2019	2020	2021	2022
Programs	4	4	0	0	0
Attendees	3	11	0	0	0
Yearly	2018	2019	2020	2021	2022
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

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

Combined Face-to-Face

July	2020	2021	2022
Programs	0	3	8
Attendees	0	17	37
Yearly	2020	2021	2022
Programs	11	43	58
Attendees	77	370	268

Virtual Teen & Tweens

July	2020	2021	2022
Videos	1	0	0
Views	186	0	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

Grab & Go

July	2020	2021	2022
Kits	4	0	0
Taken	50	0	0
Yearly	2020	2021	2022
Kits	13	24	0
Taken	152	409	0

Face-to-face Adult Programs

July	2018	2019	2020	2021	2022
Programs	22	13	0	4	6
Attendees	43	73	0	21	22
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	47
Attendees	1,009	1,343	214	351	231

Virtual

July	2020	2021	2022
Videos	2	1	0
Views	1,238	20	0
Yearly	2020	2021	2022
Videos	18	1	0
Views	4,972	20	0

Device Advice

July	2019	2020	2021	2022
Sessions	*	0	8	20
Yearly	125	51	81	74
Passive				
July	*	*	0	2
Yearly	*	*	0	13

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

Interlibrary Loan Services

July	2018	2019	2020	2021	2022
Borrowed	22	13	0	4	65
Loaned	43	73	0	21	20

Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	514
410	410	151	226	229

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

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

July	R.E.A.D.S
Adults	1,985
Juvenile	188

Yearly Totals	2018-2019	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	23,095
Juvenile	725	1,430	1,189	1,032	2,201

The READS statistics come from the state.

White House Library
August 2022 Monthly Report
Submitted by Elizabeth Kozlowski

Summary of Activities

The library director met with the HR director and Public Service director to make sure the desired dimensions for the new garden space met ADA requirements. The size met regulations, but they made sure to point out that the cement could not be above the ground, but rather needed to be level with it. Now that the library director has that approved, she will start to work on getting quotes from different companies.

The library director did a presentation at the State Library and Archives on the unique items that the library checks out. Some of the items she discussed were: cake pans, board games, puzzles, seeds, outdoor items, and steam packs. The director also reviewed how well all of these items check out, how the library got funding for them, etc. The presentation went well with many participants asking questions. In addition, the library director gained a number of good ideas from the other presenters on items to possibly add in the future.

The library staff finished weeding the collection. A large number of items were deleted to make room for displays. By having open shelving, the staff will be better able to display and circulate items. The deleted items were put in the Friends of the Library bag book sale that happened on August 18. Patrons were able to fill a bag with items and only pay $1. The sale was a success, however, not all of the items sold. The unsold items will be donated to another organization.

The library staff created a display of greeting cards that patrons could purchase. This is part of a fundraiser to help raise funds to purchase a free little library. The library would add the free little library to the garden space it is making outside the building.

On August 25, the library director attended a webinar on the state's justice bus, which is a bus that can travel across the state and provide free legal services. This bus can come to different events, including library events.

The library director attended a Christmas event discussion with a number of other city employees on August 30. The group decided that they would do Christmas activities right after the Christmas parade on Saturday, December 3rd. The library will need to stay open later than usual due to this program. The library will provide patrons the opportunity to take pictures with Santa.

The library director attended the regional library's statistic roundtable on August 30. At this roundtable, the group learned about changes to the Public Library Survey as well as ways to make reports using those statistics. This roundtable will help the director as she works on completing the survey.

Department Highlights
The highlights for the month were the library director's presentation at the state library and archives, the success of weeding the building to make display areas, and the bag sale, which went really well.

White House Public Library
August 2022 Performance Measures

Official Service Area Populations

2018	2019	2020	2021	2022
14,035	14,202	14,363	14,455	14,820

Membership

August	2018	2019	2020	2021	2022
New Members	130	97	106	100	134
Updated Members	320	334	390	403	327
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	7,027	6,871
% of population with membership	51	59	66	49	46

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. The library just did one to update our records, which is why there is a drop in users.

Total Material Available: 38,783
Estimated Value of Total Materials: $969,575   **Last Month:** $987,925
Total Materials Available Per Capita: 2.61   **Last Month:** 2.66
State Minimum Standard: 2.00

Materials Added in August

2018	2019	2020	2021	2022
262	214	395	228	443

Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	2,944

Physical Items Checked Out in August

2018	2019	2020	2021	2022
6,502	5,506	4,287	5,845	8,496

Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	54,501

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

Miscellaneous item checkouts

August	2018	2019	2020	2021	2022
Technology Devices	46	35	235	60	63
Study Rooms	78	114	55	38	78
Games and Puzzles	46	79	77	124	211
Seeds	2	9	17	12	71
STEAM Packs	*	16	0	14	26
Cake Pans	*	2	3	3	5

Yearly Totals

2018	2019	2020	2021	2022
644	137	381	725	498
1,082	253	305	395	476
743	222	955	1,263	1,352
586	112	302	878	788
148	61	25	160	166
6	1	28	21	35

Library Services Usage

August	2018	2019	2020	2021	2022
Lego Table	125	214	0	0	0
Test Proctoring	1	11	8	9	4
Charging Station	2	5	3	2	1
Notary Services	*	*	8	13	21
Library Visits	4,964	4,565	3,004	3,589	4,898
Website Usage	*	1,863	1,460	2,453	3,423
Reference Questions	8	5	7	2	1

Yearly Totals

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	50
90	19	47	45	12
*	16	88	144	99
52,565	55,728	30,007	38,913	32,990
2,517	16,935	17,977	27,907	22,039
59	77	60	73	26

Our library visits are very close to our pre-covid numbers. The library hopes that this number will continue to increase.

Library Volunteers

August	2018	2019	2020	2021	2022
Library Volunteers	10	9	6	5	8
Volunteer Hours	97	85	93	133.5	138

Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	19
809	1,286	1,204	1,492.5	270

Since some clubs are requiring service hours again, the number of volunteer hours has gone up slightly, but we are not at pre-covid numbers.

Computer Users

August	2018	2019	2020	2021	2022
Wireless	757	643	315	328	512
Adult Users	467	362	238	230	254
Kids Users	178	181	1	121	210

Yearly Computer Users

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	3,096
4,642	1,103	2,138	2,235	1,787
2,088	556	427	957	2,192

Universal Class Counts

August	
Sign ups	1
Courses started	11
Lessons viewed	96
Class Submissions	26

Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	11
52	16	53	39	34
661	194	1,771	1,008	522
445	105	800	515	224

Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	9	9	3	11	6
total Sign-ups	163	214	67	174	128

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	65
500 Mark	2	2	0	2	5
Completion	0	1	2	4	6

Face-to-face Kids Programs

August	2018	2019	2020	2021	2022
Programs	9	9	3	11	12
Attendees	163	214	67	174	267
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	96
Attendees	4,260	4,201	1,185	2,167	2,692

Virtual Kids Programs

August	2020	2021	2022
Videos	0	0	0
Views	0	0	0
Yearly	2020	2021	2022
Videos	24	19	0
Views	4,182	230	0

Grab & Go Kits

August	2020	2021	2022
Kits	6	1	0
Taken	92	48	0
Yearly	2020	2021	2022
Kits	38	44	0
Taken	1094	1,699	0

Our children's program attendance is exceeding pre-covid numbers.

Face-to-face Teen Programs

August	2018	2019	2020	2021	2022
Programs	6	4	0	0	0
Attendees	25	15	0	0	0
Yearly	2018	2019	2020	2021	2022
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

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

Combined Face-to-Face

August	2020	2021	2022
Programs	3	4	9
Attendees	14	23	55
Yearly	2020	2021	2022
Programs	11	43	67
Attendees	77	370	268

Virtual Teen & Tweens

August	2020	2021	2022
Videos	0	0	0
Views	0	0	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

Grab & Go

August	2020	2021	2022
Kits	0	0	0
Taken	0	0	0
Yearly	2020	2021	2022
Kits	13	24	0
Taken	152	409	0

The tween/teen sewing class has become so successful that the program had to be broken down into two different groups with two different meeting times in order to have enough machines and staff to work with the students.

Face-to-face Adult Programs

August	2018	2019	2020	2021	2022
Programs	15	16	4	7	6
Attendees	51	74	16	29	31
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	53
Attendees	1,009	1,343	214	351	262

Virtual

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

Device Advice

August	2019	2020	2021	2022
Sessions	*	0	18	21
Yearly	125	51	81	95
Passive				
July	*	*	0	2
Yearly	*	*	0	13

The library has added an adult creative writing class and a craft day. Both new programs are doing well and so the library is adding an adult sewing class and genealogy class in September.

Interlibrary Loan Services

August	2018	2019	2020	2021	2022
Borrowed	67	121	71	71	101
Loaned	434	47	34	18	28

Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	614
410	410	151	226	257

August	R.E.A.D.S
Adults	2,025
Juvenile	141

Yearly Totals	2018-2019	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	25,120
Juvenile	725	1,430	1,189	1,032	2,342

The READS statistics come from the state.

WHITE HOUSE PUBLIC LIBRARY DISASTER RECOVERY PLAN

105B College ST.
White House, TN 37188

~~Approved on May 9, 2019~~
Revised on September 8, 2022

Prepared by: Elizabeth Kozlowski

Table of Contents

Purpose

This plan is a guide to help in setting up library services *after* a disaster has occurred. The plan will detail recommended guidelines to follow in the aftermath of disasters based on different disaster levels. The levels are based on the following criteria: city disaster with library intact; city disaster with library unusable; city disaster with both library and city hall unusable; mid-state disaster; and statewide disaster.

The guidelines below cannot be all inclusive. Staff should assess the situation to make the best decision on the proper action to take with the disaster recovery.

Any Level Disaster

Regardless of the level of the disaster, the first step that should be taken is making contact with all library staff. Staff should use phone, text, email, etc. to try to make contact. All staff have an emergency contact list which includes contacts of family members, neighbors, and friends of staff. If there is a staff member that cannot be contacted through any of the above contact options, staff should contact emergency personnel for additional help. Staff will need to use their better judgement to determine if it is safe to travel to a non-located staff member's last known whereabouts to search for the missing person.

When making contact, all staff members should state the following information: their health status, safety status, if they are remaining at their current location, or being evacuated, and a form of contact at the evacuated location. If a staff member is in need of medical aide, other staff will try to assist in informing emergency personnel of the injured staff member's location.

In addition, the library director will also try to contact all board members to ensure their safety/wellbeing and keep them up-to-date on which actions below are being taking during the disaster recovery process.

Before following any of the steps listed below, the library staff should find out if the city has already established an Incident Command Center. If so, staff should follow the city's Incident Command Center's directions and/or ask if they approve of staff following any steps below.

Level I Disaster: Library Intact

In the event that there is a disaster that affects a large number of White House area residents but has not affected the library, the library staff will coordinate with the city on which procedure(s) to follow.

1.1 **Staff Access -** Once contact and wellbeing of all staff members has been established, staff will then determine who is able to safely travel from their homes to the library. This factor will determine which of the next procedures will be implemented and at what depth.

1.2 **Incident Command Center -** The library staff will coordinate with the city administration should the library be needed as an Incident Command Center. As such, the library staff will provide space for press conferences and/or for emergency crew to create a command center.

1.3 **Resource Drop off -** The library may become a drop off and pick up location for needed community items e.g. water, food, toiletry, blankets, etc.

1.4 **Extended Hours -** The library may decide to offer temporary extended hours such as being opened on Fridays, Sundays, every evening, and earlier morning hours.

1.5 **Shelter Location -** The library director and staff will coordinate with the city administration on the possibility of the facility being a temporary shelter location. Depending on the severity of the situation, the library and city may establish a shelter space during normal business hours or turn the facility over to emergency personnel for an extended or 24/7 shelter.

1.6 **Regular Library Services -** The library will try to continue to provide its regular services to patrons. However, in the event that one of the above procedures is followed, the library may have to temporarily halt some services/resources such as Internet, programs, etc. The library staff will try to borrow items from surrounding libraries, regional libraries, or the state library that will assist in providing full library access to patrons when possible e.g. wireless card adaptors, Hot Spots, etc. Depending on the situation, the library may halt all ILLs and inform all other TN libraries not to make these requests.

1.7 **Neighboring Library Access -** The library director and staff will contact all the neighboring libraries in order to direct White House patrons to these facilities if the library is unable to provide full services to patrons.

1.8 **Information Updates -** The library staff will use social media, newsletters, recorded phone messages (phone tree), word of mouth, and any other possible advertising media to inform patrons of the library's role during the disaster recovery.

Level II Disaster: Minimal Library Damage

If a disaster has damaged the library facility, the following guidelines should be used.

2.1 **Safety -** Staff members will try to determine the time the disaster took place and ensure that nobody (patron or staff) was in or near the library facility at the time of the event. The first staff member to learn of library damages should call the appropriate emergency responder (fire, police, etc.). Staff should notify emergency personnel if they believe individuals may still be in the building. Staff members should try to account for all staff member locations. Once safety measures are underway, staff will work on notifying all other library staff members, city personnel, library board, and the community as a whole about the situation.
Staff members who are able to do so should report on their ability to travel to the library. No staff will travel from their home to the city until they have been instructed by the library director, city or emergency personnel to do so.

2.2 **Facility Updates -** If a library staff member has Internet access, then social media and the library's newsletter will be used to help inform patrons of the library's status. Staff will also try to change the library voicemail message to reflect the current situation for those who can call in. Lastly, staff will change the due dates of items to ensure that unwarranted fines on items are not accrued. Patrons will be asked to keep their items until the library instructs them otherwise.

2.3 **Salvage -** If the library building is intact and staff have been cleared to enter the building, they should bring their grab and go list (see appendix A below) that was given to them as a guide. The items on the grab and go list will have top priority.

After the items on the list have been removed, staff, city employees, and volunteers will work on salvaging as much from the building as possible (see Salvage Plan). The removed items should be moved to city hall, other city buildings, or a predetermined location for temporary storage. Staff will need to follow procedures in the Salvage Plan for proper removal and recovery of items.

2.4 **Temporary Location -** The library staff will set up a temporary library location in a city building unaffected by the disaster, e.g. city hall, police department, fire hall, etc. If a city building is not available, then the library director and board will reach out to a local business/church for temporary housing. The library staff will use any material that could be salvaged from the building or given from other city departments to create a temporary library. If space is limited, staff may recommend that patrons not return any items already checked out until the library facility is reopened. Staff will inform other library's though the listserv that they will no longer be requesting or sending ILLs.

2.5 **Neighboring Library Support -** The library staff will request unsalvageable items from surrounding libraries that may be necessary to set up a temporary library facility. Some of these items will include: computers/laptops, Hot Spots, wireless card adaptors, etc.
In addition, the library director and staff will ask all neighboring libraries for permission to direct White House patrons to these facilities. If approved, the staff will use social media and word of mouth at the temporary location to inform patrons. If possible, the library director will also ask supporting libraries to post updates on their social media pages about recovery process in White House.

2.6 **Recovery Effort -** The library director and staff will coordinate with the city, state, and surrounding communities on the recovery effort. Steps will be taken to restore the library facility with insurance, donations, and city funds. If necessary, a more suitable temporary location will be established. The library staff will work on coordinating with the state on replacing regional library items.
The library will accept volunteers to help with the recovery effort as long as the city approves their use. Volunteer time may be documented per the city requirements. The library and city has the right to refuse and restrict volunteer help depending on the situation.

2.7 **Asset List -** The library will use its assets list as a guide to create a list of what items have been lost and which have been salvaged. The asset list can be found on the Library's Gmail disaster folder, on the director's computer, cataloger's computer, or from the purchasing coordinator at city hall. Steps will be made through insurance, donations, current budget, and future budget to replace equipment, furniture, supplies, etc. Appendix B has a list of all the companies that the library uses to purchase its main items.

2.8 **Collection replacement -** The library director and staff will work on creating a list of lost circulation items. Appendix C lists specific library sections that each staff member will be responsible for reviewing the lost/deleted items. Each library staff will need to determine what needs to be replaced in their assigned section based on circulation statistics. Once completed, the director will coordinate with the city, community, and state as well as book vendors on replacing this material.

Level III Disaster: Library Destroyed

If a disaster causes the White House Library to be destroyed, the following guidelines will be taken.

3.1 **Safety -** The staff will try to ensure that nobody was in the building at the time of the disaster. Staff will contact emergency responders to notify them if they believe the building was clear at the time of the disaster. Staff members will also try to get in touch with all staff to learn their wellbeing and location. Next, staff will work on notifying city employees, library board and putting out information to the community as a whole, on the building situation.

3.2 **Temporary Location -** The library staff will set up a temporary location at a city or community location. Staff will borrow necessary equipment from the city, surrounding libraries, or regional/state library. At this location, staff will work on creating the replacement item list as well as being a return center for items. Staff will use social media to put out updates about the facility, other libraries they can use for full library service and where to return checked out items. When items are returned, staff will mark it off their report to ensure that all checked out items are recovered. Should staff receive enough returned material and borrow extra equipment, then the library may decide to provide limited library services at the temporary location until a new facility is secured.

3.3 **Reports -** Staff will contact ~~the Sumner County Library Tech or~~ TLC to have them run a report of all items in the collection, all checked out items and circulation counts (see appendix C). Staff members will be assigned to create a list of items that need to be replaced. Staff will also coordinate with the state to work on replacing regional items. The assets list will be used as a guide on creating a list of non-collection items that need to be replaced e.g. laptops, furniture, etc.

3.4 **Facility -** The library director, library board, and city will work on securing funding to replace the library facility through insurance, TEMA, donations, grants, the general fund, etc. Library staff will work on getting donated and newly purchased items cataloged so that everything can be moved into the facility and library closure time will be kept to a minimum.

Level IV Disaster: Mid-State Devastation

In the event of a disaster that affects a large part of the middle TN area, the following guidelines should be added in addition to any pervious disaster level guidelines.

4.1 **Staff Safety -** In addition to making contact and ensuring the wellbeing of library staff, an effort should be made to contact city employees, library board, and the library staff of neighboring libraries on the condition of their personnel, facility, and city.

4.2 **Coordinate with neighboring libraries -** Based on the information that is received from the surrounding area, the library staff will coordinate the best recovery response option to assist the area. If the library is intact and staff are able to travel to the facility, they will assist the surrounding libraries by sending material, allowing outside patrons to use the facility, giving updates through social media about neighboring libraries, becoming temporary shelters, etc. If TEMA/FEMA is involved, the library may even become an incident command center for them as well as request federal aid to restore the library facility.

If the library is damaged, then staff will follow the above steps to try and salvage material from the building, set up a temporary location and see if the surrounding libraries are able to provide aide by loaning material. If the disaster has affected the library and most of the surrounding libraries, then staff will try to contact the regional library so that the state can halt all ILLs and give White House Library updates to others in the state.

4.3 **Recovery Effort -** If the library was damaged or destroyed during the area wide disaster, in addition to securing funding through grants, donations, and city funding, the library director will coordinate with the city on any available aide through TEMA/FEMA. If the facility was only damaged, the recovery steps listed in a level II disaster will be taken.

Level V Disaster: Statewide Devastation

Should a disaster happen that is large enough to affect a majority of the State of Tennessee, the following guidelines should be followed.

5.1 **Staff Contact -** Efforts should be made to make contact with all library staff members. Staff members that are being evacuated should try to provide where they will be going, when they expect to arrive, and a possible contact at that location. All staff members should follow the guidelines of emergency personnel on evacuation. If a staff member decides not to evacuate, they should try to inform their colleagues of this decision.

5.2 **Recovery Effort -** Depending on the situation, staff will coordinate and follow any of the previously listed guidelines that may be applicable. These steps may become applicable after time passes and the situation improves. While staff are waiting to return to the area, those that are able may monitor the library Facebook page to post updates and allow patrons to ask questions about the situation. If a staff member is able, he/she will remote in to the circulation system to extend item due dates, run reports on checked out items, inventory lists, etc. to help speed up the recovery process. In addition, if possible, staff may reach out to FEMA for assistance with recovery, the state library and archives and any other organization that may be able to provide assistance.

Appendices

Appendix A
Grab and go list

Priority 1

1. Laptops: Janet's, Amber's, Courtenay's, staff
2. Any Hotspots on the hold's shelf
3. Checkout pads
4. Barcode scanners
5. Receipt printers
6. Phones (if setting up at another city location)
7. Laminator

Priority 2

1. Library Carts
2. Circulation desk computers
3. Any patron access computers
4. Any staff printers
5. Computer Lab Genealogy scanner
6. Catalog Computers
7. Shredders
8. Book drop box

Priority 3

1. AWEs
2. Xbox ~~& PS3~~
3. Playaways
4. Cover one
5. DVD cleaner
6. STEAM Packs
7. Sewing Machines
8. Button Maker
9. Power cords
10. HDMI cords

Priority 4

1. Desk chairs
2. Cataloging supplies
3. Library supplies (cards, signature cards, ink, DVD cleaner, Cover one glue, etc.)
4. Book Press
5. P-cards and other money related items in safe
6. Craft items

Appendix B

Vendor List

Books and Audio books

Baker and Taylor lease	http://www.baker-taylor.com/ ~~Mary Wynn, MaryLou.Wynn@baker-taylor.com 1-800-775-3800 ext 2223~~
Ingram	https://ipage.ingramcontent.com/ipage/li001.jsp ~~John Mangrum, john.mangrum@ingramcontent.com 1-800-937-5300 ext. 35774~~
Junior Library Guild	https://www.juniorlibraryguild.com/ 866-306-2084 ~~Wendy Spencer, wspencer@juniorlibraryguild.com 800-325-9558 ext. 7957~~
Penworthy	www.penworthy.com/ 800-262-2665 ~~Kanisha Hines, kanisha.hines@penworthy.com 800-443-8439 x254~~
Recorded Books	https://www.recordedbooks.com/ 800-305-3450 ~~Mike Poynter, mpoynter@recordedbooks.com 615-419-7640~~
Thorndike	https://www.gale.com/thorndike Judy Gagnon, judy.gagnon@cengage.com (p) 800.223.1244 ext. 27526 (f) 800.558.4676
~~Vincent & Vincent~~	~~Debbie Vincent, debbie@vincentandvincent.net 615-429-6693~~

Library Supplies

Amazon	https://www.amazon.com/
ALA store	https://www.alastore.ala.org/ 800-621-2736
Demco	www.demco.com/ 800-356-1200
Global Industrial	https://www.globalindustrial.com/ 1-888-978-7759 ~~Kerry Mills, kmills@globalindustrial.com Direct # 678-969-6636 Toll Free # 1-888-978-7759~~
The Library Store	www.thelibrarystore.com/ 877-479-2393
Office Depot	https://www.officedepot.com/ 1-855-337-6811 ~~Christopher Taylor, christopher.taylor@officedepot.com~~ 1-855-337-6811 ~~ext 12650~~

|	
~~Sprint~~	~~Brenda Wilt, brendawilt@absolutewireless.net 615-207-0294~~
T-mobile	~~Matt Beagle, Matthew.Beagle@T-Mobile.com 615-525-0991~~ 1-844-361-1310
Techsoup	https://www.techsoup.org/ 1-800-659-3579
Verizon	~~Ahmad Zayed, ahmad.zayed@verizonwireless.com 615-332-2958~~ 1-800-922-0204

Appendix C

TLC Reports

This URL will take you to the library's circulation system reports.

https://www.library.support/ls2reports/cgi-bin/cognos.cgi?b_action=xts.run&m=portal/main.xts&startwel=yes

The username and password are on the completed password list which was given to the Assistant Director, Children's Librarian, Catalog Librarian and Library Assistant.

Once logged in, click on the My Folders tab at the top. This will take you to the library folders.
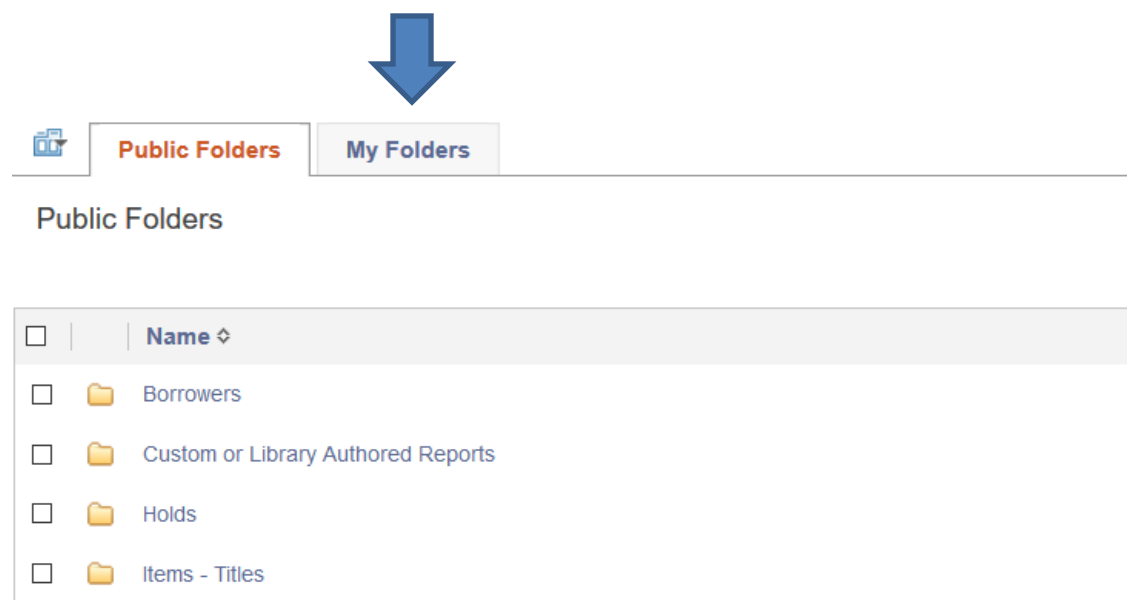
Under the My Folders tab you will find a folder labeled Disaster Plan Reports. These are the following reports in that folder and how they can be used.

- **Report view of items with statuses by holdingscodes**: This report will show you every item that is currently checked out. The report will show the title, author, call number, barcode, and when the item was added. This report will be helpful when trying to determine if any of your collection may come back to the library after a disaster.
- **Report view of titles by highest circulation counts in holdingscode**: This report will show which titles have circulated the most and will be helpful when trying to figure out what to purchase again.

- **Report view of items in selected holdingscode**: This report will tell you an item's title, the last date it circulated, its total checkout times, estimated replacement costs, and the year it was published. It will help in deciding which items to replace or not.
- **Report view of circulation statistics for items on shelf list order**: This report will show you how much each item has circulated within the last two years.
- **Report view of items with no activity since date**: This report will allow you to put in a specific date and show you what items have no or low circulation. It will exclude items that were newly added. You just have to put in that date range as well.
- **Report view of titles in collection**: This report may be useful if you need a starting list to see all of the titles you have in your collection.
- **Report view of collection counts and value for location**: This report shows the number of items in each holdings codes, what percent of the overall collection it makes up, and what percent of the collection value it includes. This report may be helpful when trying to decide how many titles and how much funds should be spent on specific areas.
- **Report View of Check Out Counts with 5 Year History for Items by Location, Holdings Code, and Call Number Range:** This report shows five years worth of checkout history plus the date a book was added and published. All of this information will be helpful when trying to decide what to replace.

If these reports must be used to replace collection items, the following staff are responsible for creating a list for each section. This list is subject to change if certain parts of the collection are undamaged.

Staff	Collection Assigned
Children's Librarian	Easy collection
~~Assistant Director~~ Library Supervisor	~~Large Print, Technology, and Special Collections~~ Adult Non-Fiction
Catalog Librarian	~~Adult Fiction~~ Technology, audio books, large print, Christian Fiction
Library Assistant	~~YA and~~ Juvenile Fiction and non-fiction
Youth Services Librarian	YA collection
~~Circulation Clerk~~ Adult Services Librarian	Adult ~~and Juvenile Non~~-Fiction
Library Director	Graphic Novels

POLICIES OF THE WHITE HOUSE PUBLIC LIBRARY

SECTIONS

A. General

B. Powers and Duties of the Library Director

C. Borrowers

D. Acquisitions

E. Circulation

F. Computer Circulation

G. Overdue, Damaged, and Lost/Claims Returned Material

H. Fines and Services Cost

I. Use of the Building

A. GENERAL

    1. The library hours of operation are:

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

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

    2. Holidays to be observed are:

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

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

3. The library shall not store material of any organization except the White House Public Library.

4. Any exhibits or displays sponsored by the library must be authorized by the board.

5. Standing committees shall be appointed annually by the chairman.

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

B. POWERS AND DUTIES OF THE LIBRARY DIRECTOR
1. The librarian shall keep accurate records of:

   a. Circulation of all items by patrons.

   b. Public computer usage by patrons and visitors.

   c. Registration of borrowers.

   d. Notification of borrowers regarding overdue books and materials.

   e. Funds collected from overdue fines, donations, services fees, etc. as well as any waived fines for system errors, human errors, or other special reasons that are approved by the library director.

   f. Record of memorial books and sending written acknowledgments.

   g. All materials holdings, including acquisitions and withdrawals.

2. The librarian:

   a. Attends meetings of the Library Board and makes regular bi-monthly reports on circulation, finances, activities, etc. to the board

   b. Makes recommendations to the board on ways to improve the Library's service to the community and implements decisions made by the board.

   c. Attends in-service training programs and state professional meetings when possible.

   d. Makes a monthly report on circulation to the Regional Director and city.

   e. Sees that the disruptive behavior policy is enforced in the library.

   f. Sees that materials on the shelves are in good order and shelves are periodically read and weeded.

g. Sees that all materials purchased for the White House Public Library are classified, catalogued and processed.

C. BORROWERS

1. Patrons 17 years of age and older must submit a library card application and provide the following to receive a library card

   - A valid legal ID (Driver's License, State ID, Military, Passport) with current address, OR
   - A valid legal ID and proof of address.

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

2. Juveniles 16 years of age and under may apply for a library card with a parent, legal guardian, or legal caregiver acting as the responsible party <u>unless they have been emancipated under state law</u>. <u>Emancipated minors may apply for a library card as a legal adult and follow those guidelines to obtain a card.</u> The parent, legal guardian, or legal caregiver <u>of a non-emancipated minor</u> 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 stud. All teacher cards will automatically expire on September 1. Individuals will have to show their most recent pay stud 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. Library cards shall be issued with an expiration date of 2 years to be updated bi-annually in the computer.

7. Patrons ~~must come into the library to~~ <u>may</u> update their library privileges <u>by phone or in person</u>.

8. Borrower identification may be requested at the discretion of the library staff.

9. All cards unused for 3 years will be discarded.

D. ACQUISITIONS

1. All gifts and memorials shall be approved by the librarian and/or board before being added to the library.

2. A volume shall be placed in the library in memory of any deceased board member who has served since 1987.

3. All gifts to the library become the sole property of the library and their placement and/or disposal shall be at the sole discretion of the library director or board. All fines, donations, or memorial gifts to the library go to the White House Public Library.

4. The library will not accept donations if the items are stained, have water damage, mold, bugs, offensive odors, are dirty, dusty or yellowing. The library will not accept VHS tapes, books that are more than 10 years old that are not of historical value or needed in the collection, encyclopedias, reader digest, or textbooks. The library may also refuse to accept donations that fall within the guidelines if there is limited space available. The library will only accept 2 boxes or 4 bags of items from a patron at a time. It is requested that patrons call the library in advance before bringing in their donations.

5. The library will accept items in exchange for fines only on a need-based system. If the library director believes the library needs or can utilize an item(s) that a patron is willing to donate, then the director may decide to waive that individual's fines in exchange for the item(s). The director will decide the amount of fines to be waived. Patrons are not allowed to set the value of an item. If the director believes that the item(s) will not be an asset to the library, then all donated items will be considered a regular donation. Once the regular donation is given to the library, it then becomes the sole property of the library and the library will decide on its use as the organization sees fit.

E. CIRCULATION

1. Patrons may only check out ~~four~~ <u>five</u> items, excluding technology devices, on their first visit. Hot spots are the only tech device that may be checked out on first visit. After those items are returned, they may check out 25 items on a card with a limit of 5 DVDs, 5 audio books, 5 music CDs, 5 magazines, 5 puzzles, 5 board games, 5 video games, 5 cake pan and 5 plush sets. Patrons must have their card for 30 days before being eligible to check out non-hot spot~~/STEAM pack~~ technology devices. Patrons may check out one of each type of technology device per card. Technology devices may not be checked out on a child's card.

2. Technology devices include ~~but are not limited to~~: hot spots, kindles, tablets, ~~launchpads, playaway views~~, <u>and</u> Chromebooks, ~~steam packs, etc.~~ A patron must present a valid driver's license to checkout a technology device that's value is $100 or more and sign a technology circulation form. The form and a copy of the patron's driver's license will be kept on file until the device is returned. Then the copy of the driver's license will be shredded. All technology device<u>s</u> must be turned in at the front desk to a library staff. Technology devices can only be checked out on an adult card. Patrons must have their card 30 days to check out a <u>non-hot spot</u> technology device<u>. Patrons must</u> ~~and~~ have an account balance of $0 <u>to check out any technology device</u>.

3. Materials are checked out only to persons with valid library cards and whose fees do not exceed $10.00. Patrons must have an account balance of $0 to check out technology devices.

4. All patrons must present their valid White House Public Library card in order to check out materials. Patrons may present a positive ID, such as a valid driver's license with picture up to five times, at which time they must pay for a replacement card to check out material.

5. Individuals may not use another patron's card to check out items, due to privacy issues and verification of residency. Individuals may only use another person's card if 1) they are the legal guardian of a child and the child is either present or the guardian's card has less than $10 fines on his/her account, or 2) the patron has signed a circulation release form allowing another patron access to his/her card. Patrons may not use another person's card to check out a technology device.

6. A patron may only give another individual permission to use his/her card if the following criteria apply 1) the patron has a medical condition or is elderly, causing the patron to be unable to make it to the library on his/her own; 2) the patron is going on vacation for a short period of time and is having another individual care for family members; or 3) the individual has talked with the library director and has been approved for a special reason not listed above.

7. Patrons should notify the library immediately of change of address, phone number, etc.

8. Patrons are responsible for all materials checked out on their library card. Patrons are to notify the library IMMEDIATELY upon loss or theft of their library card, in order to avoid unnecessary charges or fines. Lending library materials to others does not relieve the card holder of responsibility for items checked out on his/her card or for fines or other charges that may accrue. Patrons must sign a release form to lend their card to another patron.

9. All items check out for 2 weeks, unless they are checked out on a friends of the library card, which has different privileges. All items, except technology devices, may be renewed 2 times unless another patron is waiting. After the renewals, the materials must be returned to the shelf for 24 hours, after which the material may be checked out again to the same patron.

10. If a patron continues to check out and lose a specific item or if staff have to turn off a hot spot or a Chromebook because it is past it due date more than 3 times, that individual will be banned from checking out that type of item(s). Individuals will have to pay a $10 deactivation/reactivation fee if staff have to turn off a hot spot or Chromebook in order to get the device returned.

11. The library assumes no responsibility for damage caused to a borrower's DVD player or game system by a library movie/game.

12. Copyright laws limit movies to home viewing only and prohibit their duplication.

13. No item shall leave the library until it has been processed.

14. Valuable volumes are to be used only under the librarian's supervision in the library. The user must register with the librarian before using these materials in the library, and the librarian shall check off the user's names on return of the same.

F. COMPUTER CIRCULATION

1. The library provides public access computers, laptops, tablets and WIFI for checkout.

   a. Children under 12 years of age must have adult supervision to use a computer. Children ages 13 to 17 years of age must have a library card to check out a computer. Children under the age of 8 must be supervised while parent or guardian is using the computer. Parents/legal guardians assume responsibility for anything their children may access on the Internet. The Library is not responsible if children violate Library or parental rules. The Library's computers are not under constant employee supervision.

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

   c. Filtering software is on all public <u>computers</u>. Users, 17 years of age and older, are by law considered adults and have the right to request that the filtering software be disabled while they are on the Internet. <u>Though emancipated minors may obtain adult card privileges, the filtering software will not be disabled for those under the age of 17 in compliance with CIPA regulations.</u>

   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. If a patron lives in the surrounding area, they may check out a computer 12 times as a guest, before being required to get a library card.

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

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

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

1. Overdue fines and service fees are as follows:

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

2. A first notification via automated E-mail or PhoneTree will be sent to patrons with materials 7 days overdue. After 14 days, the patron is sent a second reminder in the same manner. At 21 days, the patron is sent a letter by first-class mail.

3. Once material has been kept out of the library for 3 months the library will send one more final notice through mail with option of sending it certified. The patron's account will be charged any late fee, replacement cost fee, and certified fee 30 days after their final notice. Unless the fee is paid, the borrower shall lose library privileges. Once an item has been late over 4 months, the librarian has the option to turn the patron's contact information over to the city attorney.

4. The patron is responsible for alerting the staff to an item that is damaged at checkout. Failure to do so will result in the patron being charged for the cost of the item. Missing or lost CDs, games or DVDs are to be paid by the last person who checked the material out.

5. When a patron claims that a library item still checked out to him/her has been returned, library staff are to follow this procedure:
   a. Check the stacks first to see if they can locate the item(s).
   b. If the item(s) is not located, renew the item(s) and ask the patron to continue to search for the item(s).
   c. If the patron cannot find the item after that 2 week period, then staff will mark the book claims return.
   d. Staff will then use the wand and RFID tag finder to search for the item(s).
   e. If the item(s) is still not found, the patron will be charged for the missing item.

H. FINES AND SERVICES COST

Overdue books, audio books, music CDs, magazines, plush sets, puzzles, board game, DVDs, video games, cake pans	$0.10
Overdue Tech devices and STEAM packs	$1.00
Overdue Hot Spots	$3.00
Book Drop Charge for Tech Devices and Bagged items	$1.00
Deactivation/reactivation charge	$10.00

Computer Print outs	$0.20 Black and White, $0.50 for color
Faxes	$1.00
Replacement Card	$1.00
Out of State fee, adult	$10.00
Out of State fee, child	$5.00
Lost items	Varies, based on cost of item
Damages	Varies, based on cost of repairs

I. USE OF THE BUILDING

1. Special use of the library must be made in advance with the librarian. This includes class visits, special functions, story hour, large tutoring groups, etc.

2. Individuals inside or outside the building may be held liable for any damages/vandalism that the said individual(s) causes. Upon determination of the cost of repairs to the damaged area/item, the library director has the right to add said cost to the individual's library card or file a vandalism report with the White House Police Department for large expenses. If the individual does not have a library card, the individual will be banned from the library and the library director and library board will decide whether to pursue additional charges.

3. Use of the facility shall be kept in compliance with current city rules and regulations.

4. Study rooms will check out for a two hour period and may be renewed if no one is waiting. Study rooms 1 & 2 may be reserved one month in advance on a first come first serve bases. Reserved rooms will only be held 30 minutes passed their reservation time unless a patron calls to say he/she is on the way. Then the room may be held longer. The library director has the right to restrict a patrons right to reserve a study room after 2 no shows without prior cancellation.

5. Groups may reserve the Story Time Room only during the following times: Monday, Tuesday, and Thursday 6:00pm to 7:45pm; Wednesday 1pm to 4:45pm; Saturday 9am to 3:45pm. If the library is having a special event or a program that runs over, the group will not be given the space. This space will only be reserved for programs that are educational, meet a community need, and that are suitable for the space. Birthday parties, family gatherings, or activities that are not suitable for the space and could cause damage e.g. cooking classes, exercise classes, etc. will not be allowed. If a group can fit in the study rooms, they will be required to reserve one of those spaces before being given the story time room. A single individual will not be allowed to reserve this space. This room may be reserved one month in advance for up to 4 hours.

6. Use of the study/story time room(s) shall be in keeping with the following:

a. The electronic calendar is to be maintained on Google Calendars.

b. The person or persons in charge of the group having the meeting are responsible for the room and for the conduct of the meeting.

  1. The meeting must be orderly.

  2. The meeting cannot interfere with the normal library activities.

  3. The group must set up the meeting room before their meeting, and must return the room to its prior condition following the meeting.

  4. No food or drinks are allowed in the study/story time room.

  5. The library director has the right to charge the individual's who checked out the study room/story time room the cost of any damages/vandalism that occurs while checked out to that individual.

c. A copy of library rules for use of the meeting room shall be posted in each room.

d. Those without a library card wishing to use the study/story time room will have to complete a room checkout form.

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

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

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

Revised by library board on September 9, 2021