

White House Library Board Meeting Agenda  
Billy S. Hobbs Municipal Center  
Court Room  
January 9, 2025

- I. Call TO ORDER
  - A. Roll call of Trustees
  - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM:
  - a. Library Board Minutes November 14, 2024
  - b. Marketing Committee Minutes December 9, 2024
  - c. Policy Committee Minutes December 10, 2024
  - d. Budget Committee Minutes December 16, 2024
  - e. Executive Committee Minutes December 17, 2024
  - f. Budget Committee Minutes January 7, 2025
- III. PUBLIC COMMENTS
- IV. REPORTS
  - A. Regional Director
  - B. Library Director
    - a. Monthly Reports
    - b. Upcoming events/updates
      - i. ORK Updates
    - c. Budget
  - C. Committees
    - 1. Executive
      - a. Director Evaluation Template
    - 2. Budget
      - a. Budget proposal
    - 3. Marketing and Public Relations
      - a. Marketing Plan
    - 4. Policy Review
      - a. Director job description
      - b. By-laws
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
  - a. Director's evaluation
- VII. ADJOURN

White House Library Board Meeting Minutes  
November 14, 2024

- I. Call to Order 1900
  - A. Present: Desiree Goff, Emily McCormick, Doreen Brown, Sam Matthews, Martha Montgomery, Julie Walling, Elizabeth Kozlowski,  
Absent: Carter Beck
  - B. Welcome Visitors: Alderman Elect Jeremy Sisk, Cecile Maynor, Red River Regional Director, Amanda Brewton, White House HR Director, Caitlyn Haley, Assister Director Red River Regional
- II. Approval of minutes:  
Motion: Emily, Second Sam, approved unanimously
- III. No public comments
- IV. Reports
  - A. Regional Director:
    - 1. Review of TN Standards for Public Libraries 2024, WHPL YES on most items indicating local compliance with state standards, library is level III, chart has comparison to other level III libraries plus state average. WHPL is performing at a very high level.
    - 2. New Maintenance of Effort signed form received at Regional Office 11/14/24.
    - 3. December training at the regional office will cover finding confidence and voice as a leader in response to reports by staff of not feeling comfortable being assertive, concern for hurting staff's feelings, etc.
    - 4. Cecile and Caitlyn met with new Board Trustees Emily and Desiree.
    - 5. Last Trustee workshop attended by Elizabeth and Carter. Chair roundtable held recently, Carter was in attendance.
  - B. Library Director
    - a. Monthly Director report reviewed.
      - 1. Working on getting Lions Club charitable organization status on Paypal to ease accepting donations
      - 2. Butterfly Garden certification received!!
      - 3. Elizabeth was presenter at KY Library Director event, participated in de-escalation and homelessness training and regional training with the Friends Group.
      - 4. Musical instruments now available for circulation.
      - 5. All full time WHPL staff are CPR trained.
      - 6. Decision made to use city website for WHPL new website which will have own unique URL, pending website approval by Board of Mayor and Alderman.
      - 7. New free sanitary pad dispensers installed in women's restroom.
      - 8. Emergency lights malfunctioned after power outage in city 11/14/24, which may require a Capital Improvement budget line adjustment, as well as issues with HVAC in server room and cafe. Budget committee will

review any changes after maintenance quotes are received. Story time flooring has arrived and is ready for installation in December.

9. R.E.A.D.S no longer differentiating juvenile vs adult statistics for reports.

b. Upcoming events/updates

i. OKR Updates...many already at 100%, progress being made in all areas.

ii. State Standards...many are ongoing standards, will not be complete until end of year.

c. Budget...concern for sprinkler system needing to be updated and separated from sewer. Capital Improvements to be discussed in Budget Committee.

C. Committees

1. Executive...discussion was held about 360 evaluation...will likely use Survey Monkey for ease and low cost burden. Exec committee does not intend for 360 eval to affect her job evaluation, but simply to help determine areas of strengths and needs. Concerns raised by Board about the 360 eval being public information while no other City employees and few other public library directors undergo this type of process. Possibility of changing the name to something without "evaluation" in title or re-evaluate purpose of process. Motion to table until January Board meeting, passed unanimously.

2. Finance and Budget

3. Marketing and Public Relations

a. Discussion held about marketing plan, working on goal development; next meeting in Dec, hope to have plan ready for review in January 2025

4. Policy Review

a. General Policies

i. Added Juneteenth to public holidays.

ii. Deleted items #3-6

iii. Deleted section related to powers and duties of Library Director, as that is included in job description. Discussion about adding these duties to bylaws, so that Library Board has to approve the job description. Concern raised about potential need to amend bylaws every time job description is altered. Motion to send job description back to Policy Committee to update job description and find best place to publish, passed unanimously..

iv. Agreed to add vehicle registration and voter registration as proof of address to obtain a library card, allow temporary card if new patrons do not have documents available at their first visit.

- b. Interlibrary Loan...committee agreed to changes suggested by Director. Motion to accept and passed unanimously
- c. Unattended Children Policy
  - i. Ages changed to match those in use by Department of Parks and Recreation
  - ii. Motion for City attorney to review Unattended Children Policy to confirm in compliance, passed unanimously.

V. No unfinished business.

VI. New Business...Jan 9, Mar 13, May 8, July 10, Sept 11, Nov 13 suggested as 2025 Board of Trustee meeting dates. Motion to accept, passed unanimously.

VII. Adjournment: 8:02pm

WHITE HOUSE PUBLIC LIBRARY  
White House Library Marketing Committee Meeting  
Minutes  
December 9, 2024  
6:00pm

- I. Call to Order
  - A. 6:00 PM
  - B. Present: Elizabeth Kozlowski, Carter Beck, Julie Walling, Emily McCormick
- II. Welcome Visitors
- III. Public Comments
- IV. Marketing Plan
  - A. The committee worked on fine-tuning the Marketing Plan with hopes of being ready to present to the January Library Board meeting.
  - B. Sections that still need to be improved include:
    - 1. Budget
    - 2. Situational Analysis
    - 3. Demographic Data
    - 4. Appendix
  - C. Committee discussed best practices utilized by other libraries and their successful social media and marketing strategies
  - D. Committee will work to add examples of ideal social media posts and marketing materials to the appendix to serve as an example for marketing materials
    - 1. Example materials will be pulled from existing WHPL social media and marketing materials that closely align with the goals and objectives of the marketing plan
    - 2. Example materials will also be added to the appendix from similar social media accounts
      - a) Libraries
      - b) Municipalities
      - c) Businesses
  - E. Committee discussed at length the importance of using citations and properly citing sources when using images or media from sources other than library staff such as other libraries
    - 1. Guidelines will need to be established for proper citation
    - 2. Best practice to prevent copyright and protect intellectual property from other sources
- V. New Business
  - A. Fandom Fair was discussed amongst the committee discussing potential obstacles that may arise during the planning phase
    - 1. Parking was discussed with questions related to the availability of the parking lot by the gym and the availability of the field across from College St.

2. The committee discussed possibly looking to the neighboring church for parking permission
3. Discussed vendors and possible mapping of vendor locations
4. The committee discussed dividing up the responsibilities for reaching out to vendors and securing registration for the fair

VI. Adjourn

A. 7:30 PM

Policy Committee Meeting Minutes  
December 10, 2024

- I. Call to Order 1800
- II. Present: Julie Walling, Desiree Goff, Martha Montgomery, Elizabeth Kozlowski, Doreen Brown  
Absent: none  
Welcome Visitors: none
- III. Public Comments: none
- IV. Policy review
  - A. Director's Job Description, roles, and responsibilities
    - 1. Committee reviewed Library Director job descriptions from other public libraries as well as City of White House
    - 2. Changes made to specific functions and responsibilities under Library Director job description as well as training and experience recommendations
    - 3. 1 change to Bylaws to be recommended to Board for approval
- VI. New Business
  - A. Need policy for notary services? To delineate what types of documents can be notarized at the library? Specify how to handle documents that are not appropriate for notarization at this location?
  - B. Need Form for Reconsideration to use in case of book challenges
  - C. Next meeting: Tuesday, February 4 2025, 6pm
- VII. Adjournment: 1920

WHITE HOUSE PUBLIC LIBRARY  
White House Library Budget Committee Meeting Agenda  
December 16, 2024  
6:00pm

- I. Call to order: 6:02PM
  - a. Present: Carter Beck, Doreen Brown, Alderman Sam Matthews
- II. Welcome Visitors
- III. Public Comments
- IV. Budget Proposal: Committee discussed budget details from packet prepared by the library director
  - a. Proposed increase for print and digital material
  - b. Water increase
    - i. Committee questioned whether there was a water leak issue
    - ii. Committee discussed moving up the timeline for the water meter and sprinkler system renovation projects
  - c. 25-26 CIP Requests
    - i. Study Rooms
      - 1. Committee positive consensus to renovate the floor in the study rooms
      - 2. Committee discussed the importance of keeping a professional atmosphere with high quality flooring material which may affect the pricing of the renovation
      - 3. During the meeting, the committee observed a water leak Room 2 by the window
        - a. Underscores the need to prioritize maintenance with aging building
    - ii. Staff Desk
      - 1. Justification for desk replacement
        - a. Notified of staff complaints and possible workplace health and safety issues
      - 2. Committee questions whether the current main staff desk is ADA compliant
  - d. Phone/Fax/Internet
    - i. Committee analyzed the budget increase noting an upward trend with the telecom utility bill
      - 1. Committee chair planning to speak further to the director about the bill increase
    - ii. 3 years \$4,336 - \$14,520
  - e. Training Budget\*\*
    - i. \$6,615 (2023) - \$4,000 (2024) - \$12,000 (2025)
      - 1. Covers back-to-school training for staff requests
- V. New Business
- VI. Adjourn 7:17PM

Executive Committee Meeting Minutes  
December 17, 2024

- I. Call to Order 1803
- II. Present: Carter Beck, Doreen Brown, Julie Walling, Elizabeth Kozlowski  
Absent: none  
Welcome Visitors: none
- III. Public Comments: none
- IV. Director Reports
  - a. Goals..most are in progress; high number of staff resignations affecting 1 on 1 meetings, networking for month of December; position assessment: comparison to other city funded only libraries with different management profiles (run by corporation, run by city but no relationship to state, or other situations), study affirmed importance of remaining in State Library system and following TCA guidelines; Mayor has communicated he will no longer be attending Library Board meetings, but will send HR Director in lieu; goals set for 2025, very similar to previous years
  - b. Professional Development....read book by Cy Wakeman; course on finding voice as assertive leader; team building exercise...dark room at Fire Hall with positive staff feedback
- IV. Director Evaluation...continued discussion of 360 evaluation; at last Board meeting, realized no other White House City employees nor other State Library Directors undergo this type of evaluation; item was sent back to Policy Committee to review Director Job Description; Exec Committee agrees to forego future 360 evaluations, continue to use current Performance Evaluation as tool; Brief discussion about reduction in staff as resignations begin, Director agreed to ask Executive Committee if there are ways they can assist in order to maintain current library hours and programs until all positions are filled; Review of current Performance Evaluation...Legislative Activities as listed are no longer relevant as opportunities have changed, can add "Communicates with state and local officials" to Networking section and delete Legislative Activities section; also remove 0 as score for Unable to Rate, simply mark N/A so that overall score is not disproportionately impacted; Move "maintaining effective office space" from Program Management to Other Performance Standards; Delete "quality of work product" from Other Performance Standards;
- VI. New Business...none
- VII. Adjournment: 1920

WHITE HOUSE PUBLIC LIBRARY  
White House Library Budget Committee Meeting  
Tuesday 01/07/2025  
6:00PM

- I. Call to Order
  - A. 6:00 PM
  - B. Present:
    - 1. Elizabeth Kozlowski
    - 2. Carter Beck
    - 3. Doreen Brown
    - 4. Alderman Sam Matthews
- II. Welcome Visitors
- III. Public Comment
- IV. Budget Proposal
  - A. The committee examined several aspects of the budget including proposed line increases
  - B. Print and Digital Material Line Increase
    - 1. \$18,000 for print and physical materials
    - 2. In line with other year increases for print and digital book purchases
  - C. Subscriptions
    - 1. The committee examined existing subscriptions
      - a) Includes RFID and other library operating software
      - b) Includes TNShare, TLA, both library operating and patron software
      - c) Tag readers
      - d) Etc.
  - D. State standard 10% of the budget goes toward print and digital materials
    - 1. The committee discussed the budget amount necessary (10%=~\$70,000) to meet the state standard and observed the current line budget is below the recommendation from the state
    - 2. The committee stresses the priority needs to reflect the wants and needs of community patrons
      - a) The Patron Survey identified the community request for more library print and digital materials resulting in the proposed budget increase
  - E. Water Usage
    - 1. The committee questions whether there is an existing water leak underground due to the high water usage
    - 2. The director informed the committee of a faulty sprinkler system and having to use a soaker hose for several hours each day during the summer to keep exterior plants alive
    - 3. The committee discussed the building landscaping plan and if more drought-resistant plants can be utilized

4. The committee discussed the possibility of going to WHUD to do a leak detection test
5. Water meter move to FY26-27 CIP

F. Building Maintenance

1. The committee recommended adding \$2,000 to the maintenance line of the budget for repair costs for the building landscape sprinkler system to fix existing issues that lead to higher water usage

G. Training Budget

1. The committee wants to questions if tuition reimbursement/assistance has to be covered in the library budget.

H. Line 260 increase to \$16,200.00

I. Line 243 increase \$4,102.00

J. FY25-26 CIP

1. HVAC
  - a) Good
2. Staff Desk
  - a) ADA compliance with the current desk?
  - b) Staff complaints, injuries with current desk
3. Study Room
  - a) Plan to have just drinks and not food

K. Total Budget Increase and Request

1. Operating Budget Increase Proposal **\$27,518**
2. CIP Proposal **\$45,000**
3. Total Budget request increase Total **\$72,518**

V. Adjourn

A. 7:21 PM

# Director Report



Prepared by: Elizabeth Kozlowski

Date Range: November and  
December 2024

## Director Activities

- Quotes for HVAC and building improvements
- Friends Meeting: working on by-laws, incentives for members
- Met with Millersville Public Library Director.
- Regional training on December 10th on how to be a confident leader.
- Policy, Marketing, Executive, and Budget committee meetings.
- Department head Christmas luncheon.
- Met with Regional Library Assistant Director to discuss CE needs.
- Wrapped up Director's 1st year goals and objectives.
- Started advertising for 4 staff positions.



## Library Happenings

- Dewey/Larry feud on social media
- Decorated library for Christmas
- Staff team building at fire hall
- Friends of the Library Wish Tree.
- Pictures with Santa on December 5th.
- Winter Reading started December 1st.
- Staff Christmas party with holiday gift game.



## Building Updates

- Flooring for story time room installed on November 25.
- Muralist working on extending mural in story time room.
- All lights damaged from power outage are fixed.
- Sensor on roof top unit 1 was replaced.
- Got bids for mini split replacement. Replacement is underway.



White House Public Library  
November 2024 Performance Measures

**Offical Service Area Populations**

2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
14,363	14,455	14,820	15,094	15,355

**Membership**

November 2024 Performance Measures	2020	2021	2022	2023	2024
New Members	53	64	95	132	71
Updated members	214	258	192	456	228
Yearly Totals	2020	2021	2022	2023	2024
Total Members	9,496	7,027	7,125	7,442	7,934
% of population with membership	66	49	48	49	51

Every Year the library will purge the system of patrons that have not used their cards in the past 3 years.

**Total Material Available:** 39,542

**Estimated Value of Total Materials:** \$988,550

**Total Materials Available Per Capita:** 2.57

**Last Month:** \$991,950

**Last Month:** 2.58

**State Minimum Standard:** 2.00

**Materials Added in November**

2020	2021	2022	2023	2024
127	326	120	295	73

**Yearly Material Added**

2020	2021	2022	2023	2024
3,025	3,035	3,573	2,641	1,858

**Physical Items Checked Out in November**

2020	2021	2022	2023	2024
4,465	5,438	6,353	5,997	6,717

**Cumulative Physical Items Checked Out**

2020	2021	2022	2023	2024
50,042	59,515	80,653	81,667	78,924

**Miscellaneous Items Checked Out**

November	2020	2021	2022	2023	2024
Technology Devices	56	68	61	80	123
Study Rooms	14	59	65	92	63
Games and Puzzles	140	125	180	162	157
Seeds	8	28	3	2	3
STEAM Packs	0	20	13	43	33
Cake Pans	1	0	12	7	4
Outdoor Items	*	*	3	2	7
Honor Books	*	*	4	1	9
Adult Kits	*	*	*	*	8
Museum Passes	*	*	*	*	13
Instruments	*	*	*	*	7

**Miscellaneous Items Checked Out**

Yearly Totals	2020	2021	2022	2023	2024
Technology Devices	381	725	743	794	942
Study Rooms	305	395	746	888	823
Games and Puzzles	955	1,263	2,060	1,855	1,893
Seeds	302	878	883	767	915
STEAM Packs	25	160	234	351	383
Cake Pans	28	21	69	45	56
Outdoor Items	*	*	17	59	86
Honor Books	*	*	19	104	106
Adult Kits	*	*	*	*	49
Museum Passes	*	*	*	*	106
Instruments	*	*	*	*	7

**Library Services Usage**

November	2020	2021	2022	2023	2024
Test Proctoring	0	5	1	0	0
Charging Station	7	4	6	2	1
Notary Services	4	14	3	11	17

**Library Services Usage**

Yearly Totals	2020	2021	2022	2023	2024
Test Proctoring	74	108	61	54	73
Charging Station	47	45	21	16	15
Notary Services	88	144	135	167	215

Library Visits	2,566	3,236	3,517	3,604	4551
Website Usage	2,094	2,191	3,040	707	1100
Reference Questions	10	5	1	1	3

Library Visits	30,007	38,913	48,253	48,053	53,747
Website Usage	17,977	27,907	33,678	36,648	12,161
Reference Questions	60	73	31	37	63

### Computer Users

November	2020	2021	2022	2023	2024
Wireless Users	387	425	331	285	204
Adult Users	261	171	188	145	140
Kids Users	8	89	219	120	192
Osmo Users (hours)	*	*	*	*	74.75

### Computer Users

Yearly Totals	2020	2021	2022	2023	2024
Wireless	3,829	3,878	4,544	4,338	3,217
Adult Users	2,138	2,235	2,608	2,255	2,161
Kids Users	427	957	2,987	2,030	1,623
Osmo Users (hours)	*	*	*	*	423

### Library Volunteers

November	2020	2021	2022	2023	2024
Library Volunteers	6	12	10	12	11
Volunteer Hours	67.00	159.00	102.00	63.00	70.50

### Library Volunteers

Yearly Totals	20-21	21-22	22-23	23-24	24-25
Library Volunteers	20	48	48	50	22
Volunteer Hours	1,204.00	1,492.50	1,289.00	533.50	270.25

### Databases

Universal Class	November
Sign-ups	2
Courses Started	5
Lessons Viewed	64
Submissions	48

Yearly Totals	2020	2021	2022	2023	2024
Sign-ups	10	13	18	22	12
Courses Started	53	39	2	24	30
Lessons Viewed	1,771	1,008	876	419	606
Submissions	800	515	465	559	689

Fiero Code	November
Logins	23
Hours	16.9
Tasks	50

Yearly Totals	2020	2021	2022	2023	2024
Logins	*	*	*	31	116
Hours	*	*	*	19.6	81.6
Tasks	*	*	*	29	334

Comics Plus	November
New Users	0
Check Outs	8

Yearly Totals	2020	2021	2022	2023	2024
Total Users	*	*	*	*	33
Check Outs	*	*	*	*	111

Kanopy	November
Visits	476
Plays	57
Accounts	3

Yearly Totals	2020	2021	2022	2023	2024
Visits	*	*	*	2,350	5,745
Plays	*	*	*	608	1,052
Accounts	*	*	*	89	171

### Programs

1,000 Books	2020	2021	2022	2023	2024
Monthly Sign-ups	3	1	0	3	0
Total Program Sign-ups	67	174	132	153	55

Achievements	
500 Mark	25
Total Completion	23

### Face-to-Face Kids Programs

November	2020	2021	2022	2023	2024
Programs	1	11	9	7	12

### Face-to-Face Kids Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	43	91	136	129	144

Attendees	17	203	246	163	207
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### Face-to-Face Tween Programs

November	2020	2021	2022	2023	2024
Programs	0	7	7	7	11
Attendees	0	60	23	13	31

### Teen Programs

November	2020	2021	2022	2023	2024
Programs	*	*	*	*	1
Attendees	*	*	*	*	1

### Face-to-Face Adult Programs

November	2020	2021	2022	2023	2024
Programs	2	8	3	7	9
Attendees	6	23	9	49	52

### Device Advice

November	2020	2021	2022	2023	2024
Sessions	0	5	6	11	20

### Passive (Number of Participants)

November	2020	2021	2022	2023	2024
Adult	*	0	0	0	1
Teen / Tween	0	0	96	39	0
Kids	225	212	189	116	0

### Interlibrary Loan Services

November	2020	2021	2022	2023	2024
Borrowed	65	55	59	23	24
Loaned	23	20	10	11	8

November	R.E.A.D.S
E-books	1,045
Audiobooks	1,655
E-videos	0
E-series	199

Yearly Totals	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
E-books	*	*	*	*	4,373
Audiobooks	*	*	*	*	7,216
E-videos	*	*	*	*	0
E-series	*	*	*	*	748

Attendees	1,185	2,167	3,646	3,805	3,028
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### Face-to-Face Tween Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	11	43	98	112	115
Attendees	77	370	437	361	329

### Teen Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	*	*	*	*	18
Attendees	*	*	*	*	23

### Face-to-Face Adult Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	42	63	75	107	134
Attendees	214	351	377	589	963

### Device Advice

Yearly Totals	2020	2021	2022	2023	2024
Sessions	51	81	131	144	158

### Passive (Number of Participants)

Yearly Totals	2020	2021	2022	2023	2024
Adult	*	0	20	0	74
Teen / Tween	152	409	151	100	33
Kids	1,094	1,699	334	184	0

### Interlibrary Loan Services

Yearly Totals	2020	2021	2022	2023	2024
Borrowed	534	673	872	597	548
Loaned	151	226	317	184	314

White House Public Library  
December 2024 Performance Measures

**Official Service Area Populations**

2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
14,363	14,455	14,820	15,094	15,355

**Membership**

December 2024 Performance Measures	2020	2021	2022	2023	2024
New Members	41	38	56	47	47
Updated members	211	528	293	155	251
Yearly Totals	2020	2021	2022	2023	2024
Total Members	9,496	7,027	7,125	7,442	8,036
% of population with membership	66	49	48	49	52

Every Year the library will purge the system of patrons that have not used their cards in the past 3 years.

**Total Material Available:** 39,530

**Estimated Value of Total Materials:** \$988,250

**Total Materials Available Per Capita:** 2.57

**Last Month:** \$988,550

**Last Month:** 2.57

**State Minimum Standard:** 2.00

**Materials Added in December**

2020	2021	2022	2023	2024
120	296	102	107	175

**Yearly Material Added**

2020	2021	2022	2023	2024
3,025	3,035	3,573	2,641	2,033

**Physical Items Checked Out in December**

2020	2021	2022	2023	2024
4,133	4,418	4,819	5,454	6,534

**Cumulative Physical Items Checked Out**

2020	2021	2022	2023	2024
50,042	59,515	80,653	81,667	85,458

**Miscellaneous Items Checked Out**

December	2020	2021	2022	2023	2024
Technology Devices	56	68	61	80	127
Study Rooms	14	59	65	92	58
Games and Puzzles	140	125	180	162	211
Seeds	8	28	3	2	31
STEAM Packs	0	20	13	43	36
Cake Pans	1	0	12	7	9
Outdoor Items	*	*	3	2	0
Honor Books	*	*	4	1	3
Adult Kits	*	*	*	*	2
Museum Passes	*	*	*	*	3
Instruments	*	*	*	*	23

**Miscellaneous Items Checked Out**

Yearly Totals	2020	2021	2022	2023	2024
Technology Devices	381	725	743	794	1,069
Study Rooms	305	395	746	888	881
Games and Puzzles	955	1,263	2,060	1,855	2,104
Seeds	302	878	883	767	946
STEAM Packs	25	160	234	351	419
Cake Pans	28	21	69	45	65
Outdoor Items	*	*	17	59	86
Honor Books	*	*	19	104	109
Adult Kits	*	*	*	*	51
Museum Passes	*	*	*	*	109
Instruments	*	*	*	*	30

**Library Services Usage**

December	2020	2021	2022	2023	2024
Test Proctoring	0	5	1	0	0
Charging Station	7	4	6	2	1

**Library Services Usage**

Yearly Totals	2020	2021	2022	2023	2024
Test Proctoring	74	108	61	54	73
Charging Station	47	45	21	16	16

Notary Services	4	14	3	11	12
Library Visits	2,566	3,236	3,517	3,604	4,582
Website Usage	2,094	2,191	3,040	707	980
Reference Questions	10	5	1	1	2

Notary Services	88	144	135	167	227
Library Visits	30,007	38,913	48,253	48,053	58,329
Website Usage	17,977	27,907	33,678	36,648	13,141
Reference Questions	60	73	31	37	65

### Computer Users

December	2020	2021	2022	2023	2024
Wireless Users	387	425	331	285	232
Adult Users	261	171	188	145	166
Kids Users	8	89	219	120	178
Osmo Users (hours)	*	*	*	*	78.25

### Computer Users

Yearly Totals	2020	2021	2022	2023	2024
Wireless	3,829	3,878	4,544	4,338	3,449
Adult Users	2,138	2,235	2,608	2,255	2,327
Kids Users	427	957	2,987	2,030	1,801
Osmo Users (hours)	*	*	*	*	501

### Library Volunteers

December	2020	2021	2022	2023	2024
Library Volunteers	6	12	10	12	6
Volunteer Hours	67.00	159.00	102.00	63.00	45.75

### Library Volunteers

Yearly Totals	20-21	21-22	22-23	23-24	24-25
Library Volunteers	20	48	48	50	22
Volunteer Hours	1,204.00	1,492.50	1,289.00	533.50	316.00

### Databases

Universal Class	December
Sign-ups	2
Courses Started	4
Lessons Viewed	102
Submissions	104

Yearly Totals	2020	2021	2022	2023	2024
Sign-ups	10	13	18	22	14
Courses Started	53	39	2	24	34
Lessons Viewed	1,771	1,008	876	419	708
Submissions	800	515	465	559	793

Fiero Code	December
Logins	0
Hours	0
Tasks	0

Yearly Totals	2020	2021	2022	2023	2024
Logins	*	*	*	31	116
Hours	*	*	*	19.6	81.6
Tasks	*	*	*	29	334

Comics Plus	December
New Users	1
Check Outs	1

Yearly Totals	2020	2021	2022	2023	2024
Total Users	*	*	*	*	34
Check Outs	*	*	*	*	112

Kanopy	December
Visits	504
Plays	58
Accounts	2

Yearly Totals	2020	2021	2022	2023	2024
Visits	*	*	*	2,350	6,249
Plays	*	*	*	608	1,110
Accounts	*	*	*	89	173

### Programs

1,000 Books	2020	2021	2022	2023	2024
Monthly Sign-ups	3	1	0	3	0
Total Program Sign-ups	67	174	132	153	53

Achievements	
500 Mark	25
Total Completion	25

### Face-to-Face Kids Programs

December	2020	2021	2022	2023	2024
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### Face-to-Face Kids Programs

Yearly Totals	2020	2021	2022	2023	2024
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Programs	1	11	9	7	13
Attendees	17	203	246	163	258

### Face-to-Face Tween Programs

December	2020	2021	2022	2023	2024
Programs	0	7	7	7	6
Attendees	0	60	23	13	23

### Teen Programs

December	2020	2021	2022	2023	2024
Programs	*	*	*	*	1
Attendees	*	*	*	*	1

### Face-to-Face Adult Programs

December	2020	2021	2022	2023	2024
Programs	2	8	3	7	8
Attendees	6	23	9	49	71

### Device Advice

December	2020	2021	2022	2023	2024
Sessions	0	5	6	11	18

### Passive (Number of Participants)

December	2020	2021	2022	2023	2024
Adult	*	0	0	0	26
Teen / Tween	0	0	96	39	32
Kids	225	212	189	116	75

### General Interest Programs

December	2020	2021	2022	2023	2024
Programs	*	*	*	*	1
Attendees	*	*	*	*	107

### Interlibrary Loan Services

December	2020	2021	2022	2023	2024
Borrowed	65	55	59	23	48
Loaned	23	20	10	11	17

December	R.E.A.D.S
E-books	1,163
Audiobooks	1,804
E-videos	0
E-series	217

Yearly Totals	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
E-books	*	*	*	*	5,536
Audiobooks	*	*	*	*	9,020
E-videos	*	*	*	*	0
E-series	*	*	*	*	965

Programs	43	91	136	129	157
Attendees	1,185	2,167	3,646	3,805	3,286

### Face-to-Face Tween Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	11	43	98	112	121
Attendees	77	370	437	361	352

### Teen Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	*	*	*	*	19
Attendees	*	*	*	*	24

### Face-to-Face Adult Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	42	63	75	107	142
Attendees	214	351	377	589	1,034

### Device Advice

Yearly Totals	2020	2021	2022	2023	2024
Sessions	51	81	131	144	176

### Passive (Number of Participants)

Yearly Totals	2020	2021	2022	2023	2024
Adult	*	0	20	0	100
Teen / Tween	152	409	151	100	65
Kids	1,094	1,699	334	184	75

### General Interest Programs

Yearly Totals	2020	2021	2022	2023	2024
Programs	*	*	*	*	2
Attendees	*	*	*	*	1,322

### Interlibrary Loan Services

Yearly Totals	2020	2021	2022	2023	2024
Borrowed	534	673	872	597	596
Loaned	151	226	317	184	331

		Timeframe	Progress
White House Public Library		Q1 & Q2 OKRs	
Mission Statement	To be an essential community hub that provides tools, resources, and assistance		
Goal 1	Offer Library programs, resources, and services that meet community needs		
Objective 1.1	Improve and expand upon existing library programs and services		
1.1a Task	Improve 1000 book participation		
1.1 Key Result	Send out quarterly newsletter to participants		50%
1.1b Task	Continue to offer and expand the Summer Internship Program		
1.1b Key Result	Research the possibility of providing scholarships to Summer Interns who are graduating high school		0%
1.1b Key Result	Research the possibility of providing academic credit to high schoolers who do summer internship		0%
1.1c Task	Improve adult programs		
1.1c Key Result	Hold 3 adult educational programs by December 2024		100%
1.1c Key Result	Analyze the program attendance at these programs to gauge future classes		100%
1.1d Task	Improve Teen programs		
1.1 Key Result	Increase coding participation by 5%		0%
1.1d Key Result	Increase tween/teen program participation by 10 individuals		0%
Objective 1.2	Add new programs and services		
1.2a Task	Add items to enhance patron services while in the building		
1.2a Key Result	Purchase 15 baskets for patrons to use while browsing		100%
1.2a Key Result	Have second staff member become a certified notary		0%
1.2a Task	Add to unique item collection		
1.2a Key Result	Add 10 musical instruments for checkout		100%
1.2a Key Result	Research additional museums to purchase passes to add to the museum collection		25%
Objective 1.3	Update and increase the amount of technology items and resources being offered		
1.3a Task	Purchase more digital content material for patron use		
1.3a Key Result	Research Freemal music software and pricing to present at budget committee meeting		100%
1.3a Key Result	Request separate funding for digital content purchasing at budget committee		100%
1.3b Task	Add reservation software for online reservation		
1.3c Key Result	Use bookings on outlook for patrons to make online study room reservations		0%
1.3c Key Result	Use bookings on outlook for patrons to make online boating exam reservations		0%
1.3c Key Result	Use bookings on outlook for patrons to make online device advice reservations		0%
Goal 2	Enhance library space and marketing of resources for better utilization by the public.		
Objective 2.1	Identify dead zones and modify into better utilized space		
2.1a Task	Replace existing furniture with furnishings that better utilize the space		
2.1a Key Result	Remove stage in story time room		100%
2.1a Key Result	Purchase furniture for children's area		0%
2.1a Key Result	Purchase new furniture for teen space		0%
Objective 2.2	Better advertise library resources, programs and services		
2.2a Task	Improve upon existing marketing practices		
2.2a Key Result	Use the marketing committee's plan and have 2 staff trainings on guidelines for creating fliers, posts, etc.		0%
2.2a Key Result	Research companies to host and possibly build a new website		100%
2.2a Key Result	Submit website budget research to budget committee		100%
2.2a Key Result	Create policy on how the website content will maintain ADA requirements		0%
2.2a Key Result	Increase the number of individuals on the text message service by 25 people		100%
2.2b Task	Task Marketing Committee to create a marketing plan		
2.2b Key Result	Marketing Committee will submit a plan to the library board by April of 2025		100%
Goal 3	Create a culture of library/community interaction through mutually beneficial projects and partnerships		
Objective 3.1	Creative Community partnerships and be active in community projects/activities		
3.1a Task	Create garden to grow food for the general public with the help of the FFA, master gardeners, etc.		
3.1a Key Result	Coordinate a schedule with FFA to maintain beds and grow food		0%
3.1a Key Result	Give out harvested food to the community		0%
3.1b Task	Expand reading garden to be a certified butterfly garden		
3.1b Key Result	Purchase plants necessary to attract butterflies		100%
3.1b Key Result	Work with Master Gardeners complete paperwork to be a certified butterfly garden		100%
3.1c Task	Add a free little library to the reading garden		
3.1c Key Result	Work with the friends of the library to purchase and install a free little library		100%
Goal 4	Make the library 3rd place in the community		
Objective 4.1	Provide an excellent level of customer service		
4.1a Task	Develop a plan to objectively measure patron satisfaction and experiences		
4.1a Key Result	Create a customer service manual and motto for staff to follow when working with patrons		75%
4.1a Key Result	Have 3 specific staff trainings on customer service		0%
4.1a Key Result	Measure customer service in next patron survey		0%
Objective 4.2	Make the library have something for everyone		

<b>4.2a Task</b>	<b>Use evaluations to measure patron satisfaction</b>	
4.2a Key Result	Work with the policy committee to review patron requests on survey	100%
4.2a Key Result	Work with the budget committee to address patron requests on survey	100%
4.2a Key Result	Work with the executive committee to review patron requests on survey	100%
<b>4.2b Task</b>	<b>Collect data on patron requests</b>	
4.2b Key Result	Collect 20 patron items requests a month and purchase those items for the collection	100%



# Monthly Draft Report

## Account Summary

For Fiscal: 2024-2025 Period Ending: 12/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
<b>Fund: 110 - General Fund</b>							
<b>Expense</b>							
<b>Function: 44800 - Library</b>							
<a href="#">110-44800-110</a>	Libraries - Salaries	376,938.00	376,938.00	27,619.24	177,884.91	177,884.91	199,053.09
<a href="#">110-44800-112</a>	Libraries - Overtime	2,000.00	2,000.00	0.00	7.50	7.50	1,992.50
<a href="#">110-44800-114</a>	Libraries - Part Time Wages	27,446.00	27,446.00	2,243.81	17,082.35	17,082.35	10,363.65
<a href="#">110-44800-117</a>	Libraries - Annual Longevity Pay	4,500.00	4,500.00	5,700.00	5,700.00	5,700.00	-1,200.00
<a href="#">110-44800-130</a>	Libraries - Employee Benefits	32,836.00	32,836.00	2,768.55	15,620.34	15,620.34	17,215.66
<a href="#">110-44800-142</a>	Libraries - Hospital & Health Insurance	104,214.00	104,214.00	7,217.00	43,302.00	43,302.00	60,912.00
<a href="#">110-44800-143</a>	Libraries - Retirement	37,856.00	37,856.00	2,759.16	17,771.44	17,771.44	20,084.56
<a href="#">110-44800-144</a>	Libraries - Dental Insurance	4,416.00	4,416.00	322.00	1,932.00	1,932.00	2,484.00
<a href="#">110-44800-145</a>	Libraries - Vision Benefit	1,600.00	1,600.00	0.00	400.00	400.00	1,200.00
<a href="#">110-44800-147</a>	Libraries - Unemployment Insurance	231.00	231.00	0.00	12.98	12.98	218.02
<a href="#">110-44800-148</a>	Libraries - Employee Ed. & Training	12,950.00	12,950.00	0.00	2,684.73	7,711.93	5,238.07
<a href="#">110-44800-200</a>	Libraries - Contractual Services	14,000.00	14,000.00	92.95	3,215.94	4,100.87	9,899.13
<a href="#">110-44800-211</a>	Libraries - Postage, Box Rent, Etc.	275.00	275.00	30.36	77.28	77.28	197.72
<a href="#">110-44800-235</a>	Libraries - Memberships/Subsorption...	30,262.00	30,262.00	73.72	20,409.00	20,661.00	9,601.00
<a href="#">110-44800-237</a>	Libraries - Advertising & Pub. Relations	1,339.00	1,339.00	84.00	514.50	814.50	524.50
<a href="#">110-44800-241</a>	Libraries - Electric	50,000.00	48,000.00	3,774.33	20,776.89	20,776.89	27,223.11
<a href="#">110-44800-242</a>	Libraries - Water	2,842.00	2,842.00	129.66	2,333.80	2,333.80	508.20
<a href="#">110-44800-243</a>	Libraries - Sewer	2,102.00	4,102.00	448.57	2,345.81	2,345.81	1,756.19
<a href="#">110-44800-245</a>	Libraries - Phones / Fax / Internet	14,520.00	14,520.00	1,017.03	6,060.94	6,060.94	8,459.06
<a href="#">110-44800-249</a>	Libraries - Stormwater Fee	648.00	648.00	53.94	323.64	323.64	324.36
<a href="#">110-44800-260</a>	Libraries - R & M Facilities	14,200.00	14,200.00	2,030.00	8,787.42	9,787.32	4,412.68
<a href="#">110-44800-280</a>	Libraries - Travel	400.00	400.00	0.00	0.00	0.00	400.00
<a href="#">110-44800-287</a>	Libraries - Meals And Entertainment	965.00	965.00	89.27	427.43	644.94	320.06
<a href="#">110-44800-312</a>	Libraries - Small Items Of Equipment	12,300.00	12,300.00	702.63	9,932.61	9,932.61	2,367.39
<a href="#">110-44800-320</a>	Libraries - Operating Supplies	12,625.00	12,625.00	331.61	6,529.40	7,728.02	4,896.98
<a href="#">110-44800-330</a>	Libraries - Inventory Supplies	14,000.00	14,000.00	0.00	5,727.61	6,174.11	7,825.89
<a href="#">110-44800-331</a>	Libraries - Oil, Fuel, Etc.	560.00	560.00	0.00	95.14	95.14	464.86
<a href="#">110-44800-900</a>	Libraries - Capital Outlay	37,000.00	37,000.00	7,437.31	16,392.31	27,883.31	9,116.69
<b>Function: 44800 - Library Total:</b>		<b>813,025.00</b>	<b>813,025.00</b>	<b>64,925.14</b>	<b>386,347.97</b>	<b>407,165.63</b>	<b>405,859.37</b>
<b>Expense Total:</b>		<b>813,025.00</b>	<b>813,025.00</b>	<b>64,925.14</b>	<b>386,347.97</b>	<b>407,165.63</b>	<b>405,859.37</b>
<b>Fund: 110 - General Fund Total:</b>		<b>813,025.00</b>	<b>813,025.00</b>	<b>64,925.14</b>	<b>386,347.97</b>	<b>407,165.63</b>	<b>405,859.37</b>
<b>Report Surplus (Deficit):</b>		<b>-813,025.00</b>	<b>-813,025.00</b>	<b>-64,925.14</b>	<b>-386,347.97</b>	<b>-407,165.63</b>	<b>-405,859.37</b>

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
110 - General Fund	-813,025.00	-813,025.00	-64,925.14	-386,347.97	-407,165.63	-405,859.37
Total Surplus (Deficit):	-813,025.00	-813,025.00	-64,925.14	-386,347.97	-407,165.63	-405,859.37

**City of White House  
Library Director**

*Performance Evaluation*

<b>Evaluated by:</b>	<b>Position:</b>
<b>Date of Evaluation:</b>	<b>Period of Evaluation:</b>

For each category, please rate the Library Director's performance as one of the following, and provide comments as warranted:

- (5) Outstanding** – Performance is consistently above job requirement
- (4) Highly Effective** – Performance meets all job requirements and in many cases exceeds them
- (3) Satisfactory** – Performance consistently meets job requirements and standards
- (2) Improvement Needed** – Performance reflects partial or inconsistent achievement of job requirements and standards
- (1) Unsatisfactory** – Performance consistently fails to meet job requirements and standards; significant improvement required if job is to be retained
- ~~(0) Unable to Rate~~ – N/A** -Library Director is new and/or individual providing rating has insufficient information to provide and evaluation in this area

**I. Job Performance Factors (Give rating and write comments)**

\_\_\_ **1. Grants and contracts:**

- Grant proposals/contracts secured submitted and funded
- Grant goals met and reported quarterly or semi-annually to the funder
- Grants management-reporting timely and accurately under differing reporting guidelines (quarterly; semi-annually)

Comments:

\_\_\_ **2. Board relations:**

- Preparation for Board meetings
- Arranging Committee meetings prior to Board meetings is needed
- Updating Strategic Action Plans quarterly for Board review
- Sending Board Packets prior to meeting
- Board orientation for new Board members
- Communicating with Board with relevant information between meetings

Comments:

\_\_\_ **3. Financial:**

- Following all fiscal policies to ensure audits with no findings
- Preparing financial reports for Board, grant proposals, etc.
- Preparing budget for upcoming fiscal year for Board review and approval

- Monitoring expenses

Comments:

\_\_\_ **4. Networking:**

- Serving and participating on statewide/national committees
- Attending conferences
- Directors meetings and new director's meetings
- Visits with local organization
- Communicates with state and local officials

Comments:

\_\_\_ **5. Program Management:**

- Meeting standards for state programs
- Hiring, training, and supervising staff
- Evaluating staff annually
- ~~Maintaining effective office space~~
- Ensuring adequate technology and supplies

Comments:

\_\_\_ **6. Legislative Activities:**

- ~~Attending legislative committee meetings and present as requested~~
- ~~Meeting with legislators~~
- ~~Coordinating with legislative efforts~~
- ~~Representing Network during Day on the Hill~~

Comments:

\_\_\_ **7. Other Performance Standards:**

- Timeliness, deadline-focused
- Attendance, regular and reliable
- ~~Quality of work product~~
- Communication skills
- Maintaining effective office space

Comments:

## II. Objectives for Future Performance

Board's Future Performance Goals for Director	Director's Future Performance Goals

## III. Professional Development Goals (Identify and indicate suggestions for helping the ED meet objectives)

Board's Professional Development Goals for Director	Director's Professional Development Goals

## IV. Other Comments

*Attach self assessment, if applicable.*

\_\_\_\_\_ **Recommend for continued employment (Yes or No).**

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Library Director Name	Library Director Signature	Date
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Evaluator Name	Evaluator Signature	Date
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**City of White House**  
*Evaluation Criteria*

**Employee Status:**

Did the employee's annual performance appraisal meets expectations Yes ☐ No ☐

Was a disciplinary suspension or disciplinary demotion issued during the evaluation period? Yes ☐ No ☐

Did the employee meet the department training requirements? Yes ☐ No ☐

Human Resources Signature \_\_\_\_\_

Date \_\_\_\_\_

City Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

Library Director

**Classification Title:** Library Director  
**Department:** Library  
**Wage Category:** Exempt  
**Reports to:** City Administrator

**PURPOSE OF CLASSIFICATION:**

This position is responsible for the overall operation of the public library and performs related work as required.

**DISTINGUISHING FEATURES OF WORK:**

This position directs and participates in the operation of the library. This position differs from lower level library positions in that incumbents of the latter do not have either supervisory or managerial responsibilities and do work which requires a lesser level of knowledge in library science.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

*The following duties are typical for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.*

Plan and direct library operations.

Implement library policies as set forth by the Library Board of Trustees.

Follows all city guidelines, policies, and procedures.

Supervise, train, and evaluate Library employees.

Schedule work hours to ensure adequate coverage.

Prepare and monitor the annual budget for all library operations.

Review and approve all library expenditures.

Oversee and maintain library collections through acquisitions, cataloging and weeding.

Compile data and prepare reports for the Library Board, regional library center, and local and state Officials as directed.

Attend all Library Board meetings and act as liaison between Library Board, library staff, the City of White House, and the Friends of the White House Library.

Attend regional in-service trainings and meetings.

Attend workshops, conferences, and continuing education webinars.

Maintain current knowledge of library trends and issues.

Establish and maintain relationships with community leaders, community groups, other library leaders, and the general public.

Prepare and submit grant applications and oversee grant projects.

Assist library patrons in the use of print and non-print library resources.

Assist at the circulation desk and shelve materials when necessary.

Tasked with opening, closing, and straightening/cleaning the library when necessary.

## MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

**Knowledge, Abilities and Skills:** Considerable knowledge of library principles, practices, methods and techniques and equipment used in library science; good knowledge of the principles and practices of supervision and management. Ability to effectively plan, organize and direct library operations, functions and activities; ability to review the library processes and make recommendations for improvements affecting economy and efficiency. Ability to assign, train, supervise and evaluate assigned staff and make recommendations pertaining to personnel actions such as employment, promotion, demotion, discipline, severance, pay increases and related matters. Ability to express oneself clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with others including library personnel, inter-agency personnel, and citizens.

**Physical Requirements:** Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, distinguish colors, and safely operate equipment used in work; ability to lift and carry about 25 pounds, though greater weights may at times be lifted, carried and/or placed; dexterity and fitness to grasp, bend, stoop, walk, and otherwise perform physical functions of the assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:** Work environment is generally agreeable with good working conditions. Work is conducted in a normal office setting. Noise level is low to moderate.

## MINIMUM TRAINING AND EXPERIENCE REQUIRED

**Training and Experience:** Bachelor's Degree required. Master's Degree in Library Science preferred. Progressively responsible library experience and supervisory experience preferred.

**Necessary Special Conditions:** A valid Tennessee Driver's License is required.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or work conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of White House reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City. I understand that I may be required to work hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor does it alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of White House has a similar right.

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Signature

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Date

THE WHITE HOUSE PUBLIC LIBRARY  
BY-LAWS  
REVISED by library board on November 9, 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. 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 board may review the library director's job description and duties as needed. 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.