

White House Library Board Meeting Agenda
Billy S. Hobbs Municipal Center
Court Room
January 14, 2020

- I. Call TO ORDER
 - A. Roll call of Trustees
 - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM November 12, 2020
- III. COMMUNICATIONS
- IV. REPORTS
 - A. Regional Director
 - B. Library Director
 - a. Monthly Reports
 - b. Upcoming events/updates
 - c. Budget
 - d. COVID Survey review
 - e. CIPA compliance with Chromebooks
 - C. Committees
 - 1. Executive
 - 2. Finance and Budget
 - a. Proposed budget review
 - 3. Marketing and Public Relations
 - 4. Policy Review
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
 - a. Meeting Dates for 2021: March 11, May 13, July 8, September 9, Nov??
- VII. DIRECTOR'S EVALUATION
- VIII. ADJOURN

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

- IX. Call TO ORDER 6:59 p.m.
 - C. Roll call of Trustees: Joyce Partain, Amanda Smith, Katy Hornbeck, and Linda Silver.
Absent: John Corbitt, Andrew Armstrong and Emmie Seals.
- X. Welcome Visitors – Elizabeth Kozlowski, Cecilie Maynor, and Gerald Herman
- XI. APPROVAL OF MINUTES FROM September 10, 2020: Katy Hornbeck motioned to approve the minutes; Amanda Smith seconded the motion. All approve.
- XII. COMMUNICATIONS: none.
- XIII. REPORTS
 - D. Regional Director: The state created standards report is now available. The numbers from the report are from older years, not necessarily this past year. Cecilie would like to set up a trustee orientation meeting with Amanda Smith via webex. On December 8 there will be a state standards tech audit at the region and then in February there will be a coding class. Our MOE went through easily and so the state and federal funding for book purchases has been released. Half of that funding needs to be spent by December. The Trustee workshop for 2020 was cancelled. The next one is scheduled for 2021.
 - E. Library Director
 - a. Monthly Reports: **September**, the library board met in September. They reviewed her reports and succession plan. The furniture for the library patio came in and the staff have noticed a number of individuals using the space. The director has been contacting companies for quotes on an awning and electrical. The director attended a regional director check-in. The director had a phone call with her mentor to discuss ways to meet two of the state standards. The Mayor mentioned how the library still provided services while the library was closed to the public at his Chamber address. The city got new phones that the staff have been learning how to use. **October**, the library staff had a booth at the Chamber's Discover White House event. It went well and gave out all of the monthly calendars and had to pay the balloon twister to stay another hour. The library director attended a few different webinars, one on making artwork and one on COVID. The director decided to start quarantining items for a week instead of 3 days after listening to that webinar. The library director met with the city administrator and a few other city employees and it was decided that we will not have our Christmas Open House, but instead do a virtual tree lighting and reading of the Night Before Christmas. The library staff handed out candy on the daycare days and trail of treats. The director and catalog librarian met with a tech logic representative to discuss new products they have. The library director is still getting quotes for the electrical and will work on getting camera's installed in the patio area because some teens did vandalize the new space.

- b. Upcoming events/updates: Programs will go to virtual and grab and go kits only for the winter months.
- c. Budget: Everything looked good. Only the line that is being used for the Cares Grant is over budget.
- d. State Standards: The director reviewed the state standards and mentioned that some standards from last year were not met because of COVID. However, she is working hard to meet as many as possible despite still having issues due to COVID.
- e. Long Range Plan Update: The director gave a progress report on meeting goals of the long range plan since we are now about half way into the fiscal year. There are a number of goals that will be put on hold because of COVID. However, some goals are still being met and are on schedule to be completed this year.
- f. Surveys: The director showed the library board the COVID survey she created. This survey is going to meet the long range goal of finding out how many people knew about our services while closed and how many people used them. The survey is getting passed out now and the results will be reviewed at the January meeting.

F. Committees

- 5. Executive: did not meet
- 6. Finance and Budget: did not meet
- 7. Marketing and Public Relations: did not meet
- 8. Policy Review
 - a. Fee: the director asked the board to put a cap on the fax fines and to update the technology checkout form to show the new prices of tech devices. Linda Silver motioned to update the fax fines and Katy Hornbeck seconded. All approved. Joyce Partain made a motion to update the technology checkout form and Amanda Smith seconded. All approved.

XIV. UNFINISHED BUSINESS

XV. NEW BUSINESS

- a. Katy Hornbeck wanted to know how the library would handle rises in COVID cases. The director stated that she is not too worried about it because they have not had too many people in the library at one time. However, if she needed to limit the number of individuals coming in, that should not be a problem. In addition, the staff is cleaning part of the library, books and quarantining the items very well. No large indoor events are being held and work spaces are spread out. The director is not planning on putting any more furniture back out and the shields around the desk are not going to come down. The only new thing that the director added is that if a patron refuses to wear a mask, the staff will refuse to help the patron since in most cases, we cannot stay 6 feet apart and help someone. Gerald Herman said we do have a right to refuse service if patrons are not following the mask mandate.

- XVI. ADJOURN: Katy Hornbeck motioned to adjourn. Joyce Partain seconded. All approve.
Meeting adjourned at 7:45 p.m.

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

Summary of Activities

The library director attended parts of Library Con Live which is an annual program put on by Library Journal and Library School Journal. The event had special guests and virtual vendor booths. Many of the sessions had limits on the amount of attendees that could be on the live speaker events. The director did not attend any of the live events but went to all of the vendor booths and made a list of books to order for the library.

The library board met on November 12. They voted to update the technology checkout form and put limits on the amount that could be charged on a fax. The board also reviewed the long range plan, state standards, the library budget, programs, and COVID survey.

The library director and library supervisor got new professional headshots taken for the city's new website.

The library director attended a meeting to discuss some of the final details on the virtual tree lighting event. Instead of being live, the event is going to be pre-recorded. This will allow us to film on a night when it is not raining. In addition to the tree lighting, there will also be a message from Santa, a reading of the Night Before Christmas, and some Christmas music.

The library staff put up the Christmas décor this month in case any of the virtual tree lighting pre-recording needed to be done inside the library.

Cash Express is doing their coat and toy drive this year. They have a box to collect these items in the library.

The Friends of the Library decided not to do their Christmas wish tree this year since there could be a lot of people struggling this holiday season.

The library switched to grab and go crafts and virtual programs only for teens and tweens. The videos are being watched by patrons and many of the grab and go kits are being picked up.

Most of the story times in November were cancelled due to weather. In December, all story times will be virtual. However, patrons can come and pick up the grab and go kit that goes along with the story.

Department Highlights

The highlights for the month was getting the library decorated for Christmas and getting all of the teen video and grab and go kits ready.

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

Official Service Area Populations

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

November Membership Cumulative Members

Year	New Members	Updated Members	Total Members	% of Population with Membership
2016	67	339	11,737	85
2017	60	421	6,943	50
2018	73	194	8,204	58
2019	74	207	8,204	67
2020	53	214	7,035	48

The library has switched its system so that all new users register online. Patrons without Internet can use one of our computers at the library and receive help from staff should they need assistance.

Total Material Available: 37,188

Estimated Value of Total Materials: \$929,700

Last Month: \$927,025

Total Materials Available Per Capita: 2.59

Last Month: 2.57

State Minimum Standard: 2.00

Materials Added in November

2016	2017	2018	2019	2020
318	242	230	311	127

Yearly Material Added

2016	2017	2018	2019	2020
3,674	3,602	3,123	3,004	2,906

Physical Items Checked Out in November

2016	2017	2018	2019	2020
4,522	4,800	4,313	4,393	4,465

Cumulative Physical Items Check Out

2016	2017	2018	2019	2020
63,252	63,421	62,536	65,522	45,909

The checkouts for November were actually higher than last year despite having a 5 item checkout limit.

November

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	33	66	48	65	56
Study Rooms	98	57	117	65	14
Lego Table	65	281	54	163	0
Games and Puzzles	44	48	57	77	140
Seeds	7	5	0	6	8
Test Proctoring	1	0	9	6	0
Charging Station	0	6	9	8	7
STEAM Packs	*	*	22	37	0
Cake Pans	*	*	*	2	1
Notary Services	*	*	*	9	4
Library Visits	*	*	3,746	3,891	2,566
Website Usage	*	*	874	1,372	2,094
Reference Questions	7	7	6	5	10

Yearly Totals

2016	2017	2018	2019	2020
299	585	644	137	329
821	828	1,082	253	289
2,094	2,643	1,891	553	459
510	528	743	222	815
82	1,197	586	112	298
9	56	152	27	74
26	86	90	19	41
*	*	148	61	25
*	*	6	1	28
*	*	*	16	80
*	*	52,565	55,728	27,612
*	*	2,517	16,935	16,057
80	115	59	77	50

November

Library Use	2018	2019	2020
Library Volunteers	20	24	6
Volunteer Hours	125	183	67

Yearly Totals

18-19	19-20	20-21
82	36	10
809	1,286	407

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

Computer Users

November	2016	2017	2018	2019	2020
Wireless	903	798	609	443	387
Adult Computers	351	279	336	292	261
Kids	165	139	145	136	8

Yearly Computer Users

2016	2017	2018	2019	2020
8,367	8,725	9,535	2,017	3,388
4,640	4,413	4,642	1,103	2,023
2,136	2,209	2,088	556	427

Universal Class November Counts

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
0	1	8	3	1

Cumulative Counts

Year	Sign-ups	Courses Started	Lessons Viewed	Class Submissions
2017	27	39	273	258
2018	24	52	661	455
2019	9	16	194	105
2020	10	49	1,719	779

Programs

1,000 books	Monthly Sign ups	Yearly Sign ups	100 mark	500 mark	Completions
2018	7	29	2	0	0
2019	2	38	2	2	0
2020	1	81	0	1	2

Monthly Programs

Nov Kids	Kids Sessions	Kids Attendance
2016	15	181
2017	8	185
2018	11	182
2019	9	202
2020	1	17

Yearly Totals

Kids Sessions	Kids Attendance
178	2,988
181	4,268
158	4,437
46	737
43	1,185

Grab & Go Kits

Kits Offered	Picked Up
8	225
Yearly	
32	759

Virtual

Videos	Views
0	0
Yearly	
22	4,147

In November, we only had one face-to-face sidewalk story time because the rest were cancelled due to weather.

During winter, we will only offer virtual story times and grab and go kits.

Monthly Programs**Yearly****Monthly****Combined**

Nov	Teen Events	Teens Present
2016	3	12
2017	4	30
2018	5	11
2019	3	15
2020	0	0

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

Nov	Tween Events	Tweens Present
2019	4	27
2020	0	0
Yearly		
2019	10	150
2020	5	18

Teen/ tweens	Nov	Yearly
In-person Session Attendees	0	0
Grab & Go Kits Taken	11	77
Virtual videos Views	3	10
	15	107
	2	10
	60	1,551

In November we only offered grab and go kits for the teens because the time change made it too dark to hold teen/tween programs outside. We also made virtual tutorials to teens to watch at home as they completed the grab and go craft.

Monthly

Nov Adults	Adult Sessions	Adult Attendance
2016	6	9
2017	9	29
2018	12	115
2019	10	27
2020	2	6

Yearly

Adult Sessions	Adult Attendance
61	662
145	689
175	1,009
41	232
41	197

Device Advices	Nov	Yearly
2019	*	125
2020	5	51

Interlibrary Loan Services

November	2016	2017	2018	2019	2020
Borrowed	25	15	54	59	46
Loaned	12	20	43	36	23

Yearly Interlibrary Loan Services

2016	2017	2018	2019	2020
668	562	690	690	506
249	305	410	410	141

Nov 2020 R.E.A.D.S.**2020-2021 totals****19-20 Yearly Totals****18-19 Yearly Totals****17-****18 Yearly Totals**

Adults	Juveniles
1412	78

Adults	Juveniles
7,629	418

Adult	Juvenile
23,138	1,430

Adult	Juvenile
21,899	1,189

Adult	Juvenile
15,773	725

The READS statistics come from the state.

White House Library Monthly Report

December 2020

Submitted by Elizabeth Kozlowski

Summary of Activities

The library director attended a number of different training sessions in December. She attended four different Tennessee Electronic Library related sessions. Some of the topics covered in the TEL trainings included: testing resources, resume building, learning languages, and research and homework resources.

Aside from the TEL training, the director attended the regional library's tech audit session. During this training, the teacher discussed ways librarians can meet different tech related state standards. The director will use some of these tips, specifically adding free editing programs to computers for patron use e.g. photo, video, audio.

The director attended a young adult check-in. At this meeting, the group discussed different things librarians have been doing for teens as well as some summer reading updates. At our library, we have started setting out the teen & tween grab & go kits in two different areas in the library. As a result, the kits are getting picked up even more and we ran out of December kits.

The director received the quote for adding security cameras outside in the patio area. She will go forward with this quote and it should be installed sometime in February. In addition, the director met with the electrician to go over a few more details for lighting in the patio area. The electrician also

replaced the plug on the library's sump pump. However, it did not fix the issue and so the city's public works department is going to help get that replaced.

The quote for the new library sign did come in. However, before the director moves forward with this, she is waiting for the quote on the lights to see if both projects can be done this fiscal year.

The friends of the library purchased the library staff a catered meal and t-shirts. This was a nice gift to receive after a trying year.

The library director met with the budget committee on December 15th. The group looked at adding more to the hot spot fund, summer reading performers, small items of equipment, receipt printer software, and funds for a virtual tour. The budget did pass the committee. The director will now bring it to the library board to vote on before taking it to the city.

The library had two different people who were confirmed to have COVID come into the library to fax their COVID test results to their employer. The library director was going to work on a solution to keep positive COVID cases from coming in to use the fax machine. However, the library's fax line is currently down due to the AT&T building damage, which should keep those individuals out of the library.

The library director started working on updating expired library cardholders, which is one of our goals on the long-range plan. The director sent out an email to all those with an email address letting them know their cards were expired. We had a good response of individuals then call and renew their card. We then started calling those patrons who do not have an email on their account. This goal will take time to complete, but we have already made good progress.

Department Highlights

The highlight for the month was that we were able work on several projects such as attending more virtual trainings, starting the card update project, getting quotes and work started, and moving around the grab & go kits so that they are being picked up more.

White House Public Library December 2020 Performance Measures

Official Service Area Populations

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

December Membership Cumulative Members

Year	New Members	Updated Members	Total Members	% of Population with Membership
2016	53	236	11,788	85
2017	44	320	6,986	50
2018	62	219	8,262	58
2019	41	211	9,392	67
2020	38	528	7,078	49

The library staff is activity working on updating their expired cardholders since so many people did not come into the building due to COVID. We are renewing cards over the phone so that way people can still use universal class, READS, etc.

Total Material Available: 37,298

Estimated Value of Total Materials: \$932,450

Last Month: \$929,700

Total Materials Available Per Capita: 2.60

Last Month: 2.59

State Minimum Standard: 2.00

Materials Added in December

2016	2017	2018	2019	2020
335	154	119	247	120

Yearly Material Added

2016	2017	2018	2019	2020
3,674	3,602	3,123	3,004	3,025

Physical Items Checked Out in December

2016	2017	2018	2019	2020
3,676	3,512	3,512	4,464	4,133

Cumulative Physical Items Check Out

2016	2017	2018	2019	2020
63,252	63,421	62,536	65,522	50,042

We are still have a good amount of checkouts even with a limit of 5 items per person and COVID cases rising.

December

Miscellaneous Items	2016	2017	2018	2019	2020
Technology Devices	33	59	47	26	52
Study Rooms	54	69	82	81	16
Lego Table	247	120	83	103	0
Games and Puzzles	41	43	53	87	140
Seeds	20	1	0	1	4
Test Proctoring	0	4	3	8	0
Charging Station	20	10	6	27	6
STEAM Packs	*	*	15	25	0
Cake Pans	*	*	6	8	0
Notary Services	*	*	*	2	8
Library Visits	*	*	3,911	4,252	2,395
Website Usage	*	*	836	1,358	1,920
Reference Questions	14	7	2	6	10

Yearly Totals

2016	2017	2018	2019	2020
299	585	644	137	381
821	828	1,082	253	305
2,094	2,643	1,891	553	459
510	528	743	222	955
82	1,197	586	112	302
9	56	152	27	74
26	86	90	19	47
*	*	148	61	25
*	*	6	1	28
*	*	*	16	88
*	*	52,565	55,728	30,007
*	*	2,517	16,935	17,977
80	115	59	77	60

December

Library Use	2018	2019	2020
Library Volunteers	17	19	7
Volunteer Hours	98	146	99.5

Yearly Totals

18-19	19-20	20-21
82	36	11
809	1,286	506.5

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

Computer Users

December	2016	2017	2018	2019	2020
Wireless	691	705	511	423	441
Adult Computers	282	225	328	270	232
Kids	137	88	118	114	0

Yearly Computer Users

2016	2017	2018	2019	2020
8,367	8,725	9,535	2,017	3,829
4,640	4,413	4,642	1,103	2,138
2,136	2,209	2,088	556	427

Universal Class December Counts

Sign-ups	Courses Started	Videos Watched	Lessons Viewed	Class Submissions
0	4	42	52	21

Cumulative Counts

Year	Sign-ups	Courses Started	Lessons Viewed	Class Submissions
2017	27	39	273	258
2018	24	52	661	455
2019	9	16	194	105
2020	10	53	1,771	800

Programs

1,000 books	Monthly Sign ups	Yearly Sign ups	100 mark	500 mark	Completions
2018	7	29	2	0	0
2019	2	38	2	2	0
2020	2	83	0	1	2

Monthly Programs

Dec. Kids	Kids Sessions	Kids Attendance
2016	10	98
2017	8	121
2018	12	177
2019	9	445
2020	0	17

Yearly Totals

Kids Sessions	Kids Attendance
178	2,988
181	4,268
158	4,437
46	737
43	1,185

Grab & Go Kits

Kits Offered	Picked Up
6	245
Yearly	
38	1,094

Virtual

Videos	Views
2	35
Yearly	
24	4,182

In December, we offered two virtual story times and six different grab and go kits. Almost all of it kits we put out were picked up.

Monthly Programs

Dec.	Teen Events	Teens Present
2016	1	2
2017	2	16
2018	2	2
2019	3	115
2020	0	0

Yearly

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

Monthly

Dec.	Tween Events	Tweens Present
2019	1	107
2020	0	0
Yearly		
2019	10	150
2020	5	18

Combined

Teen/ tweens	Dec	Yearly
In-person Session	0	0
Attendees	11	77
Grab & Go Kits	3	13
Taken	45	152
Virtual videos	2	12
Views	40	1,591

In December, we offered three different grab and go kits for teen/tweens. Forty-five teen/tween kits were put out and all were picked up. More kits for this group will be put out in January. In addition to the kits, staff made tutorial videos showing how to make each kit.

Monthly

Dec Adults	Adult Sessions	Adult Attendance
2016	8	399
2017	9	41
2018	9	284
2019	11	532
2020	1	17

Yearly

Adult Sessions	Adult Attendance
61	662
145	689
175	1,009
41	232
42	214

Device Advices	Dec	Yearly
2019	*	125
2020	0	51

Interlibrary Loan Services

December	2016	2017	2018	2019	2020
Borrowed	44	27	47	66	28
Loaned	20	23	35	15	10

Yearly Interlibrary Loan Services

2016	2017	2018	2019	2020
668	562	690	690	534
249	305	410	410	151

Dec 2020 R.E.A.D.S.

Adults	Juvenile
1387	79

2020-2021 totals

Adults	Juvenile
9,016	497

19-20 Totals

Adult	Juvenile
23,138	1,430

18-19 Totals

Adult	Juvenile
21,899	1,189

17-18 Totals

Adult	Juvenile
15,773	725

The READS statistics come from the state.



January 2021

CALENDAR KEY: Monday 9- 8 pm
 Tuesday 9- 8 pm
 Wednesday 9- 5 pm
 Thursday 9- 8 pm
 Friday (closed)
 Saturday 9- 4 pm

CHILDRENS(5 AND UNDER): BLUE
 KIDS(8 AND UNDER): PURPLE
 TWEENS N TEENS(9-17): ORANGE
 ADULTS(18 AND UP): GREEN

sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 teen & tween: (ages 9-17) <i>Creative Writing</i> <i>Grab & Go in</i> <i>teen room</i>	6 Storytime: (5 and under) 10:30 am virtual	7 stitch Club: 4:00 PM	8	9
10	11 KIDS: GRAB AND GO Kitty In a Sweater	12 teen & tween: (ages 9-17) <i>Sewing bag & game</i> <i>Grab & Go in</i> <i>teen room</i>	13 Storytime: (5 and under) 10:30 am virtual	14 MYSTERY READERS: BLUEBIRD BLUEBIRD By Attica Locke	15	16
17	18 LIBRARY CLOSED 	19 teen & tween: (ages 9-17) <i>Anime' drawing</i> <i>Grab & Go in teen room</i> <i>Rainbow Unicorn</i>	20 Storytime: (5 and under) 10:30 am virtual	21	22	23
24	25 KIDS: GRAB AND GO ROCKING BIRD	26 teen & tween: (ages 9-17) <i>Activity Sheet</i> <i>Grab & Go in</i> <i>teen room</i>	27 Storytime: (5 and under) 10:30 am virtual	28 Bookworms Book Club: The Lost and Found Bookshop By Susan Wiggs	29	30
31				 WHITE HOUSE LIBRARY 615-672-0239 www.youseemore.com/whl		



City of White House, TN

Monthly Draft Report Account Summary

For Fiscal: 2020-2021 Period Ending: 12/31/2020

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 110 - General Fund							
Expense							
Function: 44800 - Library							
110-44800-110	Libraries - Salaries	202,037.00	202,037.00	15,541.82	100,832.20	100,832.20	101,204.80
110-44800-112	Libraries - Overtime	1,231.00	1,231.00	0.00	0.00	0.00	1,231.00
110-44800-114	Libraries - Part Time Wages	30,000.00	30,000.00	2,067.52	12,878.61	12,878.61	17,121.39
110-44800-117	Libraries - Annual Longevity Pay	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00
110-44800-130	Libraries - Employee Benefits	18,734.00	18,734.00	1,599.91	9,068.15	9,068.15	9,665.85
110-44800-142	Libraries - Hospital & Health Insurance	60,546.00	60,546.00	4,775.07	25,480.18	25,480.18	35,065.82
110-44800-143	Libraries - Retirement	14,143.00	14,143.00	864.12	5,606.24	5,606.24	8,536.76
110-44800-144	Libraries - Dental Insurance	744.00	744.00	62.00	361.45	361.45	382.55
110-44800-145	Libraries - Vision Benefit	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
110-44800-147	Libraries - Unemployment Insurance	261.00	261.00	8.26	51.52	51.52	209.48
110-44800-148	Libraries - Employee Ed. & Training	900.00	900.00	200.00	200.00	200.00	700.00
110-44800-200	Libraries - Contractual Services	15,760.00	15,760.00	529.94	8,794.60	11,701.78	4,058.22
110-44800-211	Libraries - Postage, Box Rent, Etc.	275.00	275.00	0.00	3.96	3.96	271.04
110-44800-235	Libraries - Memberships/Subscriptions/...	12,300.00	12,300.00	0.00	7,319.53	7,319.53	4,980.47
110-44800-237	Libraries - Advertising & Pub. Relations	870.00	870.00	126.00	251.85	182.85	687.15
110-44800-241	Libraries - Electric	35,159.00	35,159.00	2,988.12	18,156.08	18,156.08	17,002.92
110-44800-242	Libraries - Water	660.00	660.00	80.84	485.06	485.06	174.94
110-44800-243	Libraries - Sewer	1,020.00	1,020.00	85.26	443.80	443.80	576.20
110-44800-245	Libraries - Phones / Fax / Internet	6,840.00	6,840.00	121.30	1,263.58	1,263.58	5,576.42
110-44800-249	Libraries - Stormwater Fee	648.00	648.00	53.94	323.64	323.64	324.36
110-44800-260	Libraries - R & M Facilities	8,040.00	8,040.00	210.12	2,748.15	3,317.93	4,722.07
110-44800-280	Libraries - Travel	375.00	375.00	0.00	0.00	0.00	375.00
110-44800-287	Libraries - Meals And Entertainment	900.00	900.00	0.00	151.75	277.78	622.22
110-44800-312	Libraries - Small Items Of Equipment	7,300.00	7,300.00	429.70	7,192.49	8,045.94	-745.94
110-44800-320	Libraries - Operating Supplies	10,525.00	10,525.00	216.78	2,836.09	3,548.43	6,976.57
110-44800-330	Libraries - Inventory Supplies	12,000.00	12,000.00	858.03	5,847.47	6,286.76	5,713.24
110-44800-331	Libraries - Oil, Fuel, Etc.	520.00	520.00	0.00	0.00	0.00	520.00
110-44800-900	Libraries - Capital Outlay	30,000.00	30,000.00	0.00	18,622.80	23,561.93	6,438.07
Function: 44800 - Library Total:		475,788.00	475,788.00	33,818.73	231,919.20	242,397.40	233,390.60
Function: 44880 - Children's Library							
110-44880-110	Children's Libr. - Salaries	32,736.00	32,736.00	2,516.85	16,328.91	16,328.91	16,407.09
110-44880-117	Children's Libr. - Annual Longevity Pay	500.00	500.00	500.00	500.00	500.00	0.00
110-44880-130	Children's Libr. - Employee Benefits	2,666.00	2,666.00	238.26	1,332.20	1,332.20	1,333.80
110-44880-142	Children's Libr. - Hospital & Health Insur...	9,058.00	9,058.00	711.86	3,818.15	3,818.15	5,239.85
110-44880-143	Children's Libr. - Retirement	2,292.00	2,292.00	139.94	907.92	907.92	1,384.08
110-44880-144	Children's Libr. - Dental Insurance	453.00	453.00	12.40	72.29	72.29	380.71
110-44880-145	Children's Libr. - Vision Benefit	200.00	200.00	0.00	168.00	168.00	32.00
110-44880-147	Children's Libr. - Unemployment Insura...	29.00	29.00	0.00	0.00	0.00	29.00
110-44880-148	Children's Libr. - Employee Ed. & Training	50.00	50.00	0.00	0.00	0.00	50.00
110-44880-200	Children's Libr. - Contractual Services	1,400.00	1,400.00	0.00	531.00	531.00	869.00
110-44880-320	Children's Libr. - Operating Supplies	1,500.00	1,500.00	0.00	314.08	639.79	860.21
110-44880-330	Children's Libr. - Inventory Supplies	2,000.00	2,000.00	212.35	1,017.35	1,334.07	665.93
Function: 44880 - Children's Library Total:		52,884.00	52,884.00	4,331.66	24,989.90	25,632.33	27,251.67
Expense Total:		528,672.00	528,672.00	38,150.39	256,909.10	268,029.73	260,642.27
Fund: 110 - General Fund Total:		528,672.00	528,672.00	38,150.39	256,909.10	268,029.73	260,642.27
Report Surplus (Deficit):		-528,672.00	-528,672.00	-38,150.39	-256,909.10	-268,029.73	-260,642.27

COVID Survey Results

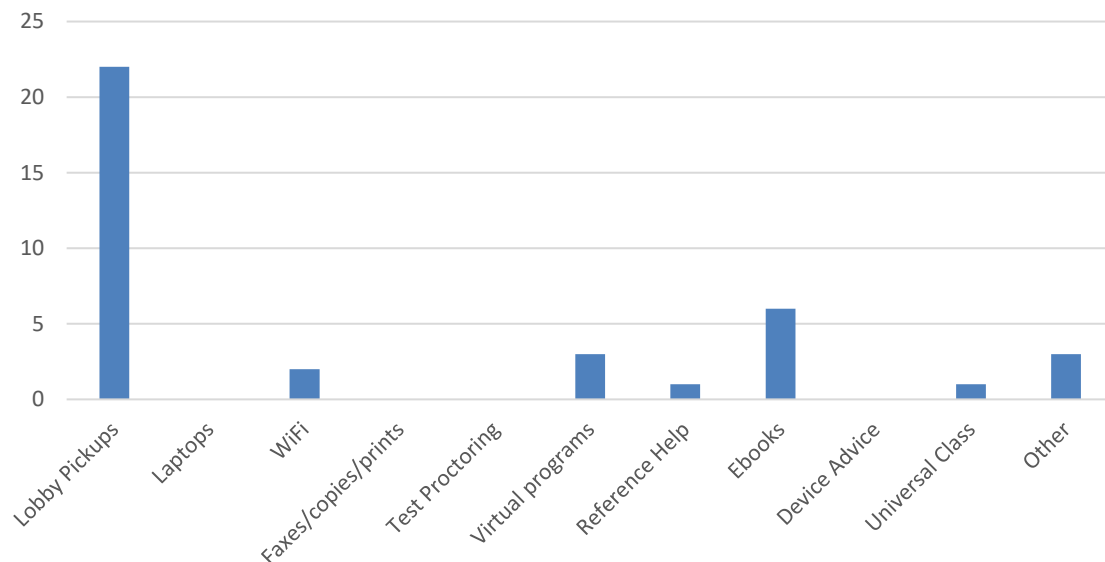
1. Did you know we offered services when the library was closed from April through May due to Covid?



2. If yes, did you use any of the library services we offered?

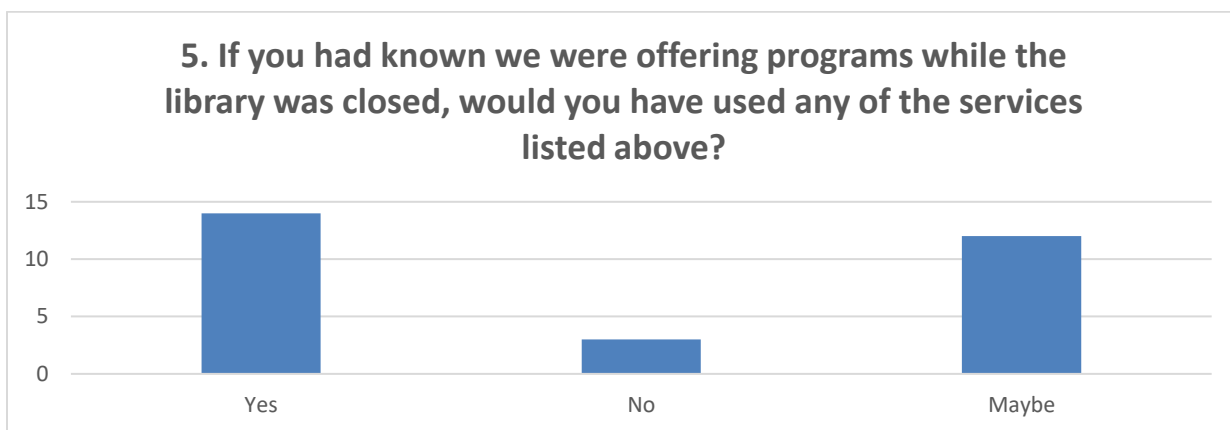


3. If yes, check all you used.



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

- Facebook,
- Outside bulletin board
- Marquee message
- Sign
- Email
- Phone call
- Website
- Text
- Instagram
- Signs in front yard



Why or why not?

- Like audio books
- Kids boredom
- Help with school
- Boredom
- If I couldn't get the services somewhere else

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

- Walking into the building and picking up the books
- Browsing the stacks
- Seeing the people that run the library and art class
- Getting to see the new books
- Having a quiet place to study
- Taking my kids to get books
- Children programs
- Seeing smiling faces
- Copy machine
- Book clubs and connecting with people

7. Do you have any additional comments?

- Don't close the library
- I wish you started outside story time sooner
- We love it here; keep up the good work
- Great services provided
- I like this library very much
- All the people are so welcoming
- Love this library
- Everyone so helpful and kind
- They are doing a great job!
- I like the library and appreciate the emails
- Love the online catalog option to reserve books
- Love our WH Library - all of the staff are always so helpful and pleasant to talk to!
- I am very appreciative of the balance between safety and a willingness to stay open for the library's patrons. Many other libraries in the county cut back their hours and limited visit times. That doesn't really help someone like me who uses the space to sit and study and do schoolwork for a few hours at a time. I have only gone to the White House Library for these past few months because it was still open at normal operations/capacity
- We love the outside story time and would like it if it stayed outside with craft kits even after COVID precautions are lifted
- It would be nice to see the workers actually work and not allowing customers to stand & wait until they finish their personal conversations or discussing what's for lunch. Also we keep randomly having charges on our account pop up. When we haven't visited in a while. I believe emails about those charges should be sent immediately so we may have a record as well of it. It's hard to dispute something when you haven't visited in 6 months or more.

Main Library Budget

		Budgeted	Activity	42 % average
11044800-114	Part Time Wages	\$30,000	\$10,811	36%
11044800-148	Employee Education	\$900	\$0	0%
11044800-200	Contractual Service	\$15,760	\$9,204.00	58%
11044800-211	Postage	\$275	\$3.96	1%
11044800-235	Membership/subscriptions/dues	\$12,300	\$7,036	57%
11044800-237	Advertising & Public Relations	\$870	\$182	20%
11044800-241	Electric	35,159	\$15,167	43%
11044800-242	Water	\$660	\$404	61%
11044800-243	Sewer	\$1,020	\$358.00	35%
11044800-245	Phones/fax/internet	\$6,840	\$1,142	16%
11044800-249	Stormwater	\$648	\$269	41%
11044800-260	R & M Facilities	\$8,040	\$3,500	43%
11044800-280	Travel	\$375	\$0	0%
11044800-287	Meals and Entertainment	\$900	\$277	30%
11044800-312	Small items of equipment	\$7,300	\$8,050	110%
11044800-320	Operating Supplies	\$10,525	\$2,942	27%
11044800-330	Inventory Supplies	\$12,000	\$6,293	52%
11044800-331	Oil, Fuel	\$520	\$0	0%

Children's Librarian Budget

11044880-148	Employee education	\$50	\$0	0%
11044880-200	Contractual services	\$1,400	\$531	37%
11044880-320	Operating Supplies	\$1,500	\$308	20%
11044880-330	Inventory Supplies	\$2,000	\$805	40%

Budget proposal 2021-2022

Main Library Budget

Function	Line	Description	2020 Budgeted	2020 spent	2021 Budgeted	2020 Proposed	
44800	148	Ed. & Training	\$800	\$579	\$900	\$950	
44800	200	Contractual Services	\$14,348	\$9,119	\$15,760	\$ 25,765	
44800	242	Water	\$660	672.39	\$660	\$850	
44800	312	Items of small equipment	\$7,300	\$10,290	\$7,300	\$10,300	
44800	320	Operating Supplies	\$6,000	\$4,405	\$10,525	\$12,025	
44800	330	Inventory Supplies	\$12,000	\$11,774	\$12,000	\$14,000	
Total Increase					\$23,720	\$36,915	\$13,195

- Google Virtual Tour: \$795
- Children performers: increase from \$1,400 to \$1,800
- Receipt printer software: \$1,210.64
- Added Hot Spots from Cares Grant plus 7 more: \$6,199.20
 - 28.70 a month
 - 18 total new hot spots
- Increase small items of equipment

CIP

- Carry over items from the patio space

**This could change some before final board submission due to not knowing what lines will be over until closer to end of the year.

City of White House
Library Director
Performance Evaluation

Evaluated by:	Position:
Date of Evaluation:	Period of Evaluation:

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** – 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)
- Grant reviews – audit findings

Comments:

___ 2. Working with local programs:

- Satisfaction/Effectiveness Surveys – completed annually
- Directors meetings and new director's meetings
- Directors retreat held annually

- Visits with local programs – 13 programs each year are required in grant goals
- Daily technical assistance

Comments:

___ **3. 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:

___ **4. 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
- Filing all required reports including W-2, 1099, 941, State Charitable Solicitations License, State Annual Report, Tax Exempt requirements
- Preparing billings/reports for funding sources

Comments:

___ **5. Networking:**

- Serving and participating on statewide/national committees
- Attending conferences
- Coordinating the Annual Meeting

Comments:

___ **6. 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:

___ **7. Legislative Activities:**

- Promptly updating Network regarding federal and state legislation related to funding and/or programming
- Attending legislative committee meetings and present as requested
- Meeting with legislators
- Coordinating with legislative efforts
- Representing Network during Day on the Hill

Comments:

___ **8. Other Performance Standards:**

- Timeliness, deadline-focused
- Attendance, regular and reliable
- Quality of work product
- Communication skills

Comments:

II. Objectives for Future Performance

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

IV. Other Comments

Attach self-assessment, if applicable.

_____ **Recommend for continued employment (Yes or No).**

Library Director Name

Library Director Signature

Date

Evaluator Name

Evaluator Signature

Date

City of White House

Evaluation Criteria

Employee Status:

Annual Performance Appraisal Meets Expectations

Yes↑

No↑

No Disciplinary Suspension Issued During Evaluation Period

Yes↑

No↑

Department Training Requirements Met

Yes↑

No↑

Worked Full 12 Month Evaluation Period

Yes↑

No↑

Human Resources Signature _____

Date _____

City Administrator Signature _____

Date _____