

White House Library Board Meeting Agenda  
Billy S. Hobbs Municipal Center  
Court Room  
January 12, 2023

- I. Call TO ORDER
  - A. Roll call of Trustees
  - B. Welcome Visitors
- II. APPROVAL OF MINUTES FROM September 8, 2022
- III. COMMUNICATIONS
- IV. REPORTS
  - A. Regional Director
  - B. Library Director
    - a. Monthly Reports
    - b. Upcoming events/updates
      - i. Winter Reading Challenge Review
    - c. Budget
    - d. Long Range Plan midpoint review
  - C. Committees
    - 1. Executive
    - 2. Finance and Budget
      - a. Proposed budget review
    - 3. Marketing and Public Relations
    - 4. Policy Review
      - a. General Policy update
      - b. Computer Policy update
      - c. Disruptive Behavior Policy
      - d. Code of conduct
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
  - a. Fine Free idea
  - b. DIRECTOR'S EVULATION
- VII. ADJOURN

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

VIII. Call TO ORDER: 7:01PM

C. Roll call of Trustees

- a. Present: Katy Hornbeck, Andrew Armstrong, Carter Beck, Doreen Brown
- b. Absent: John Corbitt, Cherry Richardson, Martha Montgomery

D. Welcome Visitors

- a. Present: Elizabeth Kozlowski, Cecilie Maynor, Gerald Herman

IX. APPROVAL OF MINUTES FROM July 14, 2022

- a. Motion to approve by Carter Beck. Motion seconded by Katy Hornbeck. All approved the minutes.

X. COMMUNICATIONS: None

XI. REPORTS

D. Regional Director:

- a. Regional Director distributed the Standards for Governance of 2022
  - i. White House Library specific report will be sent soon
  - ii. Congratulated White House Library Director on successful execution of standards
- b. Regional Director thanked Doreen for her participation in the trustee orientation training
- c. Regional Director discussed upcoming workshop on October 4 at the Brentwood Public Library
- d. Regional Director discussed In-Service Meetings starting on Monday

E. Library Director

- a. Monthly Reports
  - i. Library Director reviewed monthly reports from July and August
    - 1. Displays have helped to increase physical items checkouts
    - 2. Universal class views increased
    - 3. Sewing class growth and success
  - ii. Library Director discussed the meeting with the Stokes Brown Public Library director and assistance director
  - iii. Completion of Summer Reading
  - iv. Library Director presented at the state library and archives
    - 1. Unique Item Checkout Presentation
    - 2. Regional Director complimented the presentation
  - v. Library Director discussed the successful weeding, building of new display areas, and bag sale with \$287 raised by the Friends of the Library

- b. Upcoming events/updates
  - i. Board and Volunteer reception being held on September 29 at 6:00PM at the Billy S. Hobbs Municipal Center
  - ii. Winter Reading Challenge being held November through December
- c. Budget
  - i. Library Director discussed a budget review
    - 1. Air Conditioning unit mechanical issues have increased the electrical utility bill, working on repairs, setting unit to a schedule
      - a. Repair costs coming from budget instead of CIP projects which will now be requested next year
    - 2. Library outside sprinkler system now tied into the sewer meter instead of independent line
      - a. Update has increased the sewer utility bill cost
    - 3. Identified roof leaks, waiting on roof manufacturer for repairs

F. Committees

5. Executive

- a. Disaster Recovery Plan Review and Update
- b. Andrew Armstrong motioned to approve the updates to the Disaster Recovery Plan. Carter Beck seconded the motion. All voted to approve.

6. Finance and Budget: Did Not Meet

7. Marketing and Public Relations: Did Not Meet

8. Policy Review

- a. Policy updates discussed
- b. Emancipated minor rights
- c. STEAM packs not being counted as technology
- d. Addition of \$10 fee for deactivation/reactivation of hotspots and Chromebooks
- e. Doreen Brown motioned to approve the updates. Andrew Armstrong seconded the motion. All voted to approve.

XII. UNFINISHED BUSINESS

- a. The Library has filled the Assistant Director position
- b. Open Youth Services position for Teen/Tween programs

XIII. NEW BUSINESS

- a. Meeting dates for 2023: January 12, March 9, May 11, July 13, September 14
- b. Board discussed date conflict with November board meeting and holiday
  - i. Katy Hornbeck created motion for library board to not meet in November due to the holiday conflict. Andrew Armstrong seconded the motion. All voted to approve

XIV. ADJOURN

- a. Doreen Brown motioned to adjourn the meeting. Katy Hornbeck seconded the motion. All approved.

b. Meeting adjourned at 7:50PM

**White House Library  
September 2022 Monthly Report  
Submitted by Elizabeth Kozlowski**

**Summary of Activities**

The Library Director had a check in with the regional office on September 6<sup>th</sup>. There was a discussion about the Trustee workshop, regional orders, MOE, and news from the region.

All full time staff underwent CPR training at Fire Hall 2.

The Library Director met with the City Administrator and project engineer to discuss expanding the circle parking lot on September 7<sup>th</sup>. Parking lot improvements would include moving the handicap parking closer to the library building and adding new lighting. The engineer listened to ideas and will present an improvement plan at a later date.

The library board met on September 8<sup>th</sup>. They voted on updated policies, reviewed summer reading program numbers, were invited to the volunteer board reception, and Larry's Gotcha Day celebration.

Library Supervisor attended regional training on community involvement. It was a 4 week course, 6 hours in total. Supervisor will pass on notes to the Director.

The Library Director and HR Director conducted interviews for the Youth Services Librarian. They chose a candidate, Audrey Frazee, who started on October 3, 2022. She is an excellent artist, can crochet, loves to write and is an entrepreneur. We are excited to have her on the team.

The Library Director met with the White House Lions Club on September 14<sup>th</sup>. The Library Director will be the city representative for the Lions Club.

The library celebrated Larry the Lizard's Gotcha Day on September 14<sup>th</sup>. Staff and patrons celebrated with cake and pictures with Larry. Children decorated homemade Gotcha Day cards.

The Library Director attended the Chamber Luncheon on September 20<sup>th</sup>. The City Administrator gave his state of the city address and mentioned some of the library checkout figures during his speech. It highlighted how many items the library has checked out over the years.

The Library Director attended the Board/Volunteer Reception. Three library board members were recognized, two for five years of service and one for ten years of service. The Library Director presented awards for twenty years of service.

The library held its first Genealogy class on September 26<sup>th</sup>. Seven people attended this class, and the library plans to have two more Genealogy classes in October.

**Department Highlights**

The highlights for the month were hiring the Youth Services Librarian, celebrating Larry's Gotcha Day, and the City Administrator highlighting the library in his speech.

## White House Public Library September 2022 Performance Measures

### Official Service Area Populations

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

### Membership

September	2018	2019	2020	2021	2022
New Members	132	173	108	100	125
Updated Members	253	598	481	343	238
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	7,027	6,970
% of population with membership	51	59	66	49	47

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:** 38,849

**Estimated Value of Total Materials:** \$971,225

**Total Materials Available Per Capita:** 2.62

**Last Month:** \$969,575

**Last Month:** 2.61

**State Minimum Standard:** 2.00

### Materials Added in September

2018	2019	2020	2021	2022
201	410	348	175	78

### Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	3022

### Physical Items Checked Out in September

2018	2019	2020	2021	2022
6,190	5,099	5,147	6,049	7,531

### Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	62,032

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

### Miscellaneous item checkouts

September	2018	2019	2020	2021	2022
Technology Devices	43	33	31	61	62
Study Rooms	70	90	25	52	85
Games and Puzzles	64	63	96	116	191
Seeds	11	8	13	10	60
STEAM Packs	64	20	0	27	24
Cake Pans	*	0	3	0	7
Outdoor Items	*	*	*	*	10

### Yearly Totals

2018	2019	2020	2021	2022
644	137	381	725	560
1,082	253	305	395	561
743	222	955	1,263	1,543
586	112	302	878	848
148	61	25	160	190
6	1	28	21	42
*	*	*	*	10

### Library Services Usage

September	2018	2019	2020	2021	2022
Lego Table	92	160	0	0	0
Test Proctoring	6	9	9	5	1
Charging Station	6	1	8	1	1
Notary Services	*	*	19	17	11
Library Visits	4,406	4,173	3,106	3,288	4,340
Website Usage	586	1,591	1,353	2,086	2,867
Reference Questions	3	5	8	10	1

### Yearly Totals

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	51
90	19	47	45	13
*	16	88	144	110
52,565	55,728	30,007	38,913	37,330
2,517	16,935	17,977	27,907	24,906
59	77	60	73	27

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

### Library Volunteers

September	2018	2019	2020	2021	2022
Library Volunteers	13	13	4	8	7
Volunteer Hours	114	132	74	138	121

### 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	391

### Computer Users

September	2018	2019	2020	2021	2022
Wireless	604	623	352	333	417
Adult Users	427	354	274	189	227
Kids Users	192	139	7	150	165

### Yearly Computer Users

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	3,513
4,642	1,103	2,138	2,235	2,014
2,088	556	427	957	2,357

### Universal Class Counts

September	
Sign ups	1
Courses started	8
Lessons viewed	151
Class Submissions	16

### Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	12
52	16	53	39	42
661	194	1,771	1,008	673
445	105	800	515	240

### Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	2	5	3	4
total Sign-ups	163	214	67	174	132

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	7
500 Mark	2	2	0	2	5
Completion	0	1	2	4	6

### Face-to-face Kids Programs

September	2018	2019	2020	2021	2022
Programs	13	12	4	12	11
Attendees	280	244	109	171	294
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	107
Attendees	4,260	4,201	1,185	2,167	2,986

### Virtual Kids Programs

September	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

September	2020	2021	2022
Kits	9	0	0
Taken	177	0	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

September	2018	2019	2020	2021	2022
Programs	6	4	0	0	0
Attendees	9	14	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

September	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

September	2020	2021	2022
Programs	4	4	9
Attendees	34	25	55
Yearly	2020	2021	2022
Programs	11	43	76
Attendees	77	370	323

### Virtual Teen & Tweens

September	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

September	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. We will add a board game night for the sewing group that isn't meeting.

### Face-to-face Adult Programs

September	2018	2019	2020	2021	2022
Programs	11	14	3	8	7
Attendees	60	38	15	41	39
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	60
Attendees	1,009	1,343	214	351	301

### Virtual

September	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

September	2019	2020	2021	2022
Sessions	*	0	0	9
Yearly	125	51	81	104
Passive				
September	*	*	0	0
Yearly	*	*	0	13

The library added an adult sewing class and genealogy class in September. Both did well and will continue into October.

### Interlibrary Loan Services

September	2018	2019	2020	2021	2022
Borrowed	50	97	58	57	72
Loaned	21	35	7	20	25

### Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	686
410	410	151	226	282

September	R.E.A.D.S
Adults	2,092
Juvenile	117

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Adults	21,138	23,138	19,466	21,110	6,102
Juvenile	1,430	1,189	1,032	2,013	446

The READS statistics come from the state.

## White House Library October 2022 Monthly Report Submitted by Elizabeth Kozlowski

### Summary of Activities

The library had a booth at Discover White House. Staff passed out fliers about the Winter Reading Challenge, the library services and programs, and the Friends of the Library paver sale.

The new Youth Services Librarian started on October 3<sup>rd</sup>. Her name is Audrey Frazee. She has done a great job learning the library system, the teen programs and has helped a great deal in preparing for the winter reading challenge. She is very art oriented and might even paint a mural in the library. The library director is happy to have her on the team.

The library supervisor finished the last of her 4 week training on connecting with your community. This training was put on by the regional library and will count towards state training.

The adult services librarian attended a circulation roundtable. This was a roundtable for those that work the circulation desk. They discussed customer service tips and experiences.

The library director along with library trustee Carter Beck attended the Trustee Workshop at the Brentwood Public Library. At the event, the group learned about working with different individuals in the different generations, different ways library boards function, and new trends in the library world.

The library director attended a Lions Club meeting on October 12<sup>th</sup>. The library director expressed interest in holding free eye exams at the library and the group said they would look into that possibility.

The library supervisor attended the Board of Mayor and Aldermen meeting since the library director was sick. She presented the library board request to add a disconnect and reconnect fee if a hot spot must be disconnected in order for a patron to bring it back.

The library continued to hold the genealogy classes. These classes are going well with about 4 to 7 in attendance. In addition to the genealogy class, the library has started up a sewing class for adults. This class has about 3 to 4 in attendance, but is expected to grow.

The library director, children's librarian, and youth services librarian have been working on getting ready for the winter reading challenge by creating grab and go kits and getting the reading signup site ready.

### Department Highlights

The highlight for the month was hiring a youth services librarian. That position had been open for 3 months and the library director is happy to have found someone so talented for the position.

## White House Public Library October 2022 Performance Measures

### Official Service Area Populations

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

### Membership

October	2018	2019	2020	2021	2022
New Members	92	94	81	64	94
Updated Members	270	267	295	298	186
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	7,027	7056
% of population with membership	51	59	66	49	49

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:** 39,130

**Estimated Value of Total Materials:** \$978,250

**Total Materials Available Per Capita:** 2.70

**Last Month:** \$971,225

**Last Month:** 2.62

**State Minimum Standard:** 2.00

### Materials Added in October

2018	2019	2020	2021	2022
263	480	233	126	329

### Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	3351

### Physical Items Checked Out in October

2018	2019	2020	2021	2022
6,360	5,499	5,001	5,618	7,189

### Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	69,221

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

### Miscellaneous item checkouts

October	2018	2019	2020	2021	2022
Technology Devices	56	46	35	82	58
Study Rooms	106	86	17	51	74
Games and Puzzles	65	55	110	97	179
Seeds	0	10	10	16	31
STEAM Packs	46	36	0	23	19

### Yearly Totals

2018	2019	2020	2021	2022
644	137	381	725	618
1,082	253	305	395	635
743	222	955	1,263	1,722
586	112	302	878	879
148	61	25	160	209



<b>Cake Pans</b>	*	1	17	1	12
<b>Outdoor Items</b>	*	*	*	*	1
<b>Honor Books</b>	*	*	*	*	14

6	1	28	21	54
*	*	*	*	11
*	*	*	*	14

### Library Services Usage

October	2018	2019	2020	2021	2022
<b>Lego Table</b>	52	165	0	0	0
<b>Test Proctoring</b>	2	7	1	2	4
<b>Charging Station</b>	6	6	7	6	2
<b>Notary Services</b>	*	5	8	12	9
<b>Library Visits</b>	4,627	4,735	3,283	3,522	3,976
<b>Website Usage</b>	1,054	1,630	1,452	2,996	2,940
<b>Reference Questions</b>	3	11	8	7	2

### Yearly Totals

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	55
90	19	47	45	15
*	16	88	144	119
52,565	55,728	30,007	38,913	41,306
2,517	16,935	17,977	27,907	27,846
59	77	60	73	29

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

### Computer Users

October	2018	2019	2020	2021	2022
<b>Wireless</b>	780	633	416	512	404
<b>Adult Users</b>	412	385	256	237	245
<b>Kids Users</b>	148	171	11	97	217

### Yearly Computer Users

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	3,917
4,642	1,103	2,138	2,235	2,259
2,088	556	427	957	2,574

### Library Volunteers

October	2018	2019	2020	2021	2022
<b>Library Volunteers</b>	14	16	6	11	8
<b>Volunteer Hours</b>	115	149	91.5	145	112

### Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	20
809	1,286	1,204	1,492.5	503

### Universal Class Counts

October	
<b>Sign ups</b>	1
<b>Courses started</b>	1
<b>Lessons viewed</b>	28
<b>Class Submissions</b>	36

### Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	13
52	16	53	39	43
661	194	1,771	1,008	701
445	105	800	515	276

### Programs

1,000 books	2018	2019	2020	2021	2022
<b>Monthly Sign-ups</b>	7	2	3	1	0
<b>total Sign-ups</b>	163	214	67	174	132

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	10
500 Mark	2	2	0	2	5
Completion	0	1	2	4	7

### Face-to-face Kids Programs

October	2018	2019	2020	2021	2022
<b>Programs</b>	17	13	3	11	13
<b>Attendees</b>	404	334	127	244	315
Yearly	2018	2019	2020	2021	2022
<b>Programs</b>	146	154	43	91	120
<b>Attendees</b>	4,260	4,201	1,185	2,167	3,301

### Virtual Kids Programs

October	2020	2021	2022
<b>Videos</b>	0	0	0
<b>Views</b>	0	0	0
Yearly	2020	2021	2022
<b>Videos</b>	24	19	0
<b>Views</b>	4,182	230	0

### Grab & Go Kits

October	2020	2021	2022
<b>Kits</b>	9	0	0
<b>Taken</b>	177	0	0
Yearly	2020	2021	2022
<b>Kits</b>	38	44	0
<b>Taken</b>	1094	1,699	0

The library added a reading dog session in the months of September and October. The session went over well and the library hopes the individual with the dog will be able to continue to do more sessions.

### Face-to-face Teen Programs

October	2018	2019	2020	2021	2022
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### Tween Face-to-Face Programs

October	2020	2021	2022
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<b>Programs</b>	6	7	0	0	0
<b>Attendees</b>	22	33	0	0	0
<b>Yearly</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Programs</b>	47	82	68	13	0
<b>Attendees</b>	481	432	518	81	0

<b>Programs</b>	0	0	0
<b>Attendees</b>	0	0	0
<b>Yearly</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Programs</b>	5	0	0
<b>Attendees</b>	18	0	0

#### Combined Face-to-Face

<b>October</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Programs</b>	4	8	11
<b>Attendees</b>	29	44	58
<b>Yearly</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Programs</b>	11	43	87
<b>Attendees</b>	77	370	381

#### Virtual Teen & Tweens

<b>October</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Videos</b>	0	0	0
<b>Views</b>	0	0	0
<b>Yearly</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Videos</b>	12	6	0
<b>Views</b>	1,591	95	0

#### Grab & Go

<b>October</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Kits</b>	0	0	0
<b>Taken</b>	0	0	0
<b>Yearly</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Kits</b>	13	24	0
<b>Taken</b>	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. We will add an activity night for the sewing group that is not meeting.

#### Face-to-face Adult Programs

<b>October</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Programs</b>	12	8	2	9	8
<b>Attendees</b>	51	47	17	23	39
<b>Yearly</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Programs</b>	175	157	42	63	68
<b>Attendees</b>	1,009	1,343	214	351	340

#### Virtual

<b>October</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Videos</b>	0	0	0
<b>Views</b>	0	20	0
<b>Yearly</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Videos</b>	18	1	0
<b>Views</b>	4,972	20	0

#### Device Advice

<b>October</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Sessions</b>	*	0	5	17
<b>Yearly</b>	125	51	81	121
<b>Passive</b>				
<b>October</b>	*	*	0	7
<b>Yearly</b>	*	*	0	20

#### Interlibrary Loan Services

<b>October</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Borrowed</b>	48	74	65	55	59
<b>Loaned</b>	17	35	23	20	10

#### Yearly Interlibrary Loan Services

<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
690	690	534	673	745
410	410	151	226	292

<b>October</b>	<b>R.E.A.D.S</b>
<b>Adults</b>	2,016
<b>Juvenile</b>	117

<b>Yearly Totals</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Adults</b>	21,138	23,138	19,466	21,110	8,118
<b>Juvenile</b>	1,430	1,189	1,032	2,013	563

The READS statistics come from the state.

### White House Library November 2022 Monthly Report Submitted by Elizabeth Kozlowski

#### Summary of Activities

The library director attended a Christmas event meeting on November 7<sup>th</sup>. The group finalized most of the details for the Christmas parade and event. The library director was having a hard time finding a Santa Claus, and so she reached out to the Mayor who agreed to be Santa for the pictures with Santa at the library.

The Winter Reading Challenge began on November 7<sup>th</sup>. It will run through December 29<sup>th</sup>. Staff have put out new grab and go kits each week for kids, tweens, and teens. The kits have been successful with almost every kit being picked up each week. There are also a number of prizes that each age group can win and participants have entered to win almost all of them. In addition to these reading prizes, there

are also guessing jars that patrons can try to win. The patron that guesses the closest without going over will win a prize. New prizes will be put out in December as well as new guessing jars.

The library director attended a Lions Club meeting on November 9<sup>th</sup>. The group asked if she would be the secretary and she agreed.

The library director also attended a safety training at the Brentwood Public Library on November 9<sup>th</sup>. At this training the director learned of different safety techniques, ways to talk to patrons and proper rules and guidelines for a library. The library director has already gone over some of this with staff and will be reviewing the library's behavior policy.

The library director painted the three pillars in the library. The library director plans to have murals painted on these pillars. The library director might also paint some accent walls in the study rooms. In addition, she is looking at getting better signage for the teen, juvenile, and book sale area.

The library closed on November 28<sup>th</sup> due to staff illnesses. Almost all the staff were sick with different illnesses, causing there to be too few individuals to open the library.

### Department Highlights

The department highlights for the month were finding a Santa for the Christmas event, the starting success of the Winter Reading Challenge, and getting the pillars prepped for the murals.

## White House Public Library November 2022 Performance Measures

### Official Service Area Populations

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

### Membership

November	2018	2019	2020	2021	2022
New Members	73	74	53	64	95
Updated Members	194	207	214	258	192
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	7,027	7,157
% of population with membership	51	59	66	49	50

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:** 39,204

**Estimated Value of Total Materials:** \$980,100

**Total Materials Available Per Capita:** 2.71

**Last Month:** \$978,250

**Last Month:** 2.70

**State Minimum Standard:** 2.00

### Materials Added in November

2018	2019	2020	2021	2022
230	311	127	326	120

### Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	3,471

### Physical Items Checked Out in November

2018	2019	2020	2021	2022
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### Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
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4,313	4,393	4,465	5,438	6,353
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62,536	62,522	50,042	59,515	75,834
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The library is happy that our checkout numbers have to exceed pre-covid checkouts.

#### Miscellaneous item checkouts

November	2018	2019	2020	2021	2022
Technology Devices	48	65	56	68	61
Study Rooms	117	65	14	59	65
Games and Puzzles	57	77	140	125	180
Seeds	0	6	8	28	3
STEAM Packs	22	37	0	20	13
Cake Pans	*	2	1	0	12
Outdoor Items	*	*	*	*	3
Honor Books	*	*	*	*	4

#### Yearly Totals

2018	2019	2020	2021	2022
644	137	381	725	679
1,082	253	305	395	700
743	222	955	1,263	1,902
586	112	302	878	882
148	61	25	160	222
6	1	28	21	66
*	*	*	*	14
*	*	*	*	18

#### Library Services Usage

November	2018	2019	2020	2021	2022
Lego Table	52	77	140	0	0
Test Proctoring	9	6	0	5	1
Charging Station	9	8	7	4	6
Notary Services	*	9	4	14	3
Library Visits	3,746	3,891	2,566	3,236	3,517
Website Usage	874	1,372	2,094	2,191	3,040
Reference Questions	6	5	10	5	1

#### Yearly Totals

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	56
90	19	47	45	21
*	16	88	144	122
52,565	55,728	30,007	38,913	44,823
2,517	16,935	17,977	27,907	30,886
59	77	60	73	30

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

#### Computer Users

November	2018	2019	2020	2021	2022
Wireless	609	443	387	425	331
Adult Users	336	292	261	171	188
Kids Users	145	136	8	89	219

#### Yearly Computer Users

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	4,248
4,642	1,103	2,138	2,235	2,447
2,088	556	427	957	2,793

#### Library Volunteers

November	2018	2019	2020	2021	2022
Library Volunteers	20	24	6	12	10
Volunteer Hours	125	183	67	159	102

#### Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	23
809	1,286	1,204	1,492.5	605

#### Universal Class Counts

November	
Sign ups	3
Courses started	8
Lessons viewed	64
Class Submissions	44

#### Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	16
52	16	53	39	51
661	194	1,771	1,008	765
445	105	800	515	320

#### Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	2	1	2	0
total Sign-ups	163	214	67	174	132

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	10
500 Mark	2	2	0	2	5
Completion	0	1	2	4	7

#### Face-to-face Kids Programs

November	2018	2019	2020	2021	2022
Programs	11	9	1	11	9

#### Virtual Kids Programs

November	2020	2021	2022
Videos	0	0	0

#### Grab & Go Kits

November	2020	2021	2022
Kits	8	5	4

<b>Attendees</b>	182	202	17	203	246
<b>Yearly</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Programs</b>	146	154	43	91	129
<b>Attendees</b>	4,260	4,201	1,185	2,167	3,547

<b>Views</b>	0	0	0
<b>Yearly</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Videos</b>	24	19	0
<b>Views</b>	4,182	230	0

<b>Taken</b>	225	212	189
<b>Yearly</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Kits</b>	38	44	4
<b>Taken</b>	1094	1,699	189

The library cancelled all programs the last week of November due to staff illness. This caused there to be less programs held than in previous years.

#### Face-to-face Teen Programs

<b>November</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Programs</b>	4	5	3	0	0
<b>Attendees</b>	30	11	15	0	0
<b>Yearly</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Programs</b>	47	82	68	13	0
<b>Attendees</b>	481	432	518	81	0

#### Tween Face-to-Face Programs

<b>November</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Programs</b>	0	0	0
<b>Attendees</b>	0	0	0
<b>Yearly</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Programs</b>	5	0	0
<b>Attendees</b>	18	0	0

#### Combined Face-to-Face

<b>November</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Programs</b>	0	7	7
<b>Attendees</b>	0	60	23
<b>Yearly</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Programs</b>	11	43	94
<b>Attendees</b>	77	370	404

#### Virtual Teen & Tweens

<b>November</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Videos</b>	0	0	0
<b>Views</b>	0	0	0
<b>Yearly</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Videos</b>	12	6	0
<b>Views</b>	1,591	95	0

#### Grab & Go

<b>November</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Kits</b>	0	0	4
<b>Taken</b>	0	0	96
<b>Yearly</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Kits</b>	13	24	4
<b>Taken</b>	152	409	96

The library cancelled all programs the last week of November due to staff illness. This caused there to be less programs held than in previous years.

#### Face-to-face Adult Programs

<b>November</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Programs</b>	12	10	2	8	3
<b>Attendees</b>	115	27	6	23	9
<b>Yearly</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Programs</b>	175	157	42	63	71
<b>Attendees</b>	1,009	1,343	214	351	349

#### Virtual

<b>November</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Videos</b>	0	0	0
<b>Views</b>	0	20	0
<b>Yearly</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Videos</b>	18	1	0
<b>Views</b>	4,972	20	0

#### Device Advice

<b>November</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Sessions</b>	*	0	5	6
<b>Yearly</b>	125	51	81	127
<b>Passive</b>				
<b>November</b>	*	*	0	0
<b>Yearly</b>	*	*	0	20

The library cancelled all programs the last week of November due to staff illness. This caused there to be less programs held than in previous years.

#### Interlibrary Loan Services

<b>November</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Borrowed</b>	54	59	46	42	66
<b>Loaned</b>	43	36	23	32	12

#### Yearly Interlibrary Loan Services

<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
690	690	534	673	811
410	410	151	226	304

<b>November</b>	<b>R.E.A.D.S</b>
<b>Adults</b>	1,778
<b>Juvenile</b>	102

<b>Yearly Totals</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Adults</b>	21,138	23,138	19,466	21,110	9,896
<b>Juvenile</b>	1,430	1,189	1,032	2,013	665

The READS statistics come from the state.

White House Library  
December 2022 Monthly Report  
Submitted by Elizabeth Kozlowski

## Summary of Activities

The library had pictures with Santa and the White House Dulcimer Players at the city's Christmas event on December 3<sup>rd</sup>. The event was very successful with many individuals coming to see Santa and the dulcimer players.

The library director and catalog librarian had a meeting with a rep for a reservation software call Libcal. This software would allow patrons to reserve study rooms, device advice appointments, proctor exams as well as museum passes. Libcal is giving the library a demo of this software to let them see if it is something the library would like to purchase in the future to help reduce staff time and allow patrons more autonomy.

The library director and catalog librarian worked on the asset list for the city. They updated it with new purchases and removed items that have been donated or sold on GovDeals. This list was sent to the city and will be turned into our insurance company should something ever happen to the building.

The library director attended the city's Christmas event debriefing. During the meeting, the group discussed what went well and what could be changed for next year.

The library budget committee met on December 13<sup>th</sup>. Those in attendance included: Carter Beck, Katy Hornbeck, John Corbitt, and Library Director, Elizabeth Kozlowski. The group discussed the director's proposed budget request for the 2023-2024 fiscal year. The committee made some suggested changes and the library will present the updated proposal at the January meeting.

The library director attended a Lions club meeting on December 14<sup>th</sup>.

The policy committee met on December 20<sup>th</sup>. Those in attendance included: Doreen Brown, Cherry Richardson, Martha Montgomery and Library Director, Elizabeth Kozlowski. The group reviewed updates to the general policies, computer and Internet policy, disruptive behavior and banning policy, and the code of conduct. The director will take the committee's recommendations to the library board in January.

## Department Highlights

The highlights for the month were the success of the city's Christmas event, software demo trial, and the two committee meetings.

## White House Public Library December 2022 Performance Measures

### Official Service Area Populations

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

December	2018	2019	2020	2021	2022
New Members	62	41	38	56	47
Updated Members	219	211	528	293	155
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	7,027	7,125
% of population with membership	51	59	66	49	48

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:** 39,298

**Estimated Value of Total Materials:** \$982,450

**Total Materials Available Per Capita:** 2.65

**Last Month:** \$980,100

**Last Month:** 2.71

**State Minimum Standard:** 2.00

#### Materials Added in December

2018	2019	2020	2021	2022
119	247	120	296	102

#### Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	3,573

#### Physical Items Checked Out in December

2018	2019	2020	2021	2022
3,512	4,464	4,133	4,418	4,819

#### Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	80,653

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

#### Miscellaneous item checkouts

December	2018	2019	2020	2021	2022
Technology Devices	47	626	52	43	64
Study Rooms	82	81	16	44	46
Games and Puzzles	83	103	0	122	158
Seeds	0	1	4	37	1
STEAM Packs	15	25	0	17	12
Cake Pans	*	2	8	0	3
Outdoor Items	*	*	*	*	3
Honor Books	*	*	*	*	1

#### Yearly Totals

2018	2019	2020	2021	2022
644	137	381	725	743
1,082	253	305	395	746
743	222	955	1,263	2,060
586	112	302	878	883
148	61	25	160	234
6	1	28	21	69
*	*	*	*	17
*	*	*	*	19

#### Library Services Usage

December	2018	2019	2020	2021	2022
Lego Table	83	103	0	0	0
Test Proctoring	3	8	0	2	5
Charging Station	6	27	6	7	0
Notary Services	*	2	8	11	13
Library Visits	3,911	4,252	2,395	3,373	3,430
Website Usage	836	1,358	1,920	1,870	2,792
Reference Questions	2	6	10	12	1

#### Yearly Totals

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	61
90	19	47	45	21
*	16	88	144	135
52,565	55,728	30,007	38,913	48,253
2,517	16,935	17,977	27,907	33,678
59	77	60	73	31

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

#### Computer Users

December	2018	2019	2020	2021	2022
Wireless	511	423	441	304	296
Adult Users	328	270	232	146	161
Kids Users	118	114	0	107	194

#### Yearly Computer Users

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	4,544
4,642	1,103	2,138	2,235	2,608
2,088	556	427	957	2,987

### Library Volunteers

December	2018	2019	2020	2021	2022
Library Volunteers	17	19	7	10	9
Volunteer Hours	98	146	99.5	91	48

### Yearly Totals

18-19	19-20	20-21	21-22	22-23
82	36	20	48	25
809	1,286	1,204	1,492.5	653

### Universal Class Counts

December	
Sign ups	2
Courses started	2
Lessons viewed	111
Class Submissions	145

### Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	18
52	16	53	39	2
661	194	1,771	1,008	876
445	105	800	515	465

### Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	2	2	1	1
total Sign-ups	163	214	67	174	133

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	10
500 Mark	2	2	0	2	5
Completion	0	1	2	4	7

### Face-to-face Kids Programs

December	2018	2019	2020	2021	2022
Programs	12	9	0	7	7
Attendees	177	445	17	114	99
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	136
Attendees	4,260	4,201	1,185	2,167	3,646

### Virtual Kids Programs

December	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

December	2020	2021	2022
Kits	8	5	2
Taken	225	212	96
Yearly	2020	2021	2022
Kits	38	44	6
Taken	1094	1,699	285

The library only had children's programs the first two weeks in December due to the holidays and people traveling.

### Face-to-face Teen Programs

December	2018	2019	2020	2021	2022
Programs	2	3	0	0	0
Attendees	2	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

December	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

December	2020	2021	2022
Programs	0	5	4
Attendees	0	25	33
Yearly	2020	2021	2022
Programs	11	43	98
Attendees	77	370	437

### Virtual Teen & Tweens

December	2020	2021	2022
Videos	2	0	0
Views	40	0	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

### Grab & Go

December	2020	2021	2022
Kits	3	2	3
Taken	45	70	55
Yearly	2020	2021	2022
Kits	13	24	7
Taken	152	409	151

The library only held two special programs for teens since the library is closed a number of days due to the holidays.

### Face-to-face Adult Programs

December	2018	2019	2020	2021	2022
Programs	9	11	1	7	4
Attendees	284	532	17	35	28
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	75

### Virtual

December	2020	2021	2022
Videos	0	0	0
Views	0	0	0
Yearly	2020	2021	2022
Videos	18	1	0

### Device Advice

December	2019	2020	2021	2022
Sessions	*	0	5	4
Yearly	125	51	81	131
Passive				
December	*	*	0	0



<b>Attendees</b>	1,009	1,343	214	351	377	<b>Views</b>	4,972	20	0	<b>Yearly</b>	*	*	0	20
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The library does not hold programs the last two weeks in December as many people are out of town traveling.

#### Interlibrary Loan Services

December	2018	2019	2020	2021	2022
<b>Borrowed</b>	47	66	28	50	61
<b>Loaned</b>	35	15	10	11	13

#### Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	872
410	410	151	226	317

December	R.E.A.D.S
<b>Adults</b>	1,804
<b>Juvenile</b>	139

Yearly Totals	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
<b>Adults</b>	21,138	23,138	19,466	21,110	11,700
<b>Juvenile</b>	1,430	1,189	1,032	2,013	804

The READS statistics come from the state.

## Winter Reading Numbers

Sign-ups	2021	2022
<b>Kids</b>	29	37
<b>Tween/teen</b>	20	30
<b>Total</b>	49	67

Participated	2021	2022
<b>Kids</b>	19	34
<b>Tween/teens</b>	14	25
<b>Total</b>	33	59

#### Reading Benchmarks

Kids Minutes	1	2	3	4	5	6	7	8
<b>2021</b>	18	17	17	16	15	14	***	***
<b>2022</b>	23	23	22	21	16	15	14	14
Tween/teen Minutes	1	2	3	4	5	6	7	8
<b>2021</b>	14	14	12	11	10	9	***	***
<b>2022</b>	21	19	16	14	11	10	9	8

We went two weeks longer this year, so there were two more benchmarks.

Total minutes read	2021	2022
<b>Kids</b>	6,539	15,785
<b>Tween/teens</b>	6,786	11,308
<b>Totals</b>	13,325	27,093

Hours read	2021	2022
<b>Kids</b>	109	263
<b>Teens</b>	113	188
<b>Totals</b>	222	451

#### Guessing Jar

November	2021	2022
<b>Kids</b>	*	48
<b>Tween/teen</b>	*	34
<b>Adults</b>	*	46

December	2021	2022
<b>Kids</b>	18	53
<b>Tween/teen</b>	26	38
<b>Adults</b>	21	42



City of White House, TN

## Monthly Draft Report Account Summary

For Fiscal: 2022-2023 Period Ending: 12/31/2022

		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	294,827.00	294,827.00	22,349.79	135,610.41	135,610.41	159,216.59
<a href="#">110-44800-112</a>	Libraries - Overtime	1,231.00	1,231.00	0.00	154.43	154.43	1,076.57
<a href="#">110-44800-114</a>	Libraries - Part Time Wages	15,847.00	15,847.00	1,109.29	12,521.91	12,521.91	3,325.09
<a href="#">110-44800-117</a>	Libraries - Annual Longevity Pay	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	0.00
<a href="#">110-44800-130</a>	Libraries - Employee Benefits	25,227.00	25,227.00	2,099.18	11,782.53	11,782.53	13,444.47
<a href="#">110-44800-142</a>	Libraries - Hospital & Health Insurance	102,490.00	102,490.00	6,275.20	25,730.85	25,730.85	76,759.15
<a href="#">110-44800-143</a>	Libraries - Retirement	16,461.00	16,461.00	1,908.26	12,115.73	12,115.73	4,345.27
<a href="#">110-44800-144</a>	Libraries - Dental Insurance	1,005.00	1,005.00	83.79	442.89	442.89	562.11
<a href="#">110-44800-145</a>	Libraries - Vision Benefit	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00
<a href="#">110-44800-147</a>	Libraries - Unemployment Insurance	245.00	245.00	7.94	47.15	47.15	197.85
<a href="#">110-44800-148</a>	Libraries - Employee Ed. & Training	6,950.00	6,950.00	2,020.04	6,468.00	6,468.00	482.00
<a href="#">110-44800-200</a>	Libraries - Contractual Services	28,000.00	28,000.00	2,420.76	7,243.36	10,677.15	17,322.85
<a href="#">110-44800-211</a>	Libraries - Postage, Box Rent, Etc.	275.00	275.00	4.56	49.04	49.04	225.96
<a href="#">110-44800-235</a>	Libraries - Memberships/Subscriptions/...	16,400.00	16,400.00	75.88	15,118.47	15,118.47	1,281.53
<a href="#">110-44800-237</a>	Libraries - Advertising & Pub. Relations	870.00	870.00	63.00	136.50	136.50	733.50
<a href="#">110-44800-241</a>	Libraries - Electric	36,159.00	36,159.00	3,544.04	26,370.83	26,370.83	9,788.17
<a href="#">110-44800-242</a>	Libraries - Water	1,421.00	1,421.00	150.46	1,046.02	1,046.02	374.98
<a href="#">110-44800-243</a>	Libraries - Sewer	1,051.00	1,051.00	126.35	901.78	901.78	149.22
<a href="#">110-44800-245</a>	Libraries - Phones / Fax / Internet	6,840.00	6,840.00	516.30	4,260.28	4,260.28	2,579.72
<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	43.66	5,567.28	10,976.63	3,223.37
<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	0.00	122.54	200.00	765.00
<a href="#">110-44800-312</a>	Libraries - Small Items Of Equipment	10,300.00	10,300.00	4,097.26	7,596.37	9,340.68	959.32
<a href="#">110-44800-320</a>	Libraries - Operating Supplies	12,025.00	12,025.00	0.00	5,052.88	6,048.21	5,976.79
<a href="#">110-44800-330</a>	Libraries - Inventory Supplies	14,000.00	14,000.00	454.41	7,264.50	7,725.80	6,274.20
<a href="#">110-44800-331</a>	Libraries - Oil, Fuel, Etc.	560.00	560.00	0.00	59.24	59.24	500.76
<a href="#">110-44800-900</a>	Libraries - Capital Outlay	23,000.00	23,000.00	0.00	0.00	0.00	23,000.00
<b>Function: 44800 - Library Total:</b>		<b>636,297.00</b>	<b>636,297.00</b>	<b>50,904.11</b>	<b>289,486.63</b>	<b>301,608.17</b>	<b>334,688.83</b>
<b>Expense Total:</b>		<b>636,297.00</b>	<b>636,297.00</b>	<b>50,904.11</b>	<b>289,486.63</b>	<b>301,608.17</b>	<b>334,688.83</b>
<b>Fund: 110 - General Fund Total:</b>		<b>636,297.00</b>	<b>636,297.00</b>	<b>50,904.11</b>	<b>289,486.63</b>	<b>301,608.17</b>	<b>334,688.83</b>
<b>Report Surplus (Deficit):</b>		<b>-636,297.00</b>	<b>-636,297.00</b>	<b>-50,904.11</b>	<b>-289,486.63</b>	<b>-301,608.17</b>	<b>-334,688.83</b>

# WHITE HOUSE PUBLIC LIBRARY

LONG-RANGE PLAN  
2022-2023

Elizabeth Kozlowski  
Director

## **Vision Statement**

Your place to connect

## **Mission Statement**

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

## **Motto**

Read, Connect, Explore

## **Selected Roles of the Library**

Popular Materials Center

Technology Resource Center

Independent and Early Literacy Learning Center

Approved by the library board on July 14, 2022

## **Goal 1: Offer library programs, resources, and services that meet community needs.**

**1.1.1 Objective:** Improve and expand upon existing library programs.

**1.1a Task:** Improve 1000 book participation: 132 signups this year, 10 have completed, still working on improving the program.

**1.1b Task:** Try to have an active TAB: Still just one teen

**1.1c Task:** Expand Winter Reading Challenge into an annual event: Did complete

**1.1d Task:** Try to increase the number of park story times: Did one at the storybook trail

**1.1e Task:** Review counts of individual programs and look at either improvement options or removing the program: Still reviewing

**1.2 Objective:** Add new programs and services

**1.2a Task:** Book Delivery to nursing homes: In progress

**1.2b Task:** Review options for more adult educational programs: Added adult sewing, genealogy, adult creative writing

**1.2c Task:** Create Summer Internship Program: In progress

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

**1.3a Task:** Purchase more ebooks and audio books with book funds: Already have purchased \$1000 worth of ebooks and audio books.

## **Goal 2: Enhance library space and marketing of resources for better utilization by the public.**

**2.1 Objective:** Identify dead zones and modify into better utilized space

**2.1a Task:** Create windows and better displays for items: Have created windows in the teen, Juvenile, best sellers, Christian Fiction and Juvenile non-fiction. They are working well.

**2.1b Task:** Replace existing furniture with furnishings that better utilize the spaces: Purchased new chairs for the kids area, working creating a better juvenile area, created seating area in teen room.

**2.2 Objective:** Better advertise library resources, programs, and services

**2.2a Task:** Do paid Facebook ads, post office drops, and other marketing tactics: Will do

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

**3.1 Objective:** Create community partnerships and be active in community projects/activities: Director joined the Lions club, looking at having free eye screenings at the library.

**3.2 Objective:** Try to increase the number of active cardholders

**3.2a Task:** Send emails, text messages, or phone messages letting patrons know about expired library card: Have been doing monthly emails and this is helping, calling those without email addresses.

## **Goal 4: Try to make the library 3<sup>rd</sup> place in the community**

**4.1 Objective:** Provide an excellent level of customer service

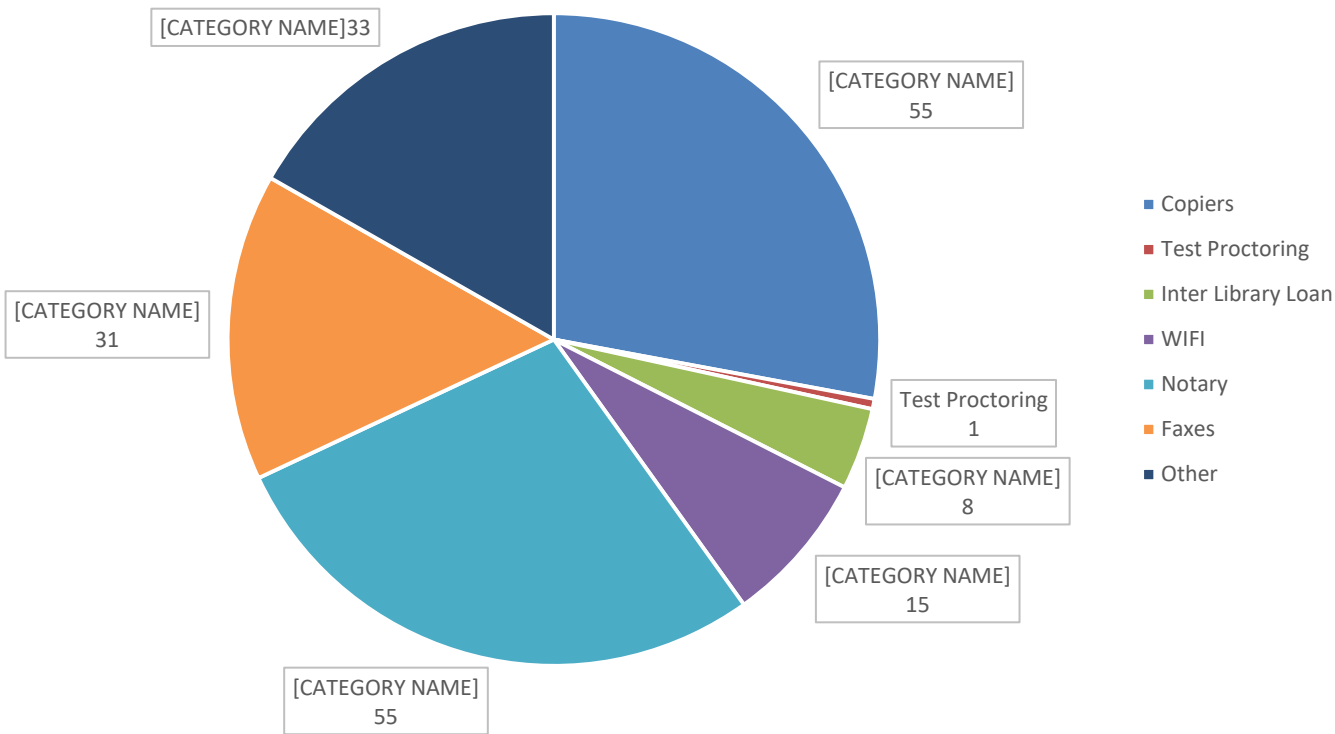
**4.1a Task:** Use evaluations to measure patron satisfaction: Reviewing tonight

**4.1b Task:** Collect stories on patron experiences: Reviewing tonight

**4.2 Objective:** Try to make the library have something for everyone

**4.2a Task:** Collect data on patron requests: In progress

# What library service did you use today?



“Other” responses:

Computer Usage, Printing, Email Access, Study Rooms, Scanning, Checkout, New Library Card, Programming, Reference Questions, Catalogue/Collection Assistance, Resources, AWE computers

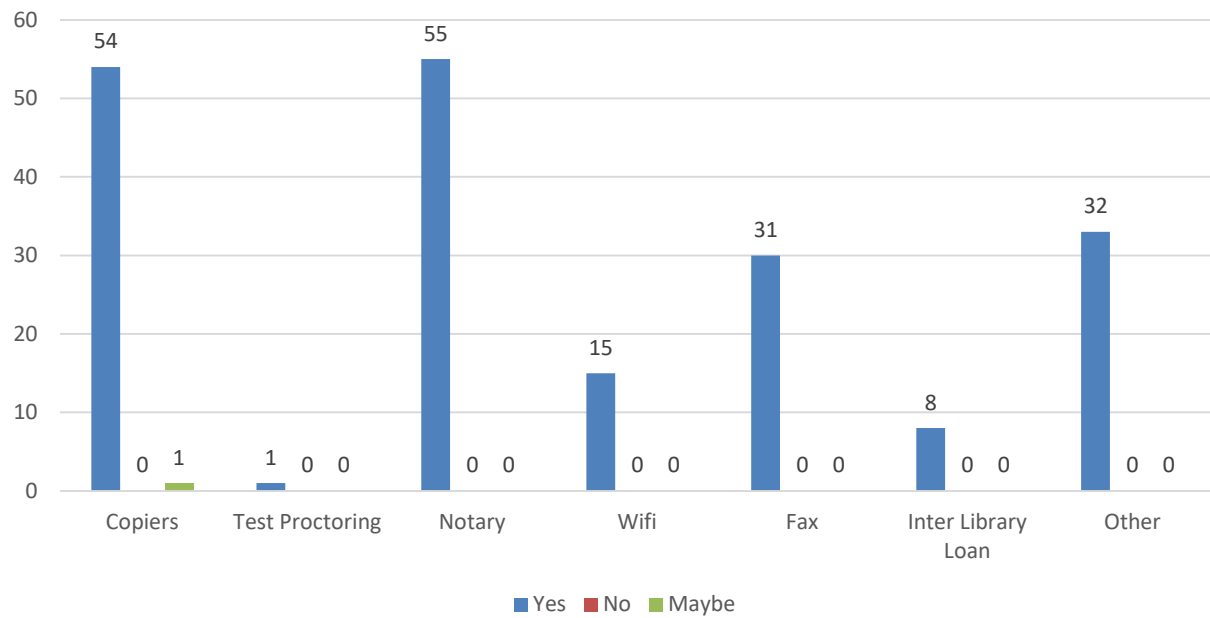
## Would you say that the staff was very helpful assisting you with these services?

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	N/A
Copiers	54	1	0	0	0	0
Test Proctoring	1	0	0	0	0	0
Notary	55	0	0	0	0	0
WIFI	13	1	1	0	0	0
Fax	31	0	0	0	0	0
Inter Library Loan	8	0	0	0	0	0
Other	30	3	0	0	0	0
Total	<b>192</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

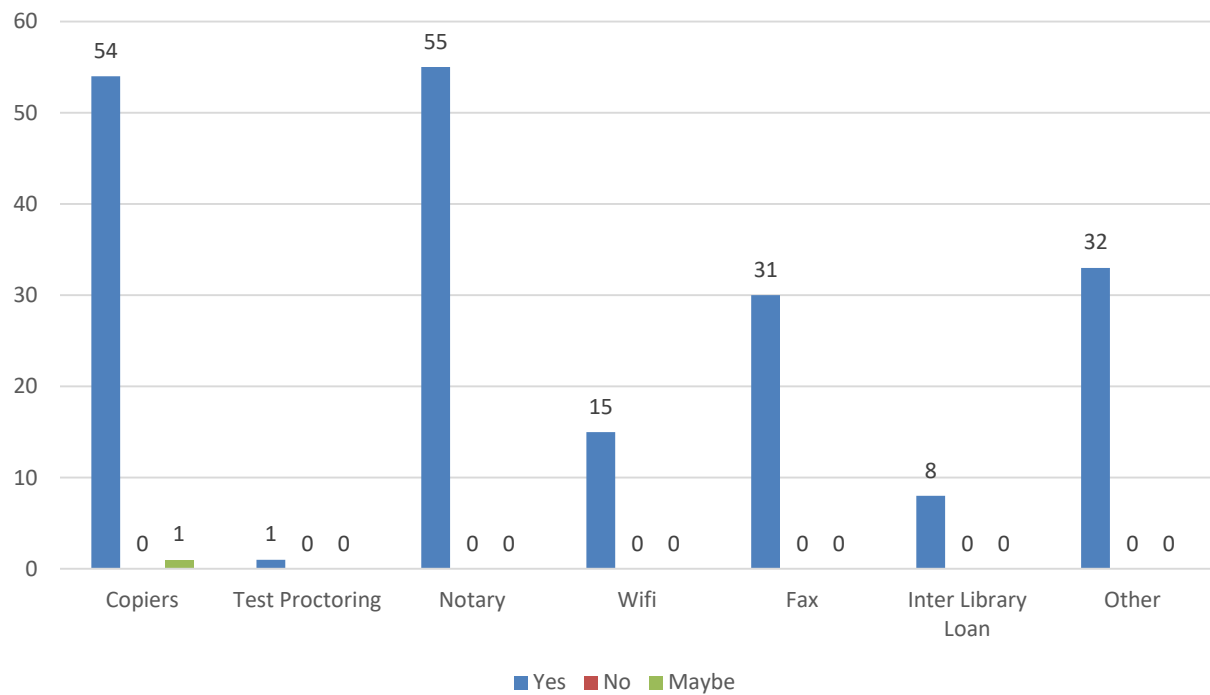
## Would you say the staff were friendly, polite, and pleasant when helping you?

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	N/A
Copiers	54	1	0	0	0	0
Test Proctoring	1	0	0	0	0	0
Notary	55	0	0	0	0	0
WIFI	13	2	0	0	0	0
Fax	31	0	0	0	0	0
Inter Library Loan	8	0	0	0	0	0
Other	30	2	0	0	0	0
Total	<b>192</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

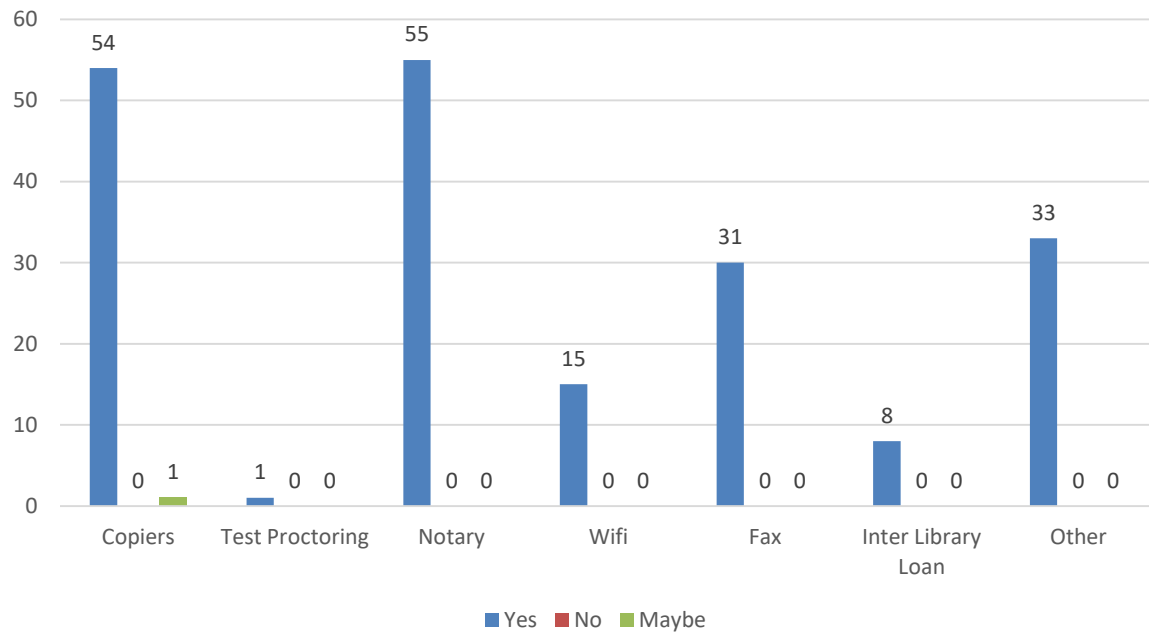
## Would you use this service again in the future?



## Would you come back and work with this staff member again?



## Would you recommend these services to a friend?





## BUDGET FOCUS

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- Maintain facility and resources
- Free up staff time to allow for them to assist patrons and do their work
- Give staff the work areas they need

## LINES THAT NEED TO BE REVIEWED

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### LINES THAT WILL BE OVER BUDGET

- Part Time Employee Wages
- Electric
- Water
- Sewer
- Repair and Maintenance of Facilities

### LINES NOT OVER BUDGET THAT NEED TO BE INCREASED.

- Employee ED and Training
- Memberships/subscriptions and dues
- Small items of equipment

## WHY DO THESE LINES NEED TO BE INCREASED?

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- Part time wages
  - Item circulation has increased, meaning we are busier. These are checkout numbers, they do not include checking the items back in.
- Electric
  - This bill will go up because we are planning on heating and cooling the building while we are closed. This keeps humidity levels low, which keeps the books, café and Larry in a better state.
- Water
  - The sprinkler system is now working and will use more water.
- Sewer
  - Since the sprinkler system is not on it's own separate meter, sewer will increase as well.

## WHY DO THESE LINES NEED TO BE INCREASED?

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- Employee Education and training
  - I have another employee applying for the tuition assistance program.
- Memberships and subscriptions
  - They increase every year by 3 to 5%. I would also like to add a reservation software. That will allow patrons to reserve study rooms and museum passes and free up staff time.
- Small items of equipment
  - The cost of items are going up due to inflation.

## PROPOSED INCREASE AMOUNT

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- Part Time wages
  - From 144 hours a month to 200
- Electric
  - From \$36,159 to TBD<sup>\*\*\*</sup>
- Water
  - Increase from \$1,421 to \$2,842
- Sewer
  - Increase from \$1,051 to \$2,102
- Employee Ed and Training
  - From \$6,950 to \$12,950
- Membership and Subscriptions
  - Increase from \$16,400 to \$18,219
- Small items of equipment
  - From \$10,300 to \$12,300
- Total increase
  - \$13,241\* this does not include employee raises or electric or going fine free.

## CAPITAL IMPROVEMENT PROJECTS (CIP) REQUESTS

---

- 2 projects from last year
  - Storage shelving
  - Self-checkout kiosk
- New Projects
  - Desk/Office space for two new positions
- 2024-2025 requests
  - Pressure washing the building
  - Painting the building
- Two projects from last year
  - \$26,000
- This year's project
  - \$7,000 to \$8,000
- CIP totals
  - \$33,000
- Total for everything
  - \$46,241<sup>\*\*\*</sup>

## BUDGET REQUESTS OVERVIEW

2023-2024	\$46,241 ** (3 CIP projects)
2022-2023	\$41,465 (storage shelves and kiosk)
2021-2022	\$13,195* (friends did garden space)
2020-2021	\$45,155 (outdoor patio space)
2019-2020	\$22,079 (no CIP)
2018-2019	\$22,079 (no CIP)
2017-2018	\$15,095* (still had museum in my budget, CIP was for the museum.
2016-2017	\$23,398 (no CIP)

## FUTURE ITEMS THAT MAY NEED BUDGETING

- Credit Card Options to pay fines and fees.
  - Software cost is \$1,199
  - Fees of processing company 2.9% + 0.30 per transaction
  - City ordinance does not allow the city to charge more than 2.75% processing fee.
  - So we would have to absorb the processing fee or ask for the city ordinance to be changed.
- The cost does not include the labor cost of matching all these entries.
- \$45 a month or \$540 a year in labor cost.
- Not sure the finance department has time to do this.
- If we went fine free, there would be other costs e.g. my staff time, postage and possibly collection agencies or replacement item cost.

*Revised by library board on ~~September 8, 2022~~ January 12, 2022*

## **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 unless they have been emancipated under state law. Emancipated minors may apply for a library card as a legal adult by showing the court document to verify they are emancipated. ~~and follow those guidelines to obtain a card.~~ The parent, legal guardian, or legal caregiver of a non-emancipated minor must present a valid picture ID and proof of address. The parent/legal guardian/legal caregiver and the juvenile must both be present at the time of application. By submitting the application, the parent/legal guardian/legal caregiver agrees to accept full responsibility for any items borrowed, damaged, or lost, and any fines incurred on the juvenile card.
3. Library cards are issued free of charge to Tennessee residents. Individuals residing outside the state are eligible for an out of state card, which has a 1-year validation and an annual fee of \$10 for adults and \$5 for juveniles.
4. Patrons who pay for an annual friends of the library membership will be given special check out privileges. These privileges include 3 weeks checkout and 3 weeks renewal on all items excluding hot spots. These privileges must be renewed every year.
5. Local teachers may apply for a special teacher's card. In addition to meeting the general library card application requirements, individuals must show their most recent pay stub. All teacher cards will automatically expire on September 1. Individuals will have to show their most recent pay stub to renew their teacher status. A teacher's card will be eligible to check out up to 40 items, but the limits on specific item type will be the same as regular cardholders. Teacher items will checkout for 3 weeks (excluding technology devices) and will be eligible for 2 two week renewals if the items are not on hold.
6. Adult patron may apply for an electronic library card. This type of card will allow patrons to checkout eBooks, downloadable audiobooks, or use the Universal Class database. Patrons will not be allowed to check out any physical items with this type of card. Patrons do not have to come into the library to obtain an e-library card, but must fill out our application online. If a patron wants full checkout privileges, they must come into the library and show proof of address. Juveniles cannot apply for e-library cards.

*Revised by library board on September 8, 2022*

## **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 computers. 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. 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.
  - 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.

*Revised by library board on September 8, 2022*

## **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.
  - f. If a patron pays for a missing item and then finds the item, the patron will not be reimbursed for the item, as it is now their property. The patron may donated the item back, but the item will be considered a donation and the patron will not receive funds for the item.

# INTERNET SAFETY AND COMPUTER USE POLICY

## WHITE HOUSE LIBRARY

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

By logging onto this computer, user agrees to follow the policy guidelines outlined below:

Violation of any local, state or federal statute is prohibited.

WHL has no control over the information obtained through the Internet and cannot be held responsible for its content or accuracy. Parents/legal guardians assume responsibility for anything their children may access on the Internet.

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

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

Users must accept all U.S. Copyright laws and licensing agreements pertaining to software, files and other resources obtained via the Internet. The library expressly disclaims any responsibility resulting from copyright infringement by a library patron.

In accordance with the Tennessee Code Title 39, Chapter 17, Part 9, sending, receiving, or displaying text or graphics that may be reasonably construed as obscene by community standards are prohibited, regardless of age.

Internet users are prohibited from using the library computers to compromise the safety and security of minors when using email, chat rooms, social media and other forms of direct electronic communications. Such use includes, but is not limited to, giving others private information about one's self or others or arranging a face to face meeting with an individual one has met on the Internet without a parent or legal guardian's permission.

Engaging in any of the following activities is a violation of policy; libeling or slandering of others; uploading a virus, or other harmful form of programming or vandalism; participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems.

If you do not agree to the WHL Internet Safety and Computer Use Policy, do not log on and return computer card and log on code to the front desk. Any violation of this policy will result in the patron's



computer session being terminated, the patron's computer use being revoked, as well as possible banning from the library and/or charges being filed based on the offense.

### **White House Library ~~Disruptive~~ Patron Behavior and Banning Policy**

Revised by library board on January 12, 2017

The White House Library tries to ensure that the library facility is safe, welcoming, and provides adequate services and resources for its patrons. The White House Library offers its services to all residents of the community regardless of age, sex, racial or ethnic origin, religion, economic status, etc. The purposes of this policy are to define the types of behavior that are unsuitable inside the White House Library, on property grounds, and while using library resources and to clearly identify the measures that the library staff may take when patrons violate the library code of conduct.

Library users have a right to assume that visits to the library will be free from harassment, free from physical discomfort and danger, and free from psychological and emotional stress. To assure the successful implementation of this policy, the White House Library Board believes unacceptable behaviors include, but are not limited to the following:

1. Illegal acts
2. Sexual activity or harassment
3. Stealing or damaging library property
4. Possession of illegal items, drugs, and alcohol and/or being under the influence of those substances
5. Loitering or trespassing on the library premise
6. Eating or drinking within the library unless at authorized library events or in a designated eating area.
7. Smoking, chewing or using tobacco products or e-cigarettes and vapes in the library
8. Possession of weapons or items that may be used as weapons
9. Blocking of aisles or entrances to the library
10. Entering into staff only areas without permission
11. Disturb patrons or staff with loud music, talking, sounds, or cell phone ringers.
12. Running, pushing, threatening, harassing or engaging in behavior that could cause physical or psychological harm to patrons or staff.
13. Soliciting of any kind and/or asking for signatures on petitions
14. Monopolizing library resources or staff time
15. Sleeping on the library property

While visiting the White House Library, patrons are required to:

1. Show respect and civility to library staff and other library users.
2. Wear appropriate attire, including shoes and shirts. No wet clothes or bathing suits inside.
3. Not present an odor nuisance

4. Not bring animals into the library, other than service animals-nor leave unattended animals outside on the library's premises. Animals for a library-approved program are allowed in the building.
5. Ask permission to use library telephones. Use of the Library's phones is limited to emergencies and requests for transportation.
6. Use library furniture, materials, equipment and facilities for their intended purposes and in a manner that does not cause any damage to them. This includes restrooms and not bathing, shaving, doing laundry or staying in a stall for a longer than normal period of time.
7. Not to leave their personal belongings unattended in the library.
8. Adults may use the children and teen areas when accompanied by a child/teen or if the adult is actively using library material in those area. Adults not in compliance with this provision will be asked to use another area of the library.
9. Follow all the Library's policies and listen to library staff directions.

- ~~Committing or attempting to commit any activity that would constitute a crime or a violation of City or County ordinances.~~
- ~~Displaying or using any dangerous weapon upon library premises or threatening to use any other object in such a manner that it may be considered a weapon.~~
- ~~Engaging in any physically intimidating or assaultive behavior or making any threats of violence or requests of unlawful activities. The library has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be immediately ejected from the library.~~
- ~~Causing any psychological or emotional stress to library users or staff.~~
- ~~Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.~~
- ~~Trespassing by entering or remaining on library premises after having been notified by an authorized individual not to do so, and entering or remaining on the library premises during the period in which an individual has been banned from the premises.~~
- ~~Refusing to follow the reasonable directions of library staff.~~
- ~~Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including, stalking, prolonged staring or following another with the intent to annoy or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.~~
- ~~Impeding on the personal space of another patron or staff members.~~
- ~~Leaving children under the age of 9 unattended in the library or on the grounds.~~
- ~~Engaging in any sexual contact, activities or conduct.~~
- ~~Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside a library building, doorway or vestibule without prior authorization of the Library Director or designee.~~
- ~~Eating, drinking, Chewing, using or smoking e-cigarettes or tobacco products or using e-cigarettes and vape products inside the library.~~

- Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other library users.
- Using obscene or abusive language, whether written or spoken.
- Improperly using library restrooms or facilities for purposes such as bathing, shaving or changing clothes staying in the restroom for longer than normal length of time.
- Taking library materials into the rest rooms.
- Bringing any animal into the library without permission unless it is a service animal.
- Bringing personal items into the library that may be offensive or obscene to others.
- Entering non-public library areas such as staff break rooms, work rooms, etc. without permission.
- Removal of any library property from the building without authorization through the use of established lending procedures.
- Willfully destroying, damaging or stealing library property or the property of library users or staff.
- Moving furniture or library equipment without the express consent of the library staff or use of furniture/equipment in any manner that may damage the furniture item, including placing feet on the furniture item.
- Blocking of aisles with personal items or leaving such items unattended on library premises at any time. Items may be removed from the library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more.
- Interfering with the safe and free passage of library staff or patrons on the premises including but not limited to the placement of objects in hallways, aisles, flooring or elsewhere in a manner that impedes the free passage of such persons exiting, entering or already inside the library.
- Violating the library rules for acceptable use of the internet and library public computers/laptops.
- Not wearing a shirt or shoes within the library or wearing clothing that is offensive or inappropriate such, as see-through or revealing clothing.
- Using library telephones without permission.
- Talking on cell phones during a library program.
- Entering or remaining upon library premises with a bodily hygiene so offensive that it constitutes a nuisance to others.
- Sleeping, napping or dozing in or on the library premises.
- Adults are permitted in the Children's and Teen areas when accompanied by a child/youth or if the adult is actively reading/using library materials from the child/teen areas. Any adult not in compliance with this provision will be asked to use other areas of the library.

WHITE HOUSE LIBRARY  
CODE OF CONDUCT

1. **CIVILITY AND RESPECT** for others is expected of everyone. Disorderly behavior and obscene/abusive language will result in being removed from the premises.
2. **NO ROWDY BEHAVIOR** including running, wrestling, climbing on furniture, etc. Please enjoy those activities at the park down the hill.
3. **NO FOOD OR DRINKS** inside main library, **but** they are ok in the lobby, Café 31 or on the library patio.
4. **WEAR APPROPRIATE ATTIRE** including shirt and shoes. No wet clothes or bathing suits.
5. **DO NOT LEAVE YOUR BELONGINGS UNATTENDED** including bags, devices and children under the age of 9. This will keep everything you love safe.

For more information about all the rules of the White House Library, please see the Patron Behavior Policy at the front desk or on our website [www.youseemore.com/whl](http://www.youseemore.com/whl)

**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** – 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:

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\_\_\_ **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).**



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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 \_\_\_\_\_