

JEFFERSON COUNTY LIBRARY BOARD

MINUTES

November 10, 2022

Date: November 10, 2022

Location: Parrott Woods Memorial Library

Board Members Present: Carolyn Allen, Paige Bolton, Melissa Hensley, Jenny Koella, Jack Kramer, Linda McCall, Jennifer Stoneking-Stewart. (Pat Isenberg tried to attend via phone but was unable).

Library Directors: Matthew Jordan, Sara Beth Minton, David Phillips.

Library Assistants/Clerks: N/A

Guests: Barbara Shelton

The meeting was called to order by Chairman Jack Kramer at 6:00pm.

Introductions: N/A

Visitor Comments: Barbara Shelton, former Jefferson City Library Director (before Parrott Wood Memorial Library was instituted), discussed with the Board the Library's website, particularly in regard to the Board Meeting Minutes and the need of updating. The website developer, Smarketing will be the one to update the website with the meeting minutes and this is being worked on.

With issues that have been arising as of late, Ms. Shelton also wanted to discuss with the Board having a durable policy on "book challenges." This led to the discussion of the Collection Development Policy that Matthew Jordan forwarded to the Board on September 27, 2022.

There needs to be a few edits within the policy regarding removing the Regional Director from the small committee formed in the Customer Request for Reconsideration of Materials process, as well as a consideration of whether to include additional members of the community to the members already on the Board. The updated wording would be *"A small committee is appointed by the board chair in consultation with the affected library director. The committee will include two trustees and the affected library director."*

Jenny Koella made a motion to approve said changes to the Collection Development Policy. The motion was seconded by Melissa Hensley. A vote was taken, and the motion passed unanimously.

We appreciate Ms. Shelton attending the November meeting and hopes she will attend anytime.

Approval of Previous Meeting Minutes:

Melissa Hensley made a motion to approved September 2022's meeting minutes. The motion was seconded by Jenny Koella. A vote was taken, and the motion passed unanimously.

Correspondence and Communications: N/A

Financial Report:

- *Budgets:*

Carolyn Allen confirmed with the Directors that they are receiving their complete reports. Carolyn also discussed that even though the MOE agreement deadline was 10/31/2022, it was extended until the Finance Department is able to provide the new salary updates (which will be retroactive to July 2022) with the raises given by County Commission.

- *Insurance*

Jenny Koella discussed the Insurance email she distributed this week. There is still a bit of information she needs from the Directors and hopes to have that by the first of December. Jenny will follow-up with Bethany who was unable to attend the Board Meeting.

Directors' Reports:

*Clinch River Regional Report*

Matthew appreciated David and the JCPL staff for hosting the Annual Trustee Workshop last month.

*Dandridge Memorial Library (DML) - Bethany Jones*

Report as submitted.

*Jefferson City Public Library (JCPL) - David Phillips*

David added to his report that there was a county-wide application process for a substitute and will review to determine if there is a good fit.

Also discussed a concern that has happened lately regarding a homeless gentleman. There has been some issues and David has dealt with the issues according to policy. He wants the Board to be aware.

David was complimented on the way he has handled the issue.

*Parrott-Wood Memorial Library (P-W) - Donna Phillips*

Report as submitted.

Donna also discussed an issue regarding a person visiting the P-W Library.

Donna was complimented on the way she is currently handling the issue, per policy.

The Board stressed to document, document, document everything.

*White Pine Public Library (WP) - Sara Beth Minton*

Report as submitted.

Discussed her new Seed Exchange. It's more of a "take a seed package, leave a seed package" type program.

Copies of reports attached.

*Salvage Reports:*

Parrott-Wood Memorial Library had a salvage request for approval (attached to report). Jenny Koella made the motion to approve the salvage request. Jennifer Stoneking-Stewart seconded the motion. A vote was taken, and the motion passed unanimously.

Committee Reports:

Bylaws and Policy - N/A

Long Range Planning - N/A

Nominating - N/A

Personnel - N/A

New Business:

- *Committee Structure:*

Jack brought up the committee structure at the meeting. The Board discussed ideas regarding structure, i.e., should there be standing committees (like current formation), Ad-Hoc formation of committees, or a hybrid. Since this couldn't be resolved at this time, it will be an on-going discussion.

The previous discussion opened a conversation regarding Long Range Planning. Most felt since the whole Board was a committee, then the whole Board should be involved. It was discussed that a Long Range Planning Work Session may possibly be the way to go. It was proposed that the Board reviews the Directors' long range planning previous to a work session. At that work session, the Board Members and Directors can then have a discussion regarding their plans. This would be annually. If a work session is planned, it would have to be advertised but it will not be a voting session. This is also an ongoing discussion.

It was also brought up that a calendar of events needs to be established for the year. *ACTION ITEM: Paige Bolton will prepare a draft calendar of events and distribute for review/edits.*

At this time (8:00pm) Melissa Hensley had to leave the meeting.

Old Business:

- *Insurance:*

This was discussed earlier in the meeting.

Carolyn Allen made a motion to adjourn the meeting; motion was seconded by Jenny Koella. A vote was taken, and the motion passed unanimously.

Meeting adjourned at 8:12pm.

The next scheduled board meeting of the Jefferson County Library Board will be January 12, 2023, at 6:00PM at White Pine Public Library.

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Jack Kramer, Chairman

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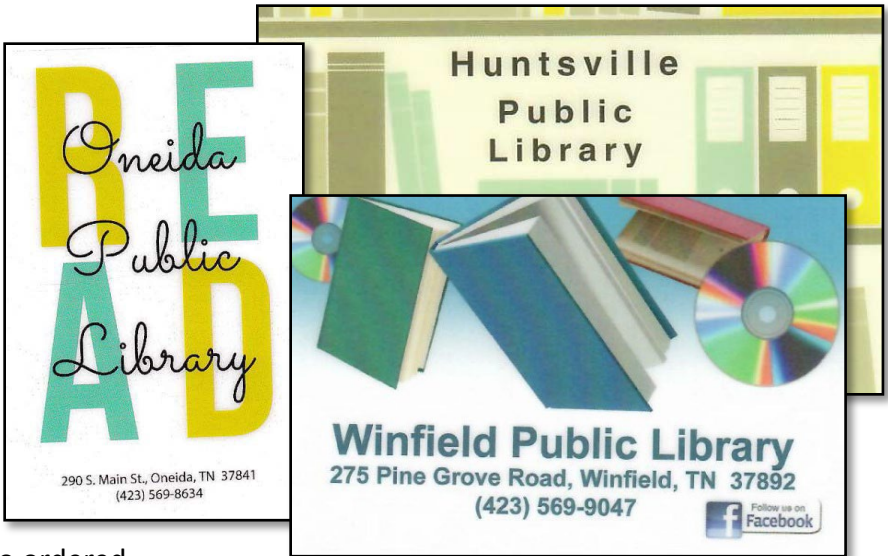
Paige Bolton, Secretary

## Clinch River Regional Library Report – October 2022

Matthew Jordan, Director

### Library Spotlight

Congratulations to the Scott County libraries – Huntsville, Oneida, and Winfield – for completing their automation project, bringing their collection and circulation services online. Chair Nancy Williamson and the Board successfully secured funding from enthusiastic county officials, and the Directors – Kay Reed, Dawn Claiborne, and Missy Chitwood – and staff worked hard to barcode and enter holdings into the database. They also ordered attractive new patron cards.



### Annual Trustee Workshop! Join us at the Jefferson City Public Library on Wednesday, October 19

Please join us at the annual Trustee Workshop, which will be held at the beautiful Jefferson City Public Library from 9:00am – 3:30pm. We are excited to be meeting in person again; attendees can dig a little deeper into issues relevant to their libraries and board and leave energized after networking with other library trustees from around the Clinch and Holston regions. Please see Matthew's email for more details on speakers. A catered lunch will be served. Please register here if you haven't already:

<https://www.eventbrite.com/e/trustee-workshop-10192022-registration-403440209527>

An alternate location and date will be at the Art Circle Public Library in Crossville on Tuesday, October 18, for those who prefer that location or date. Please let Matthew or Paula know if you're interested in that, so we can register you with that regional office.

### Partners for Public Libraries in Tennessee

Partnerships with community and state agencies are an effective strategy for boosting awareness and impact of library and agency services. In the spring, a Partnership Fair webinar was held for library staff; a number of representatives from various agencies presented mini sessions on their services and ways libraries could collaborate. Please see attached contact and information sheet for these agencies.

### Ideas to Consider

Library advocacy needs statistics for the mind and stories for the heart. Consider keeping a log at the circulation desk to record stories, big and small, about how the library impacted a patron's life?

See p.2

### Upcoming Workshops & Events:

Workshops marked with an \* are especially pertinent to trustees.

Workshops in **Bold** are workshops for Standards and Library Service Agreement.

Date	Subject	Location
Wednesday, October 19, 2022 9:00am – 3:30pm	<b>Annual Trustee Workshop*</b> <i>--Alternate location: Art Circle Public Library, Crossville, on Tuesday, October 18, 2022</i>	Jefferson City Public Library
Monday, November 7, 2022  Thursday, November 10, 2022	<b>Annual Summer Reading Program Conference</b>  <b>Annual Summer Reading Program Conference</b>	Jefferson City Public Library  Art Circle Public Library, Crossville
Thursday, December 8, 2022 9:00am – 3:00pm	<b>CRRL in-Service: Children’s and Adult Programming</b> <i>--Various, including Marcia Nelson, Cynthia Green, Pigeon Forge library</i>	Clinch River Regional Library

# Clinch River Regional Library Report – November 2022

Matthew Jordan, Director

## Library Spotlight

Congratulations to Sunbright Director Lonetta Beshears and the Morgan County Library Board for the opening of the new Sunbright library building! Just down the street from the former building and by the city park, Library Trustee Buddy Tharp and other volunteers put a lot of work and effort into renovating the building for use by the library. This bright, attractive, and modern larger space is now a new point of pride for the Sunbright community.



## October 2022 National Cybersecurity Awareness Month

October has passed, but it's still good to be aware of Cybersecurity Awareness Month, which has been in place since 2004. This year's campaign theme – "See Yourself in Cyber" – demonstrates that everyone is responsible for their own online behavior. This campaign encourages you to own your role in cybersecurity, stressing personal accountability and the importance of being proactive, focusing on ensuring all individuals and organizations make smart decisions whether on the job, at home or at school. Please see Governor Lee's proclamation here:

<https://tnsos.net/publications/proclamations/files/2382.pdf>



New Sunbright Library building

## Ideas to Consider

Library advocacy needs statistics for the mind and stories for the heart. Consider keeping a log at the circulation desk to record stories, big and small, about how the library impacted a patron's life?

## 2022 Tennessee Public Library Standards Survey

Thanks to our library directors for finishing this year's Standards Survey. In analyzing the results, Red River Regional Director, Cecilie Maynor, who heads this project, identified several areas to focus on statewide:

- Trustee Certification completed within first year of service
- Weeding and adding to collection (5%)
- Minutes posted online
- Social Media Policy
- Develop budgets (ask for increases)

- At least 2 items (books etc) per capita
- Public Library Management Institute (PLMI) for Library Directors without an MLS Degree
- Increase staffing
- Host TEL training for public and staff annually
- Increase library square footage
- Library emergency plan coordinated with local emergency management organizations

**Upcoming Workshops & Events:**

Workshops marked with an \* are especially pertinent to trustees.

Workshops in **Bold** are workshops for Standards and Library Service Agreement.

Date	Subject	Location
Monday, November 7, 2022	<b>Annual Summer Reading Program Conference</b>	Jefferson City Public Library
Thursday, November 10, 2022	<b>Annual Summer Reading Program Conference</b>	Art Circle Public Library, Crossville
Tentatively Thursday, December 8, 2022 TBD	<b>CRRL Roundtable: Children's and Adult Programming</b> <i>--Various, including Marcia Nelson, Cynthia Green, Pigeon Forge library</i>	TBD



### GRANTS

- ALA Grant -- ALA is hosting another Libraries Transforming Communities Grant, this time for improving accessibility. We will be applying for this in hopes of helping our seniors to better access the library and complete any projects suggested by the city's ADA Transition Plan (this plan has not been made available to us yet).
- ARP Grant - Bathroom remodels with this grant are still in progress, and we will be working on getting quotes for the new patio soon.
- ECF -- We will be requesting our reimbursement through this program this month in order to pay for the second year of service on two of our hotspots.
- ERATE - I did not get our 471 form submitted in time for the 2022/23 fiscal year, but have applied for a waiver in hopes of still receiving funding. We have money budgeted to cover our internet costs without this reimbursement.
- LSTA Grant - Three new patron computers and two barcode scanners have been received and are scheduled to be installed.
- TOP Grant - Solar charging stations have arrived and are currently in storage with the city awaiting construction of our new patio so they can be installed on it. Computer class attendance is low but enthusiastic. The participants are learning a lot and have suggested future topics for classes.

### PLANNING

Our long range and technology plans have been included with our packet for this meeting. Several updates have been made due to the availability of new grants, donations received, etc.

### STAFF UPDATES

I will be available to attend the January and March meetings, as my spring semester classes are on Tuesday and Wednesday evenings. I should know my schedule for the summer and fall semesters by March.

On Friday 10/21 I was involved in a car accident, but thankfully was not severely injured. I had already scheduled to work from home 10/25-10/27 to attend the TennShare conference online, but Sarah Beth was kind enough to step in and work Saturday 10/22. For now, I am back at work but moving slowly and may have future absences related to the accident.

I had already been working with Tara from Smarketing on creating an online application for substitutes; this is now live on our website. As I stated in an email after the recent county commission meeting, it is my understanding that the 8% raise should be considered a salary rate increase. Our budget can support any future hiring at these rates, and so this is my understanding of the permanent change to our salaries for support staff:

Position	Old Rate	New Rate
Substitute	\$10.03/hr	\$10.83/hr
Clerk	\$10.07/hr	\$10.88/hr
Assistant	\$10.50/hr	\$11.34/hr

### THANKS

Again, thank you to Sarah Beth for covering for me after my accident. I also want to thank Donna for donating seven computer carrels. Photos of these in use are attached.

**JEFFERSON COUNTY PUBLIC LIBRARY SYSTEM BOARD REPORT**  
**November 10, 2022**  
**Parrott-Wood Memorial Library**  
**6:00 PM**



**Director's Report for Jefferson City Public Library**

**Top Accomplishments**

- David Phillips, Kyndall Wright, Joyce Thomas, Maria Jones, Robyn Combs, and Melissa Bode have finished the new TSLA Core Competencies training. I have one staff member left that needs to complete this training during the year.
- JCPL hosted the annual Trustee Workshop on October 19, 2022. By all accounts, it was an overwhelming success.
- JCPL will be hosting the annual Summer Reading Conference for East Tennessee on November 7, 2022.
- I will be serving as the co-chair of the Tennessee Library Association Awards Committee again this year.
- JCPL has received \$11,000.00 in grant funding so far this year.

**Personnel**

- We are looking to hire at least one new substitute for JCPL. With the change in hours, I made one of my subs a clerk and the other sub is only available 10-15 hours a week because she has another job.
- The county commission's personnel committee has changed. Heidi Thomas is now the committee chair, so we should plan to take any requests for increased staff to them this year.

**Current Information**

- Statistical and service information for October is attached (Appendix A).
- Upcoming closings for JCPL include November 11 for Veteran's Day, November 24-26 for Thanksgiving, and December 22-26 for Christmas.
- This year's Pettway Grant spending is complete. We were able to get some equipment and amenities for staff and the public that will enhance promotional materials, projects, and meetings. Many of these amenities have been requested several times and I am glad we are now able to provide them.
- TOP Grant contract is signed. The Friends of the Library applied for this grant and they have found an instructor (after several attempts) to teach a variety of technology classes, which will begin after Thanksgiving.
- JCPL received a \$1,197 LSTA Technology Grant from TSLA. \$3,300 was requested, but applications outnumbered funds available. I will still be making all of the planned purchases, but will be using budgeted funds and a small amount from reserves.
- The annual Public Library Survey has been completed and submitted.
- For insurance purposes, I have calculated the value of JCPL's technology equipment and furniture that belongs to the county and it came in right at \$100,000. JCPL has over 26,400 items in the collection, and the value of those materials is just over \$451,000. For newly purchased items, we use the retail value when entering items into the catalog. For donations, we use an estimate of \$15 for media and \$20 for books. I do not have values for the furniture and equipment owned by the city yet, but they have it insured for \$300,000 which I feel is sufficient.
- I will be requesting a budget amendment to move \$1,000 from reserves to software for the renewal of our security software licenses on the public computers.

## **Materials/Book Inventory Status**

- New books are being purchased monthly with county budget funds. Media materials are being ordered quarterly.
- Cataloging and processing are up-to-date.

## **Building & Equipment**

- We have some issues with the library building that I have reported to the city manager and am waiting for a response/repairs to be made. Our handicapped accessible doors are not working. The stop and hold mechanism on one of our interior doors stopped working when we had the lightning strike in August. The fireplace is not working (again). We are still having problems with the roof leaking in a couple of spots. I am not satisfied with the company that cleans the building. The projection screen in the conference hall is misaligned and cannot go up or down without ripping. The lettering on the front window with our hours needs to be updated to reflect the new hours.
- On August 9th, lightning struck our building and blew up the relay panel that controls the library's lighting. The city had an electrician come inspect it and get the lights operational manually. An insurance claim has been filed by the city to replace the panel. They have gotten a proposal to replace the panel, but it is expensive. They are waiting on the insurance settlement to make the repairs.
- The Friends of the Library will be purchasing commercial air fresheners for our restrooms.

## **Community Engagement**

- We have two service learning students from JCHS this semester. They have started their volunteer service already. One of our service learning students, along with library staff input, is reviving the library's Instagram account. She is doing a great job so follow us on Instagram.
- Bonner Scholars, Eagles Engage, and federal work study students from CNU are providing much-needed volunteer service again this year.
- We hosted registration for Jefferson County Chamber of Commerce's Christmas in Jefferson County. The partnership with the Chamber is a good one and the event brought many non-library users through our doors. We are also hosting the Chamber's membership breakfast on November 9th.
- JCPL hosted one of our CNU Bonner Scholars who did a food distribution and nutrition information program at the library (along with a few other places) for her capstone project.

## **Policy Matters**

- I am still working on revisions of the JCPL long-range plan. I am not quite finished yet, but I may have it completed by the board meeting. If so, I will share it separately with the board.

Jefferson City Public Library

Monthly Report

October 2022

APPENDIX 'A'

PHYSICAL COLLECTION									
Material Type	PHYSICAL COLLECTION				LOCAL ELECTRONIC COLLECTION (Advantage, etc.)				Current Balance
	Beginning	Added	Deleted	Balance	Beginning	Added	Deleted	Balance	
Print Materials	11,273	87	124	11,236	10,588	0	26	10,562	0
Audio Materials	700	0	0	700	139	0	0	139	0
Video Materials	2,703	21	1	2,723	584	0	0	584	0
Other Materials	60	0	0	60	0	0	0	0	0
<b>TOTAL</b>	<b>14,736</b>	<b>108</b>	<b>125</b>	<b>14,719</b>	<b>11,311</b>	<b>0</b>	<b>26</b>	<b>11,285</b>	<b>26,004</b>

Electronic Circulation includes READS Advantage & other local e-collections	Physical Circulation Book & Non-Book (Audio, Video, Serials)			Other Physical Items Circulation Hotspots, sewing machines, tools, cake pans, telescopes, board games, video games, etc.			TOTAL FOR ALL CIRCULATED ITEMS-Auto Fill (Electronic, Physical & Other Physical)		TOTAL PHYSICAL COLLECTION	TOTAL PHYSICAL ITEM CIRCULATION (no Electronic formats)
	Adult **	Children **	Total	Adult	Children	Total	Adult Total	Children's Total		
Adult **	2,469			Adult			77		5,115	
Children **	295			Children			0		2,530	
<b>Total</b>	<b>2,764</b>			<b>Total</b>			<b>77</b>		<b>7,645</b>	<b>4,881</b>

\*\* <http://slia.libguides.com/datacollection>

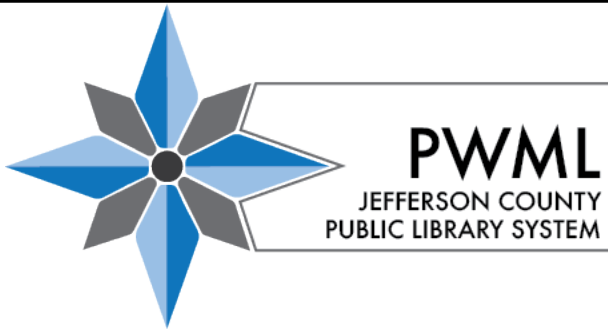
Title VI Survey Information (for new patron cards)	Library Services				Programs					
	Library Visits	Reference Transactions	Computer Users	Wireless Sessions	Inside the Library	# of Programs	Attendance	Outside the Library	# of Programs	Attendance
White	65	4,048	1,417	768	Adult	2	14	Adult	0	0
Black	2	1,222	1,222	1,300	Young Adult	1	3	Young Adult	0	0
American Indian-Alaska Native	0	768	1,300	0	Children 0-5	8	165	Children 0-5	0	0
Hispanic or Latino of any race	2	1,300	0	0	Children 6-11	5	50	Children 6-11	0	0
Native Hawaiian/Pacific Islander	0	0	0	0	General Interest	3	12	General Interest	0	0
Asian	4	84	57	31	<b>Inside Total</b>	<b>19</b>	<b>244</b>	<b>Outside Total</b>	<b>0</b>	<b>0</b>
Other	0	57	31	118	<b>Total (Inside &amp; Outside)</b>	<b>19</b>	<b>244</b>			
Two or more races	0	84	31	118						
<b>Total</b>	<b>73</b>	<b>84</b>	<b>57</b>	<b>118</b>						
					<b>Live Virtual Programs</b>			<b>Number of Live Virtual Programs</b>		
								<b>Views of Live Virtual Programs</b>		
								<b>On-Demand Views of Live Programs</b>		
								<b>Total of All In-Person and Live Virtual Programs</b>		
								<b># of Programs</b>		
								<b>19</b>		
								<b>Attendance/Views</b>		
								<b>244</b>		

Meeting Room Use	
Number of Events Not Sponsored by the Library	78
Attendance at These Events	1018

Borrowers	Current Balance
Adult Borrowers >14 yrs old	6,683
Children Borrowers <14 yrs old	1,916
<b>Total Borrowers</b>	<b>8,599</b>

Self-directed/Passive Activities (activity that does not meet program definition)	Programs	Attendance
	1	67

# of Programs	Views/Attendance
<b>Recorded Programs</b>	<b>0</b>
<b>Total On-Demand Views of Live Programs &amp; Recorded Programs</b>	<b>0</b>



Parrott-Wood Memorial Library  
 3133 W. Old A.J. Hwy.  
 Strawberry Plains, TN 37871  
 865-933-1311

## Director's Report for November 2022

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### Grants Status

Grants for July-August 2022		
Grant	Awarded	
Dollar General Adult Literacy Grant 2022 (FOL)	\$5,000.00	This grant will pay for adult literacy programs. We have been having virtual HiSet Tutorials, History programs, Painting Program, and in person ACT Tutoring.
Jane L. Pettway Foundation Grant 2022 (FOL)	\$10,000.00	<p>We have started getting quotes to purchase items for the library. This includes computer carrels, chairs, toner, rugs, story hour mats, and a new security camera system.</p> <p>Purchaseds to date:</p> <ul style="list-style-type: none"> <li>9 ADA Computer Carrels with electrical outlets</li> <li>9 Captain Chairs</li> <li>3 Office Chairs for behind the desk</li> <li>11 Headphones with longer cords</li> <li>2 sets of Toner for printers</li> </ul> <p>We are currently waiting on our story time carpet tiles to arrive.</p> <p>After we get everything in and paid for, we will be looking to spend the rest of the money to up-date our security camera.</p>
Top Grant 2022	\$3,400.00	<p>In-person and Virtual computer classes have been announced and started on August 30, 2022</p> <p>We have spent \$500.00 of this grant for a computer teacher.</p>
<b>Total</b>	<b>\$18,400.00</b>	

## **Programs:**

**Computer Classes** – We are currently scheduling new computer classes. Date will be announced soon.

**History Programs-** Our history programs are being well received. Please see our calendar of events for dates and times. We have covered the Secret City, Radium Girls and Government and Electoral Votes. On Tuesday, September the 27<sup>th</sup>, the Strawberry Plains Senior Center visited our library and learn and learned about the government and about how electoral votes are divided up by population.

**Virtual Story Time-** We will be starting virtual Story Time via Facebook on November the 18<sup>th</sup>. We do these on Fridays at 9:00 am.

**Movie Time** on Thursdays is going very well.

**Rocket Kids Programs:** Rush Strong is still bringing the children down to the library on Tuesdays at 4:30. We have been teaching all about Self-Sufficient Pioneers. The children have made butter, apple juice, what games the children played during that time period and learned all about farming. Our goal was to give the children a peek at the lives of our ancestors. Please see video link: <https://fb.watch/gzLMaGZvu4/>

**Crocheting/ Craft Night** is every Wednesday at 4:00. We have a wide variety of ages.

**Government and Electoral Votes Program:** On Tuesday, September the 27<sup>th</sup>, the Strawberry Plains Senior Center visited our library and learn and learned about the government and about how electoral votes are divided up by population.

**Carson-Newman University IN-AS Much Students:** We participated in the IN-AS Much program with Carson-Newman on Wednesday, September 28<sup>th</sup>. We were blessed to have the students to help us go through the computer carrel boxes to ensure all parts were there and they helped us clean the library.



### **Stars and Stripes Program:**

**Stars and Stripes and the Tennessee Poem Programs:** The Rocket kids learned all about the Stars and Strips and the Tennessee Poem on two different days from Carolyn Mitchell with the DAR Martha Dandridge Chapter. Please click video link: <https://fb.watch/gzMTCOW3Vs/>





**Paint Night:** We had a wonderful paint night with instructor April Childers on Monday, October 24<sup>th</sup> from 4:00 to 6:00 pm. Our next paint night will be January 9<sup>th</sup> at 3:30 -6:00 pm. Registration is required.



**Paint Night:** Painted by a 14 year old girl.



## PETTY CASH REPORT

<i>Location</i>				<i>Month</i>			<i>Budget Yr.</i>
Parrott-Wood Memorial Library				October			2022-2023
Month	Income Book Fines	Income Memorial	Income (Faxes /Copies) Other	Transfer Monthly Deposits	Expenses For Month	Petty Cash Balance	
As Of 7/1/2022						\$87.75	
7/31/2022	\$1.50	\$0.00	\$76.50	\$115.75	\$0.00	\$50.00	
8/31/2022	\$1.00	\$0.00	\$78.75	\$79.75	\$0.00	\$50.00	
9/30/2022	\$5.50	\$0.00	\$102.10	\$91.40	\$16.20	\$50.00	
10/31/2022	\$0.00	\$0.00	\$73.00	\$73.00	\$0.00	\$50.00	
11/30/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	
12/31/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	
1/31/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	
2/28/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	
3/31/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	
4/30/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	
5/31/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	
6/30/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	
	\$8.00	\$0.00	\$330.35	\$359.90	\$16.20		



White Pine Public Library Director's Report  
November 10, 2022  
Sarah Beth Minton

## Full Report

Community Involvement: I have applied to be on the board of directors for TennShare, which is a library consortium that negotiates discounts through vendors and also operates the inter-library loan courier service. Also, I attended my first meeting for the Head Start policy council on October 6<sup>th</sup>. Meetings typically last around 3 hours and happen every month, making this quite the investment. I look forward to learning more about the organization and how the libraries can help with early literacy. I will also be hosting a poetry reading at the White Pine Senior Center the first week in December.

PLMI: Virtual sessions are continuing for my Public Library Management Institute program. Our next in-person session is scheduled for December and will be a week-long stay at Montgomery Bell State Park.

Mural: At the October 6<sup>th</sup> town hall meeting, I requested permission to paint the blank wall of the library with a mural. The request was approved, provided that the artist is from White Pine and that the mayor and aldermen approve the artwork. I have been in contact with Jared Howcroft, who designed the town logo for Pine Fest this year, and he has agreed to get on board. This is going to be a long-term project, since the Tennessee Arts Commission grant we'll be applying for to cover the cost does not begin until July. This gives us plenty of time to meet and discuss ideas for design.

Training: I attended the trustee's workshop and am planning on attending the summer reading conference at the Jefferson City Library. I am also going through the process of becoming a Certified Health Information Specialist through the National Network of Libraries of Medicine.

Programming: While we're still struggling to bring kids in for programs, our adult programs are becoming really successful. Our first adult craft class had 6 participants, and they all expressed an interest in wanting to make it a monthly class. The second class had 15 participants. My initial reaction to our programming turnout is to be upset that we aren't able to cater to more children in the community- but I am learning that our patrons are mainly older residents- and maybe it's time that I "bloom where I'm planted."

Long-Range Plan: Please see attachment for first draft.

Food for Fines: I have spoken with the other directors and we all agree that we would like to host another Food for Fines event during the month of December. This would give us enough time to advertise locally and get notifications posted on our social media accounts as well as our website.

Equipment: Our fax machine has not been working ever since the city switched our service over to Trilight back in the summer. Their customer service representative has been notified several times of the problem, and is continuing to work on it. Technicians have been out to test, but nobody seems to know what the problem is.

Book Signing: We held a book signing event for Janet Hill, a local White Pine author, on Tuesday, October 24. While we typically don't see much community involvement when self-published authors come for signings, I think that since this author was local contributed to the large turnout. We had 73 attendees, which is huge for us!