

JEFFERSON COUNTY LIBRARY BOARD

MINUTES

March 9, 2023

Date: March 9, 2023

Location: Dandridge Memorial Library

Board Members Present: Carolyn Allen, Paige Bolton, Melissa Hensley, Pat Isenberg, Jenny Koella, Jack Kramer, Linda McCall.

Library Directors: Matthew Jordan, Bethany Jones, David Phillips, Donna Phillips, Sara Beth Phillips

Library Assistants/Clerks: N/A

Guests: Ginger Curran, Heidi Thomas, Nancy Czapiz [representing the Jefferson City Library FOL]

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

Introductions:

The Board and Library Directors introduced themselves to the meeting guests who were representing Jefferson City Friends of the Library.

Approval of Previous Meeting Minutes:

Pat Isenberg made a motion to approve January 2023's meeting minutes. The motion was seconded by Carolyn Allen. A vote was taken, and the motion passed unanimously.

Friends of the Library Reports:

The Jefferson City Library FOL presented the Board and Directors with a summary of their activities for the past year. They highlighted the Seed Swap and the T-Mobile Hotspots as well as other contributions. Report is attached.

Friends of the Parrott-Wood Memorial Library also sent a summary of their actions for review. Report is attached.

Correspondence and Communications: N/A

Financial Report:

- Carolyn deferred to speak later in the meeting during "New Business."

Directors' Reports:

Clinch River Regional Report

Matthew highlighted that now is the time to recommend board members for reappointment to a second term if willing to represent or recommend replacements as well as brushing up on the *Tennessee Public Library Standards* regarding budget requests.

Dandridge Memorial Library (DML) - Bethany Jones

Bethany made one clarification to her report – Boats for Books fundraiser is for the whole National Library Week instead of just one day. She also discussed the letter to Dandridge City regarding the TDOT reimbursement and verification of what it's to be used for.

Jefferson City Public Library (JCPL) - David Phillips

Report as submitted. David did state that he will be working through the Tennessee Board of Regents/TCAT in teaching adult education in the Cocke and Jefferson County jails part-time.

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

Report as submitted. Donna discussed the Friends of the Library BBQ fundraiser slated for 3/25/2023 at Strawberry Plains Baptist Church. Jack has tickets for purchase. Also, congratulations on the WBIR library segment which aired on 3/9/2023.

White Pine Public Library (WP) - Sara Beth Phillips

Report as submitted. Sara Beth will have her PLMI graduation on 3/31/2023!!

Copies of reports attached.

Salvage Reports:

Dandridge Memorial Library had a salvage request for approval (attached to report). Jenny Koella made the motion to approve the salvage request. Pat Isenberg seconded the motion. A vote was taken, and the motion passed unanimously.

Committee Reports:

N/A

New Business:

- *Annual Calendar of Events*
Paige Bolton distributed hard copies of the 'Calendar of Events' for review. Will include a line item regarding building/inventory insurance yearly review to ensure adequate coverage.
- *Library Board Members Application*
Reviewed application for web-site / social media / in-library pick-up for board approval. Jenny Koella made the motion to approve the revised application. Pat Isenberg seconded the motion. A vote was taken, and the motion passed unanimously.
- Melissa Hensley informed the board that she will not be able to continue as a board member after June 2023. This is a Dandridge City board member position.
- *Committee Structure*
Nominating Committee: Jenny stepped up and will 'chair' a nominating committee with Carolyn, Paige, and Pat. Jenny will reach out to these board members to meet and review new board member applications and gauge interest regarding officer positions from current board members for the 2023-2024 cycle before the next board meeting (May). Will make recommendations to the whole board after reviewing.

- *Budgets / Library Personnel*

Carolyn discussed the meeting she and the library directors had with the County Commission Personnel Committee requesting additional hours and positions in our buildings since the pressing need for safety for our staff and patrons is one of our primary concerns. A motion on the request was made during the Personnel Committee meeting, but it died with no second.

Next Steps: appearing before the budget committee board on 4/10/2023 to present our concerns and needs.

Old Business: N/A

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

Meeting adjourned at 7:39p.

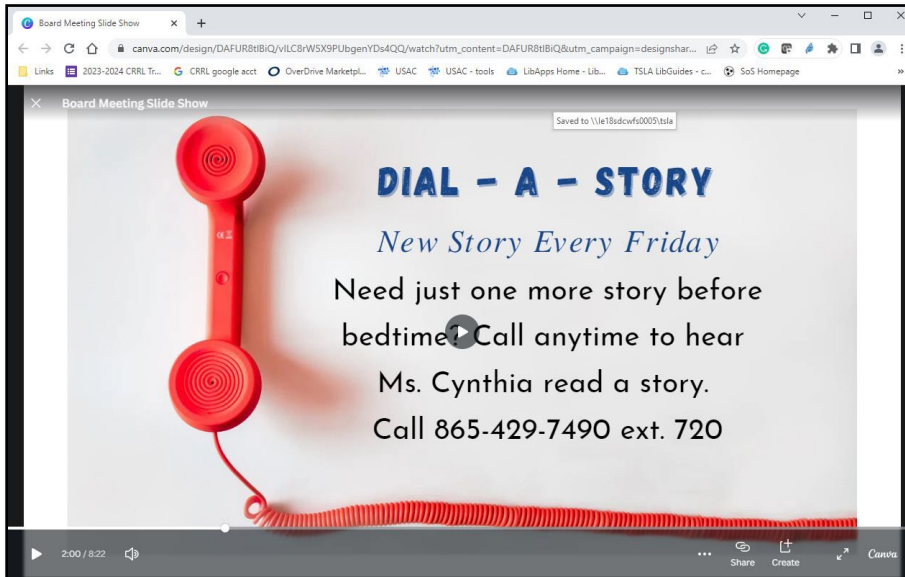
The next scheduled board meeting of the Jefferson County Library Board will be May 11, 2023, at 6:00 PM at Jefferson City Public Library.

Jack Kramer, Chairman

Paige Bolton, Secretary

Clinch River Regional Library Report – February 2023

Matthew Jordan, Director



Pigeon Forge library staff created a very nice slide show on programs and services using the Canva design tool. The presentation plays on rotation on a TV at the library, advertising to the public.

Ideas to Consider

The community invests in the library and the library invests in the community.

Upcoming Board Appointments

This is a good time of year to see who on your Board needs to be recommended for reappointment to a second term before July 1 if they're willing to continue serving, and/or who needs to be replaced after their second full term ends. For new board appointees, library patrons are often a good source as they are natural advocates for the library, but also consider thinking outside of the box to try and find new voices to represent the community. Look for folks with expertise/perspectives/connections that would be useful to the Board. You could advertise in the paper or social media, contact local service organizations, contact schools, consider an active businessperson or Chamber member, ask elected officials for suggestions, etc.

Budget Requests for Next Year

The budget request process is gearing up in your counties and cities. This is a good time to brush up on what the *Tennessee Public Library Standards* say about library budgets:

Standards for Budget

1. Annual library appropriation from local government sources meets or exceeds appropriation of the preceding year and the annual library expenditure of local funds meets or exceeds the expenditures of the preceding year (Maintenance of Effort).
2. The board and director prepare a written and itemized annual budget.
 - a) The board requests adequate funding to enable the library to meet the Public Library Standards.

b) *If the library does not currently meet the standards for staffing, hours open and funding for collections, the amount of additional local appropriation necessary to meet the standards is calculated. That information is shared as part of the library’s budget request to local government(s).*

c) *Library financial records are audited annually by the governing agencies or an independent auditor.*

3. *The board reviews line item budget and spending at each board meeting.*

4. *All library funds are established and managed in accordance with Governmental Accounting Standards Board (GASB) 54 guidelines where applicable.*

5. *Sufficient local government appropriations are budgeted to provide salaries and benefits that are comparable to county/municipal positions with similar requirements.*

6. *The library board requests budget amendments according to local guidelines when needed to ensure expenditure of budgetary funds.*

7. *Members of the board present the library budget at local funding body meetings.*

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
Thursday, February 9, 2023 TBD	CRRL In-Service: Social Media Management <i>--Caitlyn Haley, Red River Regional Library Assistant Director</i>	Clinch River Regional Library
Tuesday, March 7, 2023 TBD	TSLA Teen Librarian Summit	Blount County Public
Thursday, March 16, 2023 TBD	CRRL In-Service: Building Better Collections <i>--Kathryn McBride, Obion River Regional Library Assistant Director</i>	Clinch River Regional Library
Tuesday, April 11, 2023 – Thursday, April 13, 2023	Tennessee Library Association Annual Conference <i>--Conference theme: “The Stars of TNLA”</i>	Hilton Hotel, Memphis
Friday, May 19, 2023 TBD	Tri-Regional In-Service: The Accidental Archivist: Basic Preservation and Management of Local History Collections <i>--Sara Baxter and Nat Taylor, Tennessee State Library and Archives</i>	King Family Library, Sevierville

Clinch River Regional Library Report – March 2023

Matthew Jordan, Director



"Social Media Management" in-service at Clinch River Regional office, led by Caitlyn Haley, Red River Region Assistant Director

Ideas to Consider from the in-service

"What is your library's 'brand'? Is it only thought of in nostalgic terms, or as a modern, essential service?"

"One director in my region mentioned that she has patrons come in that ask how much a library card costs. We can't assume everyone knows about our services and that they are free. What is one service you provide that people might not know about? How might you market it?"

Perspectives from the Front Lines (via Board meeting Director reports)

"The Smoky Mountain Room remains one of our most popular features. Visitors from out of town comment on it frequently, and since we've had the fire going in the winter months, the students have been curling up in front of it to talk and do homework. They ask us more questions, they use our resources, and yes, sometimes they get a little out of hand, but it's quickly handled. We have to remember they're kids, and this is a safe space for them after school. We are hoping to establish some rotating activities they can do on their own in the near future."

- Mandie Muehlhausen, Anna Porter Public Library

Upcoming ALA Celebration Events

National Library Week, April 23-29, 2023 (including National Library Workers Day, April 25)

<https://www.ala.org/conferencesevents/celebrationweeks/natlibraryweek>

<https://ala-apa.org/nlwd/>

Money Smart Week – April 15-21, 2023

<https://www.ala.org/aboutala/offices/money-smart-week>

School Library Month – April 2023

<https://www.ala.org/aasl/advocacy/slm>

(cont. on p.2)

Upcoming Board Appointments

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Thursday, March 16, 2023 TBD	CRRL In-Service: Building Better Collections <i>--Kathryn McBride, Obion River Regional Library Assistant Director</i>	Clinch River Regional Library
Monday, April 3, 2023	TNLA Library Legislative Day <i>-- https://www.tnla.org/events/EventDetails.aspx?id=1724134</i>	Nashville, <i>or just contact your local legislators regarding good things happening at your library and/or issues of concern</i>
Tuesday, April 11, 2023 – Thursday, April 13, 2023	Tennessee Library Association Annual Conference <i>--Conference theme: "The Stars of TNLA"</i>	Hilton Hotel, Memphis
Friday, May 19, 2023 TBD	Tri-Regional In-Service: The Accidental Archivist: Basic Preservation and Management of Local History Collections <i>--Sara Baxter and Kimberly Wires, Tennessee State Library and Archives</i>	King Family Library, Sevierville

GRANTS & FUNDRAISERS

- ALA Libraries Transforming Communities: Accessible Small and Rural Libraries Grant
- We have applied and are waiting to hear whether or not we've received this grant.

- ARP Grant - Jessica Elder is now handling this grant for the county and has cut our first reimbursement check for our purchases so far.

- Boats for Books Fundraiser - Smoky Mtn H2O Watersports will be hosting a fundraiser for us, potentially during National Library Week, where the library will receive a portion of their profits for the day.

- Cookbook Fundraiser - A patron has volunteered to edit the cookbook for us, and it will go to print once she finishes.

- Fundraising Kids of Dandridge Memorial Library - We have received the check from the Facebook portion of this fundraiser and are working on spending it all. To date, we've purchases new childrens furniture, decorations, books, items for the maker cart and supplies for programs such as our new STEAM Team program.

- Pettway Grant - We are applying for this grant to fund Summer Feeding. We want to continue to provide take home bags of food, as well as host a series of programs on sustainability and homesteading. These programs may include backyard chickens, beekeeping, canning, breadmaking and more.

- TOP Grant - We have one last computer class left, with attendance finally picking up at the end. Gina Hunter will be installing our Cisco Meraki wireless access points tomorrow. We do plan to apply for this grant again to host more classes and cover the cost of our wifi hotspots.

STAFF UPDATES

We were incredibly disheartened by the personnel committee's decision not to expand our staff hours. We are collecting stories and letters, and reaching out to patrons who would be willing to show up and speak up on the importance of properly funded and staffed libraries.

Bethany will be presenting "Food for Thought: Kitchen-Free Food Programs" on Wednesday April 12 at the Tennessee Library Association Conference in Memphis. Money will need to be moved from reserves to cover her travel expenses. All necessary forms to do so will be filled with the county as soon as possible.

SURPLUS

Please see the attached surplus letter and list. This includes a few items we have replaced but neglected to include in our last surplus request. This list has also submitted to the county for their approval.

Jefferson City Public Library
108 City Center Drive
Jefferson City, TN 37760
865-475-9094
jcpl@jcpls.org



White Pine Public Library
1708 E. Main Street
White Pine, TN 37890
865-674-6313
director@wppl.net

Dandridge Memorial Public Library
1235 Circle Drive
Dandridge, TN 37725
865-397-9758
danmemlibrary@gmail.com

Parrott-Wood Memorial Library
3133 W. Old A.J. Highway
Strawberry Plains, TN 37871
865-933-1311
dphillips@jcpls.org

March 3, 2023

To Whom It May Concern:

Dandridge Memorial Library would like permission to declare four items as salvage. These include two childrens tables, a newspaper rack and a magazine rack that have all been replaced.

These items may be disposed of as the county sees fit.

Sincerely,

Bethany Jones

Dandridge Memorial Library

1235 Circle Drive
Dandridge, TN 37725
865-397-9758

Surplus List Request					
Disposal					
Quantity	Manufacturer	Device Type	Model	Serial Number	Purchase Date
2	Southern Desk Company	childrens table	?	none	1986-1995?
1	?	magazine rack	?	none	1983?
1	?	newspaper rack	?	none	1993?

JEFFERSON COUNTY PUBLIC LIBRARY SYSTEM BOARD REPORT

March 9, 2023

Dandridge Memorial Library

6:00 PM



Director's Report for Jefferson City Public Library

Top Accomplishments

- JCPL has been asked to host the Annual Trustees Workshop again this year on September 27th.
- JCPL will be hosting a TSLA event in conjunction with the Space Science Institute for the East Tennessee region on August 25th. This will be training for librarians who are interested in having space science programs for their communities.
- Our LSTA Tech grant is complete. All reports have been filed and reimbursements requested.
- Our TOP grant is complete. All reports have been submitted and reimbursements requested.

Personnel

- We are looking to hire some new substitutes for the library system. We have received at least 8 applications and Bethany has conducted some interviews for ones that we are interested in. She has sent a requisition to personnel to get her on-boarded and trained.
- Much to my disappointment, the county commission personnel committee denied our request for an additional full-time employee. I planned to move 1 PTE to FTE and use the unused funds from our PT budget to help offset and fund the position. We will be presenting our request to the budget committee and the full commission if necessary. Four out of the five years that I have been the JCPL Director, I have asked for additional staffing and each year I have been denied with little to no consideration.
- I would like to thank Carolyn Allen for her hard work on the budget preparations and all of the advocacy that she did prior to our meeting with the personnel committee. Her presentation was remarkable.
- All staff have completed their continuing education requirements for this year (including the state's Core Competencies training).

Current Information

- Statistical and service information for January and February is attached (Appendix A).
- There are no holiday closings in the month of March. JCPL will be closed on April 7th and 8th for Good Friday/Easter.
- I will be submitting a budget amendment in April to move \$4,500 from reserves. \$3,000 of this request will be for our Summer Reading Program. I have applied for a \$3,000 grant from Dollar General for summer reading, but winners won't be announced until mid-May. If we end up getting the grant, I will move the funds back to reserves. The remaining \$1,500 will be for books, media, and office supplies.
- I will be requesting a nominal budget increase of \$3,000 for below-the-line expenses for next fiscal year.
- Pettway Grant and TOP Grant applications for next year have opened. I will be applying for both, but I have not settled on the details of my requests yet. My plan is to use a combination of the two grants to install two solar charging stations at the library.

Materials/Book Inventory Status

- New books are being purchased monthly with county budget funds. Media materials are being ordered quarterly.
- With the completion of our MOE, our regional and state funds for materials have been released. I have spent the remaining amount available for JCPL this year.
- Cataloging and processing are up-to-date.

Building & Equipment

- I have communicated the building issues that I reported at the last meeting to the new city manager, James Gallup. Public Works has fixed some of them, they are working on others, and some will have to be turned over to the city to hire outside repair companies. I had a good conversation with the cleaning company about my concerns with the work they were doing. Things have improved some.
- The Friends of the Library have purchased air fresheners for our public restrooms and they have been installed. What a difference!

Community Engagement

- We have seen dramatic increases in our social media engagement this year. In January, we saw a 73% increase in phone calls, a 72% increase in website visits, a 44% increase in profile views, and a 48% in web searches (per Google My Business profile). We continue to see a healthy following on our Facebook page. We also had a 65% increase in accounts engaged on our Instagram page and saw a 57% increase in the number of accounts reached, and increased new followers by 10%.
- JCHS work-based learning students, Bonner Scholars, Eagles Engage, and federal work study students from CNU have returned for the semester and are providing much needed volunteer assistance for us.
- We have received very positive feedback from the survey on our website and Google reviews.

Policy Matters

- What is the status of the updates to the application for board members? Is it ready to be added to the website?

Appendix 'A'

PHYSICAL COLLECTION										LOCAL ELECTRONIC COLLECTION (Advantage, etc.)			Current Balance
Material Type	Beginning	Added	Deleted	Balance	Beginning	Added	Deleted	Balance		Locally Owned	E-books	Current Balance	
Print Materials	11,199	85	0	11,284	10,512	1	0	10,513				0	
Audio Materials	700	0	0	700	138	0	0	138		Regionally Owned	Audio Downloadable	0	
Video Materials	2,784	5	1	2,788	584	0	0	584			Video Downloadable	0	
Other Materials	60	0	0	60	0	0	0	0			TOTAL	0	
TOTAL	14,743	90	1	14,832	11,234	1	0	11,235		TOTAL PHYSICAL COLLECTION		26,067	

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 ITEM (no Electronic formats)
Adult **	2,571	Adult 40	Adult Total	5,057
Children **	315	Children	Children's Total	2,319
Total	2,886	Total	Total for All Circulation	7,376

** <http://lista.libguides.com/databases>

Title VI Survey Information (for new patron cards)									
Library Services					Programs				
White	93	Library Visits	3,772		Attendance	Outside the Library	# of Programs	Attendance	
Black	2	Reference Transactions	1,132		Adult	Adult	0	0	0
American Indian-Alaska Native	0	Computer Users	1,230		Young Adult	Young Adult	0	0	0
Hispanic or Latino of any race	2	Wireless Sessions	722		Children 0-5	Children 0-5	0	0	0
Native Hawaiian/Pacific Islander	0	Website Visits	1,729		Children 6-11	Children 6-11	0	0	0
Asian	0	Databases Owned (June only)	0		General Interest	General Interest	0	0	0
Other	0	Local Database Usage	0		Inside Total	Outside Total	0	0	0
Two or more races	6	TEL Usage (June only)	105		26	442	442	0	0
Total	103	ILL - Borrowed	82		26	442			
		ILL - Loaned	23						
		1-on1 tech services - standards only	84						
		Volunteer Hours	84						
		Live Virtual Programs			Adult	Young Adult	Children's	Total	
		Number of Live Virtual Programs			0	0	0	0	
		Views of Live Virtual Programs			0	0	0	0	
		On-Demand Views of Live Programs			0	0	0	0	
		Total of All In-Person and Live Virtual Programs			# of Programs	# of Programs	Attendance/Views	442	
					26	442			

Meeting Room Use	
Number of Events Not Sponsored by the Library	68
Attendance at These Events	632

Borrowers	Current Balance
Adult Borrowers >14 yrs old	6,887
Children Borrowers <14 yrs old	1,954
Total Borrowers	8,841

Self-directed/Passive Activities (activity that does not meet program definition)	Programs	Attendance
	1	20

Recorded Programs	# of Programs	Views/Attendance
Recorded Programs	0	0
Total On-Demand Views of Live Programs & Recorded Programs	0	0

PHYSICAL COLLECTION										LOCAL ELECTRONIC COLLECTION (Advantage, etc.)			Current Balance
Material Type	Beginning	Added	Deleted	Balance	Beginning	Added	Deleted	Balance	Locally Owned	Locally Owned	E-books	Current Balance	
Print Materials	11,284	32	1	11,315	10,513	144	1	10,656	138	0	0	0	
Audio Materials	700	3	0	703	138	0	0	138	584	0	0	0	
Video Materials	2,788	0	1	2,787	0	0	0	584	0	0	0	0	
Other Materials	60	1	1	60	0	0	0	0	0	0	0	0	
TOTAL	14,832	36	3	14,865	11,235	144	1	11,378	TOTAL PHYSICAL COLLECTION			26,243	

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 ITEM CIRCULATION (no Electronic formats)
Adult **	2,393	Adult 2,530	Adult Total	4,971
Children **	361	Children 2,051	Children's Total	2,412
Total	2,754	Total 4,581	Total for All Circulation	7,383

** <http://sla.libguides.com/datacollection>

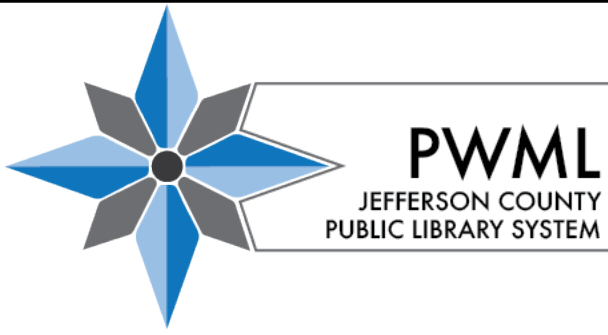
Title VI Survey Information (for new patron cards)										
	Library Services					Programs				
	Library Visits	Reference Transactions	Computer Users	Wireless Sessions	Website Visits	Inside the Library	Attendance	Outside the Library	# of Programs	Attendance
White	89	3,626	1,269	722	1,499	Adult 3	16	Adult 3	0	0
Black	1	1,269	1,392	722	1,499	Young Adult 3	15	Young Adult 3	0	0
American Indian-Alaska Native	0	1,392	722	1,499	1,499	Children 0-5 8	225	Children 0-5 8	0	0
Hispanic or Latino of any race	9	722	1,499	1,499	1,499	Children 6-11 8	99	Children 6-11 8	0	0
Native Hawaiian/Pacific Islander	0	1,499	1,499	1,499	1,499	General Interest 3	33	General Interest 3	0	0
Asian	2	0	0	0	0	Inside Total 25	388	Outside Total 388	0	0
Other	0	0	0	0	0	Total (Inside & Outside) 25	388			
Two or more races	3	82	96	31	163	Adult 0	0	Young Adult 0	0	0
Total	104	82	96	31	163	Number of Live Virtual Programs 0	0	Views of Live Virtual Programs 0	0	0
		ILL - Borrowed	ILL - Loaned	1-on1 tech services - standards only	Volunteer Hours	On-Demand Views of Live Programs 0	0		0	0
						Total of All In-Person and Live Virtual Programs	# of Programs 25	Attendance/Views 388	0	0

Meeting Room Use	
Number of Events Not Sponsored by the Library	61
Attendance at These Events	527

Borrowers	Current Balance
Adult Borrowers >14 yrs old	6,963
Children Borrowers <14 yrs old	1,978
Total Borrowers	8,941

Self-directed/Passive Activities (activity that does not meet program definition)	Programs	Attendance
	1	150

Recorded Programs	# of Programs	Views/Attendance
Total On-Demand Views of Live Programs & Recorded Programs	0	0



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

Director's Report for March 2023

Grants Status

Dollar General Adult Literacy Grant 2022 (FOL)

\$5,000.00

Adult Literacy Programs

The History of Strawberry Plains

3/13/2023	New Market Train Wreck	4:00-6:00
3/20/2023	Early Settlers of Strawberry Plains	4:00-6:00
3/27/2023	Strawberry Plains Civil War	4:00-6:00
4/3/2023	Strawberry Plains Heyday	4:00-6:00

Involving Home School Parents

3/8/2023	Homeschooling/Budgeting	10:00-12:00
3/15/2023	Homeschooling/Budgeting	10:00-12:00
3/22/2023	Homeschooling/Budgeting	10:00-12:00
3/29/2023	Homeschooling/Budgeting	10:00-12:00

Young Mother's and Budgeting

3/7/2023	Young Mother's Budgeting Part 1	11:30-12:30
3/14/2023	Young Mother's Budgeting Part 2	11:30-12:30
3/21/2023	Young Mother's Budgeting Part 3	11:30-12:30
3/28/2023	Young Mother's Budgeting Part 4	11:30-12:30
4/4/2023	Young Mother's Budgeting Part 5	11:30-12:30
4/11/2023	Young Mother's Budgeting Part 6	11:30-12:30

Dollar General Adult Literacy Grant \$5,000.00

Date	Vendor	Invoice/Re	Ck. No.	Beg.	Expense	Ending
9/13/2022	Food City	183259		\$5,000.00	(39.44)	\$4,960.56
9/27/2022	Food City	210161		\$4,960.56	(76.74)	\$4,883.82
11/17/2022	Dollar General	9596	360	\$4,883.82	(47.30)	\$4,836.52
12/16/2023	Ginger Spradlin	130	363	\$4,836.52	(2,325.00)	\$2,511.52
				\$2,511.52		\$2,511.52

Top Grant 2022	\$3,400.00	Computer Classes –Tuesdays Q&A 10:00-1:00 (Cell phone, Personal Computer, and Tablet Help) Microsoft Office 365 1:00-3:00 – We have purchased books that can be checkout so the students can have a more in-depth experience.
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Jane L. Pettway Foundation Grant 2022 - \$10,000.00 Expenditure Report						
Date	Vendor	Invoice No.	Ck No.	Beg Bal	Expense	Ending Bal
9/12/2022	Today's Classroom LLC - 9 Smith Carrells @ 545.15 ea. + Shipping	22-5888	352	\$10,000.00	(\$5,025.18)	\$4,974.82
9/28/2022	Quill -5 Boss Captain Chairs @ 142.99 ea.	164519054	355	\$4,974.82	(\$714.95)	\$4,259.87
9/28/2022	Quill -4 Captain Chairs @ 144.99 ea.	164518648	356	\$4,259.87	(\$579.96)	\$3,679.91
9/28/2022	Quill- 1 Office Chairs @ 146.66 ea., 1 Toner 4pk @ \$393.24, 2 Scissors 10	164525506	357	\$3,679.91	(\$549.97)	\$3,129.94
9/28/2022	Quill -2 Office Chairs at \$147.09,3 Ink Toner@ 71.70 ea. 1 Ink Toner \$60.	28003458	362	\$3,129.94	(\$569.94)	\$2,560.00
11/14/2022	Schools In - 2 packs of 24 set of Story Hour Carpet at 160.00 ea.+ shipping	28533604	361	\$2,560.00	(\$355.34)	\$2,204.66
10/24/2022	Quill - Kensington Headphones @ 12.57	28533604	358	\$2,204.66	(\$138.27)	\$2,066.39
				Ending Balance	\$2,066.39	\$2,066.39

Kids Need to Read Grant //www.kidsneedtoread.org/ (main office is located at 2450 W. Broadway Rd., Suite 110, Mesa, AZ 8520).

Update: Mr. Gary and Tina Mlodzik from Arizona was at Parrott-Wood Memorial Library on Tuesday, February 21 to officaily donate 535 children, juvenile and young adult books. These books are valued at \$6,543.00

The Rocket Kids from Rush Strong school were amazed and excited to meet them. Mrs. Mlodzik talked to the children and did a story hour for them. At the end of the program, each child was able to pick out a book, stuffed animal and a Hilight Magazine to take home. We were surprised when WBIR the news channel arrived and covered our event. Here is the link to the video: <https://www.wbir.com/video/news/local/non-profit-gifts-new-library-books/51-663a8b79-fa20-4ba6-a7c8-02ba47067d01>.

WBIR News Channel:

A WBIR news reporter contacted us on March 6, 2023. The reporter setup an interview with Donna Phillips, Director to do a more exclusive indepth interview about Parrott-Wood Memorial Library. This interview and story about the influence and the services of Parrott-Wood Memorial Library has on its community is hopefully airing on WBIR Thursday, March 9th at 7:00 am show. The reporter will email and call us to confirm when it will run. We will let you know of the date and time it will run as soon as we know.

Parrott-Wood made front page on the Knoxville Focus:



The Knoxville FOCUS

www.knoxfocus.com

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Parrott-Wood Memorial Library receives 525 new books

Kids Need to Read will be arriving at the Parrott-Wood Memorial Library with Grow Your Library, an inspiring library donation program led by KNTR board members Gary and Tina Mlodzik. Inspired by the Mlodzik's shared love of reading, family, and public libraries, this program delivers free books and story time to local libraries and children during the couple's travels.

According to Library Director Donna Phillips, the Parrot-Wood Memorial Library serves an area where an estimated 60% of children do not have access to books at home. Ms. Phillips has an annual budget of \$500 to purchase books for the children's section. To entice children and young adults to come to the library, KNTR is providing

525 new books to the Parrott-Wood Memorial Library. The cover value of these new books is \$6,598.

Retired elementary school librarian Tina Mlodzik stresses the importance of supporting public libraries, especially in communities where children may not own their own books. "Giving children access to a large quantity and varied selection of books has many benefits," Tina explains. "The more books a child sees, the more motivated they are to read. Borrowing books from the library teaches sharing and builds respect for things that belong to others."

On Tuesday, February 21, at 4 p.m. Grow Your Library will hold a special



Leah Erne processes the 525 book donation at Parrott-Woods.

2020 Toyota Prius LE AWD-E, Gas saver! \$30,770

2019 Ford Flex Limited, AWD, 3.5 Eco \$29,990

2020 Honda CR-V Touring Extra clean! \$33,950

2020 Ford F-150 SVT Raptor 4X4 \$69,950

2017 Lexus GX460 4X4, Local trade \$33,975

2022 Toyota Tundra Limited, Crew Max \$56,915

Prices include \$399 dock fee. Plus tax, tag and title. WAC. Dealer retains all rebates. Restrictions may apply. See Dealer for details. Prices good through next week.



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Continue on page 3

Parrott-Wood Memorial Library receives 525 new books

Cont. from page 1

story time event at the Parrott-Wood Memorial Library, 3133 West Old A.J. Highway in Strawberry Plains. Each child in attendance at story time will receive a free book and a Highlights magazine courtesy of KNTR. After the event, each child will have the opportunity to donate a book in their name on behalf of KNTR. This no-cost opportunity teaches

the children to use their own love of reading to help their library earn even more free books in the future.

"I developed the Grow Your Library program to introduce a giving culture in the youth we meet at literacy events," said Gary Mlodzik. "Putting a book in the hands of a child and allowing them to expand their horizons is magical. Allowing that child to make a small effort in order to

share that magic for future generations is a priceless lesson. It is my hope that the children will be proud of the book donations made in their name and tell their friends, thereby further encouraging both literacy and philanthropy."

When asked about the motive behind the project, Kids Need to Read Executive Director Jessica Payne stated, "A library is the heart of any community. Kids

Need to Read's Grow Your Library program not only invests in these indispensable bastions of literary treasure, it also encourages and connects the communities served by each library in order to inspire support for future generations. Children who participate in this program learn that they too can make a difference."

Come worship with us

Edward Jones



White Pine Public Library Director's Report
March 9, 2023
Sarah Beth Phillips

Full Report

Grants: The library requested \$13,500 from the Jane L Pettway Foundation to replace shelving in our fiction area. This will be our last metal unit that will be replaced with wooden shelving that matches the rest of the library. In replacing these units, we will also be getting rid of our seldom-circulated trade paperback collection, making room for more hardback fiction. An added bonus is that the wooden shelving is ADA compliant, being free of sharp edges and making more floorspace for wheelchair accessibility.

PLMI: My last week of Public Library Management Institute meetings will be March 27-31 at the Tennessee State Library and Archives. Graduation is scheduled for the last day of the program, and I will be a certified public library manager.

Training: Tammy and I have completed our CE hours for this fiscal year. I only lack 5 CE hours until I receive my Certified Health Information Specialist certification through the National Institute of Health.

Programming: We had local author Stephen Lynn Bales come in for a presentation on 2/21 that was well-attended. While we are excited to offer programming to the community, we continue to be constrained by our library's small size. We have found that the maximum number of people we can comfortably fit in our space is 30. Our adult craft class continues to be a success, while we still struggle to get children into the library for programs.

Seed Library: We received a generous donation of seeds from Burpee in February, and the Friends of the Jefferson City Library were kind enough to donate a box of seeds from their seed swap in January. We are well-stocked on seeds for the community, and interest has been growing in our collection.

Summer Reading: We started development of our summer reading program in February, and have all the major components planned. This, of course, is contingent on receiving our summer reading grant through the Dollar General Literacy Foundation. If we aren't selected, we still have avenues that we can explore with our Friends of the Library group as well as local churches/organizations.

2022 -23 Accounting of Actions Jefferson City Library FOL

Coverage of T Mobile hotspots /monthly bill /	yr / 3731.86
Seed Swap	N/C
Annual Book Sale / Ongoing Book sale /eBay sales	3369.00
Contributed to Children's outing at JC FD	200.00
Senior Computer Classes ----- TOP Grant	1200.00
Dr Suess 1000 books before Kindergarten	N/C
Pettway Grant { items listed below}	4,500.00
Laminator machine	
Laminator film	
Workstation table	
3D printer	
Summer reading Program	500.00
Crafts {adult class}	67.55
Media Cabinet {Stackable for CDs}	1250.42
Christmas Tree { wrapped "Gift" books for each child}	N/C
Bathroom Supplies {for entrance area bathrooms}	
Fresheners and replacement supplies	162.99

Friends of the Parrott-Wood Memorial Library

a non-profit organization established to support the efforts at the Parrott-Wood Memorial Library

Annual Report for 2022

Presented by
Beverly Kramer, Treasurer

The Friends of the Parrott-Wood Memorial Library were honored to volunteer and support the library with wonderful programs for the children and adults of our community through grants obtained. We assisted our library director Mrs. Donna Phillips in providing funds for presenters, programs and supplies. We also have provided refreshments and volunteered during the Summer Reading Programs as well as special programs throughout the year.

Examples:

- Summer Reading Programs and provided end of year party and goodie bags
- Programs on Oak Ridge, Polio, Spanish Flu, Radium Girls, Titanic, Smallpox by Ginger Spradlin
- Programs on NASA, Yellowstone, and Pearl Harbor by Carolyn Mitchell, Board Member and DAR 1st Vice Regent
- Programs on Sequoyah and Nanye'hi (Nancy Ward) presented by Elizabeth Finchum, Board Member and American Indian Comm Chairman DAR
- Tutoring and ACT help by Ginger Spradlin
- Programs for Rocket Kids from Rush Strong School each Tuesday
- Paint Nights with April Childers – through a grant
- Drinking water and movie license and refreshments for different events
- A new library sign is being produced and will be paid for by the Friends

We have assisted with the promotion of all the library enrichment programs through our Facebook page, word of mouth and flyers.

Our volunteers have helped with:

- Setting up and clean up for parties and programs
- Preparing and serving refreshments
- Providing assistance with children's programs during summer reading
- Providing programs as needed

This year, 2023, brings much more opportunity to promote the efforts of our library to provide educational, recreational and cultural events which will in turn encourage growth in our community. We are looking forward to our fundraising event in March and other special

programs as well as Summer Reading. All programs are supported by Friends through grants obtained such as Jane L. Pettway Foundation grant for \$10,000. All technology and furniture are updated and provided through grants. Other grants received were from Dollar General and ARPA.

We are excited about our library and what the future holds for its contribution to our community. We are looking forward to working with Mrs. Phillips as she continues to provide enrichment programs for all ages.