

JEFFERSON COUNTY LIBRARY BOARD

MINUTES

July 14, 2022

Date: July 14, 2022

Location: Dandridge Memorial Library

Board Members Present: Carolyn Allen, Paige Bolton, Melissa Hensley, Jenny Koella, Jack Kramer, Linda McCall, Jennifer Stoneking-Stewart.

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

Library Assistants/Clerks: N/A

Guests: Vincent Miraldi, Pat Isenberg

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

Introductions: Introductions were made to the pending Jefferson City Board Member representative, Pat Isenberg.

Visitor comments: Vincent Miraldi, with the Experimental Aircraft Association (EAA) Morristown TN Chapter 1494, provided the Library Board information regarding the aviation library located at the Morristown Airport. Mr. Miraldi has been working with Sarah Beth Minton, White Pine Library Director, to help promote said aviation library through all four Jefferson County Libraries. Chapter 1494 also hosts youth workshops as well as other get-togethers. Sarah Beth has Mr. Miraldi's contact information and he can also be found on the local Chapter 1494 Facebook page.

Approval of Previous Meeting Minutes:

Jenny Koella made a motion to approved May 2022's meeting minutes. The motion was seconded by Jennifer Stoneking-Stewart. A vote was taken, and the motion passed unanimously.

Correspondence and Communications: N/A

Financial Report:

- *Budgets:*

Carolyn Allen gave an overview of the current Statement of Expenditures. Library budget has been set – final approval slated for July 18. This will reflect the \$12,100 from Jefferson City to increase the annual MOE. This amount is to cover the part-time expenses for current personnel to have the library in Jefferson City open 6 days per week. County Commission requested a formal letter of approval from the Library Board (as well as Jefferson City). The Board reviewed the requested letter. *Additional Financial information is attached.*

- *Insurance:*

Jenny Koella stated that she is compiling information regarding coverage for all building/contents. Donna Phillips is currently working on inventory for an insurance increase for Parrott-Wood Library.

Melissa Hensley made the motion to approve the letter from the Library Board to County Commission. Jennifer Stoneking-Stewart seconded the motion. A vote was taken, and the motion passed unanimously.

Directors' Reports:

*Clinch River Regional Report*

Matthew discussed the State Core Competencies. These standards (28 areas) are designed to make sure every library staff member has the same baseline knowledge. The training is self-paced and online through Niche Academy.

Matthew also discussed the Official Service Area Population (OSAP). It seems the population numbers have hardly changed since the last OSAP. Chairman Kramer signed the OSAP calculations for the Jefferson County libraries.

*Dandridge Memorial Library (DML) - Bethany Jones*

Bethany added to her report that Dandridge City Council is considering paying for a new HVAC for the library. Will follow up. If this fails, Bethany will use the ARPA grant instead and will be using the TDOT reimbursement for parking.

On a personal note, Bethany has filed to run for Jefferson City Council.

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

David added to his report that a tech grant was approved (\$3,300) to replace computer, etc. He also announced that the summer reading programs have doubled in size.

With the change in library hours, a change in the multipurpose room policy is needed. The policy presented was approved with some edits (i.e., changing the word "should" to "must").

Melissa Hensley made the motion to approve the edited room policy change. Jennifer Stoneking-Stewart seconded the motion. A vote was taken, and the motion passed unanimously.

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

Donna expanded on the TOP Grant (using for computer classes – virtual and in-person) and the Pettway Grant (using for computer cubbies, toner, etc).

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

Sarah Beth completed her Core Competency training, and Tammy is slated to begin her training. She also stated that she has been asked to be the new Community Representative for the Douglas-Cherokee Head Start Policy Council.

Copies of reports attached.

*Salvage Reports:*

Jefferson City Library had a salvage request for approval (attached to report). Melissa Hensley made the motion to approve the salvage request. Jenny Koella 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:

*Board Policy*

Jack would like to start working again on the additional Board Policy changes. Hopefully the new edits can be addressed by the next board meeting (September). Jack and Jennifer to get together regarding the additional edits. ACTION ITEM: Jennifer to forward the current policy when able.

*Nominating Committee*

Jack also discussed he would like the nominating committee to work on the Chairman position in the next few months so that that person can work with Jack for a bit before transition. ACTION ITEM: Jack to distribute Board Terms again.

*Recommendation of new Board Member to County Commission*

Jack to forward to Mayor Potts the Board's recommendation/motion for Pat Isenberg to be named the new Jefferson City Library Board Member for the July 18 County Commission meeting. *Post Meeting Note: Jack forwarded the recommendation on 7/15/2022.*

Carolyn Allen made the motion to approve the new Board Member recommendation request. Jennifer Stoneking-Stewart seconded the motion. A vote was taken, and the motion passed unanimously.

Old Business: N/A

Melissa Hensley 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 7:26pm.

The next scheduled board meeting of the Jefferson County Library Board will be September 8, 2022, at 6:00PM at Jefferson City Public Library.

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Jack Kramer, Chairman

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Paige Bolton, Secretary

Notes for Board report July 14, 2022

The Budget for 2022-2023 has been set and is expected to receive final approval on Monday, July 18, 2022 at County Commission, to include a Budget Amendment reflecting increased revenue from Jefferson City.

Background: The proposed County Budget for fiscal 2022-2023 was reviewed on Monday April 25, 2022, by the County Commission Budget Committee. The Library portion included a significant increase in the personnel line items, with no increase in number of employees, to allow the Libraries in White Pine, Dandridge, and Strawberry Plains to extend service hours and/or staffing during existing hours. These increases were approved and are included in the 2022-2023 Budget

The Board's request for additional personnel at the Library in Jefferson City (to expand hours) had already been denied by County Commission's Personnel Committee on Thursday April 21.

However, through the efforts of David Phillips and John Johnson, Jefferson City Administrator, the City agreed to increase their annual contribution to MOE by \$ 12,100 to cover additional part-time hours for existing personnel so that the Library in Jefferson City can now be open full days on Monday and Friday.

Before Commission would approve this arrangement, letters from Jefferson City and the Library Board had to be submitted to Commission Budget Committee for approval. Those letters were submitted last week and approved by that Committee July 11, 2022.

These letters were emailed to all board members for comment, questions, and/or acknowledgement, with 6 of 8 Board members responding, all affirmatively.

Correspondence Handout – the above mentioned letters – acknowledging increased revenue from Jefferson City and the Library Board's acceptance/approval of the increased annual revenue, need to be approved formally by the full board on July 14, 2022.

Budget Handout - FY 2022-2023 and is correct with the exception it does not contain the \$12,100 increase for the Library in Jefferson City since it won't receive final approval until July 18.

Current financials are not yet available for FY 2021-2022 because posting is not complete.

Jenny Koella has been compiling information about library insurance coverage for all buildings and contents.

*Next - MOE calculation begins when  
FY Financials are complete.  
(Late Summer)*

## Clinch River Regional Library Report – June 2022

Matthew Jordan, Director

### Public Library Management Institute (PLMI)

Kudos to Logan Birdsong of Caryville library and Sarah Beth Minton of White Pine library for completing their first week-long PLMI session at Montgomery Bell State Park! They will participate in 3 of these intensive training weeks with their fellow PLMI cohorts over the next two years and complete various homework assignments in between. At the end they will become Certified Public Library Managers by the State of Tennessee.



Clinch River Regional Library Board final meeting at the regional office – thank you to board members past and present for your dedicated service!

### Transition Notebooks – Helping the Next Person

On June 2, Debra led a virtual roundtable on Transition Notebooks. In a matter of a couple months this spring, we had 7 library director vacancies in Clinch River region, for various reasons. This has highlighted the importance of having some type of transition or exit notebook in place for the next director, or staff taking on interim duties till the new director is hired, so they are able to continue running the library. The notebook includes things like policies, required daily and weekly duties such as reports, location of keys, how to access email/computers/accounts etc with login information, how to deal with finances, etc. For everyone who couldn't attend, please put this on your to-do list! See Debra's emails for a transition notebook template you can fill out, along with other tips.

### Annual Standards Survey – Realizing 21<sup>st</sup> Century Library Services

The annual Tennessee Standards for Public Libraries Survey is due from each library director by July 15, 2022. Thanks to all who have completed it already, so far! The goal of the Survey is to help you identify items to improve your library's services and to remind you about ongoing things that need to be done. It has your answers from last year pre-populated, but look through each item and make updates to reflect the current status. Please let Debra, Paula, Cecilie, or myself know if you have questions along the way.

### 2021-22 In-Services Recap

It's always good to jog our memories on this past year's in-services! Did you put what you learned into action?

- Library Marketing using MS Word and Canva – Lauri Thompson, State Library and Archives
- Video and Photo Editing for Virtual Programming, Outreach, and Marketing – Chantay Collins and Tameka Chesney, Maynardville library

- Workplace Communication in a Diverse Environment – Dr. Rubin Cockrell, consultant
- Crisis Communication Strategies for Library Leaders – Elise Shelton, consultant
- Reimagining School Readiness – Kate Smith, State Library and Archives, and others
- Alzheimer's and Other Partnerships in the Community – Harlyn Hardin, Tennessee Alzheimer's Association
- Customer Friendly Policies – Debra and Clinch River Region directors
- Direct Your Ship: Strategies for Library Directors to Improve Their Director Skills – Bessie Davis, State Library and Archives

**Upcoming Workshops & Events:**

*The calendar includes training events which may have to be adjusted depending on COVID-19.*

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

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

***It's June! Let's take a training break. Debra will have the complete 2022-23 Training Plan available in July. We hope everyone's Summer Reading Programs go splendidly!***

# Clinch River Regional Library Report – July 2022

Matthew Jordan, Director

## **New Directors in Clinch River Region**

Welcome aboard to our newly hired Directors!

- Rocky Top Public Library (Anderson County) – Kelly Harris (moved from Clinton library)
- Coalfield Public Library (Morgan County) – Heather Moore-Francis
- Deer Lodge Public Library (Morgan County) – Sarah Wohlman
- Oakdale Public Library (Morgan County) – Siobhan Pehrson (Interim)
- Wartburg Public Library (Morgan County) – Katie Bobinski (moved from Deer Lodge library)

## **Library Spotlight**

Congratulations and thank you to Rhonda Tippitt, Sevier County Library System Director, for being elected Tennessee Library Association's Vice-President (President-elect) for 2022-23. Rhonda is a passionate and articulate advocate of library services and values and will serve our professional library community well.

## **Tennessee Advisory Council on Libraries (TACL)**

Thank you and kudos to Nancy Williamson of Scott County for accepting the Clinch River representative position on the TACL Board for a 3-year term. As Chair of the Regional Library Board, she has already served on TACL for the past year. TACL is the advisory board to the State Library and Archives.

## **2022-2023 Clinch River Training Plan announced!**

Debra has developed a fabulous and varied Training Plan for the new year to meet our Continuing Education (CE) needs. Please see attached Plan.

## **Core Competencies – Ensuring that public library staff in Tennessee are proficient in core areas**

I advertised this earlier in the year, but am pushing it out again, as many library staff were planning to wait till the new fiscal year to complete the Competencies courses, as they had already completed their required CE hours for the year. The Tennessee Standards for Public Libraries list 28 areas that every staff member should be proficient in. These are the basis for this new online training in Niche Academy. You must complete (or pre-test out of) all courses before being credited with 10 CE hours and be awarded a certificate and pin as "Certified Public Library Staff" by the State Library and Archives. Congratulations to the 13 library staff members who have completed the certification so far!

## **Annual Standards Survey – Realizing 21<sup>st</sup> Century Library Services**

The annual Tennessee Standards for Public Libraries Survey is due from each library director by July 15, 2022. Thanks to all who have completed it already, so far! The goal of the Survey is to help you identify items to improve your library's services and to remind you about ongoing things that need to be done. Your answers from last year are pre-populated, but look through each item and make updates to reflect the current status. Please let Debra, Paula, Cecilie, or me know if you have questions along the way.

## **Transition Notebooks – Helping the Next Person**

On June 2, Debra led a virtual roundtable on Transition Notebooks. In a matter of a couple months this



spring, we had 7 library director vacancies in Clinch River region, for various reasons. This has highlighted the importance of having some type of transition or exit notebook in place for the next director, or staff taking on interim duties till the new director is hired, so they are able to continue running the library. The notebook includes things like policies, required daily and weekly duties such as reports, location of keys, how to access email/computers/accounts etc with login information, how to deal with finances, etc. For everyone who couldn't attend, please put this on your to-do list! See Debra's emails for a transition notebook template you can fill out, along with other tips.

**Upcoming Workshops & Events:**

*The calendar includes training events which may have to be adjusted depending on COVID-19.*

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

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

Date	Subject	Location
Friday, July 15, 2022	Annual Standards Survey deadline	Online form
Wednesday, August 10, 2022 9 am – 3 pm	<b>CRRL In-Service: Homeschooling and TEL</b> <i>--Nikki Branam-Snyder (Ocoee Region) and Kate Smith (TSLA)</i>	Clinch River Regional Library
Thursday, September 1 – Friday, September 30, 2022	Annual Public Library Survey (“Data Collection”) opens. Due by September 30.	Online form
Friday, September 16, 2022 9 am – 3 pm	<b>CRRL In-Service: Space Planning – Reinvent Your Library Space</b> <i>--Tricia Bengel, Library consultant</i>	Clinton Public Library
Date and Time TBD	<b>Annual Trustee Workshop*</b>	TBD
Thursday, November 3, 2022	<b>Annual Summer Reading Program Conference</b>	Art Circle Public Library, Crossville
Monday, November 7, 2022	<b>Annual Summer Reading Program Conference</b>	Jefferson City Public Library
Thursday, December 8, 2022 9 am – 3 pm	<b>CRRL in-Service: Children’s and Adult Programming</b> <i>--Various, including Marcia Nelson and Cynthia Green, Pigeon Forge library</i>	Clinch River Regional Library

### GRANTS

- ARPA and LSTA Grant 2021 - We have submitted all invoices for payment and are working on our final grant report.
- ARP Grant - We have signed a contract for this grant. We will be receiving \$60,000 over the next three years for facility repairs and upgrades. Our plan for this grant may change somewhat if the city pays for a new HVAC system, which they have stated may be a possibility.
- LSTA Grant 2022 - We are applying for funds to replace three of our public computers and two barcode scanners. This will be a 50/50 matching grant as usual.
- Save the Children Summer Feeding Grant - This program is going very well. We have three weeks remaining. Several patrons have volunteered to help fill and hand out bags, and we've received a monetary donation from Appalachian Electric to add fresh fruit to the bags each week. We hope to find funding, either from this grant or another source, to do a similar program next summer.
- TOP Grant - We received our full requested amount, which will allow us to host computer classes with a paid teacher, as well as buying two new hotspots, two solar charging stations and a Cisco Meraki system to manage our public wifi. Classes will begin in September and purchasing will begin as soon as the county has made funds available for us.

### CITY COUNCIL NEWS

On Wednesday June 29, the library had an ADA assessment. This did not last very long, but we are sure they found several areas in need of work. We do not know yet when the city will have these assessments compiled into a plan.

Any further information from the City Council meeting on July 12 will be relayed at the board meeting.

## **STAFF NEWS**

Bethany will begin online classes with The University of Alabama on August 18. For the first semester, she will have classes on Wednesday at 7pm and Thursday at 7pm. Because the library does not close until 7 on Thursdays, she will work 9am-6pm and Laurie will work in the afternoons to cover for her.

Beginning July 1, Laurie's weekly hours increased from 10 to 15. Library patronage has been up significantly since June, so this has been a great help.

Bethany and Laurie are both working on completing Core Competencies training from the state library. Katelyn completed this training earlier this year. This training helps us to meet two state standards because it also counts toward yearly continuing education hours.

# JEFFERSON COUNTY PUBLIC LIBRARY SYSTEM BOARD REPORT

July 14, 2022

Dandridge Memorial Library

6:00 PM



## Director's Report for Jefferson City Public Library

### Top Accomplishments

- I graduated from the Leadership Jefferson County program on May 25, 2022.
- JCPL has been asked to host the annual Trustee Workshop again this year in October.
- JCPL is participating in a Summer Feeding Program in conjunction with the USDA and Boys & Girls Club to provide nutritious food to children during the summer.
- Annual Standards Survey has been completed.
- The city council of Jefferson City approved additional funding for the library so that our service hours can be extended.
- Received TOP Grant from TSLA & TDECD in the amount of \$1,200.00 to provide a series of 16 digital literacy courses for the community.
- Received two grants totaling \$4,000.00 from the TN Arts Commission to provide two separate art classes for seniors in our community.
- Received a grant from the Pettway Foundation in the amount of \$4,500.00 to purchase equipment for the library.

### Personnel

- There are no new or vacant positions to fill at this time.
- Kyndall Wright, one of my Library Clerks, graduated in May from UT Knoxville with her MLIS degree.

### Current Information

- Please see the attached Petty Cash Report for current financial information (Appendix A).
- Statistical and service information for the fourth quarter and the year is attached (Appendix B & C).
- Our summer reading program began on May 31st. There will be a program each Tuesday through the end of July with the finale on Saturday, July 31st. There are 300+ kids signed up for our reading activities this year versus 160 last year.
- Upcoming closings for JCPL include August 4th for the county general election and September 5th for Labor Day.
- ARPA Grant spending is completed and the final reports have been filed.
- JCPL will be hosting the TSLA Summer Reading Conference for the Eastern region of the state in November.

### **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**

- The city has installed solar shades in the large meeting room and the employee lounge area. These block the harsh afternoon sunlight, keep the rooms cooler and eliminate the glare on the projection screen.
- Some of our handicapped accessible door switches are not functioning properly. I have checked and replaced batteries and that is not the issue. I have requested assistance from the city in repairing/resolving this.
- Request for approval of surplus items listed on the attached surplus report.

### **Community Engagement**

- Girls, Inc. conducted a summer science program at JCPL in the last week of June. It was a smaller turnout than they usually have, but this is the first time since the COVID outbreak that they have done in-person programs.
- Met with representatives of the CNU Center for Community Engagement regarding service opportunities for students during the upcoming school year.

### **Policy Matters**

- I am working on updating JCPL's long-range plan.
- With the change in hours at JCPL, I need to revise the Meeting Room Policy, which is part of the Library Service policy. Please see the attached revision (Appendix D). The only change is the highlighted item number four.
- The trustee Policy has been revised.

## Jefferson City Public Library

108 City Center  
Jefferson City, TN 37760  
865-475-9094

### Surplus List Request Disposal

Quantity	Manufacturer	Device Type	Model	Serial Number	Purchase Date
1	Lenovo	Desktop Computer	ThnikCentre	MJ00A8JX	Unknown
1	HP Compaq	Monitor	LA1751g	CNC018R8WC	Unknown
1	HP Compaq	Monitor	LA1751g	3CQ111BNPC	Unknown
1	HP Compaq	Monitor	LA1751g	CNC018R8WR	Unknown
1	Hewlett-Packard	Monitor	L1750	3CQ8380ZMM	Unknown
1	HP Compaq	Monitor	LA1951g	3CQ1140V9H	Unknown
1	Hewlett-Packard	Monitor	L1750	CNC903QSGC	Unknown
1	HP Compaq	Monitor	LA1751g	3CQ111BNP2	Unknown
1	Hewlett-Packard	Monitor	L1750	3CQ8380ZMV	Unknown
1	HP Compaq	Monitor	LA1751g	CNC018R8WH	Unknown
1	HP Compaq	Monitor	LA1951g	CNC213P59K	Unknown
1	HP Compaq	Monitor	LA1751g	CNC018R8WL	Unknown
1	Lenovo	Monitor	LS2023wC	VN53340	Unknown
9	Lenovo	Monitor	LS2023wC	VN53343	Unknown
1	Lenovo	Monitor	LS2023wC	VNA2G65	Unknown
1	Dell	Monitor	REV A02	CN0WH318728726BE02KI	Unknown
4	Toshiba	Chromebook	Chromebook 2	ZF185870C	Unknown
1	T-Mobile	Mobile Hotspot	Alcatel Linkzone 2	6409AC7B18BE031	12/1/2020
1	T-Mobile	Mobile Hotspot	Coolpad Surf	TK1074618CJ01701	2019

## Jefferson City Public Library

108 City Center Drive  
Jefferson City, TN 37760  
865-475-9094

### Surplus List Request Donate

Quantity	Manufacturer	Device Type	Model	Serial Number	Purchase Date

# APPENDIX A

## PETTY CASH REPORT

Jefferson City Public Library

June

2022

Month	Income Book Fines	Income Memorial	Income (Faxes /Copies) Other	Income DVD Cash Deposits	Transfer Monthly Deposits	Expenses DVD Cash Refunds taken from Petty Cash	Expenses For Month	Petty Cash Balance
7/1/2021								120.00
7/31/2021	534.00	5.75	603.93	-	1,107.68	-	36.00	120.00
8/31/2021	516.25	1.00	577.95	-	1,038.73	-	13.47	163.00
9/30/2021	658.40	30.00	574.70	5.00	1,086.35	-	-	344.75
10/31/2021	664.41	100.00	522.60	15.00	1,293.90	-	18.86	334.00
11/30/2021	552.25	11.00	349.25	40.00	1,041.68	17.00	13.32	214.50
12/31/2021	412.70	39.00	330.80	60.00	868.52	20.00	19.98	148.50
1/31/2022	722.00	187.17	500.25	15.00	1,225.79	40.00	3.63	303.50
2/28/2022	675.73	28.00	523.30	-	1,365.46	35.00	13.32	116.75
3/31/2022	643.75	15.25	509.37	-	1,057.32	30.00	33.30	164.50
4/30/2022	580.73	12.75	343.55	-	939.12	-	22.41	140.00
5/31/2022	624.50	57.50	475.90	-	1,012.07	-	20.58	265.25
6/30/2022	715.20	2.25	531.10	-	1,366.54	20.00	7.26	120.00
	7,299.92	489.67	5,842.70	135.00	13,403.16	162.00	202.13	

# APPENDIX B

Jefferson City Public Library  
Monthly Report

Statistical Workbook for  
completing Public Library Survey (PLS)

April, May, June 2022

\* Current Balance (2 places) means total collection or total borrowers, NOT just this month's additions. All other numbers are for this month only and will be totaled quarterly.

PHYSICAL COLLECTION										
Material Type	Beginning #	Added #	Deleted #	Balance #	Beginning #	Added #	Deleted #	Balance #	LOCAL ELECTRONIC COLLECTION (Advantage, etc.)	Current Balance*
Print Materials	11,647	259	511	11,395	10,668	6	106	10,568	E-books	0
Audio Materials	751	2	53	700	154	0	15	139	Locally Owned Audio Downloadable	0
Video Materials	2,601	38	7	2,632	585	0	0	585	Owned Video Downloadable	0
Microforms	Add to Other materials beginning 2020			0	Add to Other materials beginning 2020			0	TOTAL	0
Other Materials	52	1	2	51						
<b>TOTAL</b>	<b>15,051</b>	<b>300</b>	<b>573</b>	<b>14,778</b>	<b>11,407</b>	<b>6</b>	<b>121</b>	<b>11,292</b>	<b>TOTAL Physical Collection</b>	<b>26,070</b>

Electronic Circulation-READS includes Advantage & other local e. collections			Physical Circulation Book/Non-Book			CIRCULATION TOTALS - Auto Fill (all formats - Physical & Electronic)		
Adult **	6,853	6,169	Adult # 4.4	13,022				
Children **	622	5,528	Children # 4.5	6,150				
<b>Total</b>	<b>7,475</b>	<b>11,697</b>	<b>TOTAL all circulation</b>	<b>19,172</b>				

\*\* Click here for monthly READS statistics

Borrowers		Current Balance*
Adult Borrowers >14 yrs old	6,376	6,376
Children Borrowers <14 yrs old	1,826	1,826
<b>Total Borrowers</b>	<b>8,202</b>	<b>8,202</b>

Subscriptions moved to Other Materials

Resource Sharing	
ILL - Borrowed	246
ILL - Loaned	252

In-Person Programs	# of Programs Inside Library	# People Attended Inside Library	# of Programs Outside Library	# People Attended Outside Library	Total all Programs	Total Attendance
Adult	11	69	1	92	12	161
Young Adult (Teen)	5	39	0	0	5	39
Children	64	1,215	0	0	64	1,215
Passive - not in total	2	100	N/A	N/A		
<b>Totals</b>	<b>80</b>	<b>1,323</b>	<b>1</b>	<b>92</b>	<b>81</b>	<b>1,415</b>

Virtual Programs and Live Views are included in Total Programs in PLS and above

Live Virtual Programs	Live Views	On-Demand Views	Recorded Programs	Views
0	0	0	0	0

Passive on-demand, and Recorded Programs are not entered in PLS program tools

Library Services	
Library Visits	8,679
Reference Transactions (count on-on-ones here and below)	3,472
Computer Users	3,182
#One-on-One technology sessions (for Standards Survey)	69
Wireless Sessions	1,079
Volunteer Hours - added in 2019	170
Website views - added in 2019	2,182
TEL Usage - full text retrieval # 8.10	0
Locally owned databases	0
Locally owned databases full text retrieval #8.10	0

Turn in the 4th Quarter in July without TEL usage if it is not yet available

Title VI Survey Information						
White	Black	American Indian - Alaska Native	Hispanic or Latino of any race	Native Hawaiian/ Pacific Islander	Asian	Two or more races
210	4	0	8	0	3	6
<b>Total</b>	<b>231</b>					

Enter data for new cards issued each month per Title VI Survey. \*Please describe the composition of library cards issued - Use this for monthly borrowers added.

Please complete this workbook each month and email it to Paula Carroll at CRRL five (5) working days after the end of the quarter. Don't forget the Training tab at the end.



# APPENDIX C

## Jefferson City Public Library Monthly Report

## Statistical Workbook for Completing Public Library Survey (PLS)

JULY 2021 - JUNE 2022

\* Current Balance (2 places) means total collection or total borrowings, NOT just this month's additions. All other numbers are for this month only and will be rotated quarterly.

Material Type	PHYSICAL COLLECTION						LOCAL ELECTRONIC COLLECTION (Advantage, etc.)				Current Balance*	
	Beginning #	Added #	Deleted #	Balance #	Beginning #	Added #	Deleted #	Balance #	Beginning #	Added #		Deleted #
Print Materials	10,746	1,237	588	11,395	10,373	334	139	10,568	Locally Owned			0
Audio Materials	726	27	53	700	134	21	16	139	Audio Downloadable			0
Video Materials	2,325	325	18	2,632	585	0	0	585	Video Downloadable			0
Microforms	Add to Other materials beginning 2020			0	Add to Other materials beginning 2020			0	TOTAL			0
Other Materials	44	11	4	51								
<b>TOTAL</b>	<b>13,841</b>	<b>1,600</b>	<b>663</b>	<b>14,778</b>	<b>11,092</b>	<b>355</b>	<b>155</b>	<b>11,292</b>	<b>TOTAL Physical Collection</b>			<b>26,070</b>

Electronic Circulation-READS (includes Advantage & other local e-collections)	Physical Circulation Book/Non-Book	CIRCULATION TOTALS - Auto Fill (all formats - Physical & Electronic)
Adult **	25,960	Adult # 4.3
Children **	2,345	Children # 4.4
<b>Total</b>	<b>28,305</b>	<b>TOTAL all circulation 75,940</b>

Borrowers	Current Balance*
Adult Borrowers >14 yrs old	6,376
Children Borrowers <14 yrs old	1,826
<b>Total Borrowers</b>	<b>8,202</b>

Subscriptions moved to Other Materials

Resource Sharing	Current Balance*
ILL - Borrowed	1,142
ILL - Loaned	897

In-Person Programs	# of Programs Inside Library	# People Attended Inside Library	# of Programs Outside Library	# People Attended Outside Library	Total Attendance
Adult	40	272	4	288	560
Young Adult (Teen)	23	110	1	72	182
Children	188	2,848	3	242	3,090
Passive - not in total	10	466	N/A	N/A	
<b>Totals</b>	<b>251</b>	<b>3,230</b>	<b>8</b>	<b>602</b>	<b>3,832</b>

Virtual Programs and Live Views are included in Total Programs in PLS and above

Live Virtual Programs	Live Views	On-Demand Views	Recorded Programs	Views
0	0	0	0	0

Passive, on-demand, and Recorded Programs are not counted in PLS program totals.

Library Services	Current Balance*
Library Visits	31,437
Reference Transactions (count on-on-ones here and below)	12,074
Computer Users	10,759
# One-on-One technology sessions (for Standards Survey)	221
Wireless Sessions	3,743
Volunteer Hours - added in 2019	894
Website views - added in 2019	11,069
TEL Usage - full text retrieval # 8 (U)	0
Locally owned databases	0
Locally owned databases full text retrieval # 8 (O)	0

TEL Usage data will be available in August. Turn in the 4th Quarter in July without this info.

Title VI Survey Information	White	Black	American Indian - Alaska Native	Hispanic or Latino of any race	Native Hawaiian/ Pacific Islander	Asian	Other	Two or more races	Total
689	17	3	26	2	10	1	20	768	

Enter data for new cards issued each month for Title VI Survey. Please describe the composition of library cards issued. Use this for monthly borrowings added.

Please complete this workbook each month and email it to Paula Carroll at CRRL five (5) working days after the end of the quarter. Don't forget the Training tab at the end.

# APPENDIX D

## Jefferson City Public Library - Meeting Room & After-hours Use Policy

1. The meeting rooms of the Jefferson City Public Library are available for use by civic groups, non-profits, cultural or educational organizations, businesses and locally operating government agencies, departments or commissions.
  - a. At times, library activities such as the Summer Reading Programs and regional library training sessions / events have priority.
  - b. Functions such as birthday parties, receptions, baby showers and / or other functions of this nature are prohibited.
2. Room reservation forms are available at the Circulation Desk, as well as online. Bookings for the meeting rooms are to be arranged by any JCPL staff, as per board policy.
3. The Conference Room is available during hours of operation only.
4. The Conference Hall is available for after-hours use. It is available Monday – Saturday, 9am to 9:30pm.
5. Any group or organization applying for room use must sign a statement that their organization does not discriminate in membership or in service provision on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by Tennessee law.
6. Applications for use of the Library facilities for meetings shall be approved only on condition that meetings are open to the public, unless they are for Library or local government agencies training sessions.
7. Library personnel and / or Library Board members are authorized to monitor any meetings held in the facility.
8. Each group is responsible for notifying the Library of a cancellation at least 24 hours before its scheduled time. Failure to appear for two scheduled meetings may result in loss of meeting room privileges.
9. The requesting individual and the organization are held responsible for the conduct of those attending the meeting and for expenses relating to any damage to the Library property.
10. Permission to use the meeting rooms does not imply Library or local government agencies endorsement of opinions of any group or organization. If a question is raised as to the goals and activities of any group, the Library Board is the final authority in granting or refusing permission to use the rooms.

### CARE AND USE OF ROOM

1. Please sign in for the group in the Sign In Binder.
2. If tables are moved, it is required to unlock the wheels so as to not scratch the flooring. To do this, lift the tab on the top of each wheel.
3. No items shall be taped, nailed or tacked to any surface.
4. Groups using the meeting rooms must supply all of their own coffee, creamer, sugar, refreshments and paper goods.
5. No lit candles or open flames. Catering heaters are acceptable for catering use and if used with appropriate chafing dishes / trays.
6. It is the responsibility of the organization to clean up after the meeting.
7. All trash should be picked up and placed in the dumpster outside, to the right side of the building.
8. Trash can liners should be replaced.
9. Tables should be cleaned.
10. The Conference Hall should be swept. Cleaning cloths, the broom, dustpan and trash can liners can be located in the catering kitchen.
11. Return space to the set configuration as found.
12. Turn off all lights, electronics and appliances.

### RESTRICTIONS

1. Storage of goods by organizations using the meeting rooms will not be allowed.
2. No items or services may be sold or advertised, except for Library sponsored programs.

## Jefferson City Public Library - Meeting Room & After-hours Use Policy

3. No groups using either of the meeting rooms will be allowed to charge a fee or ask for donations.
4. A meeting that would interfere with normal Library activities will not be allowed.
5. LIBRARY PERSONNEL ARE NOT AVAILABLE TO ASSIST ANY GROUPS, REARRANGE FURNITURE, CARRY SUPPLIES OR OPERATE EQUIPMENT.
6. Fundraising events or solicitations of any kind are prohibited unless sponsored by the Library.
7. Tobacco, alcohol, drugs, weapons of any kind, and firearms (with the exception of law enforcement) are not allowed on Library property.
8. Attendance will be limited to the capacity of the space the meeting is occurring in.
  - a. Conference Room maximum capacity is 33.
  - b. Conference Hall maximum capacity (auditorium arrangement) is 100.

### AFTER-HOURS MEETING GUIDELINES FOR CONFERENCE HALL

1. All above stipulations apply to the after-hours use of the Conference Hall.
2. The group must be in the Conference Hall before Library closing.
3. All meeting attendees must be out of the building by 9:30pm.
4. After-hours meetings can exit the building by either the Conference Hall external side door or via the front atrium doors. Booking or organization representative must check both doors to ensure they are locked after meeting adjourns.

### CATERED FOOD

1. Additional cleaning fees may be assessed. Refer to fee schedule (available at Circulation Desk).
2. Please meet caterers outside the Conference Hall entrance and escort them to the catering kitchen.
3. Please inform Library personnel about your arrangements in advance.
4. LIBRARY PERSONNEL WILL NOT BE AVAILABLE TO ASSIST.

FAILURE TO OBSERVE THESE GUIDELINES AND POLICIES WILL RESULT IN A DENIAL OF THE CONFERENCE HALL / CONFERENCE ROOM AND THEIR USE. THE LIBRARY BOARD AND STAFF DO NOT ASSUME ANY LIABILITY FOR GROUPS OR INDIVIDUALS ATTENDING ANY MEETING.

Updated policy on 7/13/2017

Policy Approved 10 / 08 / 2015

Policy Stored: JCPLS Google Drive Current Policy Folder

**Jefferson County Library Board**

**ATTN: POLICY COMMITTEE**

**PO BOX 339**

**Dandridge, TN 37725**

# Jefferson City Public Library - Meeting Room & After-hours Use Policy

## Jefferson City Public Library Conference Room / Hall Reservation Application

Please fill out this information completely and accurately. Once a form is on file with Library personnel, a new form will be needed for change to the authorized representative, contact information changes. After a form is on file, any new meeting date requests may be requested through email. On-going meeting room requests expire annually (one calendar year from date of 1<sup>st</sup> meeting). It is the responsibility of the group to renew their meeting room reservation by contacting Library personnel. If there are any changes to any information, please notify Library personnel as soon as possible.

Organization Name \_\_\_\_\_

Authorized Representative \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Primary Contact (if different from Authorized Representative) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please initial if you would like us to promote this event in our calendar & monthly press kit.

\_\_\_\_\_ Meeting Room being applied for (please circle) CONFERENCE HALL CONFERENCE ROOM \_\_\_\_\_

Single use

Meeting date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Multiple uses (example: 1<sup>st</sup> Thursday of each month)

Meeting dates \_\_\_\_\_

Start time \_\_\_\_\_ End time \_\_\_\_\_; Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Purpose of meeting - Civic / Social / Educational / Informational / Other: \_\_\_\_\_ Expected attendance: \_\_\_\_\_

### Conditions for Use / Waiver of Liability

\_\_\_\_\_ (hereinafter Applicant): (Name of group or organization)

Applicant, for itself and its heirs, successors and assigns, shall release, defend, indemnify and hold harmless Jefferson County and Jefferson City, its officers, agents, employees and volunteers, from and against any and all claims, demands, liability, damages, lawsuits or other actions, including, but not limited to, personal injury or death or property damage arising out of or in any way connected with Applicant's use or occupancy of the Jefferson City Public Library facilities or equipment.

Applicant shall be responsible for any damages, including replacement costs and staff time, sustained by the Jefferson City Public Library Conference Room / Hall, including but not limited to its furnishings and equipment, as a result of Applicant's occupancy or use.

Applicant agrees that it does not discriminate in membership or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by Tennessee law.

Applicant is a civic, cultural, educational organization or business, or a locally-operating government agency, department or commission.

I certify that I am authorized to sign this Application on behalf of the Applicant. I have read and understand the Conference Hall and the Conference Room Policy and the above Conditions for Use/Waiver of Liability and agree to all of their provisions. If a meeting is cancelled, I agree to notify the library as far in advance as possible.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**Please note:** Meeting Room reservations are not confirmed until this completed form has been reviewed and approved by designated Library personnel (building manager or administrative staff).

FOR LIBRARY USE:  Approved  Disapproved  Conference Hall and / or the Conference Room was not available  
Signature of Library Representative \_\_\_\_\_ Date \_\_\_\_\_

## Jefferson City Public Library

108 City Center  
Jefferson City, TN 37760  
865-475-9094

### Surplus List Request Disposal

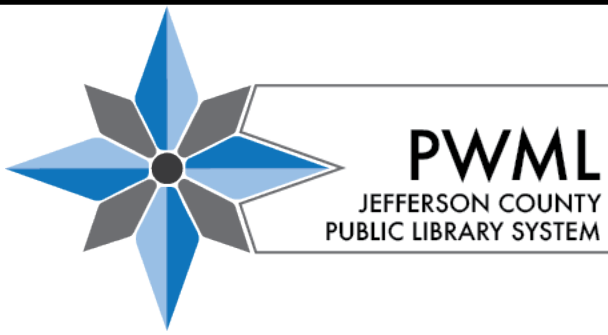
Quantity	Manufacturer	Device Type	Model	Serial Number	Purchase Date
1	Lenovo	Desktop Computer	ThinkCentre	MJ00A8JX	Unknown
1	HP Compaq	Monitor	LA1751g	CNC018R8WC	Unknown
1	HP Compaq	Monitor	LA1751g	3CQ111BNPC	Unknown
1	HP Compaq	Monitor	LA1751g	CNC018R8WR	Unknown
1	Hewlett-Packard	Monitor	L1750	3CQ8380ZMM	Unknown
1	HP Compaq	Monitor	LA1951g	3CQ1140V9H	Unknown
1	Hewlett-Packard	Monitor	L1750	CNC903QSGC	Unknown
1	HP Compaq	Monitor	LA1751g	3CQ111BNP2	Unknown
1	Hewlett-Packard	Monitor	L1750	3CQ8380ZMV	Unknown
1	HP Compaq	Monitor	LA1751g	CNC018R8WH	Unknown
1	HP Compaq	Monitor	LA1951g	CNC213P59K	Unknown
1	HP Compaq	Monitor	LA1751g	CNC018R8WL	Unknown
1	Lenovo	Monitor	LS2023wC	VN53340	Unknown
9	Lenovo	Monitor	LS2023wC	VN53343	Unknown
1	Lenovo	Monitor	LS2023wC	VNA2G65	Unknown
1	Dell	Monitor	REV A02	CN0WH318728726BE02KI	Unknown
4	Toshiba	Chromebook	Chromebook 2	ZF185870C	Unknown
1	T-Mobile	Mobile Hotspot	Alcatel Linkzone 2	6409AC7B18BE031	12/1/2020
1	T-Mobile	Mobile Hotspot	Coolpad Surf	TK1074618CJ01701	2019
1	Hewlett-Packard	Printer	Laserjet Pro 400	CNDF333001	Unknown

## Jefferson City Public Library

108 City Center Drive  
Jefferson City, TN 37760  
865-475-9094

### Surplus List Request Donate

Quantity	Manufacturer	Device Type	Model	Serial Number	Purchase Date



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

## Director's July 2022

### Grants Status

<b>Grants for July-June 2022</b>			
<b>Grant</b>	<b>Awarded</b>	<b>Matching (FOL)</b>	<b>Total</b>
Jane L. Pettway Foundation Grant 2021 (FOL)	\$10,000.00	n/a	\$10,000.00
ARPA Grant 2021 (County)	\$14,426.00	\$759.00	\$15,185.00
ARP Grant 2022 (County)	\$10,000.00	n/a	\$10,000.00
Dollar General Adult Literacy Grant 2022 (FOL)	\$5,000.00	n/a	\$5,000.00
Dollar General Summer Reading Grant 2022 (FOL)	\$1,000.00	n/a	\$1,000.00
Save the Children Summer Reading Grant 2022 (County)	\$1,500.00	n/a	\$1,500.00
4imprint.com Grant (to purchase bags (FOL)	\$500.00	n/a	\$500.00
Paul Peoples Foundation Grant 2021(FOL)	\$1,000.00	n/a	\$1,000.00
E-Rate (for internet)	\$2,906.00	n/a	\$2,906.00
TOP Grant 2021	\$3,200.00	n/a	\$3,200.00
Jane L. Pettway Foundation Grant 2022 (FOL)	\$10,000.00	n/a	\$10,000.00
Top Grant 2022	\$3,400.00	n/a	\$3,400.00
<b>Total</b>	<b>\$62,932.00</b>	<b>\$759.00</b>	<b>\$63,691.00</b>

### In Kind Donations

**Strawberry Plains Baptist Church** – has adopted our library once again. They have given us crafts supplies for our programs. Estimated value is \$250.00.

**Kids Need to Read-** has donated books and highlights to the summer reading program as prizes for the children's summer reading programs. Estimated value is \$500.00.



## **From July-June 2022 Programs**

We have had a total of 120 programs inside the library, 10 outside the library and 21 virtual programs, and 10 recorded. We have had a total of 11,263 attendance. This is in person and virtual on demand.

## **Summer Reading Programs 2022**

Our programs are going full blast. Our children are enjoying reading on Getepic.com, experiments, storytelling, and crafts.



## **Learning From Epidemics/Pandemics Throughout United State History:**

This program is wrapping up. We are currently compiling videos of Polio survivors to be distributed to the East TN History Center and TN State Library and Archives. We will have DVDs in the library also. We have visited 5 Senior Centers, and have done numerous programs for the community. We are looking forward to sharing all our videos and virtual programs weekly to the public.

## PETTY CASH REPORT

<b>Location</b>		<b>Month</b>	<b>Budget Yr.</b>
Parrott-Wood Memorial Library		June	2021-2022

	Income	Income	Income	Transfer	Expenses	Petty Cash
Month	Book Fines	Memorial	(Faxes /Copies) Other	Monthly Deposits	For Month	Balance
As Of 7/1/2021						\$50.00
7/31/2021	\$9.75	\$0.00	\$66.80	\$76.55	\$0.00	\$50.00
8/31/2021	\$10.00	\$0.00	\$54.00	\$64.00	\$0.00	\$50.00
9/30/2021	\$38.25	\$0.00	\$45.65	\$68.24	\$15.66	\$50.00
10/31/2021	\$8.75	\$0.00	\$25.25	\$34.00	\$0.00	\$50.00
11/30/2021	\$15.00	\$0.00	\$76.00	\$91.00	\$0.00	\$50.00
12/31/2021	\$1.50	\$1.00	\$86.00	\$84.20	\$4.30	\$50.00
1/31/2022	\$3.00	\$0.00	\$83.50	\$86.50	\$0.00	\$50.00
2/28/2022	\$10.00	\$0.00	\$51.50	\$61.50	\$0.00	\$50.00
3/31/2022	\$10.00	\$0.00	\$47.50	\$57.50	\$11.60	\$38.40
4/30/2022	\$2.00	\$0.00	\$80.75	\$71.15	\$0.00	\$50.00
5/31/2022	\$2.50	\$0.00	\$61.25	\$63.75	\$0.00	\$50.00
6/30/2022	\$0.00	\$0.00	\$62.75	\$25.00	\$0.00	\$87.75
	\$110.75	\$1.00	\$740.95	\$783.39	\$31.56	





White Pine Public Library Director's Report  
July 14 2022  
Sarah Beth Minton

## Full Report

New Hours: New Tuesday hours began on July 5<sup>th</sup>. We predicted it would be very slow on Tuesdays until the patrons got used to the new schedule, but were pleasantly surprised by our numbers. Hopefully they will only continue to grow.

PLMI: I attended the public library management institute's first week-long session on May 22-27. Part of the training is to develop a community-centered long-range plan for my library. Lauri Thompson has enlisted the help of Alliance Research and Training LLC to coach us through the process. I will be happy to share any training materials with my fellow directors who might want to write a long-range plan for their libraries.

ARPA Grant: ARPA grant spending is complete and all post-grant reports have been filed with our grant monitor at the region. We are waiting for our finalized grant summary to send to Bryant at the finance office.

Pettway Grant: We received notification on June 30<sup>th</sup> that we had been awarded the Jane L Pettway grant in the amount of \$8,000. This money will be used to replace the metal shelving in nonfiction with wooden shelving that will match the rest of the cabinetry. Our quote from the woodworker is around a year old, and I believe the cost of materials has gone up since then, so we will be pulling some of the funds from our reserve account to get the shelving built and installed.

Tech Grant: Our tech grant request was submitted on June 27<sup>th</sup> in the amount of \$985.

Personnel: All part time help that was scheduled during the ARPA grant cycle has been scaled back to substitute-level only.

Programming: Now that we are a 40-hour library, I'd like to take more time to focus on programming. I will be using Tuesdays primarily to plan programs as well as work harder on community outreach. Before, we were trying to provide 40-hour library amenities on a 32-hour schedule and some things fell by the wayside because of the deficit in working hours. I have contacted an antiques appraiser in Knoxville about possibly coming to the library for an "Antiques Roadshow" program and am waiting to hear back from them. I am open to any and all programming ideas, so if you have any, please let me know!

Summer Reading: Summer reading was held virtually again this year, with parents picking up to-go craft bags for the kids every week. We gave out nearly 300 bags this year and had real success with posting our read-aloud story on YouTube and then sharing it on our social media platforms. We've really gained traction on social media, especially since I had to start our accounts from scratch 3 years ago. We just hit 600 followers on Facebook and 240 followers on Instagram.

Town Hall Meeting: I attended the town hall meeting of the mayor and aldermen on Tuesday, June 7<sup>th</sup> to inform them of our new hours and give them a general update on the library. I told them that, while the county has provided the funding for extra hours, the city needs to be thinking about providing a larger building for the library. We have simply outgrown our space. The mayor and aldermen agreed that they would take this suggestion to heart moving forward in future planning sessions.