

Jefferson County Library Board

Minutes

January 11, 2024

Date: January 11, 2024

Location: Jefferson City Public Library

Board Members Present: Paige Bolton, Carolyn Allen, Jenny Koella, Jessica Churchwell, Jennifer Stoneking-Stewart, Linda McCall, Rex Kitts

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

Library Assistants/Clerks:

Guests: Carolyn Barrette, Bob Jarnigan, Nancy Crapiz, Bev Kramer, John Sonnen, Mike Ward, Heidi Thomas, Ginger Curran, Sharon Redden, Jennifer Winkler.

The Board Secretary was unable to attend. Jessica Churchwell recorded the meeting minutes.

The meeting was called to order by Paige Bolton at 6:00pm.

Friends of the Library Presentations:

Dandridge Memorial Library – Bob Jarnigan, See Attached Report

Jefferson City Public Library – Nancy Crapiz, See Attached Report

Parrott-Wood Memorial Library – Bev Kramer, See Attached Report

White Pine Public Library – Carolyn Barrette, See Attached Report

Jenny Koella congratulated each Friends Group on their commitment to their individual libraries and the associated communities. The group discussed ways to encourage the community to participate in events held at the libraries, ways to communicate said events, and ideas for future fundraising opportunities.

Announcements: None to Report

Review of Previous Minutes: Minutes stand as submitted.

Correspondence and Communications: None to Report

Financial Report(s):

Carolyn Allen reported that Bryant Opeil (finance department) has scheduled a meeting for the finance committee and the library directors on February 21, 2024, at the finance department to discuss budget requests. Carolyn will meet with directors prior to the scheduled meeting to prepare proposals and requests. Carolyn also reported that the MOE files have been submitted to Jessica Elder and Bryant Opeil at the finance department. However, more information is needed from the County to complete the MOE.

Director's Reports:

Clinch River Regional Report – Matthew Jordan

Report as submitted.

Dandridge Memorial Library – Bethany Jones

Report as submitted. A reception will be held on January 20, 2024, to celebrate Bethany's 10th year as the library director/baby shower. Bethany reported a concern regarding a patron. The patron is a homeless female that has repeatedly entered the library near closing time, requesting to use the telephone, continues to loiter after being asked to exit after closing time, hassles employees in the parking lot for additional assistance. Bethany requested support from the Library Board in her decision to refuse the library's phone in the future. The Library Board agreed that Bethany will no longer allow this patron to use the Dandridge Memorial Library's telephone for personal use.

Jefferson City Public Library – David Phillips

Report as submitted. David reported that the concrete pad and solar canopies for outdoor seating areas are scheduled to be poured and installed. Emily Shade, director of children's programming, has announced her resignation to seek a higher paying job. Mossy Creek Symphony has approached David about a potential fundraising concert to benefit the Jefferson City Public Library.

Parrott-Wood Memorial Library – Donna Phillips

Report as submitted. Donna reported on the success of the Jefferson Health Care Foundation Fund Grant. Donna requested permission from the Library Board to close all libraries one day (date pending) so that all directors and associated staff can meet with the Jefferson City Fire Department for AED, CPR, Safety, and First aid training. Carolyn Allen made a motion that the library directors are authorized to schedule a day to pursue safety training with the Jefferson City Fire Department and will provide ample notice to their patrons. Jenny Koella seconded the motion. The motion passed unanimously. Donna reported a concern regarding purchases made with grant funds. Donna has received communication from the new purchasing agent detailing new methods for requesting purchase orders from the County. However, she is awaiting further clarity on the desired procedures.

White Pine Public Library – Sara Beth Phillips

Report as submitted. Sara Beth reported that Tammy Smith has returned to work after her leave of absence. Sara Beth stated an application for a potential board member has been received and sent to the Nominating Committee.

Copies of Reports Attached.

Salvage Reports:

A motion was made by Jenny Koella to approve the salvage requests; Jennifer Stoneking-Stewart seconded the motion. A vote was taken, and the motion passed unanimously. Salvage report attached.

Committee Reports:

Calendar of Events Review – Paige Bolton

Personnel Chair – Linda McCall - Nothing to Report

Nomination Chair – Jessica Churchwell - Jessica Churchwell reported that we have received Jennifer Bruckert Winkler's application for the Library Board and are awaiting two additional applications associated with Dandridge Memorial Library.

Long-Range Planning – Jenny Koella - Library Board Members will complete the remaining long-range planning reviews with library directors.

New Business: N/A

Old Business: N/A

Carolyn Allen moved to adjourn the meeting. Jennifer Stoneking- Stewart seconded. The motion passed unanimously.

Meeting adjourned at 7:37pm.

The next scheduled board meeting of the Jefferson County Library Board will be Thursday, March 14, 2024, at 6:00pm at Parrott-Wood Memorial Library. **POST MEETING NOTE:** *Meeting has been rescheduled for March 21, 2024.*

Paige Bolton, Chairman

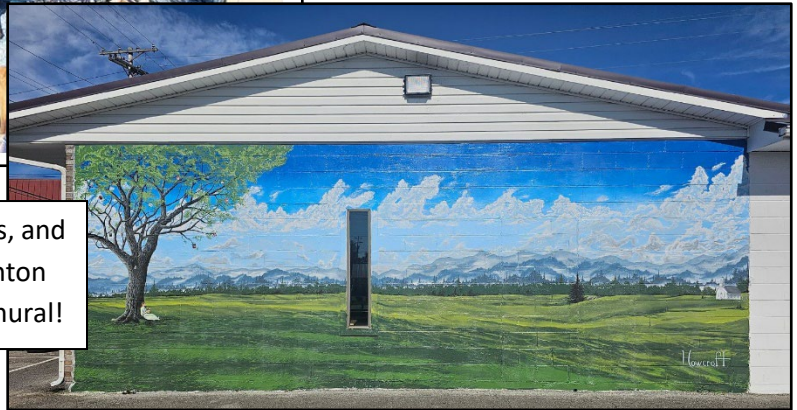
Jessica Churchwell, Substitute

Clinch River Regional Library Report – December 2023

Matthew Jordan, Director



Jefferson County Library Board, local officials, and White Pine Library Director Sarah Beth Minton pose in front of the library's beautiful new mural!



A Caryville Christmas! Decorations by Director Logan Birdsong and staff Kathy Sampieri and Raeghan Marlowe



Library Service Possibility from ARSL Conference session

FFN (Family, Friends, Neighbors, Others) Caregivers –

“Most of these community members don’t “identify” as FFN Caregivers or know that’s a category. They can be 12-70 years old, have a full range of education levels, are more likely to be women, can also include grandparents, teen babysitters, immigrants, and others. They can be part or full time, paid or unpaid, or use informal bartering (crock pot meal offered to a caregiver, for example). It’s a more common model in small/rural/mountain communities. They are affordable, accessible, convenient, trustable, flexible, close in proximity, and provide loving and individualized care. Childcare is expensive and childcare operations are expensive to run. FFNs are looking for early childhood development knowledge, early literacy and learning materials, media/tech help, and connecting to other FFNs; all of which the library can help with. Offer them additional child services and spaces, give them time to connect, offer giveaways as they’re often not or underpaid. Experiment: beta-test, and have them tell others.”

Upcoming Workshops & Events:

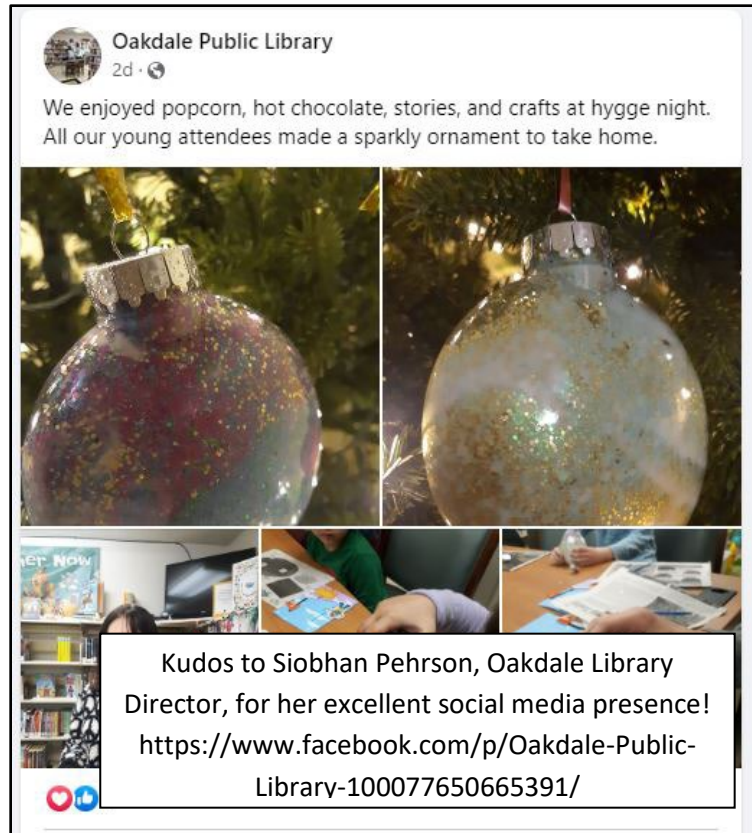
Workshops marked with an * are especially pertinent to trustees.

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

Date	Subject	Location
Wednesday, January 10, 2024 9:30am – 3:30pm	CRRL In-service: Long Range Planning <i>-Jenny Gillihan, Obion River Regional Library Director</i>	Clinch River Regional Library
Friday, February 23, 2024 Time TBD	TSLA In-service: Libraries Count. Early Math Literacy Workshop <i>-Dr. Alissa Lange, ETSU, and Kate Smith, TSLA</i>	King Family Public Library, Sevierville
March 2024? Dates and times TBD	Annual Teen Librarian Summit <i>-Various speakers, and Kate Smith, TSLA</i>	Location TBD
Tuesday, March 12, 2024 Time TBD	Tri-Regional In-service: Space Planning. Reinvent Your Library Space <i>-David Vinjamuri, ThirdWay Brand Trainers and library space consultant</i>	Art Circle Public Library, Crossville
Tuesday, April 2, 2024 - Thursday, April 4, 2024	TNLA Annual Conference	Franklin, TN

Clinch River Regional Library Report – January 2024

Matthew Jordan, Director



A Well-Deserved Retirement

Congratulations to Cathy Wilcox, our Technical Services Assistant, who retired in December, after 40 years of service – yes, 40! – to the regional office and Clinch River region. I am just the latest in a line of Regional Directors who Cathy has had to train. I always appreciate her 30,000 foot view perspective and wisdom. Cathy has done such high quality work – cataloging, acquisitions, training, processing, delivering, and all the rest – that it's hard to place a value on her contributions to the success of our public libraries during the last four decades. Thank you Cathy!

Another Well-Deserved Retirement!

And Congratulations as well to Lisa Yarber, Sevier County Teen Services Librarian, on her retirement in December, after 12 years of faithful library service to the community. Lisa has had a huge positive impact on the lives of her teen patrons, not to mention her colleagues, over the years. Her energy, positivity, approachability, creativity, and dedication are much admired. We wish you the best in this next chapter Lisa!

Ideas to Consider

When you're helping your patrons with technology issues, let them know that they're not foolish if

they've been tricked by a cyber scam or phishing attack. Technology changes fast, and bad actors are savvy.

Annual Budget Requests and Board Appointments – Now is the Time!

I encourage Library Boards and Directors to be proactive in meeting two of their main duties in the new calendar year: the upcoming budget request process with funding bodies, and the recruitment of new board members to replace members who roll off their terms at the end of June.

ARSL Conference Session Concepts – “Calming the Chaos: Building Stronger Relationships with Challenging Library Patrons”

Unconditional Positive Regard – An attitude of caring, acceptance, and prizing that respects others no matter their personal standards and behavior. Separate the person from the action.

Most Generous Interpretation – There are no good or bad people; just people making good or bad choices.

Kids after school – Learn their names. Post a question of the day and get to know them. It isn't about you; they're generally thinking of themselves. Their pre-frontal cortex decision-making is the last to form. Catch kids being good. They've sat in class all day. Three rules: Respect space, respect self, respect others in the space. If asked to leave for the day because of behavior, welcome them back the next day, i.e. “Yesterday was rough, but I'm so happy to see you back.”

Upcoming Workshops & Events:

Workshops marked with an * are especially pertinent to trustees.

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

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Dandridge Memorial Library

Directors Report -- January 11, 2024

GRANTS

- ALA Libraries Transforming Communities: The new circulation desk arrived early! A big thank you to City Works and Bethany's husband for getting it installed and the old one hauled out.
- ARP Grant - Lobby and bathroom upgrades are nearly finished, just awaiting new hands free faucets. Up next: new patio.
- LSTA Grant - All four of our oldest PACs have been replaced, with two coming from grant funds and two from reserves. All PACs now date from 2018 or newer.
- Pettway Grant - Planning for spring Feeding Minds classes will begin soon.
- TOP Grant - Classes will continue through March. The four hotspots with free weekly checkouts are continuing to circulate very well.

SALVAGE

A large salvage request is attached and will need library board approval. It was sent to county commission on January 4 to ensure its inclusion in their January meeting.

LOOKING AHEAD

Bethany's classes began this week and are on Mondays and Wednesdays, so they will not interfere with her work schedule. At this time, she plans to be out on maternity leave from roughly April 16 through May 31, but the exact dates may change. Working from home is also a possibility if her paid leave is insufficient. The part time budget will allow for two employees to be present at all times during her absence, and she will work to schedule three when possible.

For the upcoming budget, we would like to request 5 additional part time staff hours to bring us up to 40 part time hours per week and 3 FTE employees. We had planned to ask for an increase in our Communication line item, but Gina Hunter recently discovered that Trilight has increased our speed to 1Gbps for the same price we were paying for 500Mbps. Other than the staff increase, we only plan to ask for a few small inflation-based increases in line items such as books and office supplies.

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

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



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

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

January 4, 2024

To Whom It May Concern:

Dandridge Memorial Library would like permission to declare several items as salvage. None of these items are in usable condition. These items may be disposed of as the county sees fit. Arrangements have been made to store the items in city storage in the meantime.

Sincerely,

A handwritten signature in black ink that reads "Bethany Jones". The signature is written in a cursive style with a large, looping "B" and "J".

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
1	none - made by Maynard Franseen	circulation desk	n/a	n/a	1986
1	?	computer desk	n/a	n/a	2004?
1	HP	desktop computer	ProDesk 600 G3 SFF	2UA8021W3L	2017
1	HP	desktop computer	ProDesk 600 G3 SFF	2UA8031JQ8	2017
1	Dell	desktop computer	OptiPlex 3050	GNX49M2	2017
2	Furmax	office chair	OC002	n/a	2021
1	Goldsun	patio bench		n/a	2020
1	Epson	projector	EX5220 V11H551020 Model#H551A	V9EK4X03896	2015

JEFFERSON COUNTY PUBLIC LIBRARY SYSTEM BOARD REPORT

January 11, 2024
Jefferson City Public Library
6:00 PM



Director's Report for Jefferson City Public Library

Top Accomplishments

- Next year's Summer Reading Conference will be held at JCPL on October 3, 2024.
- JCPL's LSTA Technology Grant has been completed. All items purchased have been received and installed, all invoices have been paid, and all reports have been filed. Reimbursement requests have been submitted to the state and should be coming forthwith. Items purchased with the Tech Grant include a new router that can handle increased bandwidth speed, a firewall for additional security, a desktop scanner for patron use, and a new projection screen for the Conference Hall. As a point of note, we were the first library in the state to complete this grant.
- TOP Grant Technology training classes have begun. This training is a requirement of the grant. There will be five classes held on each Tuesday during the month of January that will focus on the Microsoft Office software suite. The remaining TOP Grant funds will be used to purchase two solar canopies from EnerFusion, Inc. at a cost of \$9,098.00. The canopies have been ordered and are in production. We should be receiving them soon. This grant also requires mid-stream reports that have been completed and submitted to the state's grant monitor.
- I have nominated the Friends of Jefferson City Library for Friend of the Year. This is an annual award presented by the Friends of Tennessee Libraries at the Tennessee Library Association's annual conference.
- Per county policy, annual inventory of materials, furnishings (not owned by the city), and equipment has been completed and sent to the finance department.

Personnel

- Our new staff members, Caroline Black (Library Assistant), Tiffany Myers (Substitute), and Cindy Whetzel (Substitute), are continuing to learn and grow in their positions. They are doing very well and providing excellent service to our patrons.
- Caroline and Cindy have already completed the state's required Core Competencies training, and Tiffany is currently working on it.
- We have had a bit of an issue with illness around the holidays. Caroline has just returned from surgery, and Melissa and Joyce have upcoming procedures that will keep them out for a few weeks. Combined with colds, flu, holidays, and vacations, it has made scheduling somewhat difficult but I am managing it so far.
- I will be working on employee evaluations for all staff members this month.

Current Information

- Statistical and service information for the second quarter is attached (Appendix A).
- Upcoming holiday closings for JCPL include January 1st for New Year's, January 15th for Martin Luther King, Jr. Day, February 19th for President's Day, and March 5th for the county primary election.
- Our annual Food for Fines drive in December was a success. We received several overdue and lost items back and gathered about six boxes of food for Appalachian Ministries of the Smokies. The food was collected in lieu of late fees.
- JCPL is being considered to host the Annual Trustees Workshop again for the coming year. We had an unusually large turnout this past year, which made space very tight. Since we were open to the public, it made parking and access difficult for patrons as well. This may cause TSLA to have to find a larger facility. The meeting rooms have been reserved for the workshop just in case, but a final decision has not been made yet.

Materials/Book Inventory Status

- New books are being purchased monthly with county budget funds. Media materials are being ordered quarterly.
- Regional materials funds for the first quarter have been received and spent. The remainder of our regional funding will be held until the MOE has been completed and approved.
- Cataloging and processing are up-to-date.

Building & Equipment

- We still have a few minor building issues that need to be fixed. These mainly include lights and the handicap door buttons. I have communicated them to the city manager, James Gallup and work continues on them.
- The Martha Dandridge Washington Chapter of the DAR will be donating a giclee print to JCPL. More details to follow.

Community Engagement

- Our social media outlets and website continue to see significant increases in usage and engagement of patrons. Caroline Black has extensive experience with social media. She and Robyn Combs are working together to make our presence even better.
- Emily Shade and I are putting together plans for more outreach within the community. I may have more details to share prior to, or at, the board meeting.
- Our CNU Bonner scholars and JCHS work-based learning students are on break. However, we have had several regular volunteers step up to help. Also, we have recently had some very helpful TN Promise volunteers doing their community service hours with us.
- With the holidays and school on break, I have not made much progress in setting up the work-based learning program for the JCHS special education students. I am working with Kaylyn McKinney at the high school to assist her in establishing an opportunity for her students to learn job skills and prepare them for success after high school. Once school is back in session, I will reach out and finalize everything with her.

Policy Matters

- JCPL's Long-Range Plan has been submitted to the board's Long-Range Planning Committee for review.

Jefferson City Public Library

Quarterly Report

October, November, December 2023

APPENDIX 'A'

PHYSICAL COLLECTION										
Material Type	Beginning			Added			Deleted			Balance
	11,942	338	8	12,272	10,875	0	5	10,870		
Print Materials	11,942	338	8	12,272	10,875	0	5	10,870	0	
Audio Materials	705	2	0	707	138	0	0	138	0	
Video Materials	3,006	45	2	3,049	584	0	0	584	0	
Other Materials	60	0	0	60	0	0	0	0	0	
TOTAL	15,713	385	10	16,088	11,597	0	5	11,592	27,680	

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	
Adult **	7,890	Adult	6,793	Adult	141	Adult Total	14,824	Adult Total	14,824
Children **	576	Children	5,879	Children	0	Children's Total	6,455	Children's Total	6,455
Total	8,466	Total	12,672	Total	141	Total for All Circulation	21,279	Total for All Circulation	21,279

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

Title VI Survey Information (for new patron cards)									
	Library Services			Inside the Library			Outside the Library		
	Library Visits	Reference Transactions	Computer Users	Adult	Young Adult	Children 0-5	Adult	Young Adult	Children 0-5
White	204	9,783	4,681	5	9	24	43	36	608
Black	6	3,424	2,092	9	24	29	36	608	0
American Indian-Alaska Native	0	4,681	5,575	24	29	5	90	401	0
Hispanic or Latino of any race	8	2,092	0	5	5	72	1,478	90	0
Native Hawaiian/Pacific Islander	0	5,575	0	72	73	1,211	1,211	1	33
Asian	3	0	0	73	73	1,211	1,211	1	33
Other	0	0	0	1,211	1,211	1,211	1,211	1	33
Two or more races	9	344	243	73	73	1,211	1,211	1	33
Total	230	344	243	73	73	1,211	1,211	1	33

Programs									
	Live Virtual Programs			In-Person Programs			Attendance		
	Number of Live Virtual Programs	Views of Live Virtual Programs	On-Demand Views of Live Programs	Adult	Young Adult	Children 0-5	Adult	Young Adult	Children's
Number of Live Virtual Programs	0	0	0	0	0	0	43	36	1
Views of Live Virtual Programs	0	0	0	0	0	0	36	608	0
On-Demand Views of Live Programs	0	0	0	0	0	0	608	401	0
Total of All In-Person and Live Virtual Programs	0	0	0	0	0	0	1,478	1,211	1
# of Programs	0	0	0	0	0	0	73	73	1
Attendance/Views	0	0	0	0	0	0	1,211	1,211	33

Borrowers	Current Balance
Adult Borrowers > 14 yrs old	7,107
Children Borrowers < 14 yrs old	2,064
Total Borrowers	9,171

Meeting Room Use	
Number of Events Not Sponsored by the Library	156
Attendance at These Events	1598

Self-directed/Passive Activities (activity that does not meet program definition)	Programs	Attendance
	4	800

LOCAL ELECTRONIC COLLECTION (Advantage, etc.)	Current Balance
E-books	0
Audio Downloadable	0
Video Downloadable	0
TOTAL	0

Recorded Programs	# of Programs	Views/Attendance
Recorded Programs	0	0
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 January 2024

* Updated Library Plans

- Disaster/Emergency Plan: 9/7/2023
- Long Range Plan: 9/7/2023
- Technology Plan: 9/7/2023
- Inventory for Insurance Purposes: 9/7/2023
- Material Inventory for Insurance Purposes: 9/7/2023

***Online link to view these plans:**

https://drive.google.com/drive/folders/1ZaF_EzYb5AjrLpDPJfHir5VztL83OsZC?usp=sharing

Employees

- All employees have had 4 hours of training on all procedures for handling emergencies, Fraud Prevention, Library Personnel policies, and Jefferson County Employee Policies.
- All employees have signed the form acknowledging that they have received, read, and understand these policies. These forms have been sent to the Jefferson County Finance Office and to the Personnel Committee Chair.
- All employees have updated their emergency contact information.

Grants

Jefferson Health Care Foundation Fund Grant 2023: \$11,600.00 - Jefferson County Public Library System was awarded this grant to purchase three (3) AEDs, four (4) Stop the Bleed Kits, four (4) Trauma Kits (Class B First Aid Kits), and two (2) Fire Extinguishers. We have purchased and received the (3) AEDs, four (4) Stop the Bleed Kits. Other items are pending.

Jane L. Pettway Foundation Grant 2023: \$9,000.00 - We have purchased 6 nesting tables. All tables have arrived. Quill replaced two due to damage in shipping. We have purchased toner for two printers out of this grant. Other purchases are pending.

TOP Grant 2024: \$3,000.00 – We are coming to an end of our computer classes on November 29th. We have spent \$1,500.00 of this grant. New classes start on January 24th.

Technology Grant 2024: Parrott-Wood Memorial Library has been awarded \$554.00 which will be matched at 50%. The total to spend will be \$1,108.00. We have purchased 19 Microsoft Office Licenses to upgrade our computers. Other items pending.

Monetary and In-Kind Donations to the Library

Modern Woodmen of America Donation \$500.00: Parrott-Wood Memorial Library's staff and director have been named Hometown Heroes. Each employee has received a certificate and a \$100.00 donation to the Friends Parrott-Wood Memorial Library in his/her name. Modern Woodmen staff were very impressed with our Summer Reading Program and wanted to do something to honor our library and give us money for next summer. Our library and staff are very blessed to be honored. We presented the checks to Sharon Redden, President of the Friends of the library.

Hometown Heroes

(Left to Right)

Ginger Spradlin, Substitute & Program Helper

Jason Ray, Substitute

Lisa Ebel, Clerk II

Teresa Clark, Clerk I

Donna Phillips, Director



Programs

Tea Party at the Library: Carolyn Mitchell, DAR Martha Dandridge Chapter hosted two Tea Party's at in honor of the 250th Anniversary of the Boston Tea Party at the library on December 4th and 5th.



Holiday Concert with Jefferson County's Ukulele Club: The Rocket Kids and the community enjoyed singing and live music on December 12th.



Christmas Party with Mossy Creek Band (December 13th): Live music, singing and great food made this party a hit. We all had a blast.



PETTY CASH REPORT

Location				Month			Budget Yr.
Parrott-Wood Memorial Library				December			2023-2024
Month	Income Book Fines	Income Memorial	Income (Faxes /Copies) Other	Transfer Monthly Deposits	Expenses For Month	Petty Cash Balance	
As Of 7/1/2023						\$50.00	
7/31/2023	\$0.00	\$0.00	\$63.25	\$63.25	\$0.00	\$50.00	
8/31/2023	\$25.00	\$0.00	\$91.00	\$89.60	\$26.40	\$50.00	
9/30/2023	\$12.50	\$0.00	\$100.00	\$112.50	\$0.00	\$50.00	
10/31/2023	\$12.00	\$0.00	\$90.25	\$102.25	\$0.00	\$50.00	
11/30/2023	\$28.00	\$0.00	\$185.10	\$213.10	\$0.00	\$50.00	
12/31/2023	\$25.25	\$0.00	\$24.25	\$29.70	\$19.80	\$50.00	
1/31/2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	
2/28/2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	
3/31/2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	
4/30/2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	
5/31/2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	
6/30/2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	
	\$102.75	\$0.00	\$553.85	\$610.40	\$46.20		

Quarterly Report

PHYSICAL COLLECTION						LOCAL ELECTRONIC COLLECTION (Advantage, etc.)		Current Balance
Material Type	Beginning	Added	Deleted	Balance	Beginning	Added	Deleted	Balance
Print Materials	4,760	30	0	4,790	2,583	2	0	2,585
Audio Materials	125	0	0	125	166	0	0	166
Video Materials	800	2	0	802	171	0	0	171
Other Materials	78	21	6	93	0	0	0	0
TOTAL	5,763	53	6	5,810	2,920	2	0	2,922
TOTAL PHYSICAL COLLECTION								8,732

Electronic Circulation		Physical Circulation		Other Physical Items Circulation		TOTAL FOR ALL CIRCULATED ITEMS - Audio Fill (Electronic, Physical & Other Physical)		TOTAL PHYSICAL ITEM CIRCULATION (no Electronic forms)
Includes READS Advantage & other local e-collections		Book & Non-Book (Audio, Video, Serials)		Hotspots, sewing machines, tools, cake pans, telescopes, board games, video games, etc.				
Adult **	859	Adult	2,007	Adult	0	Adult Total	2,856	
Children **	35	Children	1,386	Children	0	Children's Total	1,421	
Total	894	Total	3,393	Total	0	Total for All Circulation	4,287	3,393

Title VI Survey Information (for new patron cards)		Library Services		Programs		Attendance			
White	13	Library Visits	3,594	Inside the Library	# of Programs	Attendance	Outside the Library	# of Programs	Attendance
Black	0	Reference Transactions	616	Adult	31	242	Adult	1	60
American Indian-Alaska Native	0	Computer Users	1,975	Young Adult	8	139	Young Adult	0	0
Hispanic or Latino of any race	0	Wireless Sessions	796	Children 0-5	2	9	Children 0-5	0	0
Native Hawaiian/Pacific Islander	0	Website Visits	5,857	Children 6-11	8	313	Children 6-11	0	0
Asian	0	Databases Owned (June only)	0	General Interest	0	0	General Interest	0	0
Other	2	Local Database Usage	0	Inside Total	49	703	Outside Total	1	60
Two or more races	0	TEL Usage (June only)	0	Total (Inside & Outside)	50	763			
Total	15	ILL - Borrowed	29						
		ILL - Loaned	26	Live Virtual Programs	Number of Live Virtual Programs	Adult	Young Adult	Children's	Total
		1-on-1 tech sessions-standards only	45	On-Demand Views of Live Programs	0	0	0	0	0
		Volunteer hours	65		0	0	0	0	0

Meeting Room Use	
Number of Events Not Sponsored by the Library	0
Attendance at These Events	0

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

Borrowers		Current Balance
Adult Borrowers > 14 yrs old		1,621
Children Borrowers < 14 yrs old		1,032
Total Borrowers		2,653

Total of All In-Person and Live Virtual Programs		# of Programs	Attendance/Views
		50	763

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

NOTE: Other Materials in "Physical Collection" should include any materials not counted elsewhere ie: subscriptions, microforms, reference books, genealogy books, etc. (regardless whether the item is circulated or not circulated)

Please complete the workbook monthly and email it to Paula.Carroll@tw.gov by October 7, January 7, April 7 and July 7. Don't forget the Training tab.

*Current Balance means total number, not this month only



White Pine Public Library Director's Report
January 11, 2024
Sarah Beth Phillips

Full Report

Meraki Access Points: Gina, our network services consultant, switched our wi-fi from our old router to new Meraki access points. These will extend the reach of the wi-fi outside the building into the parking lot. Our building is notoriously terrible for cell phone service, since it is a cinder block structure. This could potentially help provide services to the unhoused population that is growing in White Pine. The Meraki Access Points (and service) were provided with funding from the TOP grant.

Chrome Boxes: We were able to switch from PCs to Chrome Boxes in our children's section as well as the dedicated card catalog computer. These devices make it easier to manage access to the internet. They were paid for with funding from the Tech grant, and were installed on December 29.

Training: Due to the staff shortage as of late, we are behind on our training. I hope to spend January and February catching up so we are not short on our state standards.

Long-Range Planning: I met with Jessica Churchwell and Jenny Koella on January 2 to review the long-range plan for White Pine. We discussed plans for possibly expanding the library or laying the groundwork for it. We also discussed our Friends of the Library group and how to increase membership.

Staffing: Tammy is back at the library, which is allowing me to get caught up on paperwork, ordering, programming, etc. Grant paperwork in particular is time-sensitive and in dire need of my focus. Our personnel budget is going to be rough, and I am unsure how to fix this situation in the coming year's proposed budget.

Holiday Closures: White Pine Library will be closed on January 15 for Martin Luther King Jr Day, February 19 for Presidents' Day, and March 5 for the County Primary Election.

MOE: Last year, the cut-off for spending of federal funds was in April. If we move quickly, we can have our MOE approved and begin spending by February. I can't speak for the other libraries, but I do know that the county book budget is running low for White Pine.

2023-24 Accounting of Actions Jefferson City Library FOL

Outgoing

Coverage of Mobile hot spots	2,039.71
Seed swap ** community involvement **	N/C
Help fund summer reading program	aver 400.00-500.00yr
Appl and recd state funded grant For Senior Computer class	600.00
Appl and recd Dollar General grant For library equipment	1000.00
Appl and recd Pettway grant For outdoor wifi kiosk ** FOL will fund amt not covered by grant**	2867.40
Pattern Sale **community involvement **	N/C
Under the Christmas tree book give away **community involvement **	N/C

Incoming

Membership	840.00
Donations	1598.50
Book Sale annual	2444.50
Book Sale ongoing	773.80
E-Bay	263.73
Grants	<u>4,467.40</u>
Total income	10,387.93

DANDRIDGE MEMORIAL LIBRARY
ANNUAL REPORT FOR 2023

- The board of directors of the Dandridge Memorial Library, Inc. hold their semi-annual meetings on the fourth Wednesday of April and October at either the Dandridge library or the Shepard Inn with call meetings being held on an “as needed” basis.
- Our librarian, Bethany Jones, has held numerous events inviting people with varying interests to meet and see what our library has to offer.
- Manage invested funds for future building addition and file IRS Form 990-N and Corporate Annual Report form.
- Our primary source of income is from memorials, donations, and a “Friends Box” placed at the library.
- Conducted a book sale at the annual Scots-Irish Festival in Dandridge.
- Bethany maintains a library building needs list, and our group continues to assist by meeting with town officials to encourage the town to undertake updates needed on the existing library building which is owned by the Town of Dandridge. An HVAC unit was replaced this year.
- Continue to work on building rapport and support with the Dandridge town officials and the board of mayor & alderman towards planning for a new larger library building.
- Meetings have been held with Town of Dandridge officials to review the library’s request that the Town build additional parking for the library and move the Handicap parking spaces from the upper parking lot to a new parking lot that will provide a more level access to the library front door. Funds are available from the money that the Town received from TDOT after the State Highway 92 bridge replacement project. The Town has approved and has ordered an engineering study for the construction of a new parking area across Circle Drive from current parking lot.

Friends of the Parrott-Wood Memorial Library

Annual Report 1/1/2023-12/31/2023

Officers:

President: Sharon Redden
Vice President: Elizabeth Finchum
Secretary: Carolyn Mitchell
Treasurer: Beverly Kramer

Mission Statement:

The Friends of Parrott-Wood Memorial Library are dedicated to assisting the library with raising funds for enrichment programs for all ages, advocating for library services, and volunteering for various projects for the library.

Grants:

Jane L. Pettway Grant \$9,000.00: As a non-profit group, we help Parrott-Wood Memorial Library with acquiring grants. This past year we have received a \$9,000.00 grant from Jane L. Pettway Foundation. This grant is being spent on toner for two printers, 6 rolling nesting tables for easy setup, 4 or 5 laptops, and more. Our Friends group is very supportive and proud to help the library obtain updated technology and furniture with this grant.

Fundraising:

On March 25, 2023, we held a **Benefit Pork BBQ Dinner & Concert Featuring Damascus Road Bluegrass Gospel**. With Modern Woodmen of America's matching funds, we were able to raise over \$5,000.00 for Parrott-Wood Memorial Library's enrichment programs. This past summer, Modern Woodmen was so impressed with our children's programs, they decided to donate another \$600.00 to us and also provided snacks for the children. In October 2023, Modern Woodmen recognized all of the library staff as Hometown Heroes. We were very honored that five different chapters wanted to support the library staff. In honor of all five library staff members, the Friends of the Library has received a \$500.00 donation from Modern Woodmen of America.

Volunteering and Providing Refreshments:

We take pride in helping with setup, serving refreshment as well as volunteering during the events. Below are some examples:

- Planned fundraiser, implemented fundraiser
- Summer Reading Program and Ending Party: We did purchase books, school supplies and candy for the children's goodie bags. We volunteered during the programs.
- Celebrated the 250th Anniversary Boston Tea Party
- Sponsored and volunteered for all Holiday Parties
- We supply water for the library staff and customers from Kennedy Coffee Services
- We provide homemade gourmet savory and sweet finger foods
- Snacks for children's events

Friends of the White Pine Library Annual Report

In 2023, the Friends voted to fund the library for a year's worth of monthly craft classes for adults. We held our annual book sale in September during Pine Fest to raise money, and kept the library seasonally decorated. Using our 501c-3 status, the director was able to apply for the Jane L Pettway grant, and was awarded \$12,150 for new shelving. We hosted a reception after the ribbon-cutting ceremony for the new mural on the library.

Our main goal in 2024 is to recruit new members to the Friends group. We would also like to explore new fundraising opportunities.

