

Agenda
August 9, 2021
Everett Horn Public Library Board

- I.** Welcome
- II.** Minutes (Green sheet)
- III.** Financial Report (Pink sheet)
- IV.** Director's Report (Yellow sheet)
- V.** Regional Report
- VI.** Old Business
 - a.** Covid Procedures
 - b.**
- VII.** New Business
 - a.**
 - b.**

Minutes for June 1, 2021

The Everett Horn Public Library Board met on June 1, 2021. In attendance was Chairman Mark Bartel, Emmitt Blankenship, Wendy Hopper, Weston Watts, Gloria Parker, and Director Crystal Ozier. Also in attendance was Julie Daulhauser, assistant director of the Hatchie River Regional Library, and Grant Ross, employee of Everett Horn Public Library.

We started with the director's report to allow Emmitt Blankenship time to arrive to the meeting for quorum. In the director's report, Ozier showed statistics for library usage during the months of March, April, and May. Due to Covid procedures in place, we still have limited programming. Computer sessions are still low compared to pre-Covid numbers in the same months. Applications for new library cards are starting to increase. Programming is still limited with low numbers of participation. Staff are still participating in training to meet EHPL policy guidelines, as well as those set by the state. The library was closed on April 13 for an all-day staff development covering annual harassment training, TEL, and R.E.A.D.S. We have two new hires, Grant Ross and Amber Lackey, and had Robin Alexander as an intern. Ozier let the board know that CARES grant funds had been spent, and new chromebooks had been purchased. Ozier had to permanently ban Eric Caffey from the property for public intoxication, as well as harassing staff. Assistant director, Jerrod Savage was in quarantine for having Covid. Finally, Ozier said that Mary Salinas would be leaving EHPL.

In the regional report, Julie Daulhauser discussed upcoming inservices, and stressed the importance of completing the Trustee Certification Program for those that have not completed it. Weston Watts, Gloria Parker, and Blake Stanfill have not completed it yet. Next, she talked about the new TN State Library & Archives building.

After the Director and Regional Reports were given, the minutes from the March 29, 2021 meeting were read. Julie Daulhauser let us know that Genny Carter consulted with TSLA, and we will not be able to offer out of state library cards. Wendy Hopper made a motion to approve the minutes. Gloria Parker seconded the motion. Motion passed.

Members reviewed the financial report. Director Ozier let the board know that all funds from the city had been received for both the 19-20 year, as well as the 20-21 year, and that we had not received the 4th quarter funds from the county yet. The library is sitting in an excellent financial position. Weston asked about increasing the fees for our printing and copying services. Ozier said she would consult other libraries in TN through the listserv to see what they charged. Emmitt Blankenship made the motion to approve, Weston Watts seconded. Motion passed.

In old business, with the availability of the Covid vaccine, Ozier asked the board to review the Covid-19 procedures in place. Grant Ross, employee of EHPL asked if he could address the board regarding the mask mandate that was still in place. Ross was in favor of completely removing all mask mandates. After much discussion about all Covid policies in place, it was decided to cover each policy one at a time with motions for each. Weston Watts made a motion to allow patrons the freedom to choose whether or not they wanted to wear a mask, but that signage would be placed around the library highly encouraging them to do so. Wendy Hopper seconded. Motion passed. A second motion was made regarding staff wearing masks. Staff would continue to wear masks at this time. The issue would be voted on again at the next board meeting unless information is released by the CDC before then suggesting not to wear masks at which time a special meeting would be called. Weston Watts seconded this motion. Motion passed. Next, computer sessions would remain at one session per day unless needed for school or work purposes. Motion was made by Watts, seconded by Emmitt Blankenship. Motion passed. A motion was made by Blankenship to open computers to full capacity. Seconded by Watts. Motion passed. A motion was made by Watts to no longer quarantine books. Seconded by Blankenship. Motion passed. In the next matter of old business, Ozier asked the board about spending the extra funds currently in the account. The first matter was the HVAC unit for the TN room/community room. Mark Bartel made a motion to approve the purchase of a new HVAC unit with up to \$5,000 coming from the general fund of the library. The city of Lexington has already voted to assist with this replacement. Wendy Hopper seconded the motion. Motion passed. Next, Ozier showed the board the proposal for a new microfilm reader. Emmitt Blankenship made a motion to purchase the ViewScan IV 18 megapixel unit for \$8,265. Mark Bartel seconded. Motion passed.

There was no new business for this meeting.

Emmitt Blankenship made the motion to adjourn. Weston Watts seconded.

Lexington-Henderson County
Everett Horn Public Library

2021-2022

Income	Budgeted	Income 8/9/2021
Henderson County	44,000.00	
City of Lexington	31,900.00	
Everett Horn Trust	20,500.00	5,229.00
Miscellaneous Income-Undesignated	14,000.00	1,550.40 *
Miscellaneous Income-Designated	6,500.00	
		6,779.40
Bank Balance 6/30/20	59,667.60	59,667.60
	176,567.60	66,447.00 Income to date

*Please see back

Expenditures	Budgeted	Carryover	Designated	Total	Balance
Salaries & Benefits, Taxes and WC	108000.00			108000.00	7617.07
Equipment Rental	4000.00			4000.00	361.94
Maintenance & Repairs	15000.00			15000.00	
Postage	100.00			100.00	100.00
Office Supplies	2300.00		483.01	2783.01	143.24
Telephone	2000.00			2000.00	154.95
Wifi Hotspots	2500.00			2500.00	34.00
Books & Materials	2000.00		87.00	2087.00	
Furniture & Equipment	5000.00			5000.00	
Travel & Training	1000.00			1000.00	
Dues and Subscriptions	4000.00			4000.00	71.34
Audit	4000.00			4000.00	
Summer Reading	2500.00			2500.00	1339.67
Computer Lab	4000.00		4658.99	8658.99	
Miscellaneous				0.00	0.00
Bank Charges				0.00	0.00
Designated Funds Spent					
Designated-Building Fund					
Designated-Genealogy		1316.26		1316.26	
Designated-Fundraising Expense				0.00	0.00
	156400.00	1316.26	5229.00	162945.26	9722.21
					153223.05

Total Income 66,447.00
Minus Expenditures 9,722.21
Bank Balance 56,724.79

Lexington-Henderson County
Everett Horn Public Library
Lexington, TN 38351

Miscellaneous Income Includes the following

Bad Checks			
Book Sale Shelf	77.00	Designated	5229.00
Lost Books	10.00	Undesignated	<u>1550.40</u>
Community Room			6779.40
Contingency			
B/W Copies	517.20		
Color Copies	176.50		
Scans	27.00		
Donation	36.70	Books	87.00
Erate			
Fax	548.80		
Furniture			
Sponsorship			
Library Friends			
Genealogy			
Library Cards	3.00		
Memorials			
Miscellaneous			
Overdues	173.80		
Phone			
Postage donation			
Summer Reading Program			
Supplies (Refund)	483.01		
Computer	4658.99		
Travel			
Undesignated Funds			
Jackson Arts Council Grant			
Building Fund			
Convenience Fee	7.40		
Coffee			
Fundraisers	60.00		
Bank Charges (Refund)			
	<u>6779.40</u>		

Trust
City
County

TOTAL 6779.40

Director's Report

August 2, 2021

I. Library Usage

	June	July
Juvenile Programs	17 with 578 attending	23 with 921 attending
Adult Programs	1 with 6 attending	2 with 46 attending
Computer Sessions	1369	1060
New Patrons	59	39

II. Library Events

- a. Summer Reading Program averaged 36 people per program
- b. July 31: Harry Potter Birthday Party
- c. Regular programming starting in August
 - i. Preschool Story
 - ii. Lego Club
 - iii. Adult Computer Classes
 - iv. Code Club
 - v. Crafternoons

III. Director Training and Public Relations

- a. Alexa in Your Library (Jerrod)
- b. August 10: Reimagining School Readiness (Crystal)
- c. Pics of petting zoo in the Lexington Progress
- d. Article next week on the success of our SRP

IV. News

- a. CARES Grant completed: funds received
- b. Nancy Ray set to retire in September
- c. Amber Lackey to replace Nancy
- d. Rachel Staten to be hired for 10 hour position
- e. HVAC installed
- f. ViewScan ordered: waiting for install.
- g. Network will be rewired soon

Hatchie River Regional Library Report – July 26, 2021

Lexington-Henderson County Everett Horn Public Library Board

Genny Carter, Regional Library Director, & Julie Dahlhauser, Assistant Regional Library Director

Library Allocations - FY 2021-2022: State funds/quarterly - \$1,687.50. Federal (Oct. 1): \$6,400

CARES Act Grant: \$5,142

Trustee Topics:

- Library Standards Focus: _____
- Trustee Certification: ***3 currently certified***– Emmitt Blankenship, Jr., Mark Bartel, Wendy Hopper

Recent/Upcoming Events and Training Opportunities

Date	Subject	Location
July 8, 2021	Technology Roundtable – ARPA Grants	Hatchie River Regional Library
August 10, 2021	School Readiness Toolkit: Kate Smith, Jenny Gillihan, Nikki Branam-Snyder	Hatchie River Regional Library
August 16, 2021	Hatchie River Regional Library Board Meeting	Hatchie River Regional Library
September 16, 2021	Trustee Workshop	Humboldt Medical Center
October 5, 2021	731 Tech Symposium	Jackson-Madison County Library
October 21, 2021	Summer Reading Conference	City of Martin Public Library
November 16, 2021	Library Directors' Roundtable: Transition Notebook	Hatchie River Regional Library
November 30, 2021 (tentative)	Like an Old Married Couple: Addressing Burnout: Lauri Thompson, TSLA	Jackson-Madison County Library
January 13, 2022	You're Not Alone: Alzheimer's Resources – Greta Brown	Hatchie River Regional Library
February 22, 2022	Tech Services Roundtable: Verso Management Skills	Hybrid – Hatchie RRL and Online
March 10, 2022	Virtual Programming and Learning: LISS, NSC, Lauri Thompson with Obion River Region	Online
March 22, 2022	The Right Answer: Reliable Legal Resources with Bessie Davis, Director of Regional Libraries	Hatchie River Regional Library
March 31, 2022	CYA/Summer Reading Roundtable with Julie Dahlhauser	Hatchie River Regional Library
April 3-9, 2022	National Library Week	Everywhere
April 5, 2022	National Library Workers Day https://ala-apa.org/nlwd/	Everywhere
April 18, 2022	Libraries, Law, and Internal Controls: CTAS	Hatchie River Regional Library
April 28, 2022	Food Literacy at Your Library: UT Extension Service	Hatchie River Regional Library
Spring TBD	Bus Tour of TSLA for Trustees	TSLA Nashville
Always Available	***Trustee Certification Program***	http://tsla.libguides.com/trusteecert

Resources

Tennessee Library Trustee Resources: <http://tsla.libguides.com/trusteerresources>

Tennessee Public Library Directory: <http://tnsosnet.tnsosfiles.com/TSLA/PLD/index.php>

Tennessee Standards for Non-Metropolitan Public Libraries, Rev. 2018: <https://bit.ly/2Dg7nzu>

TSLA Information Technology guide for public libraries: <https://tsla.libguides.com/TNLibIT>

Friends of Tennessee Libraries: <http://www.friendstnlibraries.org/>

Tennessee Electronic Library: <http://www.tntel.info>

Libraries by the Numbers: <http://tsla.libguides.com/datacollection>

COVID-19: Information for Tennessee Libraries: <http://tsla.libguides.com/TNCOVID-19>

EBB Outreach Toolkit: <https://www.fcc.gov/emergency-broadband-benefit-outreach-toolkit>

ARPA Grant



Tre Hargett
Secretary of State

Tennessee State Library and Archives
Department of State
State of Tennessee
1001 Rep. John Lewis Way N.
Nashville, TN 37219
615-741-7996

The Tennessee State Library and Archives is pleased to provide a grant opportunity to public libraries across Tennessee using the American Rescue Plan Act (ARPA) funds. This \$2,500,000 grant is supported by the U. S. Institute of Museum and Library Services.

The ARPA Grant is available for public libraries, and you are welcome to apply for any or all these categories:

1. Technology equipment

- a. This would look very similar to our traditional technology grants and provide funding for hardware, software, networking equipment, peripherals, and other technology items.
- b. Individual items requested may not exceed \$5,000.

2. Website design

- a. This category would provide funding for libraries to hire for the purpose of creating or redesigning their website and would also include hosting fees.
- b. May include website hosting fees during the grant period

3. Digital materials – e-books, e-audio, Playaway devices, etc.

4. Library materials - print and physical audio/video

5. Library Furniture and Equipment

- a. This would provide for furniture and equipment to improve social distancing for patrons and staff, for ADA accommodations, or to provide private workstations for patrons to access telehealth and workforce development services.

The local match has been reduced for this grant, and a match is required for every category. Match requirements are according to population served and those populations will be taken from the OSAP from 2020/2021 as that is the last one that has been approved and signed:

Up to 9,999	5% local match, maximum request \$20,000.00
10,000 to 49,000	10% local match, maximum request \$25,000.00
50,000 to 100,000	20% local match, maximum request \$30,000.00
100,000 to 200,000	20% local match, maximum request \$40,000.00
200,000 and up	20% local match, maximum request \$50,000.00

Please Note: Requests may exceed the maximum but will be considered a lower priority.

The grant contract will begin on July 1, 2021 and end on June 30, 2022, which will allow you to use grant funds for purchases from July 1st forward, even though a fully signed contract will not be in place until later if your financial processes allow for that. Please be aware however, no grant payments will be processed until the contract is in place.

Applications can be sent via e-mail, fax, or mail We do not require original signatures to be submitted. Application submittal information can be found on page 16 of the application.

The deadline for applications is **Thursday, August 12, 2021.**