



Agenda

November 9, 2022

4p

Call to Order

Roll Call

Approval of Minutes

Reports

- Treasurer's Report
- Library Director
- Regional Director

Report of Committees

- Building and Expansion Committee- updates

Communications

Unfinished Business

- None

New Business

- Land proposal
- Approve revised Section 004 Borrowing Privileges—see pages 2-3

Public Comment—none scheduled

Adjournment



Franklin County Public Library Policy Manual

Section No: 004

Reviewed NOV. 2022

Subject: Borrowing Privileges

Approved: Kelly Doyle, Chairman _____

Borrowing Privileges

- ~~Library cards are not restricted to Franklin County citizens.~~ Anyone with valid ID may apply for a library card provided the qualifications below are met.
- Applications for library cards must be completed by the applicant, parent/guardian or grandparent **for minors under 18**, and provide identification, **listing proof of current mailing address**, and a working phone number ~~is required~~.
- ~~A parent/guardian or grandparent must consent when a patron age four to seventeen applies for a library card.~~ This signatory **and/or account holder** is responsible for any and all fees accrued by the card holder.
- ~~First checkouts for new cardholders may not exceed checkout~~ two (2) items **per card initially**.

Borrower Responsibilities

- Patrons are responsible for all materials borrowed on their card and charges incurred. Parents/guardians are responsible for all materials checked out by a patron age seventeen or younger.
- Patrons are responsible for notifying the library promptly of any change of contact information or loss of library card.
- Replacement cards are \$2.00.

Circulation Policies

- All materials may be used within the library free of charge.
- Materials may be borrowed only with a library card in good standing (i.e. absence of fees of \$10.00 or greater). Library card must be presented at checkout.
- **Interlibrary Loans are borrowed from other libraries and is a free service. Upon loss or damage, the account holder is responsible for all charges incurred from the lending library. Interlibrary loans not returned will result in loss of Interlibrary loan privileges.**
- Fees in excess of \$10.00 will block borrowing privileges for patrons until brought below \$10.00 or the entirety of the fees are paid.

Length of Loans



Material Type	Loan Period	Renewals*
Books	14 days	Twice
Interlibrary Loans	14 days	None
Audio	14 days	Twice
Video	7 days	Once
Video Games	7 days	Once

*All renewals are dependent on waiting requests. Items with waiting requests cannot be renewed.

- Current issues of periodicals do not circulate.
- Reference materials do not circulate. This includes materials housed at the library but owned by another individual or organization.
- Library staff will assist in research as much as possible; however, limited time and resources do not allow for extensive research. What constitutes extensive and in-depth research is at the discretion of the assisting Librarian staff member and the Library Director.

Claimed Returned Status

- If a patron believes that a material shown as checked out to them has been returned, library staff may change the status of the item(s) to “claimed” returned.
- By changing the item to “claimed returned”, the patron and the library agree to search for the item over the next 30 days. Having materials on claimed return status does not prevent the patron from continuing to check out other materials as long as fees remain under \$10.00.
- At the end of the 30-day period, if the item is not found, the library will contact the patron regarding replacement charges for the item(s). Fees may be waived at the discretion of the Library Director.
- Once an item has been set to the lost status it may not be set to claimed returned.

Lost or Damaged Materials

- When an item is declared lost or damaged, the replacement cost will be assessed at the current retail cost of the item.
- Many series and sets of DVDs are sold as a unit. Loss of any part of these series or sets will result in a charge for the whole unit.
- If a patron pays for a lost material and later returns the material, a refund may be issued in the form of a check from the Franklin County government upon the approval of the Library Director and consent from the county fiscal authority.
- The library will accept cash and personal checks for the payment of lost/damaged materials. The Library reserves the right to use the payment for lost materials in whatever manner it deems most suitable.
- Charges for damaged items will be assessed on a case-by-case basis.



The Franklin County Library Board of Trustees met on November 10, 2022, at 4:01 PM at the Franklin County Library with the following present: Kelly Doyle, Chairman; Carl Goodman, Co-chair; David Eldridge, Lori Greer, Bari Beth Lowndes, Trustees; Tina Stevens, Director; Kate Huddleston, Regional Library Director.

Roll was called and the minutes for the September 14, 2022, Board Meeting minutes were approved as presented.

Reports provided from the following:

Director Stevens reported on behalf of Treasurer Lynn Claxton who was not present that one concern is the 330 line is believed to be related to the Konica copier account. An answer to the significant overage will be discovered and reported at the January meeting. No other concerns or unknowns reported. The Financial Report for October reflects 40.65% of the budget as encumbered.

Attached as page 5 is Director Tina Stevens' report. The Library holiday closures are 11.11-12.22, 11.24-26.22, 12.22-26.22, 1.2.23. Director Stevens reported she recertified as Public Administrator and Library Manager. FCL checked out 7,299 items in October, and there were 2,348 attendees at 22 programs.

Attached as pages 6 and 7 is the Regional Library Director's report.

David Eldridge, Expansion Committee Chair, reported the geotechnical study requested for the 2nd SE property will not provide a critical piece of information related to the actual cost to build on the site. An expert to interpret the data from the study is crucial to the answers needed. While awaiting next steps, James Duncan, owner, brought forth a new offer on the property with an existing structure next door to the library at 101 S. Porter Street in Winchester for \$320,000.

No Communications.

No Unfinished Business

New Business

A motion was made to pursue the 101 S. Porter property at \$320,000 and suspend the pursuit of the 2nd Ave. SE property. Motion passed.

A motion was made to approve the Section 004 revisions. Motion passed.

No Public Comment

Adjournment 4:54PM



Director's Report
November 2022

Fall is winding down but not the pace at Franklin County Library! We welcomed more than 11,000 visitors in September and October and checked out 14,402 items. Programs included the Annual Trail of Tears Walk with wagons, horseback riders, and many walkers. Fred Bradley, Cherokee storyteller, regaled the crowd with tales of The People. Kevin Ashley enchanted with Native Flute music. And, Doris and Lee Trevino returned with fry bread and Indian Tacos. Looking forward to next year!

Dana Brown, Youth Services Director, and Kathy Pack, IT Specialist and Adult STREAM Programming, took the library all over the county. FCL was represented at the Boo Bash downtown, the Farmer's Market Truck or Treat, Halloween Hoopla here, Tech Tutoring at the Senior Citizen Center and the Re-entry Program at Franklin County Jail, not to mention Trick or Treating Around the Square with storytelling at the Kiwanis Clubhouse, and delivering spooky stories to elementary schools, daycares, and preschools. Winchester Fire Department also came out for Storytime and held fire extinguisher training for the adults and staff. A new program, STEM Kits, contains everything needed to conduct a science experiment, do an art project, and all manner of discovery activities. Take one home today!

The Friends of the Library held a Coffee Connection in partnership with the Chamber and the Library and proved to be a boon for membership and interest. A revitalization is underway! A Book Sale is planned November 16-18 at The Livery in Winchester with local author in attendance to sell and sign their books. A silent auction is planned as well. Please alert Kelly Doyle, Friends President, if you have items to donate.

Julia "Julie" Schaefer, former long-time trustee and chairman, passed away recently after a battle with cancer and is memorialized by way of donation of approximately \$1,000 from the Winchester Philanthropic and Eleemosynary Society. Julie's favorite thing to do was see what others were reading by inspecting the check-in cart and browsing the new materials shelf. These funds will provide many new books for folks to enjoy.

Please welcome our newest team members Margaret Stephens and Jeanette Henning, Library Clerks. For the last three years we have operated bare bones and did not fill the clerk vacancies. Business is flourishing, so to keep up with traffic, the position was posted. We were fortunate this go around to have two candidates with previous library experience. Jeanette comes to us from Sweetwater Library and Margaret from Harvard University Library and Knoxville Library.

Remember to Tell Us about Your Visit, a short survey, and share your thoughts and experiences, and as always, follow FCL on Snapchat, Facebook, Instagram, Twitter, YouTube, TikTok.

#fclbry

#FCLwedothat

#FCLcandothat

#FCLhereforyou

#FCLkeystosuccess

#FCLshareconnectcreate

Thank you for your service and all my best,

Tina L. Stevens, Director



Stones River Regional Library Report November 2022

Explanation of Tech Grant Calculations:

1. 20% deduction if a board member did not attend the Trustee Workshop, if applicable
2. Deductions based on the percentage of board members who are certified for the Tennessee Trustee Certification Program as listed below, if applicable. Numbers of board members were verified by the manager of the certification program.
 - a. 0% - 29% certified were deducted 40%
 - b. 30% - 49% certified were deducted 30%
 - c. 50% - 69% certified were deducted 20%
 - d. 70% - 89% certified were deducted 10%
 - e. An exception was made to libraries that requested \$375 or less after the first deduction, and those amounts were not affected.
3. \$2,126 was deducted from each participating metro and independent library
 - a. The exception to this is Memphis, where \$2,127 was deducted.

Board Chair Workshop: The second session of this informal, **virtual** workshop will be held for library board chairs on Wednesday, November 30, 2022, from 1:00pm-2:00pm. We will be sending a Webex link to attendees.

ALA’s Libraries Transforming Communities: Accessible Small and Rural Libraries: ALA has released a new grant opportunity for libraries to improve accessibility of facilities, services, and programs to people with disabilities. Grants range from \$10,000 – \$20,000. Applications are open now and due by February 28, 2023. Visit <https://www.ala.org/tools/librariestransform/libraries-transforming-communities/access>.

Youth Services Basics Course – This online course, designed as an introduction for library staff working with youth, helps to understand youth services, how to collect appropriate materials, different types of programs to be developed, and the importance of outreach services. Four (4) hours of continuing education is available upon completion. To get started, visit https://my.nicheacademy.com/tn_youth_services_basics.

Trustee Certification: The Tennessee Trustee Certification Program is made up of 10 self-paced modules that can be completed at any time and in any order. Modules have been divided into five areas of trustee responsibility – Advocacy, Finance, Personnel, Planning, and Policies & Bylaws, with two courses in each section. To register, please visit: https://docs.google.com/forms/d/e/1FAIpQLSf8FYqzGc4mtbJzyDZHfji9BPzY_vNqmwnfVy5PymrRFKrcRg/viewform?c=0&w=1 Please contact us if you have any difficulty accessing your courses.

Trustee Re-Certification Online Program: Trustees who certified in 2015-2016 are eligible for recertification. A five-module online training is available at <https://my.nicheacademy.com/tslaadvancedtrusteetraining>. Even if your board service is ending, you can be re-certified for a future term (certification is good for six years).

Be aware - “First Amendment Auditors:” So-called First Amendment auditors enter a public space with video cameras, announce in a loud voice a first amendment audit, and proceed to film staff, interactions between staff and patrons, and facilities. It’s not necessarily illegal to use a video camera in a public place, but libraries are protective of privacy and are considered Limited Public Forums. Please view this 15-minute instructional module on Niche Academy, to help you prepare in case your library gets such a visitor: <https://my.nicheacademy.com/tnstatelibrary?category=15164>

A few reminders: Second quarter material purchasing funds should be spent by January 1.
Check your - and your staff’s - CE hours to make sure you will reach your goal by year-end.



Stones River Regional Library Training Opportunities for 2023

A Date with E-Rate

January 19, 2023

Presenter: Liz Schreck, State E-Rate Coordinator

Liz Schreck will meet with libraries to explain the process for successfully filing their E-Rate forms. She will share best practices in keeping files, portal access, and tracking forms, with an emphasis on filing forms 470 and 471.

Credit Hours: 3

Location: Available online (virtual) only

Reader's Advisory

Friday, February 3, 2023

Presenter: Lauri Thompson, State CE Coordinator

Lauri Thompson will present the importance of Reader's Advisory services, best practices for the patron interview, the steps for suggesting future choices, and a selection of free Readers' Advisory resources to help library staff.

Credit Hours: 1.5

Location: Available online (virtual) only.

Library Systems Roundtable

February 28, 2023

In Middle Tennessee, we have big and small systems. This roundtable will bring together all of us, no matter what size, to discuss system organizations & structures. Learning from each other will help improve public library service for all.

Credit Hours: 3

Location: Tennessee State Library & Archives

Community Partnerships 101

March 9, 2023

Presenters: Cindy Matthews, Stones River Regional Library, Tina Stevens, Franklin County Public Library, and Trey Guinn, Rutherford County Library System

Community partnerships can be a valuable resource for your library but how do you get started? This workshop covers all the basics from what steps to take, who you should target, and how to approach potential partners. This topic was the #1 requested training topic from the most recent training survey.

Credit Hours: 4

Location: Stones River Regional Library

Building Your Team for Excellence

April 21, 2023

(Columbia)

Presenters: Ashley Bowers, State of TN Human Resources and Rita Shacklett, Rutherford County Library System

Learn best practices for employee recruitment, the interview process, and onboarding, along with staff development and retention. Also covered will be succession policies and procedures in libraries, for both pending retirements and everyday operations, including planning considerations for boards and leadership, regardless of library size.

Credit Hours: 4

Location: Buffalo River Regional Library

Collection Development & Management

May 19, 2023

Presenters: Kate Huddleston and Rebecca Bowles, Stones River Regional Library; Jennifer Cowan Henderson, TSLA

A library's collection is the cornerstone of their relationship with their community. But how do libraries know what to add and what must go? This training covers topics requested through the most recent training survey: collection development and management, weeding, interlibrary loan, and more.

Credit Hours: 4.5

Location: Stones River Regional Library