

Loudon County Library Board Meeting
Thursday, March 7th, 2024
Lenoir City Public Library

Call to Order: 5:00pm by Chair Ruth McQueen

Present:

Trustees: Ruth McQueen, Cindy Benefield, Pauline Barbour, Diane Strever, Brandy Styer, JoAnn Hart, Eileen Connolly and Beth Waldmann

Directors: Kate Clabough, Mark Williams, Martha Guldán, Susan Dorsey and Carol De Forest

Public Comment: None

Approval of Jan. 4, 2024 Meeting Minutes: McQueen and Waldmann noted a correction was needed for the Library/County collection development/weeding policy discussion, including the motion. The wording was changed to say “Schrek had previously made editing suggestions for the policies.” The motion was changed to say “The library directors presented updated collection development and technology policies in order to comply with the requirements of the annual library service agreement.” Benefield made the revised motion and Strever seconded. The Imagination Library update was also changed to include fourth/fifth graders and seventh/eighth graders. In addition, the date of the upcoming March meeting was changed to March 7th. Minutes were approved as amended.

Ocoee River Regional Library Report: Nikki Snyder shared information about upcoming workshops including the space planning workshop. Several of our library directors will be attending. The workshop counts towards library director continuing education hours. Other upcoming workshops include social media/marketing and the Tennessee Library Association Conference. Snyder also shared reminders about third quarter reports, trustee certification, budgets and board vacancies. Additional report attached.

County Liaison: No report. Liaison Anita Wells and Loudon County Mayor Buddy Bradshaw are expected to attend an upcoming Library Board Meeting.

Library Board Staffing/Board Updates: Board member Amy Cook has resigned from the board ahead of an upcoming move. McQueen thanked Cook for her service. Clabough presented Brenda Lutz as a replacement. Lutz was in attendance. She is a retired preschool director and is eager to serve. McQueen said Lutz’s information has already been sent to the library board county liaison Anita Wells. Next, Lutz’s information will go to the Loudon County County Commission workshop. Carol DeForest is retiring as Tellico Village Library Director. Benefield will chair the Personnel Committee, which will work on finding a replacement. Strever, Connolly and Hart all volunteered to serve on the Personnel Committee.

Standing Committee Reports:

Budget: No report.

Bylaws: No report.

Community Outreach: Waldmann and Clabough met to discuss the proposed Loudon Storybook Trail. They are working on a packet to bring when they meet with Loudon Mayor Jeff Harris. The grant requires a signed letter from local officials. Styer volunteered to help with the storybook trail. McQueen suggested reaching out to Michele Lewis with the Loudon County Education Foundation to be part of the project as well. Waldmann also shared that the Governor's Early Literacy Foundation (GELF) is now offering a "Plot Twist" grant for trails that are two years old or older. The grant helps pay for new stories and damaged signs. Waldmann asked for volunteers to man the Loudon County Library Board booth at the Lenoir City Arts & Crafts Festival. Connolly, Styer and Lutz all volunteered to assist. Benefield, Hart and McQueen had previously volunteered over email. Waldman will reach out to the Women's Suburbia Club to secure a booth. Waldmann plans to write on press release to highlight the efforts of the MLS student doing a practicum at the Lenoir City Public Library. Dorsey suggested the press release. The student plans to increase the Spanish language book collection, increase community awareness and participation at the library. Dorsey hopes to have the local news media attend the new collection grand opening.

Library Directors' Reports: Reports attached.

Lenoir City: No report additions.

Loudon: No report additions.

Tellico Village: No report additions.

Greenback: No report additions.

Philadelphia: In addition to the attached report, Williams discovered the Philadelphia library will be celebrating 50 years in 2025.

Tellico Village Library Collection Update: DeForest gave an update on the Tellico Village Conservative Club's recent letter expressing their concern the Tellico Village library was buying too many anti-Trump books. The group suggested several books the library should consider purchasing. DeForest purchased 13 of the 20 books suggested following the Collection Development Policy. The Conservative Club was disappointed and sent a second letter containing another list of books. The group is following the Book Request Policy and DeForest is continuing to follow the Collection Development Policy.

Other Business: McQueen noted that the terms of the current Loudon County Library Board members will not expire until 2025.

Board Meeting Date: The next board meeting will take place on Thursday, May 2nd at the Tellico Village Public Library.

Adjournment: 6:00pm

Respectfully Submitted,
Beth Waldmann, Secretary

Attachments:

Ocoee River Regional Report

Director Reports

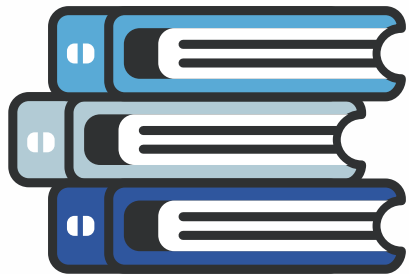
Loudon County Library Board
Thursday, March 7th, 2024
Library Director Reports

Lenoir City Public Library
Submitted by Susan Dorsey

It has been another great couple of months at LCPL!

- We submitted a blurb advertising our Summer Reading Programs in the Lenoir City Biannual Newsletter. – this will reach every residence in the city!
- We have spent another ~\$1,000 on large print books from our Pettway funds, \$500 in audiobooks, and have spent all our state funding through Baker Tayler.
- We are working with the Healthy Families Group to host our third Diaper Drive in April. This event helps new families with access to resources including the library!
- Our crafter's group continues to be a hit with new folks attending every month!
- All staff continue to work on CEUs. Two of us can attend an Atrium training class at BCPL on March 5th.
- We continue to host mostly teen volunteers as they work their hours required for their community college scholarships!
- Our main office desktop computer died. County IT did an amazing job with retrieving my files. We will order a new desktop computer next fiscal year as we currently have enough laptops for us to function now. A desktop will be needed for library system access during wifi outages. We know a lot about WIFI outages at LCPL! We need a new router and thankfully IT is getting us a recommendation on what to purchase. Our new county phones run on internet access and they have not been a reliable system as calls are often garbled and undecipherable. We are hopeful the new router will fix this issue.
- We are working on next year Pettway Grant request for new shelving in JNF
- We have a new sub who is a perfect fit for us. She is a retired middle school librarian. She has been a great help already!

The services of the Regional Library System have changed since our beginnings in 1937, but the core values remain the same: to provide guidance, assistance, and visibility to local public libraries throughout the state. The regional library system is led and overseen by the Director of Regional Libraries.



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<https://sos.tn.gov/tsla/pages/occoee-river-regional-library>



**TENNESSEE STATE
LIBRARY & ARCHIVES**
Tennessee Secretary of State

MARCH 2024

**OCOEE RIVER
REGIONAL
LIBRARY**

Training Opportunities for Library Directors & Staff

March 12th, 9:00 a.m. - 3:30 p.m. Central
(10:00 a.m. - 4:30 p.m. Eastern)

Space Planning: Reinvent Your Library Space with David Vinjamuri
Hybrid, Art Circle Public Library

This workshop will focus on helping librarians consider the shifting paradigms of library service, evaluating the effective use of space in the 21st-century library, and analyzing current usage patterns to maximize the library's existing footprint.

May 14th, 9:00 a.m. - 3:30 p.m.

Library Marketing and Social Media with Caitlyn Haley

Hybrid, Ocoee River Regional Library

Caitlyn Haley will define marketing and branding for libraries, providing tools and strategies to help library staff streamline the marketing process so libraries can successfully leverage social media. Participants will also have time for hands-on exploration of the tools and resources provided.



April 2-4, 2024

Cool Springs
Marriott
Franklin, TN



Reminders & Upcoming Deadlines

3rd Quarter Report: April 12, 2024
2024 LSTA Grant Spending: April 30, 2024

Board List Review

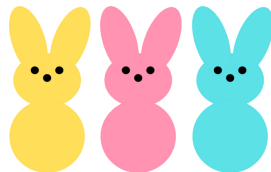
Please review board lists for upcoming vacancies and bylaws for officer election procedures as we approach the end of the fiscal year (June 30, 2024). Remember, while it may be local practice to make recommendations to your appointing authorities (city or county) for vacancies on the board, the appointing authority lies with them.

VISUALIZE YOUR DATA



tennesseelibrariesbythenumbers.org

Our office will be closed
Friday, March 29th, in observance
of Good Friday.



Board Reminders

Trustee Certification



Trustee Certification is a self-paced, online education program for Library Board members. Registration is required and completion can benefit your library. Contact our office for additional information! We'll be glad to help you get started.

Our goal is for all boards to be fully certified.



Contact our office to schedule a Trustee Certification Day for your entire board!

Budgeting for Fiscal Year 2024-2025

Cities and counties are beginning to consider budgets for the next fiscal year. Now is a perfect time to use the [Tennessee Standards for Public Libraries](#) regarding budget to prepare your requests.

Contact Liz or Nikki for a physical copy of the *Tennessee Standards for Public Libraries*.



READS - Tennessee Regional eBook and Audiobook Download System - <http://reads.lib.overdrive.com>
 FY 2023-2024 Circulation / Download Statistics by Library - Ocoee River Region

Public Library	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD Total	Adult	Juvenile
Blount County	22,091	21,756	20,913	20,071	18,991	18,843	20,820	19,102					162,587	17632	1470
Cleveland Bradley	14,667	14,112	13,872	14,130	13,210	13,196	14,243	13,317					110,747	11876	1441
Greenback - Loudon	498	406	426	391	373	352	398	359					3,203	354	5
Lenoir City	3,176	3,266	2,967	2,950	2,846	2,926	3,119	3,012					24,262	2765	247
Loudon	1,051	1,056	1,080	998	1,015	1,037	1,042	1,102					8,381	1080	22
Philadelphia	38	45	37	53	38	48	54	52					365	50	2
Tellico Village	4,591	4,427	4,181	4,005	3,795	4,071	4,599	4,129					33,798	4069	60
	9,354	9,200	8,691	8,397	8,067	8,434	9,212	8,654					70,009		
E. G. Fisher - McMinn	4,848	4,647	4,642	4,596	4,443	4,232	4,711	4,581					36,700	4322	259
Calhoun	125	92	113	106	96	104	134	114					884	107	7
Englewood	26	40	22	30	27	17	24	31					217	25	6
Etowah Carnegie	658	604	678	676	682	642	661	766					5,367	711	55
	5,657	5,383	5,455	5,408	5,248	4,995	5,530	5,492					43,168		
Meigs-Decatur	955	914	935	931	968	882	1,076	999					7,660	912	87
Madisonville - Monroe	1,731	1,996	1,774	1,751	1,667	1,696	2,013	1,783					14,411	1638	145
Sweetwater	972	887	771	689	774	847	1,013	922					6,875	791	131
Tellico Plains	908	903	791	731	827	810	880	778					6,628	727	51
Vonore	665	674	615	633	603	592	714	661					5,157	638	23
	4,276	4,460	3,951	3,804	3,871	3,945	4,620	4,144					33,071		
East Polk - Polk	681	565	509	577	552	640	534	643					4,701	615	28
West Polk	891	843	722	790	690	718	815	653					6,122	597	56
	1,572	1,408	1,231	1,367	1,242	1,358	1,349	1,296					10,823		
Audrey Pack Mem. - Rhea	897	851	1,016	860	847	810	1,023	891					7,195	835	56
Clyde W. Roddy	2,704	2,425	2,481	2,427	2,315	2,378	2,804	2,466					20,000	2291	175
Graysville	46	83	97	79	88	83	51	48					575	41	7
	3,647	3,359	3,594	3,366	3,250	3,271	3,878	3,405					27,770		
Harriman - Roane	669	665	657	661	726	640	735	609					5,362	563	46
Kingston	3,143	2,982	2,848	2,896	2,818	2,807	3,175	2,915					23,584	2751	164
Oliver Springs	204	230	244	221	188	259	223	223					1,792	221	2
Rockwood	880	928	888	871	759	762	865	796					6,749	773	23
	4,896	4,805	4,637	4,649	4,491	4,468	4,998	4,543					37,487		
2023-2024 Total	67,115	65,397	63,279	62,123	59,338	59,392	65,726	60,952					503,322		
2022-2023 Total	59,595	60,512	59,088	59,735	57,769	58,918	64,324	59,351	63,696	59,761	66,788	67,425	736,962		
2021-2022 Total	57,974	58,386	56,071	55,133	50,387	51,115	55,974	48,778	53,791	51,166	54,127	56,292	649,194		
2020-2021 Total	51,019	51,845	49,434	50,883	48,331	50,473	54,558	50,191	53,892	50,355	56,075	57,503	624,559		
2019-2020 Total	50,529	52,948	50,975	52,343	47,465	49,333	53,007	47,794	49,828	52,272	52,224	50,215	608,933		
2018-2019 Total	43,594	44,688	42,929	43,814	41,630	45,572	46,977	43,036	46,449	44,592	46,582	47,741	537,604		
2017-2018 Total	37,911	38,410	35,737	38,497	36,393	36,029	40,465	36,293	40,375	38,860	40,379	40,782	460,131		
2016-2017 Total	32,390	33,491	31,267	31,163	30,411	30,887	34,806	32,594	37,041	34,263	35,614	36,366	400,293		
2015-2016 Total	27,850	27,827	27,228	28,559	27,023	26,857	30,437	27,629	29,356	28,729	31,142	31,209	343,846		
2014-2015 Total	21,813	22,516	21,878	22,370	21,792	22,530	23,035	22,931	25,144	24,049	24,772	25,920	279,977		
2013-2014 Total	16,255	15,388	15,537	15,675	15,109	16,392	19,632	17,831	19,390	18,279	19,132	20,843	209,393		
2012-2013 Total	10,209	10,048	9,741	10,501	10,065	11,805	13,651	11,392	13,634	13,537	13,793	14,878	142,254		
2011-2012 Total	6,034	6,298	6,734	6,779	7,371	7,702	8,780	8,281	8,537	8,326	9,340	9,579	93,761		

- We have continued to work with our MLS student from UTK who is doing a practicum at LCPL this semester. He is working to build up our Spanish language collection and providing outreach to the community to increase awareness.

- New patron survey will be run in March. This will meet one of our state standards.

Philadelphia Public Library Submitted by Mark Williams

1. Last state allocation used to purchase Libros En Espanol and juvie nonfiction titles from Penworthy
2. 2024 Pettway Grant request submitted to county for \$2000 to upgrade two PACs and continue expanding three Libros En Espanol sections
3. Local DAR chapter presented the Library with an America 250 pennant
4. Susan, Kate and I were interviewed by WBIR at 5:00 AM on Friday, March 1st to highlight Read Across America week
5. Read three Dr. Seuss books to 54 PES kindergarten students on Friday, March 1st
6. The fabulously resourceful Nikki Branam-Snyder provided me with the start date for Philly Library.

Tellico Village Public Library Submitted by Carol DeForest

I had 10 classes/seminars/lectures in the library for February and March

- Purchased 30 new e-books plus 205 print books

- I am working on updating my notebook of library director procedures and information for my successor.

- We are still waiting for Brad and Jeremy to have time to come and install our new computers throughout the library.

- On March 19, I will be speaking to a group of caregivers, along with their care receivers, at the local church. I will be telling them about our memory care collection and all the various items available to them to check out. I have 2 reminisce backpacks, 2 'Stay Sharp' backpacks, games, busy bottles, puzzles made especially for this

population, CDs with therapeutic/tranquil music, and many free pamphlets and fact sheets that I obtain from the Alzheimer's Association and the National Institute on Aging.

- I have been spinning in circles the past 2 months because we are allowing lots of groups to use our conference room while the Chota Center (with meeting rooms) is closed for repairs. There are very few places where these clubs, groups, and organizations can hold their meetings so I have a balancing act with scheduling all the library classes and seminars, the FOL committee meeting and fundraising events, plus all these community requests. Some days I spend hours just taking calls and doing scheduling!

- Update on conservative club issue: I evaluated the book titles sent to us from the conservative club and purchased 13 out of the 20. They were not happy about that because they insisted, I buy 20, so they sent another list. Some titles are outrageous and no other libraries in the state Verso system have them. The FOL board is asking that I purchase as many as I can because the club says they will stop donating money to the library if I don't.

Loudon Public Library Submitted by Kate Clabough

I met with Erin Rice in County finance to clarify a few items before submitting 2024/2025 Budget

Submitted Pettway grant request for \$3500 to continue microfilm digitization project

Monthly and quarterly reports completed

Completed CEU credits via webinar - from Burnout to Balance, AI and Libraries, and Book Challenges

My wonderful new volunteer and board member Brenda Lutz and I have started the process of summer reading program planning with the kick off to be held sometime in the first full week of June followed by five more weeks of story time.

We finished spending our last round of state money on ebooks for our Libby patrons

Susan, Mark, and I were interviewed on WBIR for National Reading Month and Read Across America Day.

Our neighbor across the street has put up a new sign...but this time it isn't directed at us. Oddly, that feels like progress.

Greenback Public Library
Submitted by Martha Guldan

- Completed Quarterly Reporting
- Submitted 2024/25 County Budget Request and 2024 Pettway Grant Request
- Purchased online resources with our final round of State funding
- CE Webinars: Passive Programming (loved it), Self-reflection for Better Customer Service, and Responding to the Epidemic of Loneliness.
- Began planning for this year's Summer Reading Program
- Hosting a new patron "meet and greet" on Friday, March 22nd.