TAZEWELL COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MONTHLY MEETING

FEBRUARY 20, 2020 - 3:30 P.M. (THURSDAY)

TAZEWELL MAIN LIBRARY

129 MAIN STREET

TAZEWELL, VIRGINIA 24651

AGENDA

I. Roll Call of Members

- i. Welcome Suzane
- II. Consideration of approving the agenda format-additions/deletions
- III. Approval of Minutes
- IV. <u>Director's Report</u>
 - i. Friends report
 - ii. Foundation report
 - iii. Library updates
- V. Financial Report

As of January 31, 2020, the library spent \$596,403.79, 54.61% of the budget. As of January 31, 2020, the library collected \$12,216.56 in fines/fees.

- VI. <u>Circulation Services Report by Jade Crabtree</u>
- VII. <u>Committee Reports</u>
 - i. Planning Committee
- VIII. <u>Unfinished Business</u>
 - Policy changes
 - i. Increase maximum checkouts
 - ii. Compiling policy in one place
 - IX. New Business
 - X. Public Comment
 - i. Mr. Patterson
- XI. Adjournment

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell Library, 129 Main Street, Tazewell, VA December 19, 2019 at 3:30 p.m.

Present: Regina Roberts, chair

Karel Ryan, vice chair Mary Sue Dean, trustee Connie Bailey, trustee Tom Brewster, trustee Erica Hall, TCPL Director

Cassie Ogle, TCPL Technical Services Librarian

Maggie Asbury, Board of Supervisors Northern District

Eric Young, County Attorney

Absent:

No members of the public were present.

- I. CALL TO ORDER: Chair Roberts called the meeting to order at 3:32 p.m.
- II. CONSIDERATION OF APPROVING THE AGENDA FORMAT ADDITIONS/DELETIONS

III. APPROVAL OF MINUTES

A motion was made by Trustee Dean, with a second by Trustee Ryan, that the November 21, 2019, minutes be approved as written. With all trustees present voting in favor of this and none opposed, the motion passed to accept the November minutes as written.

IV. DIRECTOR'S REPORT

Calendar of Events: The hours for the Christmas holiday will be as follows: Close at 1:00 p.m. on Monday, December 23, and remain closed Tuesday, December 24-26, 2019. All branches will reopen on Friday, December 27, 2019. For the New Year's holiday, all branches will close at 1:00 p.m. on December 31, 2019, and remain closed on January 1, 2020. For Martin Luther King Day, all branches will be closed on January 20, 2020. For President's Day, all branches will be closed February 17, 2020 and staff training day will be held at Tazewell.

January 13, Friends of the Library meeting at Tazewell. January 24, HAL Board of Directors meeting at Emory & Henry. January 28, Foundation meeting at Tazewell. February 5, Department Heads meeting. February 25-29 Public Library Association conference in Nashville.

<u>Building Updates</u>: The new heat pump has been installed at the Tazewell library. County Maintenance has been contacted about the fire alarm not working in Bluefield.

<u>Personnel</u>: Betty Pruett is out on FMLA for knee replacement beginning December 12, 2019, for approximately six weeks. Washington County Public Library's interim director Molly Schock has been hired as permanent director.

Miscellaneous Projects: January 8, 2020 Computer classes begin. Thrifty Elves program in conjunction with 4-H is going well. TCPL participated as the entertainment booth in the Reality Store held at Tazewell Middle School. Mario Kart tournament held in Tazewell was a success with around 20 people attending. \$300 mini-grant awarded for computer science in the library. Wild Turkeys meeting was in Radford on December 6, 2019. Library of Virginia is providing materials for the 1,000 Books before Kindergarten program. Clinch Valley Community Action tax assistance program will be held in Bluefield and Richlands. Lisa Tyson and Natasha Hunt rode the library van in the Tazewell Christmas parade and passed out approximately 150 books. The Pay It Forward campaign is begin tested this month in Tazewell and will be added to Richlands and Bluefield in January. Tammy is working in conjunction with TASK on applying for a grant to allow for more programming for autistic individuals.

V. FINANCIAL REPORT

As of November 30, 2019, the library spent \$416,929.88, 39.13% of the budget. As of November 30, 2019, the library collected \$9,162.36 in fines/fees.

VI. SPECIAL PRESENTATION BY MAGGIE ASBURY

Maggie Asbury presented the current standings of the Emma Yates Memorial Library located in Pocahontas, Virginia. With the current funds, the library can remain open through March 2020. Ideas for funding opportunities, advertising and promotion, and social media were discussed. TCPL is willing to work with the EYML through outreach programs. Due to requirements from the Library of Virginia, the EYML is not eligible to become a branch of TCPL.

VII. TECHNICAL SERVICES DEPARTMENT REPORT

Technical services department is currently working in conjunction with the children's department to update the Learning Kits with new items. Board games will be cataloged for internal use. Working with Jean to set up email notification for holds pickup notices.

VIII. COMMITTEE REPORTS

There were no committee reports given. The committee has been unable to meet. This has been tabled until January meeting

VIII. UNFINISHED BUSINESS

An increase of the number of items that patrons can check out at one time was determined to be at the Director's discretion. The policy will be reviewed in January. Request to change fines notices to email to reduce the cost of postage and printing.

XI. NEW BUSINESS

It was recommended that new HVAC installed on the roof at Tazewell be put on a regular maintenance schedule.

XII. PUBLIC COMMENT

No members of the public were present.

XIII. ADJOURNMENT

There being no further business, upon a motion made by Trustee Dean and seconded by Trustee Ryan, the Board voted unanimously to adjourn the meeting at 5:02 p.m.

The next meeting is scheduled for January 16, 2020 at 3:30 p.m. in Tazewell.

Respectfully submitted,

Cassie Ogle, Technical Services Librarian

Tazewell County Public Library Board of Trustees Regular Meeting December 19, 2019 Tazewell Library Tazewell, Va. 3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda
- 2. Minutes of November 21, 2019
- 3. Director's Report

TCPL EXPENDITURE REPORT JANUARY, 2020

	LOCAL	STATE	OTHER	19-20	YTD	BUDGET	PERCENTAGE
DESCRIPTION	FUNDS	FUNDS	FUNDS	BUDGET	EXPENSE	BALANCE	USED
COMPENSATION	508,454.00	20,853.00	0.00	529,307.00	305,813.92	223,493.08	57.78%
FICA	40,492.00	0.00	0.00	40,492.00	21,849.82	18,642.18	53.96%
RETIREMENT	48,948.00	0.00	0.00	48,948.00	28,726.74	20,221.26	58.69%
HOSPITALIZATION	188,863.00	0.00	0.00	188,863.00	95,468.46	93,394.54	50.55%
LIFE INSURANCE	5,904.00	0.00	0.00	5,904.00	3,438.96	2,465.04	58.25%
UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
WORK/COMP	785.00	0.00	0.00	785.00	630.00	155.00	80.25%
MISCELLANEOUS	5,000.00	0.00	5,970.00	10,970.00	4,276.29	6,693.71	38.98%
CONTRACTUAL SERVICE	0.00	58,000.00	0.00	58,000.00	37,065.31	20,934.69	63.91%
REPAIRS/MAINT	6,500.00	0.00	600.00	7,100.00	3,885.40	3,214.60	54.72%
PRINTING/BINDING	500.00	0.00	0.00	500.00	0.00	500.00	0.00%
ADVERTISING	1,000.00	0.00	0.00	1,000.00	158.74	841.26	15.87%
ELECTRICAL UTILITIES	28,000.00	0.00	0.00	28,000.00	14,559.46	13,440.54	52.00%
WATER/SEWER	1,000.00	0.00	0.00	1,000.00	1,244.75	-244.75	124.48%
POSTAL SERVICE	1,748.00	0.00	0.00	1,748.00	1,855.65	-107.65	106.16%
TELECOMMUNICATION	7,764.00	0.00	0.00	7,764.00	8,180.41	-416.41	105.36%
PROPERTY INS	4,192.00	0.00	0.00	4,192.00	2,749.65	1,442.35	65.59%
VEHICLE INSURANCE	0.00	0.00	0.00	0.00	410.40	-410.40	0.00%
SURETY BONDS	129.00	0.00	0.00	129.00	120.00	9.00	93.02%
GENERAL LIABILITY INS.	168.00	0.00	0.00	168.00	128.19	39.81	76.30%
LEASE/RENT EQUIP	15,400.00	0.00	0.00	15,400.00	9,364.46	6,035.54	60.81%
IN-KIND SUPPORT	15,008.00	0.00	0.00	15,008.00	0.00	15,008.00	0.00%
TRAVEL	1,500.00	0.00	0.00	1,500.00	729.81	770.19	48.65%
DUES/MEMBERSHIP	800.00	0.00	0.00	800.00	325.00	475.00	40.63%
OFFICE/LIB SUPPLIES	952.00	13,335.00	0.00	14,287.00	3,810.43	10,476.57	26.67%
CUSTODIAL SUPPLIES	5,000.00	0.00	0.00	5,000.00	2,320.72	2,679.28	46.41%
VEHICLE SUPPLIES & REPAIR	500.00	0.00	0.00	500.00	207.21	292.79	41.44%
BOOKS	0.00	69,202.00	950.00	70,152.00	37,339.35	32,812.65	53.23%
MACHINERY/EQUIPMENT	7,000.00	0.00	0.00	7,000.00	1,102.50	5,897.50	15.75%
FURNITURE/FIXTURES	2,500.00	0.00	0.00	2,500.00	1,242.16	1,257.84	49.69%
CAPITAL IMPROVEMENTS	25,000.00	0.00	0.00	25,000.00	9,400.00	15,600.00	37.60%
Previous FY 18-19	923,107.00	161,390.00	7,520.00	1,092,017.00	596,403.79	495,613.21	54.61%
^	869,456.00	154,039.00	0.00	1,023,495.00			
Fine/F	ees collected	as of					
	1/31/2020						
	\$12,216.56						
							1

TAZEWELL COUNTY PUBLIC LIBRARY PROGRESS REPORT

Department: Administrative

Month January Year: 2020

Submitted by: Betty Pruett

Date: February 10, 2020

FINANCIAL:

Financial reports as of 1/31/2020 are attached.

The following monetary donations/refunds were reported during December, 2019.

BRANCH	FROM	AMOUNT	DESCRIPTION
TBR	Chuck Presley	\$300	Santa Parties

PERSONNEL:

Betty Pruett returned to work on January 23, 2020, from total knee replacement. She will be working part-time for a few weeks before turning full time.

MAINTENANCE/FACILITIES:

There were no maintenance issues during January.

STAFF DEVELOPMENT:

Tazewell County Public Library Circulation January, 2020

Total	eCollections RBDigital ebooks/audio Libby RBDigital Magazines	Nonprint DVD Audio SOL Kit	Juvenile Fiction Nonfiction Periodicals	Young Adult Fiction Nonfiction	Print Adult Fiction Paperback Nonfiction Periodicals Virginia Room Other Internal Use	Category
4,993	w.	678 121	1,839 416 1	126 12	1,090 171 375 76 26	2020
4,526		561 93 3	1,472 322	207	1,213 156 434 62	Tazeweli 2019
10%		21% 30% -100%	25% 29% 0%	-39% 500%	-10% 10% -14% 23%	Change
1,999		245 77 0	489 94 0	59	671 77 140 15	2020
2,237		340 121 0	452 41 0	76 1	852 115 205 34	Bluefield 2019
-11%		-28% -36% #DIV/0!	8% 129% 0%	-22% 0%	-21% -33% -32%	Change
2,313		446 57 0	506 66 0	137 2	838 75 140 23	2020
2,226		501 76 0	308 59	166 3	839 116 118 40	Richlands 2019 Change
4%		-11% -25% 0%	64% 12% 0%	-17% -33%	0% -35% 19% -43%	Change
10,417	2 1,013 97	1,369 255 0	2,834 576 1	322 15	2,599 323 655 114 26 216	2020
9,875	11 786 89	1,402 290 3	2,232 422 1	449 6	2,904 387 757 136 0	System 2019
5%	-82% 29% 9%	-2% -12% -100%	27% 36% 0%	-28% 150%	-11% -17% -13% -16% #DIV/0!	Change

TAZEWELL COUNTY PUBLIC LIBRARY

PEOPLE COUNTS 2019-2020 FISCAL YEAR

	TAZEWELL	BLUEFIELD	RICHLANDS	TOTALS
July 2019	5093	5717	6351	17161
August 2019	4374	5466	5781	15621
September 2019	4284	5975	5195	15454
October 2019	7205	6047	6323	19575
November 2019	4434	4415	3712	12561
December 2019	4815	4284	5075	14174
January 2020	4811	5290	3800	13901
February 2020				0
March 2020				0
April 2020				0
May 2020				0
June 2020				0
Totals				108447
ACTUAL (Divided by 2)				54223.5
Total must be divided	by 2 to reflect the	true number of pe	ople going in and the	en also going out

Tazewell County Public Library
Registered Patrons
As of January 31, 2020
*Decision Center numbers

Category	Taze	Tazewell	Bluefield	field	Richlands	ands	System	tem
	2020	2019	2020	2019	2020	2019	2020	2019
Adult	3,797	3,477	3,261	2,985	3,518	3,268	10,576	9,730
Juvenile	1,323	1,263	1,221	1,137	1,240	1,170	3,784	3,570
Total	5,120	4,740	4,482	4,122	4.758	4.438	14.360	13 300

New Registrations January, 2020

73	77	20	24	24	25	29	28	Total
17	22	8	8	6	9	ပ	CT	Juvenile
56	55	12	16	18	16	26	23	Adult
							1	
2019	2020	2019	2020	2019	2020	2019	2020	
tem	System	ands	Richlands	field	Bluefield	Tazewell	Taze	

Reference Department 2019-2020	q					
201-2		J				
	Tazewell	Bluefield	Richlands	Jan-20	Jan-19	% Change
Public Computer Sessions	663	255				
WiFi	553 483	256 375	238	1047	852	22.9
	483	3/5	256	1114	No Đata	Unknow
Website Hits				2233	2704	-17.49
Facebook						
Total Likes	Total III		121			
Likes	TO STATE OF THE PARTY OF THE PA			2506	No Data	Unknow
Unlikes				23	31	-25.89
Posts/Comments				4	No Data	Unknow
Daily Page Engaged Users (Engaged				41	42	-2 49
with Content)						
Daily Total Reach (How Many Saw				1316	2622	-49 8%
Content)				21967	No Data	Unknow
Database Usage						
Sessions				58	119	-51.3%
Searches	per el co		1.833.63	937	792	18.39
Retrievals				1272	912	39.59
ILL						
Requested by TCPL	1	7				
Lent to TCPL	1	1	0	2	40 26	-80.0% -92.3%
Reference Questions						32.57
Phone Phone						
Email	68	144	117	329	329	0.09
Online Chat	9	0	0	9	3	200.0%
In-Person	0	0	0	0	0	0.0%
Mail	138	338	160	636	458	38.9%
Book-a-Librarian	0	0	0	0	0	-100.0%
A July Dur						200.078
Adult Programming						
Computer (Participants)	0	0	0	0	0	0.0%
Book Group (Participants)	21	3	7	31	22	40.9%
Social (Participants)	0	0	0	0	0	0.0%
Gaming (Participants)	8	0	0	8	2	300.0%
Crafting (Participants)	11	0	0	11	11	0.0%
Informational (Participants) General (Participants)	0	0	0	0	0	0.0%
General (Farticipants)	0	0	0	0	0	0.0%
Computer	2	0	0	2	0	200.0%
Book Group	5	1	1	7	3	133.3%
Social	0	0	0	0	0	0.0%
Gaming	1	0	0	1	1	0.0%
Crafting	2	0	0	2	2	0.0%
Informational	1	0	0	1	0	100.0%
General	0	0	0	0	0	0.0%
Proctored Test	3	5	0	8	12	-33.3%.
Newsetter						-32 - 32
Total Subscribers				677	481	AO 701
New Subscribers				15	481	40.7%
How Many People Opened Newsletter			-20-11	135	67	-48.3%.
How Many People Click on Links		C- A		26	17	101.5% 52.9%
Business Services						
Pages Notarized	2	0	6	8	No Data	Unknown
People Assisted	1	0	4	5	No Data	Unknown

DARTE IA/2020 Sr 'n Skitch FROGRAM/ FACUITATOR LOCATION Type of Program Attending 1/8/2020 France III South Club 1/8/2020 Sr 'n Skitch Ctris Taaweell Ccrit Ctris Taaweell Ccrit Ctris Taaweell Ccrit 6 1/2 Ctris 1/2	9 237 800				
PROGRAM FACILITATOR LOCATION Type of Program 8. Chris Tazewell Computer Gloria Blueffed Book Club Bob Chris Tazewell Book Club Chris Tazewell Book Club Jarni Tazewell Gook Club Jarni Richlands Book Club Jarni Richlands Computer Chris Tazewell Gook Club Informational Informational Chris Tazewell Gook Club Book Club Gook Club Informational Gook Club Chris Tazewell Gook Club Book Club Gook Club Informational Gook Club Book Club Gook Club </th <th></th> <th></th> <th></th> <th></th> <th></th>					
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Chris	/2020 Sit 'n Stitch		LOCATION	Type of Program	Attendi
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BD) Chris Tazewell/Offsite Book Club Abb Tanny Tazewell/Offsite Book Club Ball Larni Richlands Book Club Jami Richlands Book Club Chris Tazewell Book Club Chris Tazewell Computer Chris Tazewell Craft Club Chris Tazewell Computer Chris Tazewell Games Total Total	/9/2020 Bluefield Book Club	G Cris	lazewell	Book Club	
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ns Club Chris Chris Tazewell Games Total Total	2/2020 Compute Class: Excel	Chris	Total	Inioimational	
Chris Tazewell	3/2020 Dungeons & Dragons Club	Chris	Tarawall	Computer	
Total	14/2020 Banned Book Club	Chris	Tazewell	Book Club	
				Total	
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Instrumental Book Club		FACILITATOR	LOCATION	Checkouts	Adults	Hildren
Interval (Interval (Interv	/2020 Trivia Night		Painted Peak	0	9	0
## Chris/Cassle Gurke Sarden Community Center 50 3	.0/2020 Inspirational Book Club	Tammy	The Well	0	ا بر	
Perior Program Chris'	4/2020 Burkes Garden	Chris/Cassie	Burkes Garden Community Center	0.5	w (27
Ohts	4/2020 Westwood Senior Program	Chris/Cassie	Westwood Senior Center	5	ا ۵	, c
Cents Cappool Hill 50 20	2/2020 Trivia Night	Chris	Painted Peak	5	Ac	2 0
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Program Attendance

2020

Department: Youth Services Month:January

OBOUR		zewell		uefield		hlands	Syste	m Total
GROUP	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance
YOUTH								
Baby (0-36 months)	2	15					2	15
Toddler (2-3 yrs)							0	_
Preschool (3-5 yrs)							Ō	_
Primary (k-5th grade)							0	
Young Adults (6th-12th grade)							0	
T							0	0
Tours of Library (specify group)							0	0
							0	0
Visits to schools (consideration)							0	_
Visits to schools (specify group) Head Start	12	004			_		0	0
Red White and Youth	12	204			3		15	256
Kirk's Blessings			2	34	3	46	3	46
Early Head Start	3	22	4	34			2	34
Generations Daycare		22					3	22
Live, Laugh, Learn	2	20					2	∈ 0 20
Bright Beginnings	4						4	38
Other (specify)							0	0
Teen Volunteer Program	1	2					1	2
1000 B 4 K	1	1					i	1
Sit 'n Stitch	2	6					2	6
Total Youth	27	308	2	34	6	98	35	440
Other (specify)							_	_
Adults attending Youth Programs		62		4		0.4	0	0
- Touris - Touris Touris		02		4		31	0	97
							0	0
							0	0
							U	0

Collection Development Materials Added 2019-2020

	Tazeweli	Richlands	Bluefield	Total	CumTotal
Books					
Jul	166	152	128	446	446
Aug	194	107	160	461	907
Sep	146	116	113	375	128
Oct	115	89	93	297	1579
Nov	92	64	88	244	182
Dec	90	79	79	248	207
Jan	99	95	140	334	240
Feb			1000	0	240
Mar				0	240
Apr				0	240
May			1.01537	0	240
Jun				0	240!
Total	902	702	801	2405	

Audio				Total	CumTotal
Jul	0	0	0	0	o
Aug	7	6	7	20	20
Sep	186	9	3	198	218
Oct	0	1	0	1	219
Nov	3	5	4	12	231
Dec	0	0	0	. 0	231
Jan	3	3	4	10	241
Feb				0	241
Mar				0	241
Apr				0	241
May				0	241
Jun				0	241
Total	199	24	18	241	

DVD			33-0-14	Total	CumTotal
Jul	2	2	2	6	6
Aug	10	9	9	28	34
Sep	11	8	13	32	66
Oct	2	3	2	7	73
Nov	6	4	6	16	89
Dec	0	0	0	0	89
Jan	10	5	10	25	114
Feb				0	114
Mar				0	114
Арг				0	114
May			. 301	0	114
Jun			1 1 2	0	114
Total	41	31	42	114	

Total in Collection:	Items		Bibs	
Jul	1	25,013		96,511
Aug	1	25,461		96,884
Sep	1	25,843		97,161
Oct	1	26,161		97,482
Nov	1	26,061		97,462
Dec	1	26,281		97,661
Jan	1	26,057		97561
Feb				
Mar				
Apr				
May				
Jun				

e-Resources	e-Books	e-Audiobooks		Total	CumTotal
Jul	10	05			
1		25		35	35
Aug	0	40		40	75
Sep	8	19		27	102
Oct	13	57		70	172
Nov	63	23		86	258
Dec	19	23		42	300
Jan	17	53		70	370
Feb				0	370
Mar				0	370
Apr				0	370
May				0	370
Jun				0	370
Total	130	240	0	370	

Kits etc.	Kits	Board Games	3		Total	CumTotai
Jul	0		3		3	3
Aug	0		0		0	3
Sep	1		2		3	6
Oct	0		1		1	7
Nov	0		0		0	7
Dec	0		0		0	7
Jan	0	***	0		Ö	7
Feb					0	7
Mar					ō	7
Apr					0	7
May					0	7
Jun					ō	7
Total	1	•	6	0	7	il.

Withdrawals		Total CumTo	tal
Jul	563	563	563
Aug	153	153	716
Sep	279	279	995
Oct	251	251 1	246
Nov	224	224 1	470
Dec	80	80 1	550
Jan	307	307 1	857
Feb		0 1	857
Mar		0 1	857
Apr		0 1	857
May		0 1	857
Jun		0 1	857
Total	1857	1857	

	Cover &							
Repairs	DVD's	Books	Audio	Laminate	Total	CumTotal		
Jul	1	28	0	3	32	32		
Aug	0	14	0	37	51	83		
Sep	0	19	0	9	28	111		
Oct	34	6	6	0	46	157		
Nov	7	20	1	1	29	186		
Dec	0	29	0	0	29	215		
Jan	3	56	0	26	85	300		
Feb					0	300		
Mar			* 3		0	300		
Apr					0	300		
May					0	300		
Jun					0	300		
Total	45	172	7	76	300			