

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

Next meeting will be March 19 at 3:30 p.m. at the Tazewell Library.

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.

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

Personnel: 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**

**TAZEWELL COUNTY PUBLIC LIBRARY
PROGRESS REPORT**

Department: Administrative
Submitted by: Betty Pruett

Month January Year: 2020
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

Category	Tazewell		Change	Bluefield		Change	Richlands		Change	System		Change
	2020	2019		2020	2019		2020	2019		2020	2019	
Print												
Adult												
Fiction	1,090	1,213	-10%	671	852	-21%	838	839	0%	2,599	2,904	-11%
Paperback	171	156	10%	77	115	-33%	75	116	-35%	323	387	-17%
Nonfiction	375	434	-14%	140	205	-32%	140	118	19%	655	757	-13%
Periodicals	76	62	23%	15	34	-56%	23	40	-43%	114	136	-16%
Virginia Room	26									26	0	#DIV/0!
Other Internal Use	62			131			23			216	0	#DIV/0!
Young Adult												
Fiction	126	207	-39%	59	76	-22%	137	166	-17%	322	449	-28%
Nonfiction	12	2	500%	1	1	0%	2	3	-33%	15	6	150%
Juvenile												
Fiction	1,839	1,472	25%	489	452	8%	506	308	64%	2,834	2,232	27%
Nonfiction	416	322	29%	94	41	129%	66	59	12%	576	422	36%
Periodicals	1	1	0%	0	0	0%	0	0	0%	1	1	0%
Nonprint												
DVD	678	561	21%	245	340	-28%	446	501	-11%	1,369	1,402	-2%
Audio	121	93	30%	77	121	-36%	57	76	-25%	255	290	-12%
SOL Kit	0	3	-100%	0	#DIV/0!		0	0	0%	0	3	-100%
eCollections												
RBDigital ebooks/audio										2	11	-82%
Libby										1,013	786	29%
RBDigital Magazines										97	89	9%
Total	4,993	4,526	10%	1,999	2,237	-11%	2,313	2,226	4%	10,417	9,875	5%

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				54223.5
(Divided by 2)				
Total must be divided by 2 to reflect the true number of people going in and then also going out				

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

Category	Tazewell		Bluefield		Richlands		System	
	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

	Tazewell		Bluefield		Richlands		System	
	2020	2019	2020	2019	2020	2019	2020	2019
Adult	23	26	16	18	16	12	55	56
Juvenile	5	3	9	6	8	8	22	17
Total	28	29	25	24	24	20	77	73

Reference Department 2019-2020						
	Jan-19					
	Tazewell	Bluefield	Richlands	Jan-20	Jan-19	% Change
Public Computer Sessions	553	256	238	1047	852	22.9%
WiFi	483	375	256	1114	No Data	Unknown
Website Hits				2233	2704	-17.4%
Facebook						
Total Likes				2506	No Data	Unknown
Likes				23	31	-25.8%
Unlikes				4	No Data	Unknown
Posts/Comments				41	42	-2.4%
Daily Page Engaged Users (Engaged with Content)				1316	2622	-49.8%
Daily Total Reach (How Many Saw Content)				21967	No Data	Unknown
Database Usage						
Sessions				58	119	-51.3%
Searches				937	792	18.3%
Retrievals				1272	912	39.5%
ILL						
Requested by TCPL	1	7	0	8	40	-80.0%
Lent to TCPL	1	1	0	2	26	-92.3%
Reference Questions						
Phone	68	144	117	329	329	0.0%
Email	9	0	0	9	3	200.0%
Online Chat	0	0	0	0	0	0.0%
In-Person	138	338	160	636	458	38.9%
Mail	0	0	0	0	0	0.0%
Book-a-Librarian	0	0	0	0	3	-100.0%
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)	0	0	0	0	0	0.0%
General (Participants)	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%
eNewsletter						
Total Subscribers				677	481	40.7%
New Subscribers				15	29	-48.3%
How Many People Opened Newsletter				135	67	101.5%
How Many People Click on Links				26	17	52.9%
Business Services						
Pages Notarized	2	0	6	8	No Data	Unknown
People Assisted	1	0	4	5	No Data	Unknown

**Collection Development
Materials Added
2019-2020**

	Tazewell	Richlands	Bluefield	Total	CumTotal
Books					
Jul	166	152	128	446	446
Aug	194	107	160	461	907
Sep	146	116	113	375	1282
Oct	115	89	93	297	1579
Nov	92	64	88	244	1823
Dec	90	79	79	248	2071
Jan	99	95	140	334	2405
Feb				0	2405
Mar				0	2405
Apr				0	2405
May				0	2405
Jun				0	2405
Total	902	702	801	2405	

	e-Resources	e-Books	e-Audiobooks	Total	CumTotal
Jul		10	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

				Total	CumTotal
Audio					
Jul	0	0	0	0	0
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	

	Kits etc.	Kits	Board Games	Total	CumTotal
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	0	7
Feb				0	7
Mar				0	7
Apr				0	7
May				0	7
Jun				0	7
Total		1	6	0	7

				Total	CumTotal
DVD					
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
Apr				0	114
May				0	114
Jun				0	114
Total	41	31	42	114	

		Total	CumTotal
Withdrawals			
Jul	563	563	563
Aug	153	153	716
Sep	279	279	995
Oct	251	251	1246
Nov	224	224	1470
Dec	80	80	1550
Jan	307	307	1857
Feb		0	1857
Mar		0	1857
Apr		0	1857
May		0	1857
Jun		0	1857
Total	1857	1857	

Total in Collection:	Items	Bibs
Jul	125,013	96,511
Aug	125,461	96,884
Sep	125,843	97,161
Oct	126,161	97,482
Nov	126,061	97,462
Dec	126,281	97,661
Jan	126,057	97,561
Feb		
Mar		
Apr		
May		
Jun		

	Repairs	DVD's	Books	Audio	Cover & 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					0	300	
Apr					0	300	
May					0	300	
Jun					0	300	
Total	45	172	7	76	300		