



129 Main Street PO Box 929 Tazewell, VA 24651-0929 276.988.2541 276.988-5980 FAX

August 11, 2021

Tazewell County Public Library  
Board of Trustees

Dear Trustees,

Our regular meeting is scheduled for next Thursday, August 19 at 5:30pm. We did not have a quorum at our June or July meetings, so the agenda is relatively unchanged from those meetings.

We've had a request to revisit the regular meeting time. Additionally, we should be able to view several of the Short Takes for Trustees videos.

We discovered structural issues when moving things for the carpet to go in. I hope to know more from the structural engineer and the county's Director of Engineering by our meeting next week. As of right now, the carpeting is on hold.

I will send out a virtual meeting invitation for those who would prefer to meet that way. As usual, please let me or Regina know if you will be unable to attend.

I look forward to seeing you all next week!

Thank you!

A handwritten signature in black ink that reads "Erica Hall".

Erica Hall  
Library Director

**Tazewell County Public Library  
Board of Trustees  
Regular Meeting  
Thursday, August 19, 2021, 5:30 PM  
Tazewell County Administration Building**

- I. Roll Call**
- II. Consideration of approving the agenda**
- III. Approval of May meeting minutes**
- IV. Director's Report**
  - a. Foundation
  - b. Friends of the Library
  - c. Summer Reading
- V. Financial Report**
  - a. As of July 31, 2021, the library had spent \$106,508.29, 9.84% of the annual budget.
  - b. As of July 31, 2021, the library had received \$2,718.45 in fines and fees.
- VI. Unfinished Business**
  - a. Meeting times
  - b. Training modules through LVA: Short Takes for Trustees
- VII. New Business**
- VIII. Public Comment**
- IX. Adjourn**

Next meeting time and location TBD.

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell County Administration Building, 197 Main St., Tazewell, Va., May 20, 2021, at 3:30 p.m.

**Present:** Regina Roberts, chair  
Karel Ryan, vice chair  
Mary Sue Dean, trustee  
Erica Hall, TCPL Director  
Jade Crabtree, TCPL Circulation Manager

**Absent:** Michele Crigger, trustee  
Connie Kitts, trustee

**1. CALL TO ORDER:** Meeting was called to order by Chair Roberts at 3:45pm.

**2. CONSIDERATION OF APPROVING THE AGENDA FORMAT**

**ADDITIONS/DELETIONS:** Addition of Tazewell Branch update under the director's report. Agenda approved with changes.

**3. APPROVAL OF MINUTES:** Minutes for the April 15, 2021 meeting were approved with the following changes:

- a. Grammatical corrections provided by Trustee Dean.
- b. Changes provided by Trustee Kitts regarding the placement of the line "Chair Robert noted that the Infectious Disease Plan requires the appointment of a Health Officer and suggested that an administrative staff person should be appointed."

Trustee Dean motioned to approve the minutes with the suggested changes with a second by Trustee Ryan.

**4. DIRECTOR'S REPORT:**

**Pocahontas Branch:** The ribbon cutting for the Pocahontas Branch is scheduled for June 1, 2021, at 10:00 am. The Tazewell County Board of Supervisors donated \$250 for catering the ribbon cutting which will be provided by Ginger Cates from the Real McCoy Cabins. The Town of Pocahontas will close the road for the event. Maggie Asbury will not be able to attend but Mike Hymes will be attending in her place. Lori Stacy from the

Chamber of Commerce will attend with the ceremonial scissors. A.J. Robinson from the Tazewell County Tourism Board is working to generate interest in the event. Director Hall gave Maggie Asbury a tour of the building on May 20, 2021. The date for the ribbon cutting is significant as the original opening date for the former Emma Yates Memorial Library was May 31, 1987. An air purifier has been installed in the building to improve air quality. Chair Roberts requested that Director Hall inquire about installing air purifiers or filters at all TCPL branches.

Richlands Branch: Director Hall has contacted the Richlands Lions Club to inquire about safety grip tape for the stairs. The Richlands Lions Club wants to know more about the gutters and want to help with getting them fixed since it is the root of the problem. Town of Richlands obtained a grant which will provide funds for fixing the siding and windows on the street facing side of the building.

Friends of the Library: The Friends of the Library has been meeting in person on the front porch of the Tazewell Branch. Trustee Dean inquired about how to become a member.

Foundation Board: The Foundation Board met on April 13, 2021. The Foundation Board is supposed to meet monthly before the Board of Trustees meeting. Director Hall will schedule the next meeting for either May 25, 2021 or June 15, 2021 at 10:30 am.

Tazewell Branch: Director Hall has appointed Cassie Ogle, Technical Services Librarian as the Health Officer and reports will be issued as needed. Director Hall provided a handout with the changes to the guidelines regarding COVID-19 and amendments to Virginia Executive Order 72. Director Hall made note to ask Trustee Ryan about Virginia Executive Order 79 and any amendments to it.

Regarding the quotes for replacing the carpet, per Tazewell County policy, it is required that the lowest quote is the quote that is accepted. Fogleman's Carpet came to measure and provide a quote based on the same carpet material that was provided by another company. The quote for the same materials was higher than other quotes. Wythe Carpet is now the lowest quote.

Four different story walks have been developed which can be rotated between each location. Currently there is a story walk installed at Critterville in Richlands and there are plans to install other story walks at Lincolnshire Park in Tazewell, Bluefield City Park in Bluefield, and the park located in Pocahontas.

#### **5. MEETING TIME CONFLICT:**

Addressed this New Business item early as a quorum is needed for voting and Trustee Ryan needed to leave early. Trustee Crigger has taken a job and is unable to meet during the regular meeting scheduled time. Trustee Ryan asked if Maggie Asbury could appoint a different Trustee. Trustee Ryan made a motion, with a second by Trustee Dean, to move the time of the meetings to 5:30 pm during daylight saving time and that the issue be revisited as needed. Chair Roberts reminded the members of the Board that the new time needs to be posted to the public.

#### **6. FINANCIAL REPORT:**

Director Hall has received the budget for the 2021-2022 fiscal year. Tazewell County has allotted enough funding to cover the raise in minimum wage. Additionally, Tazewell County has also allotted \$5000 for a new circulation desk at Tazewell and \$5000 for bringing the bathrooms at Tazewell up to ADA standards.

- a. As of April 30, 2021, the library had spent \$831,015.59, 76.93% of the annual budget.
- b. As of April 30, 2021, the library had received \$6,889.24 in fines and fees.
- c. The figure represented for fines and fees is not accurate as a large deposit was made recently.

#### **7. COMMITTEE REPORTS**

- a. No current committees in place.

#### **8. NEW BUSINESS**

Meeting Time Conflict: This item was addressed earlier in the meeting.

Training Modules Through LVA: Trustee Kitts has watched all ten modules. Chair Roberts and Trustee Dean watched the following two modules before the meeting adjournment:

1. What It Means to Be a Trustee:
  - a. Liability was mentioned in the module and Chair Roberts requested that Director Hall inquire about coverage in the event of a lawsuit brought against a Board of Trustees member.
2. Board Meetings:
  - a. The strategic plan should be discussed often to garner new insights and perspectives.

General Comments:

- a. Chair Roberts asked if Tazewell County could provide storage for items not currently in use due to restrictions. Director Hall suggested that the basement in Richlands could be used for this purpose.
- b. Chair Roberts asked Director Hall to follow-up on the Virginia Law space.

**9. PUBLIC COMMENT:** No members of the public were present.

**10. ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:00 pm.

The next regular meeting is scheduled for Thursday, June 17, 2021 at 5:30 pm at the Tazewell County Administration Building.

**Respectfully submitted,**

---

**Cassie Ogle, Technical Services Librarian**

---

**Tazewell County Public Library Board of Trustees**

**Regular Meeting**

**May 20, 2021**

**Tazewell County Administration Building**

**Tazewell, Va.**

**3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. DRAFT Minutes of April 15, 2021**
- 3. Director's Report**
- 4. Changes to COVID-19 guidelines and Executive Order 72**

**DRAFT**

Tazewell County Public Library

G/L	DESCRIPTION	Beginning Balance	Additions to Funds	Previous		Year to Date Expenses	Remaining Balance	Percentage Used
				Month Expenses	Expenses			
7301-1150	COMPENSATION	\$ 553,751.00		\$ 47,124.64	\$ 47,124.64	\$ 506,626.36	8.51%	
7301-2100	FICA	\$ 42,362.00		\$ 3,393.38	\$ 3,393.38	\$ 38,968.62	8.01%	
7301-2210	RETIREMENT	\$ 51,963.00		\$ 4,408.34	\$ 4,408.34	\$ 47,554.66	8.48%	
7301-2300	HOSPITALIZATION	\$ 150,235.00		\$ 12,607.56	\$ 12,607.56	\$ 137,627.44	8.39%	
7301-2400	LIFE INSURANCE	\$ 5,670.00		\$ 472.48	\$ 472.48	\$ 5,197.52	8.33%	
7301-2700	WORK/COMP	\$ 1,052.00		\$ 205.53	\$ 205.53	\$ 846.47	19.54%	
7301-3099	MISCELLANEOUS	\$ 5,000.00	\$ 100.00	\$ -	\$ -	\$ 5,100.00	0.00%	
7301-3120	CONTRACTUAL SERVICE	\$ 59,800.00		\$ 6,820.96	\$ 8,858.65	\$ 50,941.35	14.81%	
7301-3310	REPAIRS/MAINT	\$ 6,500.00		\$ 1,547.69	\$ 1,547.69	\$ 4,952.31	23.81%	
7301-3500	PRINTING/BINDING	\$ 500.00		\$ -	\$ -	\$ 500.00	0.00%	
7301-3600	ADVERTISING	\$ 1,000.00		\$ 469.00	\$ 469.00	\$ 531.00	46.90%	
7301-5110	ELECTRICAL UTILITIES	\$ 28,000.00		\$ 1,861.12	\$ 2,426.18	\$ 25,573.82	8.66%	
7301-5130	WATER/SEWER	\$ 1,000.00		\$ 406.40	\$ 487.70	\$ 512.30	48.77%	
7301-5210	POSTAL SERVICE	\$ 1,748.00		\$ 93.13	\$ 93.13	\$ 1,654.87	5.33%	
7301-5230	TELECOMMUNICATION	\$ 7,764.00	\$ 2,618.45	\$ 609.30	\$ 1,080.75	\$ 9,301.70	13.92%	
7301-5304	PROPERTY INS	\$ 4,192.00		\$ 819.06	\$ -	\$ 4,192.00	0.00%	
7301-5305	VEHICLE INSURANCE	\$ -		\$ 129.68	\$ 129.68	\$ (129.68)	0.00%	
7301-5306	SURETY BONDS	\$ 129.00		\$ -	\$ -	\$ 129.00	0.00%	
7301-5308	GENERAL LIABILITY INS.	\$ 168.00		\$ 43.21	\$ 43.21	\$ 124.79	25.72%	
7301-5410	LEASE/RENT EQUIP	\$ 15,400.00		\$ 1,058.19	\$ 1,977.42	\$ 13,422.58	12.84%	
7301-5420	IN-KIND SUPPORT	\$ 15,008.00		\$ -	\$ -	\$ 15,008.00	0.00%	
7301-5510	TRAVEL	\$ 2,000.00		\$ 37.08	\$ 37.08	\$ 1,962.92	1.85%	
7301-5604	EMMA YATES LIBRARY	\$ 12,500.00		\$ -	\$ -	\$ 12,500.00	0.00%	
7301-5810	DUES/MEMBERSHIP	\$ 800.00		\$ -	\$ -	\$ 800.00	0.00%	
7301-6001	OFFICE/LIB SUPPLIES	\$ 14,287.00		\$ 3,719.55	\$ 3,915.52	\$ 10,371.48	27.41%	
7301-6005	CUSTODIAL SUPPLIES	\$ 5,000.00		\$ 317.40	\$ 610.20	\$ 4,389.80	12.20%	
7301-6009	VEHICLE SUPPLIES & REPAIR	\$ 500.00		\$ 52.72	\$ 5.00	\$ 495.00	1.00%	
7301-6012	BOOKS	\$ 69,202.00		\$ 11,422.04	\$ 14,308.72	\$ 54,893.28	20.68%	
7301-8101	MACHINERY/EQUIPMENT	\$ 17,000.00		\$ 2,177.43	\$ 2,177.43	\$ 14,822.57	12.81%	
7301-8102	FURNITURE/FIXTURES	\$ 5,000.00		\$ -	\$ 129.00	\$ 4,871.00	2.58%	
7301-8109	CAPITAL IMPROVEMENTS	\$ 5,000.00		\$ -	\$ -	\$ 5,000.00	0.00%	
		\$ 1,082,531.00	\$ 2,718.45	\$ 99,795.89	\$ 106,508.29	\$ 978,741.16	9.84%	

Total Fines and Fees YTD:

\$ 1,801.93

Total Donations/Other YTD:

\$ 2,718.45



**TAZEWELL COUNTY PUBLIC LIBRARY  
PROGRESS REPORT**

**Department:** Administrative      **Month July Year:** 2021  
**Submitted by:** Cassie Ogle      **Date:** August 6, 2021

**FINANCIAL:**

Financial report as of 7/31/2021 is attached.

The following monetary donations/refunds/appropriations were reported during July 2021.

<b>BRANCH</b>	<b>FROM</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
Bluefield	Delia Kersey	100.00	
All	E-Rate Reimbursement	2,618.45	

**PERSONNEL:**

No changes to personnel to report.

**MAINTENANCE/FACILITIES:**

No maintenance or facilities items to report.

**STAFF DEVELOPMENT:**

No staff development meetings reported during July.

Collection Development  
Materials Added  
2021-2022

	Tazewell	Richlands	Bluefield	Pocahontas	Total	CumTotal
<b>Books</b>						
Jul	189	139	227	29	584	584
Aug	0	0	0	0	0	584
Sep	0	0	0	0	0	584
Oct	0	0	0	0	0	584
Nov	0	0	0	0	0	584
Dec	0	0	0	0	0	584
Jan	0	0	0	0	0	584
Feb	0	0	0	0	0	584
Mar	0	0	0	0	0	584
Apr	0	0	0	0	0	584
May	0	0	0	0	0	584
Jun	0	0	0	0	0	584
<b>Total</b>	<b>189</b>	<b>139</b>	<b>227</b>	<b>29</b>	<b>584</b>	

	Tazewell	Richlands	Bluefield	Pocahontas	Total	CumTotal
<b>Audio</b>						
Jul	2	6	2	0	10	10
Aug	0	0	0	0	0	10
Sep	0	0	0	0	0	10
Oct	0	0	0	0	0	10
Nov	0	0	0	0	0	10
Dec	0	0	0	0	0	10
Jan	0	0	0	0	0	10
Feb	0	0	0	0	0	10
Mar	0	0	0	0	0	10
Apr	0	0	0	0	0	10
May	0	0	0	0	0	10
Jun	0	0	0	0	0	10
<b>Total</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>10</b>	

	Tazewell	Richlands	Bluefield	Pocahontas	Total	CumTotal
<b>DVD</b>						
Jul	0	2	0	0	2	2
Aug	0	0	0	0	0	2
Sep	0	0	0	0	0	2
Oct	0	0	0	0	0	2
Nov	0	0	0	0	0	2
Dec	0	0	0	0	0	2
Jan	0	0	0	0	0	2
Feb	0	0	0	0	0	2
Mar	0	0	0	0	0	2
Apr	0	0	0	0	0	2
May	0	0	0	0	0	2
Jun	0	0	0	0	0	2
<b>Total</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	

Total in Collection:	Items	Bibs
Jul	115,660	86,604
Aug		
Sep		
Oct		
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
Jun		

	e-Resources	e-Books	e-Audiobooks	Total	CumTotal
Jul	0	0	0	0	0
Aug	0	0	0	0	0
Sep	0	0	0	0	0
Oct	0	0	0	0	0
Nov	0	0	0	0	0
Dec	0	0	0	0	0
Jan	0	0	0	0	0
Feb	0	0	0	0	0
Mar	0	0	0	0	0
Apr	0	0	0	0	0
May	0	0	0	0	0
Jun	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

	Kits etc.	Kits	Board Games	Total	CumTotal
Jul	21	0	0	21	21
Aug	0	0	0	0	21
Sep	0	0	0	0	21
Oct	0	0	0	0	21
Nov	0	0	0	0	21
Dec	0	0	0	0	21
Jan	0	0	0	0	21
Feb	0	0	0	0	21
Mar	0	0	0	0	21
Apr	0	0	0	0	21
May	0	0	0	0	21
Jun	0	0	0	0	21
<b>Total</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>21</b>	

	Total	CumTotal
<b>Withdrawals</b>		
Jul	129	129
Aug	0	129
Sep	0	129
Oct	0	129
Nov	0	129
Dec	0	129
Jan	0	129
Feb	0	129
Mar	0	129
Apr	0	129
May	0	129
Jun	0	129
<b>Total</b>	<b>129</b>	<b>129</b>

	DVD's	Books	Audio	Cover & Laminate	Total	CumTotal
Jul	1	21	0	0	22	22
Aug	0	0	0	0	0	22
Sep	0	0	0	0	0	22
Oct	0	0	0	0	0	22
Nov	0	0	0	0	0	22
Dec	0	0	0	0	0	22
Jan	0	0	0	0	0	22
Feb	0	0	0	0	0	22
Mar	0	0	0	0	0	22
Apr	0	0	0	0	0	22
May	0	0	0	0	0	22
Jun	0	0	0	0	0	22
<b>Total</b>	<b>1</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>22</b>	

Tazewell County Public Library  
Circulation  
July, 2021

Category	Tazewell			Bluefield			Richlands			Pocahontas			System		
	2021	2020	Change	2021	2020	Change	2021	2020	Change	2021	2020	Change	2021	2020	Change
<b>Print</b>															
<b>Adult</b>															
Fiction	1,056	581	82%	639	447	43%	650	503	29%	55	#DIV/0!	2400	1,531	57%	
Paperback	198	26	662%	74	31	139%	83	22	277%	0	#DIV/0!	355	79	349%	
Nonfiction	442	165	168%	101	61	66%	79	35	126%	7	#DIV/0!	629	261	141%	
Periodicals	26	17	53%	10	4	150%	6	4	50%	0	#DIV/0!	42	25	68%	
Virginia Room	103	48	115%									103	48	115%	
Other Internal Use	142	127	12%	242	44	450%	136	0	#DIV/0!			520	171	204%	
<b>Young Adult</b>															
Fiction	179	45	298%	83	30	177%	135	76	78%	1	#DIV/0!	398	151	164%	
Nonfiction	5	0	#DIV/0!	0	2	0%	1	0	#DIV/0!	0	#DIV/0!	6	2	200%	
<b>Juvenile</b>															
Fiction	1,346	511	163%	650	260	150%	533	167	219%	6	#DIV/0!	2535	938	170%	
Nonfiction	245	106	131%	190	57	233%	84	19	342%	1	#DIV/0!	520	182	186%	
Periodicals	2	0	0%	0	0	0%	0	0	0%	0	#DIV/0!	2	0	0%	
<b>Nonprint</b>															
DVD	322	230	40%	127	128	-1%	109	95	15%	4	#DIV/0!	562	453	24%	
Audio	57	32	78%	30	54	-44%	42	46	-9%	0	#DIV/0!	129	132	-2%	
SOL Kit	1	1	0%	0	0	#DIV/0!	0	0	0%	0	#DIV/0!	1	1	0%	
<b>eCollections</b>															
RBDigital ebooks/audio															
Libby													8	0%	
RBDigital Magazines													1260	911	38%
Hoopla													43	114	-100%
<b>Total</b>	<b>4,124</b>	<b>1,889</b>	<b>118%</b>	<b>2,146</b>	<b>1,118</b>	<b>92%</b>	<b>1,858</b>	<b>967</b>	<b>92%</b>			<b>9,462</b>	<b>5,007</b>	<b>89%</b>	