



## Agenda

November 8, 2023

4p

Call to Order

Roll Call

Approval of Minutes

Reports

- Treasurer's Report
- Library Director
- Regional Director

Report of Committees

- Building and Ground Committee-update on safety issues

Communications

Unfinished Business

- None

New Business

- Policies

Public Comment—none scheduled

Adjournment



The Franklin County Library Board of Trustees met on November 8, 2023, at 4:01 PM at the Franklin County Library with the following present: Carl Goodman, Co-Chair; Lynn Claxton, Treasurer; David Eldridge, Angie Fuller, Lori Greer, Trustees; Tina Stevens, Director; Kate Huddleston, Regional Library Director; Cindy Matthews, Regional Library Assistant Director.

Roll was called and the meeting minutes for September 20, 2023 and Policy Committee on November 3, 2023 were approved as presented.

Reports provided from the following:

Treasurer Lynn Claxton reported 41.86% of the budget has been expended. No financial issues at this time.

Attached as page 4 is the Library Director's Report.

Attached as pages 5 and 6 is the Regional Library Director's Report. The Book Repair Workshop held at Franklin County Library was a success with fourteen (14) in attendance. The Regional Library staff are experimenting with in-services at other locations to accommodate library staff in its southern portions a closer option.

Building and Grounds Chair David Eldridge stated there is not an update on the issues related at the September, 2023, meeting as Franklin County Building and Grounds has cancelled the last two meetings. He intends to speak with Scotty Riddle, Franklin County Building and Grounds Committee Chairman, as soon as possible to gather any new information on the Library's safety issues. Mr. Eldridge also stated he will meet with Franklin County Finance Director Andrea Smith to ascertain the possibility of an upgraded surveillance system, a fire alarm, and panic button.

No Communications were shared.

No Unfinished Business

Under New Business, Sections 004 Borrowing Privileges, 005 Usage & Code of Conduct, 007 Meeting Rooms, 010 Collection Development, 012 Library Services, and 015 Social Media Policies were reviewed and passed with amendments. Attached with revised sections. A motion was made and passed for "Big Give 2023" free library card replacement in December 2023.



No Public Comment

Adjournment 5:23 PM

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Franklin County Library Secretary of the Board of Trustees

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Franklin County Library Chairman of the Board of Trustees



Director's Report  
November 2023

With more than 5,000 visitors in September, virtually every one checked out a physical item. Whether that was a book, board game, movie, magazine, or puzzle, there's truly something for everyone. Our digital circulation continues to grow as well. Nearly 3,000 items were borrowed electronically. This collection is robust as well with eBooks, eAudios (very popular), eMagazines, eComics, music and video streaming and downloads. Website visits were 1,785 alone, not including app usage. A host of folks use the library from the comfort of home, in the car, on the job, or on the lake. FCL is with you on most any adventure!

The Big Weed continues; 299 picture books were donated to Life Choices, a local organization that assists families with children. Customers are responding favorably to collections that have new locations like audio books on CD and new releases.

I recently visited the Winchester Police Department Chief Richard Lewis. I expressed much gratitude for the steps taken towards a safe library environment and experience. The Library and Winchester Police Department continues to work closely on security and safety issues searching for solutions.

The Franklin County Custodial Department is undergoing a transition due to short-staffing. The Library is one department affected. Currently David Guess, Department Head, is bearing the load until vacancies are filled. He was instrumental during two issues involving restrooms; both were related to overflows. The Library Team and I are greatly appreciative of his quick actions and care. It is understandable that the facility may suffer a mite and will return to the sparkling place it has been once there is sufficient staff.

October is one of the busiest months at the Library and in the community. On Friday, October 27, Kathy Pack and Deb Holliday (Friends of the Library Vice-President) interacted with 700 or more during the County Trunk or Treat at the Farmer's Market Pavilion. Then on Saturday, October 28, around 200 remembered the Cherokee people removed from their ancestral lands and homes during the Annual Trail of Tears Commemorative Walk and Event. Bo Taylor, former Museum of the Cherokee Indian Archivist, shared a message of awakening and appreciation with participants. Later that evening, Youth Services Director Dana Brown and Deb Holliday gave out candy and bookmarks to around 2,000 kids!

To learn more about the happenings at FCL, visit [fclbry.com](http://fclbry.com). Like or follow us at Facebook, Snapchat, Instagram, Youtube, and TikTok.

Remember to hashtag:

#fclbry

#FCLwedothat

#FCLcandothat

#FCLhereforyou

#FCLkeystosuccess

#FCLshareconnectcreate

Thank you for your service and all my best,

*Tina L. Stevens, Director*



OFFICE OF SECRETARY OF STATE TRE HARGETT

# STONES RIVER

NOV 2023

REGIONAL LIBRARY

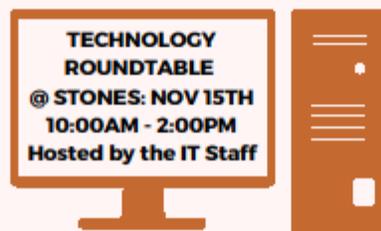
## LIBRARY TRUSTEE REMINDERS:

- Be sure you have instituted a Public Comment Policy
- Conduct director reviews before the end of the year
- Bylaws review? - recommended every other year
- Image Evaluation - consider for holiday time to see programs
- [Register now](#) to complete your online trustee certification.



## UPDATE: OVERDRIVE ADVANTAGE PLUS/TN R.E.A.D.S.

- Due to technological limitations in OverDrive's platform, there is limited control over content access levels and user access levels. While bricks-and-mortar public library operations are able to conduct business with a high degree of autonomy as it relates to collection development and patron policies, the same is not true of the TN READS.
- To support direct local autonomy, the Advantage Plus sharing feature will be turned off. This will ensure that books purchased by a local library will be available to only that local library (or patrons of libraries in a county library system). Patrons will also have access to the state-purchased titles that will continue to be shared to any patron accessing READS.
- So, when a patron logs into READS, they will have access to all the titles purchased by the local library for READS, AND, all the titles the state purchases. Any challenge of an item in READS will either be handled by the applicable local library – if the book was bought by the local library - or by the Tennessee State Library & Archives, if the book was purchased by the state.
- The Tennessee State Library & Archives is working with OverDrive to encourage them to enable greater controls regarding content access and patron access.





## UPCOMING TRAINING OPPORTUNITIES

**Level 5 Summit - Nov 14-15: East TN History Center, Knoxville:** In-Person  
Click [here](#) for more information and to register

### **Promoting Early Literacy - Nov. 30th:** Virtual

Storytime is a terrific way to share early literacy information with adults, but it is not all that we can do! In this session, we will explore how to create high-impact, low-cost initiatives that encourage adults to talk, sing, read, write, and play with their children in and out of the library. This presentation is a follow-up to last year's training on Early Literacy program development.

### **E-Rate Open Lab - Jan. 18th:** Virtual

State E-Rate Coordinator Liz Schreck will be on-hand to review participants' form 470s to be filed and will also present the Cabio exemption and its requirements.

### **Director's Roundtable - Jan. 31st:** Virtual

This Director's Roundtable will provide a platform for directors to ask for information and resources on best options for stretching your budget dollars. Directors and managers will share vendors, programs, and other measures that help them provide excellent service within their limited budgets.

## SAVE THESE DATES (STATE LIBRARY-SPONSORED EVENTS)

- Summer Reading Symposium: Dec 7 (Virtual)
- Strategic Planning for Youth Services: Jan 16 (Virtual)



STONES RIVER REGIONAL LIBRARY, A DIVISION OF THE OFFICE OF SECRETARY OF STATE TRE HARGETT, PROVIDES TRAINING, GRANTS ADMINISTRATION, AND CONSULTATION TO LIBRARY BOARDS AND STAFF. CONTACT KATE.HUDDLESTON@TN.GOV OR CYNTHIA.MATTHEWS@TN.GOV FOR ASSISTANCE. LIBGUIDES PASSWORD: TNLIBGUIDES (ALL LOWERCASE LETTERS)



## Franklin County Public Library Policy Manual

Section No: 004

Reviewed November 8, 2023

Subject: Borrowing Privileges

Approved: Kelly Doyle, Chairman \_\_\_\_\_

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### Circulation Policies

1. Materials may be borrowed with a Library card in good standing (i.e. absence of fees of \$10 or greater). The customer's Library card must be presented at checkout.
2. DVDs are borrowed with adult (18 and older) card holders.
3. Interlibrary Loans are borrowed from other libraries as a free service. Upon loss or damage, the account holder is responsible for charges incurred from the lending library. If Interlibrary Loans are not picked up within five (5) business days, more than five (5) business days overdue, lost and not returned, or damaged, loan privileges are suspended for two months. Upon three (3) infractions, Interlibrary Loan privileges are suspended for a year.
4. Fees in excess of \$10.00 block borrowing privileges.

## Franklin County Public Library Policy Manual

Section No: 005

Reviewed November 8, 2023

Subject: Usage & Code of Conduct

Approved: Kelly Doyle, Chairman \_\_\_\_\_

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### Children in the Library

1. The Library offers programs and services encouraging children to develop a love of reading and learning. Parents or guardians should be aware that the Library is a



public place and are legally responsible for their child's behavior even in their absence. Children left alone or unattended are in potential danger. They may also become bored and restless and become disruptive. The Library does not provide childcare or assume responsibility for their safety.

2. Children aged eleven and older may use the Library unaccompanied. Children, like all Library users, are required to respect Library property, staff, and other visitors and act in a manner appropriate to the use and function of the Library. The Code of Conduct applies to children as well.
3. If a child is unattended or alone, staff will attempt to locate the parent or guardian in the Library. If the parent or guardian is not located, law enforcement is notified.
4. Adults are permitted in these areas when:
  - a) Accompanied by a child
  - b) Actively reading, studying, using Children's Library Collection materials
  - c) Attending a Library program
5. Any adult [eighteen (18) and older] not in compliance will be asked to use other areas of the Library. Refusal to relocate may result in a ban from the Library.

## Franklin County Public Library Policy Manual

Section No: 007

Reviewed ~~June 2021~~ November 8, 2023

Subject: Meeting Space Usage

Approved: ~~Dave Van Buskirk~~, Kelly Doyle, Chairman \_\_\_\_\_

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The Library Meeting rooms Space(s) are to be primarily used to support the Mission and goals Objectives of the Library. The Meeting Space(s) rooms may also be scheduled for use by groups or organizations by designated Library partners or individuals of for a civic, cultural, or and educational character, programs. but These programs may include fundraising to benefit the Library but not for money raising or commercial or solicitation purposes.

1. The Meeting Space(s) rooms may be scheduled during Library hours only. at the Director's discretion.
2. Activities in the rooms may do not conflict with library activities, and the library will always have has precedence over other groups in scheduling the rooms.
3. Those reserving a room must make arrangements with Requests are submitted to the Director or designated appropriate staff. no less than three (3) business days prior to the requested date(s). A response is conveyed within three (3) business days.



4. The Library does not endorse the goals, beliefs, or policies of groups or individuals using the Meeting Space(s) rooms.
5. All meetings must be open to the general public and news media.
6. Per Winchester Fire Department, the Main Floor Meeting Space(s) accommodate(s) up to seventy (70) persons.
7. Per Winchester Fire Department, the Lower Floor Meeting Space(s) accommodate(s) eighty-five (85) persons.
8. Applicants are held responsible for the preservation of order by those in attendance.
9. All Federal, State, and Local Ordinances, as well as rules of the Police and Fire Departments relating to the public, must be strictly obeyed and will be enforced.
10. The Franklin County Library Code of Conduct Policy applies to Meeting Space(s) usage.
11. The Franklin County Library prohibits the following:
  - a) Illegal activities
  - b) Use of Alcohol, tobacco, e-cigs, and illegal drugs
  - c) Gambling
  - d) Promotion and use of child pornography, pornography and/or obscene materials by community standards
  - e) Use of flammable, combustible, and/or hazardous materials
  - f) Activities that may result in damage to Library property
  - g) Conduct that interferes with Library business
12. Spaces may be reserved by adults eighteen (18) and older.
13. Reserves may be limited.

## Franklin County Public Library Policy Manual

Section No: 010

Reviewed August 22, 2023

Subject: Collection Development

Approved: Kelly Doyle, Chairman \_\_\_\_\_

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### 5. Reconsideration Requests

#### Struck statement:

Only parents or guardians of a minor within the library district may dispute or challenge the library's age-appropriate designation on materials.



## Franklin County Public Library Policy Manual

Section No: 012

Reviewed November 8, 2023

Subject: Library Services

Approved: Kelly Doyle, Chairman \_\_\_\_\_

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### Copying/printing

1. A microfilm reader/printer is available for public use.
2. A copier/printer machine is available for the public.
  - a) Black and white 10¢ per side
  - b) Color 25¢ per side
3. Users are responsible for ensuring all photocopies comply with copyright law.
4. The Library is not responsible for illegible copies due to user error.
5. For machine errors causing lines and/or toner defects, the Library will provide a replacement copy. Please direct these issues to Library staff.
6. Users report machine malfunctions to Library staff.
7. Staff assistance is limited.
8. Library equipment is best suited for print jobs of fifty (50) copies/prints or less.
9. Copies/prints left and unclaimed may be destroyed after one complete business day.

### Faxing

1. A cover sheet is required.
2. Local and toll-free up to ten (10) pages are \$1. Long Distance is \$2 for first page and 50¢ for each additional page.
3. Incoming faxes are 25¢ each page.
4. Busy signals may be attempted three (3) times.
5. Users confirm receipt by the receiving party, not Library staff.
6. Documents left and unclaimed may be destroyed after one complete business day.

### Scanning

1. Scanning services are free.
2. Documents left in the scanner and unclaimed may be destroyed after one complete business day.

### Laminating



1. Laminating services are \$1 per item up to letter size.
2. Library staff are not responsible for damage to documents.

### **Disc Repair and Cleaning**

1. Disc cleaning and repair service is \$2 per one-sided discs and \$4 for two-sided discs.

### **Notary Services**

1. Notary services are free by appointment.
2. Library staff and notaries are not an attorney licensed to practice law in the state of Tennessee and may not give legal advice or accept fees for legal advice.

## **Franklin County Public Library Policy Manual**

Section No: 015

Reviewed November 8, 2023

Subject: Social Media

Approved: Kelly Doyle, Chairman \_\_\_\_\_

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The Social Media Policy ensures effective promotion of Library services through neutral platforms to showcase resources and events that support its Mission and Objectives: to enrich the community and encourage life-long learning while providing a place to connect, create, and share. Posts are public record and subject to public disclosure.

### **Establishment and Administration**

1. This Social Media Policy refers to any online or mobile platform open to the public, including but not limited to Facebook, Instagram, and YouTube
2. The Library Director may designate a staff member to create, maintain, and respond to posts on social media accounts in a timely and highly, professional manner.
3. Library staff may target platforms to meet specific audiences.

### **Post Content**



1. Posts are positive in tone and reflect the Mission and Objectives of the Library, rather than personal opinions. Posting(s) and comments shall be family-friendly.
2. The Library is not responsible for the content of posts made by third parties, including but not limited to patrons, reviewers, and advertisers.
3. Public posts by third parties do not reflect the positions of the Library, its employees, or Franklin County, nor does the Library endorse the goals, beliefs, or policies of groups or individuals.
4. The Library reserves the right to delete public posts or comments if they include spam or advertisements, hate or harassing speech, obscenity, pornography of any kind, personal disparagement or defamation, or any other comments that violate the Library's Code of Conduct and Policies.

### **Reconsideration**

1. A user's deleted post or comment may be reconsidered **in writing** to the Library Director within thirty (30) days. The Library Director will affirm or reverse the decision within thirty (30) days.

### **Privacy**

Library staff will make a good-faith effort to keep patron information safe. Patron information will not be sold or given to third parties. Please note that each social media platform has its own privacy policies.