

ORDINANCE NO. 17-455

AN ORDINANCE REORGANIZING THE MOUNT CARMEL LIBRARY BOARD TO FACILITATE AFFILIATION WITH THE TENNESSEE STATE LIBRARY AND ARCHIVES, HOLSTON RIVER REGIONAL LIBRARY

WHEREAS, Mount Carmel Municipal Code's provides for the appointment of a Library Board at Title 2, Chapter 3, Sections 301-303; and

WHEREAS, the Mount Carmel Library has been offered the opportunity to gain membership in the Tennessee State Library and Archives, Holston River Regional Library; and

WHEREAS, membership in the Tennessee State Library and Archives, Holston River Regional Library would afford the Mount Carmel Library copious resources and advantages which are currently unavailable to the Library; and

WHEREAS, prior to joining the Tennessee State Library and Archives, Holston River Regional Library, the Town of Mount Carmel must reorganize its current Library Board to serve as a conduit for communication between the Library and the Tennessee State Library and Archives, Holston River Regional Library; and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL, TENNESSEE AS FOLLOWS:

Section 1. Section 2-301 is hereby deleted in its entirety, and replaced with the following:

2-301. Public library board established. There is established the Mount Carmel Public Library Board to consist of seven (7) members.

Section 2. Section 2-302 is hereby deleted in its entirety, and replaced with the following:

2-302. Composition of the Board. Not more than (1) of the seven (7) members shall be a member of the board of mayor and aldermen. This member shall be appointed by the current Mayor and approved by the Library Board. The members shall serve without salary. Library Board members may serve for two (2) consecutive terms of three (3) years. Individuals may be appointed to fill an unexpired term, which will not count as one of the two full terms. Not more than five (5) of the members shall be of the same sex. The members

shall be appointed by the mayor subject to the consent of the board of mayor and aldermen, and must all be residents of Hawkins County, Tennessee.

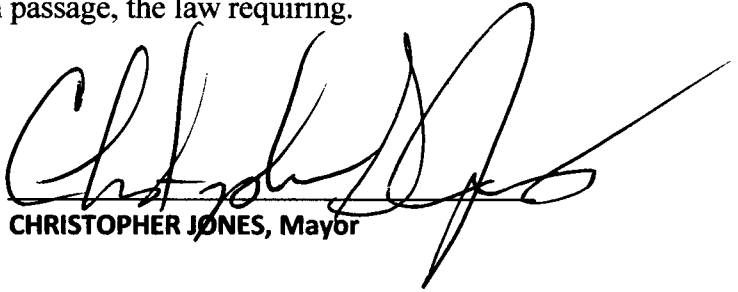
Section 3. Section 2-303 is hereby deleted in its entirety, and replaced with the following.

2-303. Powers and duties. The members of the library board shall organize by electing officers and adopting by-laws and regulations which shall not be subject to the approval of the board of mayor and aldermen. The library board shall advise the board of mayor and aldermen concerning the affairs of the library, shall be autonomous in their appointment of a librarian, who shall direct the internal affairs of the library, and such employees and assistants as may be necessary. The librarian shall be considered a department head answering directly to the library board. The library board shall also be endowed with the authority to promulgate rules and regulations for the library. The library board shall also furnish to the state library agency such statistics and information as may be required, and shall make monthly reports to the board of mayor and aldermen. Additionally, the library board shall take all actions necessary to maintain compliance with any rules or regulations of the Tennessee State Library and Archives, Holston River Regional Library, in order to ensure the continuous involvement of the library as a member of the State system, including reporting to the board of mayor and aldermen any action necessary for that body to undertake.

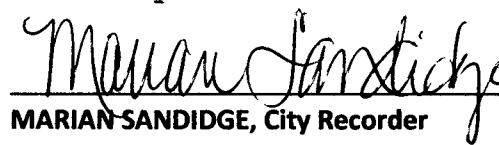
Section 4. Section 2-304 is hereby deleted in its entirety, and replaced with the following.

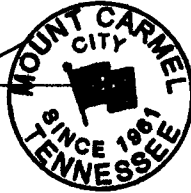
2-304. Public library established. There is hereby established a public library to be known as the "Mount Carmel Public Library" to be operated within the corporate limits of the Town of Mount Carmel, Tennessee, as a member of the Tennessee State Library and Archives, Holston River Regional Library. The Town of Mount Carmel, Tennessee hereby pledges to maintain the funding levels of the Mount Carmel Public Library, in order that it may remain a member of the Tennessee State Library and Archives, Holston River Regional Library. Use of the library shall be free to the inhabitants of the town and its services, privileges, and facilities may be extended to persons residing outside the town upon such terms as the library board may deem proper.

Section 5. This ordinance shall take effect upon passage, the law requiring.


CHRISTOPHER JONES, Mayor

ATTEST:


MARIAN SANDIDGE, City Recorder



APPROVED AS TO FORM:


JOHN E. PEVY, Town Attorney

MOTION: Alderman Diane Adams			
SECOND: Alderman Eugene Christian			
FIRST READING	AYES	NAYS	OTHER
ALDERMAN DIANE ADAMS	X		
ALDERMAN EUGENE CHRISTIAN	X		
ALDERMAN MARGARET CHRISTIAN	X		
ALDERMAN WANDA DAVIDSON	X		
ALDERMAN JENNIFER WILLIAMS	X		
VICE-MAYOR CARL WOLFE	X		
MAYOR CHRISTOPHER JONES	X		
TOTALS	7	0	0

PASSED FIRST READING: June 27, 2017

MOTION: Alderman Margaret Christian			
SECOND: Vice-Mayor Carl Wolfe			
SECOND READING	AYES	NAYS	OTHER
ALDERMAN DIANE ADAMS	X		
ALDERMAN EUGENE CHRISTIAN	X		
ALDERMAN MARGARET CHRISTIAN	X		
ALDERMAN WANDA DAVIDSON			absent
ALDERMAN JENNIFER WILLIAMS	X		
VICE-MAYOR CARL WOLFE	X		
MAYOR CHRISTOPHER JONES	X		
TOTALS	6	0	1

PASSED FIRST READING: July 25, 2017

PUBLICATION AFTER PASSAGE:
DATE: July 27, 2017
NEWSPAPER: *Kingsport Times-News*

Library Service Policy

SERVICE HOURS

The Library Board in consultation with the Head Librarian and under advisement of the Board of Mayor and Alderman of Mount Carmel shall set the service hours for the library, taking into account the local community needs, highest potential usage and requirements of State standards.

WEATHER AND EMERGENCY CLOSING

The staff on duty will make decisions concerning the closure of the library for inclement weather or other emergencies. If the City Hall closes prior to regularly scheduled library closure or does not open for any reason, the library will also be closed..For closures due to inclement weather or emergencies, a sign will be placed on the library door and local media will be notified if possible.

ELIGIBILITY FOR BORROWING AND SERVICES

Resident and Non-Resident

Anyone who lives, works, attends school or owns property in Hawkins County or who lives within fifty (50) miles of Hawkins County is eligible to borrow materials from the Mount Carmel Public Library. All patrons must fill out an official **Application Card***. Adults must provide valid photo identification with a current, legal address. Examples of acceptable identification are Driver's license; Passport; or Student ID card. If photo identification does not have correct address, another form of ID will be required. An example would be a utility bill with their current address. Patrons below the age of 18 must complete a **Juvenile Application Card**** which must be signed by a parent or legal guardian.

*Adult Application Card Example

Date (MM/YY)	Card Number
Print Full Name _____	
	First Name Middle Name Last Name
Street Address _____	
City & Zip Code _____	Phone No. _____
E-mail address _____	Date of Birth _____
Who can we contact if we are unable to contact you? (Different Phone # than your own.)	
Name _____	Phone No. _____
I apply for the right to use the Library and will abide by its rules. I agree to promptly pay any fines charged to me for the damage or loss of any materials, and to give immediate notice of any change of address or phone number.	
Legal Signature _____	

****Juvenile Application Card Example**

Date (MM/YY)	Card Number
Print Child's Name _____	
First Name	Middle Name Last Name
Print Parent's Name _____	
First Name	Middle Name Last Name
Street Address _____	
City & Zip Code _____ Phone No. _____	
E-mail address _____ Date of Birth _____	
Who can we contact if we are unable to contact you? (Different Phone # than your own).	
Name _____ Phone No. _____	
I give my child permission to check out videos _____ yes _____ no	
I am willing that _____ shall borrow materials from the library and I promise to be responsible for any fines or damages to the library materials justly charged to him/her. I acknowledge that ownership of this card gives access to all materials used within the library, including use of the computers.	
Parent (Guardian) Signature _____	

Children who are at least five years of age and are able to print their name may be issued a library card.

Responsibilities of borrowers

Parents are wholly responsible for monitoring the appropriateness of materials their children check out. Library staff members will not restrict the circulation of materials based on age with the exception of videos. No one under the age of 18 will be allowed to check out videos unless the parent or legal guardian granted permission on the juvenile's application card. Permission will be noted on the minor's computer record. Parents are responsible for maintaining the physical condition of the books and materials checked out by their children including loss, damage or overdue.

Materials access policy

New users and visitors with temporary cards may only check out two (2) items at a time for the first checkout. After the first checkout, _____ each, including three videos, three items by the same author and three non-fiction titles per topic, per card.

Reference material may be loaned overnight with the approval of the staff librarian. Reference materials must be returned the next day.

Materials may be requested for patrons from other libraries through the Statewide Courier service or other sources.

Materials may be inter-library loaned to other libraries for one month, with the exception of best sellers, books published within the year, reference books, local history and genealogy. Some material may be photocopied or scanned. Patrons must pay for any ILL materials they lose. Patrons are limited to three (3) ILL items at a time and must pay for any ILL items they lose.

CIRCULATION POLICY

Loan period

Books, audiobooks, magazines, technology devices and unique materials (games, kits, etc.) are loaned for a period of ten days. Videos are loaned for two business days.

Renewals

Materials may be renewed in person, or by phone. They may not be renewed if they are on reserve for another patron.

Reserved Materials

Items are reserved on the patron's library record. Patrons will have three days from being notified to check out the material. Items not picked up in three days will be passed on to the next patron requesting them.

Charges for services, fines, fees

Overdue fines

Fines are charged only on days the library is open for business. Fines for overdue books, audiobooks, and magazines is \$0.10 per item per day. Videos are \$3.00 per day the library is open per Video, not to exceed \$15.00 per Video. An individual with fines totaling \$5.00 or more may not borrow materials until all fines and costs are paid.

Notice of overdue videos will be given within one day of the due date. Notice of other overdue materials will be given within one week of the due date. Notice may be given by telephone, E-Mail, postcard, or letter at the discretion of the library staff. Materials not returned within one month of the date of the notice will be marked as lost and the patron assessed the cost of the item.

Tennessee Code Annotated (10-3-108) grants the Library Board the power to make and enforce rules providing penalties for loss of or injury to library property. Library users may be charged reasonable fines for late-returned materials and charged fees for special services.

Appropriate legal action may be taken at the discretion of the Mount Carmel Library Board.

Lost or damaged materials

The librarians on staff determine the condition of all materials.

If library material is lost or damaged to the point it is unusable, the customer will be expected to pay the full replacement price and may keep the material.

If material is damaged and is still usable, a reasonable charge will be made by the patron and the material will continue to be circulated.

If material is not returned or paid for, and its value is \$10.00 or greater, the patron will not be allowed to check out any material.

REFERENCE POLICY

The Mount Carmel Public Library offers proctoring for students taking exams, subject to staffing limitations.

The TWRA Boating Safety Exam study materials are available at the libraries and patrons may use library computers to take this exam.

INTERNET USE POLICY

See the Mount Carmel Public Library Internet Access Policy.

PHOTOCOPIER AND OTHER EQUIPMENT USE

Fees

Charges for sending and receiving faxes are \$1.00 per fax.

Black and white copies are fifteen cents (.15) per page

Color copies are \$1.00 per side.

FACILITIES USE POLICY

The library buildings and grounds are to be used for library-related purposes only.

CONDUCT IN THE LIBRARY

See the Mount Carmel Public Library Code of Conduct.

VOLUNTEERS

The Mount Carmel Public Library may use the services of volunteer workers. The Head Librarian may reject volunteer or temporary workers deemed unable to meet the library's standards or policies.

Adopted by the Mount Carmel Public Library Board, May 15, 2017

Library Code of Conduct

Mount Carmel Public Library

Code of Conduct

Adopted May 15, 2017

Library Code of Conduct

The Mount Carmel Public Library Board has established the following code of library conduct to ensure everyone's use of the library is as pleasant and beneficial as possible at all times. The Library Board and library employees avidly support the library's role as a public institution open to all people. Our services are offered free of bias and favoritism. Observation of this code will enable everyone to fully enjoy the library, its services and materials in a pleasant and safe environment.

1. Children 10 and under must be supervised by a parent or an adult caregiver.
2. Parents and/or caregivers of minors are expected to pick them up before the library closes. Minors left unattended will be subject to laws of the state of Tennessee.
3. Use of a cell phone in a way that does not disturb others is permitted.
4. Service animals only are permitted.
5. Food and covered beverages are permitted in designated areas or during approved library sponsored events.
6. All kinds of tobacco products, e-cigarettes, alcohol, weapons, and drugs (illicit or illegal) are strictly prohibited at any library facility or event.
7. Selling or soliciting services, except fund raising by library Friends groups, should be conducted off library property. In special circumstances, permission may be granted by the Library Board for selling products.
8. Use of obscene or abusive language and/or disorderly conduct shall result in that person(s) being asked to vacate the premises. Local law enforcement may be contacted to apprise them of the situation.
9. Threats or acts of violence will result in the immediate contact of law enforcement and may result in a permanent exclusion from the library.
10. Appropriate attire including shoes and shirts must be worn while in the library.
11. Persons with personal hygiene which constitutes a hazard to other persons shall be asked to leave the building.
12. Use of skates, skateboards or similar devices is prohibited on library property.
13. Strictly prohibited are: illegal acts or conduct in violation of Federal, State or local laws, ordinances or regulations.
14. Civility and respect for others' rights and feelings is expected of everyone.
15. Reasonable care will be taken to maintain the Library, materials and equipment so it may be used and enjoyed by everyone.

The public library is the most inclusive, democratic and open of all public institutions. Your support of and compliance with this code will help ensure that the library maintains this enviable position and that it continues to carry out its mission of service to all.

By-Laws

Bylaws of the

Mount Carmel Public Library Board

ARTICLE I: NAME

This organization shall be known as the Mount Carmel Public Library Board.

ARTICLE II: LEGAL AUTHORITY

The Mount Carmel Public Library Board is established in accordance with and will comply with Tennessee Code Annotated Title 10-3. The Board shall formulate and adopt all policies, establish the budget, monitor the financial aspects of the library, promote public relations and the appointment of a Head Librarian and assistant librarians. The Head Librarian shall direct the internal affairs of the Library System and is responsible for administrative functions in carrying out the policies of the board, training and supervising staff. The head librarian will assist with the budget preparations, and will recommend policy revisions. The Mount Carmel Public Library Board duties are also in accordance with the Library Service Agreement with the Tennessee State Library and Archives, Department of State.

ARTICLE III: MEMBERSHIP

1. The Mount Carmel Public Library Board shall consist of no fewer than seven (7) members. One Library Board member shall be a member of the Mount Carmel Board of Mayor and Aldermen. This member will be appointed by the current Mayor and approved by the Library Board. One member will be designated to serve on the Holston River Regional Board.
2. Library Board members may serve for two (2) consecutive terms of three (3) years. Individuals may be appointed to fill an unexpired term, which will not count as one of the two full terms.
3. The Board shall be representative of the cultural and economic diversity of the community. Not more than five (5) of the members on a board of seven members shall be of the same sex.
4. Board members shall be residents of Hawkins County.

ARTICLE IV: MEETINGS AND ATTENDANCE

1. The Library Board will meet the third Monday of each month at 6:30 PM. If the third Monday of the month is a holiday, the Board will meet within the next seven (7) days. The meetings shall be held at the Mount Carmel Public Library.
2. Notice of each regular meeting will be made to all Board members.
3. All board meetings will be held in compliance with Tennessee's Open Meetings Law (TCA 8-44-101 through 8-44-108). Public notice of all Board meeting shall be provided.
4. A quorum will consist of a majority of Library Board Members. A quorum is required for the transaction of official business.
5. Special meetings may be called by the Chairperson. Telephone or email notice shall be given to all Board Members with at least twenty-four (24) hour notice.

6. A Member failing to attend at least fifty (50) percent of the meetings in any fiscal year without valid explanations may be asked to vacate his/her membership. If so, the appointing body shall appoint a new member to fill the unexpired term.

ARTICLE V: OFFICERS

The election of officers will be held during the June meeting of each year. Officers to be elected are Chair, Vice-Chair, and Secretary. All officers will serve for one year with the option of being re-elected the following year. Officers will perform the usual duties prescribed for their offices according to the latest edition of Robert's Rules of Order.

DUTIES OF OFFICERS

Chair:

1. With the Head Librarian, prepares the agenda for the board meeting.
2. Presides at the board meetings and maintains order.
3. Expedites business compatible with the rights of those present.
4. Summarizes the discussion to clarify what has been said and to keep things moving toward closure.
5. Calls for motions at appropriate times.
6. Signs documents as necessary.

Vice-Chair:

1. Presides in the absence of the chair.

Secretary:

1. Takes the minutes of all board meetings and distributes them to all board members and the City Manager prior to the next meeting.
2. Signs the minutes after they have been approved by the board.
3. In the absence of the chair and vice-chair, the secretary will call the meeting to order. The first item of business will be the election of a temporary chair for the meeting.

Decisions of this committee must be reviewed and approved by the entire Board at the next meeting.

ARTICLE VI: BOARD MEETING AGENDA

The Agenda for regular meetings will be developed by the board chair in consultation with the Head Librarian.

ARTICLE VII: CONFLICT OF INTEREST

No board member or staff member may engage in commerce with the library in a way that can be construed to be a conflict of interest. A conflict of interest is defined as any commercial activity that would enhance the wealth of the individual (other than employment or reimbursement for legitimate expenses) by virtue of influence they may have with the library. Exceptions to this include sealed bids through the normal bidding process and businesses which offer a product or service for which there is no competition within the service area of the library.

ARTICLE VIII: GENERAL

1. An affirmative vote of the majority of all Members of the Board present at the time (with quorum) shall be necessary to approve any action before the Board. The Chair may vote upon and may move or second a proposal before the Board.
2. Bylaws will be reviewed every three (3) years and filed with the Regional Library. Failure to review the Bylaws shall not void any portion of the Bylaws nor affect their validity in whole or in part.
3. The Bylaws may be amended at any regular meeting of the Board with a quorum present by majority vote of the entire board, not just those in attendance, provided the amendment was stated in the call of the meeting and proposed in the previous meeting,
4. The rules contained in the current edition of Robert's Rules of Order shall govern in the parliamentary procedures of the Board.

These Bylaws adopted by the Mount Carmel Public Library Board on May 15, 2017.

Bulletin Board Policy

The Mount Carmel Public Library provides a public bulletin board for the posting of community events and activities and public service notices of educational, cultural or community interest.

Individuals offering services such as lawn-mowing, babysitting, home repairs, etc. may post a notice no larger than 3"x5". Advertising by incorporated businesses is not permitted.

Staff shall remove any materials not following these guidelines.

Notices will be removed after the ending date of the event or no later than one month after posting. Posting of information does not imply endorsement by the library of any group, their ideas, beliefs or programs.

Adopted by the Mount Carmel Public Library May 15. 2017

Tennessee Secretary of State Tre Hargett



Charles A. Sherrill
State Librarian and Archivist

Tennessee State Library and Archives
403 Seventh Avenue North
Nashville, Tennessee 37243-0312
(615) 741-7996

615 -741-7996
Chuck.Sherrill@tn.gov

July 3, 2017

Dear Mayor,

The Tennessee General Assembly recently passed legislation revising the Public Library Laws of the state. This law will affect your public library in one or more ways. I am writing to advise you of the changes and to explain some of them in more detail, so that you can work with your staff and commissioners to remain in compliance with the law.

This bill came as the result of a Library Law Task Force appointed in 2016 to make recommendations about updating and strengthening the laws pertaining to libraries. Members of the Task Force represented public libraries from across the state. Their recommendations were reviewed and approved by several groups, including the Regional Library Directors, Metro Library Directors, Tenn. Advisory Council on Libraries, Secretary of State Tre Hargett and his general counsel, and the state's Attorney General. It passed unanimously in both the Senate and House of Representatives., and becomes effective on July 1, 2017.

Here are the most important changes in the law for a library director to know about:

1. Number of Library Board Members -- 10-3-103 (a)(1)

The law was amended some years ago to allow library boards of up to 11 members. It has been clarified to say that boards may have 7, 9, 11 (not 8 or 10) members, so as not to create a tie vote situation.

2. Term Limits for Library Board Members -- 10-3-103 (a)(1)

The new law states that library board members may serve two consecutive terms, and must then have a 3-year break before being reappointed. The law is effective July 1, 2017; it does not apply to any terms served and concluded prior to that date. It does apply to terms currently being served on that date. See the attached page for more information.

3. Cities over 400,000 -- 10-3-102 (c)

The cities of Memphis, Chattanooga, Nashville and Knoxville may choose to have advisory boards rather than governing boards, to reflect the current practice of larger cities. This does not apply to other cities.

4. Library Director or Administrator -- 10-3-104

The language of this section now states that the board may appoint a library "administrator." In most places that will still be called a library director. This ensures that the highest administrative

official in the library is to be appointed by the board. Further, it clarifies the existing law by specifying that the administrator has authority to hire and direct the staff.

5. Library Board Management of Fines and Fees -- 10-3-104

This section states that "all monies collected" are under the management of the library board. This includes fines and fees. It is not specified in this section, but accounting guidelines require that revenues be deposited with the government, held separately for the library, and expended for the library in conformity with the purchasing process in place for that government.

6. Purchasing Procedures Determined Locally 10-3-106

The law stating that two board members must sign purchase orders has been deleted. Library purchasing procedures should follow those of local government or, in the absence of local government involvement, should be spelled out in library policies.

7. Regional Board Members 10-5-102 (b)

The intent of this section remains the same, which is that regional board members must reside in the county that appoints them to serve. It removes the provision that terms may be extended by permission of the State Librarian and Archivist.

8. Sex Offender Monitoring 40-39-216 (a, b)

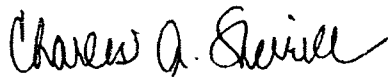
The law has been changed to give the responsibility for restricting access pursuant to this law to the board. The board may then delegate that authority to the director, depending on local preferences.

A copy of the revised laws is included with this letter.

You may recall that the legislation contained a provision regarding line-item authority and the treatment of carryover funds; however, this provision is not in line with certain standards of the Governmental Accounting Standards Board and therefore will not be a permissible accounting practice. The law will be revised next year to comport with those GASB standards.

If you or members of your boards and commissions have questions about the new law, please contact me or your regional library director. We stand ready to help you apply these laws in ways which will make your library continually more relevant and useful in your community.

Sincerely,



Charles A. Sherrill
State Librarian and Archivist

Guidance on Library Board Membership for Mayors

A strong, supportive and well-informed library board is essential to the good operation of all public libraries. While the knowledge and stability of long-term members is invaluable, the fresh ideas and questions of newer board members are also needed to keep a board active and relevant to the community.

A new provision in Tennessee law requires board members to take a break after serving two consecutive three-year terms. Library board members whose terms expire can often be engaged in other roles, such as heading committees, taking charge of special projects, and serving on the boards of the Friends, Foundation or Regional Library.

Tennessee's *Standards for Non-Metropolitan Public Libraries* call for diversity among library board members. At least one member should have work experience in a technology management related field, and at least one member should be a board member of a key community service organization. By rotating members, library boards can build connections with local businesses and community partners who bring a new perspective to library services.

Over time, the rotation of members from diverse backgrounds will build a larger group of supporters knowledgeable about the library and helping to promote it in the community. The need for commissioners and aldermen to appoint trusted, responsible and active members to their library boards cannot be over-emphasized.

In applying the new law to existing board members, keep in mind that the law takes no notice of terms that expired prior to July 1, 2017. The following examples may be helpful:

- Member's fourth term expires 6/30/2017. Can serve two more terms.
- Member's first term expires 6/30/2018. Can serve one more term (current term counts as one).
- Member's second term expires 6/3/2018. Can serve one more term (current term counts as one, prior term not relevant as it expired before the law took effect).
- Member is serving a partial term expiring 6/3/2018. Can serve two more terms. If a member fills out someone else's unexpired term, that does not count toward their two-term limit.

PUBLIC LIBRARIES IN COUNTIES AND CITIES

SECTION

- 10-3-101. Creating and maintaining public libraries.
- 10-3-102. Using tax funds to support libraries.
- 10-3-103. Appointment of library board; terms of board members.
- 10-3-104. Authority and responsibilities of library board.
- 10-3-105. Library building and equipment funds.
- 10-3-106. Placement of county/city tax funds, withdrawing funds, audits.
- 10-3-107. Residency requirements for library use.
- 10-3-108. Fees for lost and damaged library property.
- 10-3-109. County population under 3,500 and the County library board.
- 10-3-110. Property and donations.
- 10-3-111. Annual budget and report to county.
- 10-3-101. Creating and maintaining public libraries.**

The legislative body of a county or the governing body of an incorporated city or town shall have the power to establish and maintain, under state and local law, a free public library, or give support to any free public library already established therein, or contract with another library for library service for the use of the inhabitants of the county, city or town, or enter into contractual agreements with one (1) or more counties or cities for joint operation of a free public library.

10-3-102. Using tax funds to support libraries.

(a) Upon the decision of such county legislative body and/or city governing body to establish, maintain or support a free public library, or to contract with another library for library service, or to contract with one (1) or more counties or cities for joint operation of a free public library, it shall levy for the purpose a property tax, or shall use therefor funds raised by taxes for county or municipal purposes, such a library service being declared to be a county or municipal service.

(b) If a portion of a county is already taxed for maintenance of a free public library, the county legislative body is empowered to levy a tax for a free library on all the property in the county, or the county legislative body may levy a tax on only the property of such portion of the county as is not already taxed for maintenance of a free public library. If a general county-wide tax levy is made for this purpose, the county trustee shall keep the funds raised thereby separate and apart from all other tax funds coming into such county trustee's hands, and shall make quarterly distribution of the same between the county library board and the governing body of the free public library of the city or cities within the limits of the county on the basis of the population enumerated by the most recent federal census. Subject to the preceding sentence, funds raised under §§ 10-3-101 - 10-3-108 may be contributed toward the maintenance of any free public library maintained by a municipality in such county as provided in § 10-3-101.

10-3-103. Appointment of library board; terms of board members.

(a) (1) Except as provided in subdivision (a)(2), where a county legislative body and/or the governing body of a city or town, in lieu of giving support to a free public library already established, or of contracting with another library for library service, or of contracting with other counties or cities for the joint operation of a free public library, establishes an independent free library of its own, it shall appoint a board of seven (7), nine (9), or eleven (11) members. Not more than one (1) official each of the county and of the city governing bodies shall serve on the board. The members shall serve without salary, at least three (3) for one (1) year, two (2) for two (2) years, and two (2) for three (3) years. If the board expands to more than seven (7) members as provided in this subdivision (a)(1), the additional members shall be appointed by the county and city legislative bodies to terms of one (1), two (2) or three (3) years. All successors shall serve for terms of three (3) years. Board members may serve two (2) consecutive terms and may be reappointed after a minimum three-year break in service.

(2) In counties having a population of four hundred thousand (400,000), according to the 2010 federal census, or any subsequent federal census, in whichh the mayor has assumed the powers of the library board as provided In subsection (c) the terms of advisory board members shall be established as provided in subdivision (a)(1) with the exception that board members may serve as many consectuive terms as stated in their by-laws.

TITLE 10
CHAPTER 5
REGIONAL LIBRARY BOARDS
Part 1

General provisions.

SECTION

10-5-101. Participating counties to create a regional board; non-regional libraries access to regional contract services.

10-5-102. Regional board members

10-5-103. Responsibilities of regional boards.

10-5-104. Appropriations to the regional board by County/City government and reporting of such funds.

10-5-105. Regional library staff members.

10-5-106. Regional donations, purchases, leasing of property and closing of regional libraries.

10-5-107. Regional board representation not required.

10-5-101. Participating counties to create a regional board; non-regional libraries access to regional contract services.

Two (2) or more counties that have qualified for participation in the state's multi-county regional library program and that have been recognized as a region by the secretary of state and have made the minimum local appropriation of funds that may now or hereafter be required by the secretary of state, are empowered and authorized to execute contracts with each other to create a regional library board to assist the secretary of state, acting through the division of public libraries and archives, in administering and controlling the regional library services within the region. Each county shall be represented by two (2) members of the regional library board. The contract shall be authorized by a resolution of the legislative body of the county desiring to participate and the county mayor shall execute the contract as authorized in the resolution, and the contract shall be attested by the county clerk. After the governing body of a county authorizes participation, municipalities within the county may participate in the regional library service so long as the county participates. A city in a county not participating in a region can, with approval by the secretary of state, join the state regional system as related to state purchasing contracts. The secretary of state shall assess fees, from participating cities, for any additional cost of services under the state contracts. Counties and municipalities may appropriate funds for this purpose. A single county that is large enough to constitute a region and has been so recognized by the secretary of state may also create a regional library board by executing a contract between the county and one (1) or more cities within the county. There shall be at least seven (7) board members apportioned among county and municipalities according to the ratio of population in each participating municipality and in the county outside the municipalities, based on the most recent federal census.

10-5-102. Regional board members.

(a) At least one (1) member shall be elected by the legislative body of each county in a multi-county region for a term of three (3) years in accordance with the contract between the counties and as provided in § 10-5-101. In accordance with the contract between the counties and as provided in § 10-5-101, the governing body of any municipality which contributes as much as one fourth (1/4) of the public funds available for the operation of a joint city-county system may elect one (1) of the two (2) members representing that county for a term of three (3) years. If more than one (1) municipality is entitled to elect a member, these municipalities shall alternate in electing one (1) member for a three-year term.

(b) A member of a regional library board shall represent and reside in the county or municipality from which the member was elected. If a member moves from or no longer resides in the county or municipality from which the member was elected, the member must vacate the member's office. If a vacancy occurs on the board, a successor shall be elected for the unexpired term at the next meeting of the governing body of the county or the municipality in which the vacancy occurred. Members shall be elected for no more than two (2) successive terms and may be reappointed after a minimum three-year break in service. A member of the regional library board who is not an active member of a county library board is designated an ex officio member of the county board. A member of the regional library board may be an active member of a county library board.

2016-2017 PUBLIC LIBRARY MAINTENANCE OF EFFORT AGREEMENT

Office of the Secretary of State Tennessee State Library and Archives

Due to the Holston River Regional Office by October 31st

Region: Holston River

County(ies): Hawkins

Library/Library System: Mt. Carmel

The Office of the Secretary of State, Tennessee State Library and Archives, Regional Office is hereby notified that public funds were appropriated and expended for library services in the fiscal year just completed. This amount will be matched or exceeded during the current fiscal year. In addition, the total number of library operating hours will be maintained, per the *Public Library Service Agreement*. The undersigned acknowledge that failure to meet MOE (Maintenance of Effort) may result in the loss of all regional services, including materials currently held at the local library(ies) paid for with State and Federal funds.

Public funds appropriated and expended for operation of local libraries. Do not include capital or one-time appropriations or expenditures, or pass-through money appropriated by another County or City.

A. Appropriated and Expended by the County(ies):

County(ies)	Appropriated FY 2015-16	Expended FY 2015-16	Appropriated FY 2016-17	Expended FY 2016-17	Appropriated FY 2017-18
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

B. Appropriated and Expended by the City(ies):

City(ies)	Appropriated FY 2015-16	Expended FY 2015-16	Appropriated FY 2016-17	Expended FY 2016-17	Appropriated FY 2017-18
Mt. Carmel	\$48,300.00	\$37,827.75	\$57,985.00	\$42,669.00	\$57,985.00
TOTAL	\$48,300.00	\$37,827.75	\$57,985.00	\$42,669.00	\$57,985.00

C. Totals:

	Appropriated FY 2015-16	Expended FY 2015-16	Appropriated FY 2016-17	Expended FY 2016-17	Appropriated FY 2017-18
TOTAL	\$48,300.00	\$37,827.75	\$57,985.00	\$42,669.00	\$57,985.00

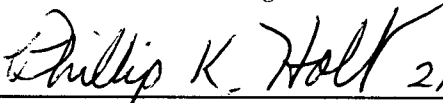
2016-2017 PUBLIC LIBRARY MAINTENANCE OF EFFORT AGREEMENT

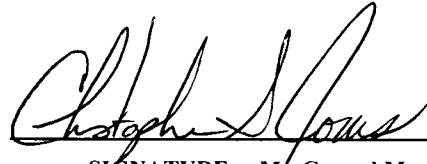
Office of the Secretary of State Tennessee State Library and Archives

D. Number of library operating hours in a normal week:

Name of Library Building	Main or Branch Library	Number of Hours per Week FY 2015-16	Number of Hours per Week FY 2016-17	Number of Hours per Week FY 2017-18	Comments
Mt. Carmel	Main	30	30	46	
Total		30	30	46	

E. Official Signatures:

 2/13/18
Phil Holt, Mt. Carmel Board Chair Date

 2/12/18
SIGNATURE Mt. Carmel Mayor Date

Christopher S. Jones 2/12/18
PRINT NAME Mt. Carmel Mayor Date

For State Library Use Only

Reviewed by:

Signature _____ Date _____
Nancy Roark, Holston River Regional Library Director

Additional notes:

Approved by:

Signature _____ Date _____
Charles A. Sherrill, State Librarian and Archivist

State of Tennessee



Department of State

Tennessee State Library and Archives
403 Seventh Avenue North
Nashville, Tennessee 37243-0312
(615) 741-7996

PUBLIC LIBRARY SERVICE AGREEMENT

Holston River

Mount Carmel

FY 2017-2018

Responsibilities of the Mount Carmel Public Library

The Public Library Board of Trustees will:

1. Confirm and provide proof (upon request) that the library has been legally established in accordance with Tennessee Code Annotated 10-3-101.
2. Furnish annual documents for participation in the Tennessee State Library and Archives Regional System, including, but not limited to:
 - The Public Library Maintenance of Effort Agreement
 - The Public Library Service Agreement
 - The Official Public Library Service Area Population Agreement
 - Official Library Board Appointment form
 - The Public Library Statistics Survey (Data Collection)
 - Tennessee Non-Metropolitan Public Library Standards Survey
 - Board of Trustees minutes and other reports made to the County and/or City governing body
 - A Long-range Plan for Library Services and Technology
3. Support the allocation of locally appropriated public funds at a level not less than the amount appropriated in the last fiscal year, as well as the expenditure of locally appropriated funds at a level not less than the total amount expended in the last fiscal year. This is referred to as "Maintenance of Effort" (MOE) in various documents and also applies to library operating hours as detailed in item 4 of this document. (T.C.A. 10-3-102)
4. Maintain a schedule of service hours which best meets the needs of the residents and which will not fall below the level set in the preceding year. (T.C.A. 10-3-102) Note: Unduplicated branch hours are included in the service hours provided system-wide.
5. Follow all local, state and federal laws and regulations, including, but not limited to, display, provision and transmission of the mail-in Application for Voter Registration

within the library facilities. (See National Voter Registration Act of 1993) Display posters and provide written material, provided by the Tennessee Division of Elections, educating the public regarding election law changes such as photo identification requirements.

6. Provide basic library services free to the inhabitants of the city or county. Extend the privileges and facilities of the library to persons residing outside the County or City upon such terms as it may deem proper. (T.C.A. 10-3-107)
7. Adopt written board bylaws and library usage policies and provide copies to the Regional Library. Bylaws should be reviewed/revised every 3 years and usage policies every 2 years. (*TN Non-Metropolitan Standards for Public Libraries: Governance 2,3*)
8. Follow Open Meetings Law, including adequate public notices (T.C.A. 8-44-103), minutes properly recorded and distributed (T.C.A. 8-44-104). All meetings, including committee meetings, must be open to the public.
9. Include Regional Director, or regional designee, in all board meetings as a non-voting participant and provide information related to the meetings in a timely manner, including but not limited to library and board official acts.
10. Participate in trustee continuing education and training provided by the Regional Library and the Tennessee State Library and Archives, including but not limited to Trustee Workshops and the Tennessee Trustee Certification Program.
11. Require library director and/or staff participation at a minimum of four Regional Library-sponsored training programs annually.
12. Provide complete and correct MARC records compatible with the statewide catalog database (ShareIT), which facilitates the statewide interlibrary loan program.

The following resources, available upon request, will be helpful to public libraries in meeting these responsibilities:

- Tennessee Code Annotated, Title 10
- Tennessee Standards for Non-Metropolitan Public Libraries, 2014

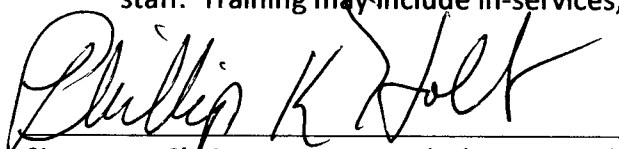
Responsibilities of the State Library and Its Regional Offices

Subject to availability of resources, the State will:

1. Provide assistance to County and City officials and library board(s) in developing a unified system of public library service for all residents of the county.
2. Provide professional library consultant services to local public library boards and staff, which may include, but not be limited to:
 - Planning and Development
 - Personnel Management
 - Policy Development
 - Recruitment and Hiring of Library Directors
 - Collection Management

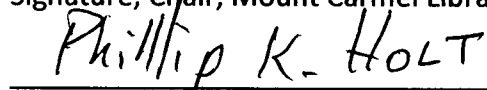
Due to the Holston River Regional Center by July 28, 2017

- Grant Preparation Guidance
 - Automation Guidance
 - Facilities Management and Construction Guidance
3. Upon request, furnish technical and technology assistance to local public library boards and staff, which may include, but not be limited to:
 - Materials Acquisitions
 - Original Cataloging
 - Data Collection and Analysis
 - Computer Hardware/Software Problem Resolutions
 - Shared ILS Problem Resolutions
 4. Allocate and monitor State funds for a collection of library materials on indefinite loan.
 5. Facilitate access to R.E.A.D.S. (Regional eBook and Audiobook Download System) or other digital resources provided by the regional library system.
 6. Provide an annual summer reading program workshop and selected library participant materials for promotion and implementation.
 7. Purchase and maintain a collection of print and online professional materials to support the improvement of library and management skills of local public library boards and staff.
 8. Supply statistical information and data pertaining to the operation and use of the library.
 9. Offer a minimum of 30 contact hours of workshops and training for library boards and staff. Training may include in-services, workshops, roundtables, or online training.


Signature, Chair, Mount Carmel Library Board

Date

2/13/18


Print Name

Date

Lynette S. Sloan, Director of Regional Libraries

References:

Tennessee Code Annotated, Title 10 Tennessee Standards for Non-Metropolitan Public Libraries, 2014

Revised form: 5/4/2017



Office of the Secretary of State
Tennessee State Library and Archives
Application for Inclusion into the Regional Library System

Legal Library Name Mount Carmel Public Library
Library Address 100 MAIN ST. EAST
City, County, Zip Mount Carmel, Hawkins County 37645

In order for the library to be considered for inclusion into the regional library system, the following information is required. Please indicate that the library meets these requirements and provide necessary documentation where requested.

- ☐ Resolution from the city or county commission that recognizes the entity as a public library.
(please include resolution with this application)
- ☐ Minimum of 51% of the library operating expense is comprised of public funds from the city and/or county.
(please include budget sheet with this application)
- ☒ The library budget provides a minimum of 20 hours a week for paid staff.
- ☒ Library is located in a county currently served by the regional library system.
- ☒ A governing library board has been appointed in accordance with TCA 10-3-101 and 10-3-103.
(please include list of board members and their service term with this application)
- ☒ The library is open a minimum of 20 hours a week.
(please send list of weekly open hours with this application)
- ☒ Library holds and/or owns a circulating, cataloged collection.
Number of materials in collection Approx. 10,000
- ☒ Basic library services are free to the community, including but not limited to circulation of materials, reference services, programming, and public access to technology.
- ☐ Sign both the Service Agreement and Maintenance of Effort documents
(please include signed copies of both documents with this application)

(signature page to follow)