Introduction to the

Tennessee Regional Library System

An agency of the Office of the Secretary of State,
Tennessee State Library and Archives

Version: October 15, 2013
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Marshall
Maury
Perry
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Jackson
Macon
Overton
Pickett
Putnam
Sequatchie
Smith
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White

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Fayette
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Hardin
Haywood
Henderson
Lauderdale
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Crockett
Dyer
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Henry
Lake
Obion
Weakley

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Loudoun
McMinn
Meigs
Monroe
Polk
Rhea
Roane

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Dickson
Houston
Humphreys
Montgomery
Robertson
Stewart
Sumner

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Counties Served:
Bedford
Cannon
Coffee
Franklin
Grundy
Marion
Moore
Rutherford
 Trousdale
Warren
Wilson
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Welcome to the Tennessee Regional Library System!

Tennessee has a proud history of providing professional, technical, physical, and financial assistance for public library development. Tennessee’s regional library system is designed to provide library leadership, professional guidance, continuing education, library technology support, and assistance in collection development for the public libraries.

The Tennessee Regional Library System celebrated its 75th year of service in 2012, which is the same year that the regional system was redesigned. The most evident change in the system was the conversion of a 12-regional center system to a 9-regional center system. Three regional centers were closed as of March 30, 2012 and their service counties were redistributed to the remaining nine regions. In addition, the nine remaining regions were assigned new names that became effective on July 1, 2012. The changes in the regions are shown in the chart below:

<table>
<thead>
<tr>
<th>Previous Regional Library Name, Location</th>
<th>New Regional Library Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Grass Regional Library, Columbia</td>
<td>Buffalo River Regional Library</td>
</tr>
<tr>
<td>Caney Fork Regional Library, Sparta</td>
<td>(Closed)</td>
</tr>
<tr>
<td>Clinch-Powell Regional Library, Clinton</td>
<td>Clinch River Regional Library</td>
</tr>
<tr>
<td>Forked Deer Regional Library, Halls</td>
<td>(Closed)</td>
</tr>
<tr>
<td>Fort Loudoun Regional Library, Athens</td>
<td>Ocoee River Regional Library</td>
</tr>
<tr>
<td>Highland Rim Regional Library, Murfreesboro</td>
<td>Stones River Regional Library</td>
</tr>
<tr>
<td>Nolichucky Regional Library, Morristown</td>
<td>(Closed)</td>
</tr>
<tr>
<td>Reelfoot Regional Library, Martin</td>
<td>Obion River Regional Library</td>
</tr>
<tr>
<td>Shiloh Regional Library, Jackson</td>
<td>Hatchie River Regional Library</td>
</tr>
<tr>
<td>Upper Cumberland Regional Library, Cookeville</td>
<td>Falling Water Regional Library</td>
</tr>
<tr>
<td>Warioto Regional Library, Clarksville</td>
<td>Red River Regional Library</td>
</tr>
<tr>
<td>Watauga Regional Library, Johnson City</td>
<td>Holston River Regional Library</td>
</tr>
</tbody>
</table>

The staff members of the Tennessee Regional Library System are available to assist you, your staff, and your board in providing the best library service possible for your community.

What the Regional Libraries Do

Each regional library is a service/support library for the public libraries in their service area. Our services to the libraries include: professional consulting and leadership, technological...
assistance, continuing education opportunities, cataloging guidance and assistance, and an allocation of funds to purchase supplementary library materials.

The regional library is a conduit for State and Federal money that is made available for public libraries. For State money, we have an allocation formula that is used to determine the amount of materials support funds that each county/library will receive from the region. For Federal money, the Tennessee State Library and Archives determines what each county will receive. The Federal material funds must be spent on materials that serve the disadvantaged in your community.

### Regional Staff

Each regional library includes a staff of five positions:

**Regional Director (RD)**

Primary Duties:
- Administrative head of the regional center
- Provides professional assistance to the member library staff members, library board members, and local government officials
- Attends local library board meetings to provide advice on library issues
- Creates awareness of upcoming issues from the state or national level
- Coordinates continuing education opportunities in the region
- Supervises the regional staff

**Assistant Director (AD)**

Primary Duties:
- Attends local library board meetings to provide advice on library issues
- Plans and presents group and one-on-one training for library services
- Maintains library card uploads to OverDrive for R.E.A.D.S. and provides monthly R.E.A.D.S. reports
- Assists Regional Director with reports and projects as needed
- Serves as technical advisor and consultant to the libraries in the region on matters such as E-Rate, maintaining websites, and grant preparation

**Administrative Assistant IV (AA)**

Primary Duties:
- Responsible for maintaining records of financial transactions for the regional library
Technical Services Assistant (TSA)
Primary Duties:
- Approves and finalizes electronic orders of materials for member libraries, giving material selection guidance as needed
- Tracks expenditures for materials by library and fund and reports expenditure information to member libraries on a regular basis
- Provides cataloging training and support for member libraries
- Provides original cataloging records for member libraries when existing MARC records are not available
- Assists libraries with arrangements for procuring preprocessed materials
- Provides group and one-on-one training for using acquisitions/cataloging resources

Library Information Systems Specialist (LISS)
Primary Duties:
- Assists public libraries with system and software updates, computer maintenance, and software licensing
- Assists with automated library systems
- Provides technical training on a wide variety of subjects through one-on-one training, group training, and webinars
- Provides basic troubleshooting over the phone and in person for computer and networking issues
As the liaison between the local library and the State of Tennessee, there are several important documents that we require of you or your library board each fiscal year. Many are due at the beginning of each fiscal year, but not all, so please keep note of due dates. Each year we provide you with these documents, so you do not have to create them yourself. In the appendix of this document are samples of most of these documents, so you can be familiar with them before you have to work with them.

**Library Service Agreement**
An annual Library Service Agreement (LSA) is required at the beginning of each fiscal year between your library board and the regional library. This agreement denotes the conditions that the local library must meet in order to receive regional library services. This document is signed by your library chair and your library is required to send it to the regional library center by the deadline noted in the document.

**Official Service Area Population (OSAP)**
OSAP, or Official Service Area Population, is another document that we will ask of you at the beginning of each fiscal year. Each year, the state library estimates the population of the service area of each library in the state. Your board chair is required to sign this document, and the library is required to send it to the regional library center by the deadline noted on the document.

**Maintenance of Effort Form (MOE)**
The Maintenance of Effort form is required once your final budget is approved. This document’s purpose is to determine that maintenance of effort (MOE) is being upheld in your county. A definition of maintenance of effort is that the appropriations and expenditures for the current fiscal year are the same or increased from that of last year. Maintenance of effort is a program set in place by the Secretary of State to protect local libraries from being singled out for budget cuts during the setting of county/city budgets. This is the most important document that we ask of you. The head of your funding bodies (county/city mayor(s)) and your board chair are required to sign this annually, and the library is required to send the original to the regional library center as soon as your final budget is set for the fiscal year.

**Annual Data Collection**
At the beginning of October each year, each local library is required to fill out statistical information about the previous fiscal year online for the state library. This information is compiled through an electronic online program, and sent to the Federal government. It is
through this data that the region compiles most of the statistical data that we present to the local library boards. You may want to familiarize yourself with last year’s data and the information that the survey asks, so you can be sure to have the data on hand when you need it. The survey is very thorough and does take quite a bit of time to complete. The usual deadline for this is October 31st.

Beginning in October 2012, the state began using a new online program called LibPAS, provided by the vendor Counting Opinions.

**Regular Circulation Statistics**
Every quarter, each library is required to submit a copy of the circulation/usage statistics for the prior three months. These can be sent either via mail, fax, or e-mail to your regional library center. Completion of the circulation/usage report helps maintain the information needed for the annual data collection form. (Note: Some regions request this report be submitted on a monthly basis. Please check with your regional director.)

**Allocation for Acquisition of Supplemental Library Materials**
Each fiscal year, the regional library will inform each member library of the library materials allocation funds that they will have available from State and Federal funds and the deadline by which it needs to be spent. We recommend that you keep a running list of items that you would like to purchase for the library, in case that there is an immediate deadline for ordering.

**Title VI**
Each year, the regional library is asked to compile information regarding certain demographics to the state library. This information falls under Title VI of Federal law which covers discrimination based on gender, age, or race. It is recommended that you keep a record of any special programming that you may have for holidays such as Martin Luther King, Jr., or Women’s History Month, as well as any programming geared towards a specific age group. Many libraries also have an optional survey of race that is attached to their library card application form to keep track of that information for Title VI. The end result of this report is to show that the libraries are providing diversified programming and services and that they are not discriminating based on age, race, or gender.

**Annual Salary Survey**
Each year, public libraries across the state are asked to document staff salaries for that fiscal year. This information is then compiled at the state level and sent out in order to be able to compare salaries in similarly sized libraries, or by position. Beginning in 2013, the annual salary survey became part of the Annual Public Library Survey (Annual Data Collection).
Consulting
The region also provides consulting and guidance services for the public library director and the library board on a variety of topics. We also provide up-to-date information on what is going on at the state and Federal level. We are available for one-on-one and group consulting. We can provide statistical information, including return on investment or comparison to other libraries, if you need it. We are available to come to you, or you are always welcome to visit the regional office.

A sampling of consulting topics includes, but is not limited to:
- Library policies
- Personnel issues
- Library construction
- New services and programs
- Collection development and management
- Use of technology
- Grants available to libraries
- Social networking for libraries
- Using statistics to prove your point
- Tennessee laws related to libraries

Continuing Education
Each regional library provides 4 or more in-services each fiscal year. These training sessions are open for public library directors, public and regional library staff, and public and regional board members to attend. Topics range from policies to technology, and address issues of interest to both library management and front-line staff. In-services usually run from 9:30 a.m. until 3:00 p.m., with lunch taken on your own.

If you have suggestions on topics for future in-services, please let your regional director know.

We also provide one-on-one or small group training on request. These training sessions can be on a variety of topics such as customer service, automation training, and just general consulting on the topic of your choice. These sessions can be held at your library or at the regional center.

Acquisitions
Using state and Federal funds, the regional library is able to provide each public library with funds for materials. The list of materials chosen by the library is sent electronically to the regional Technical Services Assistant, who places the order. The order will be drop-shipped to
the library but billed to the region. Once your library receives your order, your staff will need to verify that all materials on the packing slip were received and then send the packing slip to the region.

The region tracks the amount of funds that each library receives throughout the fiscal year. Your library staff may request your funding balance at any time.

**Cataloging**
The regional library’s Technical Services Assistant is available to assist with any cataloging issue your library may have. This person is also available for the cataloging of materials that are not currently available on A Gent. This service is for materials purchased with state and/or Federal funds, as well as local funds.

To have an original record made for an item, please e-mail or fax the title and verso pages to the region. For audio/visual materials, please send a legible copy of the back of the material that includes a visible, scannable UPC code.

**Technology/Computer Services**
Your library’s membership in the Tennessee Regional Library System provides you access to the technology support from the Secretary of State Information Systems division. A much enhanced program of technology support is one of the main benefits of the reorganization of the Tennessee Regional Library System. For further information about the support of the Information System division, please see Appendix I – Secretary of State Information Systems.

**Tennessee R.E.A.D.S.**
An additional resource is R.E.A.D.S., or the Regional e-Book and Audio Book Download System. To access this free resource go to [http://reads.lib.overdrive.com](http://reads.lib.overdrive.com). This digital collection includes over 30,000 downloadable e-books and audio books, and is available to any patron from any library that participates in the regional system. Each patron can check out up to 15 items at a time for either 7, 14, or 21 days. For help in using R.E.A.D.S., click on the Help tab at the R.E.A.D.S. site. On the Help page, you will find extensive written instructions as well as numerous short videos demonstrating how to search, check out, and download digital titles. R.E.A.D.S. is a valuable resource for your patrons. The more you promote it, the better your circulation will be. Your regional library staff can provide you with a report on your library’s digital circulation each month.
**Tennessee Electronic Library (TEL)**

The Tennessee Electronic Library is a group of online databases paid for by the State Library using both Federal and state funds. You can access TEL at [www.tntel.info](http://www.tntel.info). TEL provides free access to:

- Homework Help
- Research
- Test Prep
- Career Resources
- Genealogy
- World Book Encyclopedia
- Language Learning and ESL

Your patrons can find magazine and newspaper articles, primary sources, practice tests and resume builders. TEL is available to everyone in the state 24/7, anywhere they have internet access. Schools, libraries, and universities all use these resources.

TEL handouts, bookmarks, and posters are available for your library. Free TEL training is also available. For questions regarding TEL, you can contact the regional library, or contact Wendy Cornelisen, the TEL Coordinator, at 615.532.4627 or tel.tsla@tn.gov.

**Summer Reading Program**

Each summer, the Tennessee State Library and Archives (TSLA) sponsors a statewide reading program. By providing Tennessee public libraries with materials to promote and present a summer reading program in their library, TSLA helps communities encourage reading during the pivotal summer months. In addition to posters, pencils, and reading logs, all libraries also receive a manual packed with fun, creative, and literary ideas based around the theme of each summer’s reading program.

To help librarians prepare for the summer reading program, TSLA offers a conference for librarians responsible for the program. This conference is presented by Tennessee librarians and feature program and display ideas, book suggestions, marketing ideas, and other creative recommendations for conducting the best summer reading program. One of the most beneficial aspects of these workshops is the opportunity for collaboration with fellow librarians across the state.

TSLA is a member of the Collaborative Summer Library Program, a national consortium that develops the best materials and ideas for you to have the most successful program possible.
For questions about the summer reading program, please contact the regional library, or contact Heather Lambert at 615.253-6445 or heather.lambert@tn.gov.

**Continuing Education**

TSLA provides multiple opportunities to further your knowledge of library service. Some continuing education events are offered each year, while others are available on a one-time basis. The state library uses various formats of training, including face-to-face events and webinars. All training events are posted on library listservs, such as TN-Libraries, TLA-L, and tnshare. Events are also posted on TSLA’s libguides page at [http://tsla.libguides.com/conted](http://tsla.libguides.com/conted).

**TSLA LibGuides Site**

TSLA maintains a special training and informational website at [http://tsla.libguides.com/conted](http://tsla.libguides.com/conted). This website is used as an access point for a monthly listing of free webinars from recognized library continuing education resources, as well as a posting place for all archived TSLA and TEL webinars (also free). Additional guides on this site are specific to special areas of knowledge, such as the Summer Reading Program, Teen Read Week, Project Compass, R.E.A.D.S., and TEL.

**Public Library Management Program**

For those library directors or branch managers who do not have a MLS (Master’s Degree in Library Science), TSLA offers a *Public Library Management Program* (PLMI). Librarians who fulfill the following Level One, Two, and Three requirements will become *Certified Tennessee Public Library Managers*. Certification will be awarded by the Tennessee Department of State, State Library and Archives.

**LEVEL ONE**

1. Orientation: This is based on a library skills checklist and will be waived for library directors with at least two years of experience. It will include one day in the Regional Library Center and one day in the local library with Regional staff.
2. Attend a one day workshop at the State Library and Archives (travel costs paid by the State Library and Archives).

**LEVEL TWO**

1. Attend a minimum of five workshops (or 25 CE hours) per year for a three-year period.
2. At least one workshop of the five workshops attended each year must be provided by a group other than their own regional library (e.g. another region, TLA preconference, Lyrasis workshops, statewide workshops provided by the Tennessee State Library and Archives, approved vendors, etc.).
LEVEL THREE

1. Attend all three years of the one-week Public Library Management Institute (PLMI). To be eligible to become a Certified Tennessee Public Library Manager, participants must attend each of the three programs included in the Institute curriculum: Leadership, Management, and Partnerships. If a participant misses one year of the program, she/he will need to wait until the topic covered during that year is repeated.

The Institute is a 3 year program. The library board traditionally pays the fee of $100.00 per year. Some library boards also pay personal mileage at the state rate for the attendee. There are continuing education requirements that are in place in order to graduate with the certification as well as for recertification. More information on PLMP and PLMI is available at http://tsla.libguides.com/plmi

You also have the opportunity for additional continuing education by attending in-services provided by another region. These are also open to you and your staff members; just contact that region to let them know you are coming.

Trustee Workshops
TSLA and the regional library system team up each year to provide a series of trustee workshops in the fall. There are typically between three to four workshops each year, which are spaced across the state. These workshops are free and are open to any public or regional library trustee or local government official who would like to attend. Public library directors are also welcome to attend, but only if they have trustees that are attending as well. The workshops topics typically include library laws and legislation, interviewing and hiring a director, personnel issues, etc.

Webinars
In addition to face-to-face group training at sites across the state, TSLA also provides online training through free webinars, based upon topics of interest to library staff and library trustees. The live webinars are announced through the library listservs, such as tn-libraries, and the calendar on TSLA’s libguides page at http://tsla.libguides.com/conted.

Since not everyone can travel to training and not everyone is available when live online training is conducted, the TSLA webinars are archived for later viewing on TSLA’s libguides page at http://tsla.libguides.com/.
Statewide Integrated Library System
The statewide Auto-Graphics VERSO ILS contract enables a lower-cost, consortial option for library automation. Additional statewide resources provided for VERSO users include custom online training courses and state-level ILS administrative support. For libraries that use a different ILS, or have no ILS, TSLA-based consulting services on matters pertaining to considering, evaluating, and implementing library automation are available. For assistance or information about library automated systems, please contact Maria Sochor, TSLA Library Systems Administrator, at 615.532.4639, or maria.sochor@tn.gov.

Library Standards and Other Publications
The state has a list of library standards for small and mid-size libraries. These standards cover all aspects of the library from funding and staffing to public access computers and hours open. The Tennessee Standards for Non-Metropolitan Public Libraries is available at http://state.tn.us/tsla/lps/minimum%20standards.pdf. A 2013 revision of the Tennessee Standards is currently underway.


Regional Library System Information Technology Call Center
The Secretary of State Tennessee State Library and Archives created a call center for technology as a means for improving the interaction with public librarians in the regional library system via telephone, e-mail, and instant messaging services. Librarians call the toll free number 1-855-692-8185 with technical concerns. The calls are answered by experienced information technology staff members who assist them with the concern or routes the concern to the next tier of support.

TN-Libraries Listserv
The Tennessee State Library and Archives provides an email communication resource, called a listserv, for the public libraries and trustees across the state.

The list is moderated by TSLA and is to be used:
- To provide an open forum for discussion of any library-related topic
- To distribute technical information to libraries
- To alert libraries to technical issues
- To distribute all announcements from the Tennessee State Library and Archives
To join the *tn-libraries* listserv and to see details about how to participate in discussions, please review the information at [http://www.tennessee.gov/tsla/lps/listserv.htm](http://www.tennessee.gov/tsla/lps/listserv.htm). If you have questions or concerns about the *tn-libraries* listserv, please contact your regional director or Lisa Walker at the Tennessee State Library and Archives.

*Lisa Walker*  
615.532.4894  
lisa.walker@tn.gov

**Interlibrary Loan**

TSLA is a strong supporter of the interlibrary loan system, which is coordinated through our statewide catalog, AGent. All circulating materials purchased with state and federal funds are to be available for interlibrary loan, but it is up to the lending library to determine which material types are eligible for interlibrary loan. Traditionally, reference and genealogy are not eligible due to their high purchase price or rarity.

If there are materials that your patron would like to have access to that are not available within Tennessee, a national interlibrary loan resource is available via two resource sharing centers that provide this service to all libraries within the region system. For more information on how to utilize this service, your regional director will be able to assist you in getting started. There is no fee for the library to utilize this service.

**Courier Service**

All city/county libraries and library systems are included in the statewide courier project, coordinated by Tenn-Share, which is called *Firefly*. This courier stops at each governing library facility two times a week to pick up and drop off interlibrary loan materials at a designated place in the library. The courier service utilizes mailing bags to minimize loss of materials, and these bags have a location label in the front pocket to let the courier driver know where the bag needs to be sent.

The website for information pertaining to the courier is available at [http://www.tenn-share.org/firefly](http://www.tenn-share.org/firefly). There is also a listserv for the courier service in order to quickly spread information, and allow the users of the courier to ask questions and interact with one another. Information on how to join the Firefly listserv is available on the website.

**Technology Grants**

Each year in the summer/early fall, applications are accepted for the annual LSTA Technology Grant program. These grants are a 50/50 matching grant, which means that for every dollar awarded by the state, there must be a dollar in local funds to match it. The grants are available for a variety of technology equipment and software, including desktops, laptops, e-readers,
automation systems, general software, barcode scanners, printers, etc. The grant request cannot exceed $20,000, and it cannot be used to purchase any single item priced over $5,000. The grant cycle runs through the end of the fiscal year.
APPENDICES

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APPENDIX I – SECRETARY OF STATE INFORMATION SYSTEMS

Secretary of State
Information Technology

The Department of State Information Systems Division is comprised of 14 staff members who provide information systems support with no cost to the public libraries. The purpose of the Library Information Systems staff is to promote and facilitate the effective integration of technology to meet Tennessee public library goals and to empower library staff and patrons with a stable, secure and user-friendly computing infrastructure and customer-oriented technical support system.

Each regional library has a designated Library Information Systems Specialist. Public Libraries having software, hardware, or network concerns should call the Regional Library Information Technology Call Center 1-855-692-8185 or 615-532-9104 local to Nashville.

To assist IT staff in trouble shooting concerns, when contacting the IT Call Center; please provide as much information as possible about your concern. This information should include:

- Library contact name and phone number
- Description of technical problem
- Steps already taken to troubleshoot
- Print screen of error if necessary

Areas of Support:

Provide, at no cost, troubleshooting of technical concerns for libraries in the Regional Library System which includes:

- installing and configuring hardware and software for library staff and public use
- technical support for wireless & wired Internet access
- planning and implementing networks
- assisting with automated library systems
- consulting with library personnel in assessing information systems planning and physical facility planning
- assisting with workshops and in-services for professional development related to technology
• vendor negotiation
• answering R.E.A.D.S technical e-mail
• TN Libraries moderated listserv (http://www.tennessee.gov/TSLA/lps/listserv.htm)
• Online Public Library Directory (http://tnsos.net/TSLA/PLD/index.php)
• Grant Projects (PACHUG, USDA, LSTA, BTOP)
Responsibilities of the [Fill in specific library name(s)] Public Library

The Public Library Board of Trustees will:

1. 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
   - County/City and Regional Library Board Appointments and Contact Information
   - The Public Library Annual Statistics 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

2. 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 3 of this document.

3. 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. Note: Unduplicated branch hours are included in the service hours provided system-wide.

4. Follow all local, state and federal laws and regulations, including, but not limited to, display and provision 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.

5. Extend the privileges and facilities of the library to persons residing outside the County or City upon such terms as it may deem proper.

6. Adopt written board bylaws and library usage policies and provide copies to the Regional Library.

7. Include Regional Director, or regional designee, in all board meetings as a non-voting participant and provide information related to the meeting and library and board official acts.
Responsibilities of the [Fill in specific library name] Public Library, continued

8. Participate in trustee continuing education and training provided by the Regional Library and the Tennessee State Library and Archives.

9. Require library director and/or staff participation at a minimum of four Regional Library-sponsored training programs annually.

10. Provide MARC-compatible cataloging records to A Gent (statewide catalog database).

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

- Tennessee Code Annotated, Title 10
- Tennessee Trustee Manual and Tennessee Trustee Toolkit

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
   - 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 Problem Resolutions
   - Shared ILS Problem Resolutions
Responsibilities of the State Library and Its Regional Offices, continued


5. Facilitate access to READS (Regional eBook and Audiobook Download System).

6. Provide an annual summer reading program workshop and library participant materials for promotion and implementation.

7. Purchase and maintain a collection of 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. Regularly provide workshops and training for library boards and staff.

________________________________________
Date
Signature, Chair, [Fill in Library name] Library Board

________________________________________
[Please print name and title if alternate signature used]

________________________________________
Date
Charles A. Sherrill, State Librarian and Archivist

References:
Tennessee Code Annotated, Title 10

Rev. 4/11/2012
APPENDIX III – MAINTENANCE OF EFFORT (MOE) AGREEMENT

2013/2014 PUBLIC LIBRARY MAINTENANCE OF EFFORT AGREEMENT

Office of the Secretary of State

Tennessee State Library and Archives

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.

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<th>County(ies)</th>
<th>Region</th>
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A. Appropriated and Expended by the County Commission(s):

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<th>COUNTY</th>
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### D. Official Signatures:

______________________________________________________________
[Type in Name of County, Mayor & Title] Date
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[Type in Name of City, Mayor & Title] Date
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[Type in Name of Library Board Chair & Title] Date
APPENDIX IV – Planning and Development Section of TSLA

TSLA Planning and Development Section

Responsible for library services external to the
Tennessee State Library & Archives building

- Administration of the Tennessee Regional Library System – nine regional offices across the state, encompassing 91 of the 95 counties
  - Professional library development leadership and guidance to public libraries, library boards of trustees, local government
  - Training and continuing education for public library staff and trustees – including the annual Trustee Workshops
  - Provision of supplementary library materials
  - R.E.A.D.S. – the Regional e-Book and Audiobook Download Service
  - Monitoring of the “Maintenance of Effort” requirement for membership in the regional library system

- Contract development and monitoring of federal and state grants to Tennessee public libraries

- Technology support program for public libraries that are members of the regional system, including a Toll-Free IT Support Call Center

- Tennessee Electronic Library (TEL)

- AAgent – the statewide online public library catalog

- Statewide Summer Reading Program and other statewide youth events – workshops and marketing materials – 118,000 children, teens and adults annually

- Coordinated program of workshops and in-service training on library-related topics for public and regional library staff members and library trustees – includes coordinating and maintaining the Library Continuing Education calendar via the TSLA LibGuides Continuing Education site

- Public Library Management Institute (143 graduates to date)

- Public library statistics – collection and reporting


- Statewide Integrated Library System for public libraries

- Statewide courier service for public libraries in the regional system.
TSLA Planning and Development Section Staff

As of 10/15/13

• Lynette Sloan – Director of Planning & Development/Regional Libraries
  o 615-532-4629 Lynette.Sloan@tn.gov

• Christy Chandler – Administrative Services Assistant
  o 615.741.3158 Christy.Chandler@tn.gov

• Jennifer Cowan-Henderson – Bibliographic Services Coordinator
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• Lisa Walker – Network Services Manager
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• Wendy Cornelisen – Special Projects Coordinator
  o 615.532-4627 Wendy.Cornelisen@tn.gov

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• Laura Sheets – Data Coordinator and Outreach Services Assistant
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• RayeAnn Simmons – Technical Services Coordinator
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• Heather Lambert – Continuing Education Coordinator
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