

Anderson County Board of Commissioners
OPERATIONS COMMITTEE
AGENDA

March 11, 2024
6:00 p.m. Room 312

- 1. Call to Order**
- 2. Prayer / Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Appearance of Citizens**
- 5. Director of Schools – letter to Representative Ragan.**
- 6. Resolution No. 2024-01-1151 to Create the Animal Shelter Oversight Committee – Deferred from February Operations meeting.**
- 7. Resolution No. 24-2-1157 Establishing Emergency Management Agency to Include Requirements In Tennessee Code – from February Operations meeting.**
- 8. Interlocal Agreement Public Library Services – referred from January Commission meeting.**

Unfinished Business

New Business

Adjourn



Anderson County Schools

Every Student, Every Day

Office of Director of Schools
101 South Main Street, Suite 501
Clinton, Tennessee 37716
Office: (865) 463-2800, ext. 2801
Fax: (865) 457-9157

Dr. Tim Parrott, Director

March 4, 2024

Representative Ragan,

Thank you for reaching out to us regarding the very important topic of vouchers. I would like to start by saying this is a collective response from myself, Anderson County Board of Education, and Commissioner Chair, Tyler Mayes, and Commissioners Aaron Wells, Jerry White, Denise Palmer, Joshua Anderson, Michael Foster, Phil Yager, Robert Smalridge, Robert Mckamey, Sabra Beauchamp, Shelly Vandagriff, Steve Verran, Tim Isbel, Tracy Wandell, and Shain Vowell

Our first question is, why now? Why would HB 1183 now list the items we have asked the state to modify or fund multiple times all wrapped up in one bill? To us, it resembles a used car salesman trying to sell someone a car they know they cannot afford: "Don't worry about the interest rate, we can get your payment as low as possible and you won't have to make a payment for 90 days." The problem with this, is the same problem we have with the voucher legislation. In other words, it is always better for the person making the deal, not the customer, when they, as well as out-of-state lobbyists hold all the power.

We understand this is a busy time of year for Legislators and we value your time; however, we ask that you take time to review our response to your questions below:

- **Student/parent choice** – Research has shown more than 75% of students accepting vouchers have never attended public schools. Commissioner Reynolds in her address to the K-12 Subcommittee additionally stated over 65% of the students in the current pilot program never previously attended public schools either. Please ask yourself: If it is not about removing students from failing schools, what is the target student population for vouchers? Our answer would be the target student population for vouchers are those students who are already enrolled.

- **Testing requirements** – This topic is interesting to us. It was stated in the committee discussion, the parent should be the one to decide their student's achievement rather than the state. We would agree with this statement, however, parents of public school students are still required to test to a state-approved curriculum. While we would agree the bill does remove some of the requirements of schools regarding testing, please ask yourself: If removing the proposed testing requirements gives teachers back 300 hours of instruction, why was it not done years ago? Why Now? It is our opinion that anyone who takes public funds must adhere to the same rules.

School Calendar – This is a non-issue for Anderson County Schools and we are uncertain as to why this topic is in the bill unless it moves one legislator to a "yes" vote.

- Principal/ Teacher Evaluations – The number of evaluations and the changes to the evaluation system were pushed through with no input from local educators years ago. We agree with HB 1183 that there needs to be a change in the way evaluations are performed, but again we ask: Why now? Has the state just come to the realization that the requirements are not what is best for students? Please ask yourself if we can change the evaluation process so easily, why has this not been done before now? It is our opinion we should keep it the same and say no to the vouchers.

- The district Improvement plan - Data drives our decisions. The District/School Improvement Plans provide us with targeted goals and action steps to drive our work, as well as keep us focused on our goals. When this plan becomes a living and breathing document, it is not considered an additional task. Why now? Please ask yourself if the district improvement plan is worth a yes vote. Not from Anderson County Schools.

- Infrastructure funding. The \$75.00 per student would help Anderson County. Again, why now? The state has a report on the amount of deferred maintenance for districts. Please ask yourself where the funds will come from. The state right now has a \$378 million shortfall and with the fiscal note for HS1183 to increase state expenditures by \$424,814,800.00, there is zero chance that this part of the bill makes it out of committee, if and when, the House and Senate pass different bills.

- Employee insurance – This has been a request from the school systems for over 30 years and it has never been inquired into; now it is being used as a ploy to get votes. If you would like to amend this, place all employees at the same level as state employees at 75%. Why now? Please ask yourself: Would a conservative state follow through with this when it does not have the appropriate funds? It is, again, our opinion this will not make it out of the committee if both the House and Senate pass different bills.

- Bullet #7 – This statement cannot be further from the truth: you have spent a significant amount of time in the Anderson County School District and you know firsthand that we fully represent our motto of Every Student Every Day. If it is truly your belief that we are only concerned with having a job or acting as a daycare, all hope is lost. We educate every student no matter the need, unlike the private schools who will only take the vouchers from the elite.

Anderson County Commission and Anderson County Schools are in support of any item that will support public dollars going to public education for the greater public good. There are several items in this bill that we would support, but not at the expense of a universal voucher program that does not serve all our Anderson County students. It is our job as leaders of the community to fight for ALL citizens, especially our most vulnerable. We simply cannot support universal vouchers for our community.

Anderson County, Tennessee

Board of Commissioners

RESOLUTION NO. 2024-01-1151

RESOLUTION TO CREATE THE ANIMAL SHELTER OVERSIGHT COMMITTEE

WHEREAS, the Animal Shelter Oversight Committee is a collaborative approach to supervision and oversight of the animal shelter comprised of government officials and concerned members of the community to provide professional and humane care to animals housed in the Anderson County Animal Shelter; and

WHEREAS, the Animal Shelter Oversight Committee will be responsible for establishment of facility goals, programs, supervision, operational oversight, policies and best practices to achieve these goals; and

WHEREAS, personnel assigned to the shelter and the facility director will be appointed and hired by the Anderson County Mayor pursuant to *Tenn. Code Annotated §5-6-106*. That statute reads in relevant part as follows:

(c) Except as otherwise provided by general law, or special or private act, the county mayor shall appoint members of county boards and commissions and *county department heads*. Such appointees shall be subject to confirmation by the county legislative body, and in so doing, the legislative body may express its views fully and freely and shall vote for or against confirmation. The legislative body shall not seek or interview such prospective employees prior to their appointment by the county mayor. Such appointment and confirmation are not applicable to employees appointed by other elected county officials. (*Emphasis added*)

WHEREAS, the County Legislative Body desires to create a reporting structure that follows Tennessee Code Annotated §5-6-106 and hereby designates the County Mayor as the day-to-day supervisor of the Animal Shelter Director and county personnel assigned to the facility. Such County Mayor shall possess all authorizations, duties, and obligations of personnel supervision, compliance and oversight over the Animal Shelter Director and staff; and

WHEREAS, on May 19th, 2003 the Anderson County Board of Commissioners approved its first Resolution attempting to address the countywide problem of lost, abandoned, neglected and forgotten animals in Anderson County by creating the Anderson County Animal Control Authority under the direction and control of the County Mayor; and

WHEREAS, since that time, the County has created a full-time department and shelter to address the continuing need for humane animal control and care, and the many legal and operational issues that accompany this countywide problem; and

WHEREAS, Anderson County Government has a need to construct a new state-of-the-art animal shelter combined with a collaborative approach to managing the shelter where the County Mayor will be responsible for the supervision of the Director and staff and the Animal Shelter Oversight

Committee will assist the Mayor when requested and make decisions concerning supervision, operational oversight, policies, programs and the creation of best practices; and

WHEREAS, the Mayor and staff will work hand-in-hand with the Animal Shelter Oversight Committee to identify and successfully address a wide array of issues that develop at the county animal shelter while housing and caring for animals that are lost, abandoned or forgotten in a professional and humane manner.

NOW THEREFORE, BE IT RESOLVED by the Anderson County Board of Commissioners meeting in regular session this 16th day of January 2024 that we hereby create the Animal Shelter Oversight Committee to assist the County Mayor and the Director of Animal Control and Care in addressing and obtaining the County's goal of professional and humane treatment to all animals housed and cared for at the Anderson County Animal Shelter.

BE IT FURTHER RESOLVED, that:

SECTION I. Composition of the Animal Shelter Oversight Committee. The Committee shall be composed of nine (9) voting members and four (4) *ex officio* members:

- 1) **Voting Members:** The nine (9) voting members of the Committee shall be:
 - A) Three (3) members of the County Legislative Body;
 - B) Three (3) members appointed by the County Mayor;
 - C) Three (3) members nominated by the Anderson County Nominating Committee and confirmed by the Board of Commissioners.
- 2) **Non-Voting *Ex Officio* Members:** The following four (4) members hold *ex officio* (non-voting) status:
 - A) County Mayor;
 - B) Director of Animal Control and Care;
 - C) County Veterinarian – appointed by the County Mayor and confirmed by the Board of Commissioners;
 - D) Law Director or office representative.
- 3) **Officers:** The Committee, at its first meeting, shall select a Chair and a Vice Chair. The Chair shall conduct the meeting in accordance with the latest edition of Robert's Rules of Order or appropriate state law or Legislative Body rule or regulation. The Vice Chair shall conduct the meeting in the absence of the Chair, or when the Chair assumes the role of a member by making a motion or second, and/or participating in the deliberation of a motion. Mere comments on a motion made by the Chair shall not disqualify the Chair from voting. A Secretary shall be selected by the Oversight Committee to take minutes and be the custodian of all official records. The Secretary shall submit a copy of all meeting minutes to the Legislative Body within thirty (30) days of the meeting adjournment. The Chair and Vice Chair shall serve one year terms, or until a successor is appointed, with all terms ending on the last day of September of each calendar year.
- 4) **Meetings:** All meetings shall be lawfully called by the Chair at regular intervals established by the Committee, or when needed to address special or emergency matters.

No meeting shall be conducted without a quorum of (5) members present and no motion shall be approved without a majority of five (5) members voting in favor. Meetings shall be lawfully noticed to the public with at least a five (5) day notice unless emergency matters require a shorter period. In no event shall a meeting be held without a reasonable attempt under the facts and circumstances to achieve public notice.

- 5) **Proxy Votes:** Voting members may select a non-voting designated representative to serve in his or her absence at designated meetings for informational purposes and the representative may cast a proxy vote for the identified voting member provided that prior written approval from the voting member is received by the Chair.

SECTION II. Powers Conferred

The Animal Shelter Oversight Committee (henceforth "Committee") is a collaborative committee composed of county officials and volunteer citizens created and authorized by the Anderson County Legislative Body (henceforth "Legislative Body") and as such, is strictly limited to the powers conferred by the Legislative Body. At no time shall any member or the Committee itself act outside the explicit powers conferred herein. The Committee is designed to provide oversight and supervision to the Animal Shelter while the County Mayor (henceforth "Mayor") and the Director of Animal Care and Control (henceforth "Director") providing staffing personnel. The Animal Care and Control Department (henceforth "Department") is an authorized county department under the direction and control of its Director who directly reports to the Mayor; therefore, the Mayor is ultimately responsible for all aspects of the Department's operation.

All Oversight Committee recommendations on policy, programs and budget appropriations shall be reported to the Legislative Body for consideration. The Legislative Body shall act as an intermediary for any disagreement between the Committee and the Mayor or Director and attempt to resolve all conflicts arising from disagreements in the operation or oversight of the Animal Shelter (henceforth "Shelter").

SECTION III. Mission Statement

Assist the Anderson Legislative Body with Shelter functions by providing operational oversight, supervision and development of programs and policies for the humane care and efficient placement or adoption of animals in the custody of the County.

SECTION IV. Goals, Objectives and Primary Duties.

The Committee shall strive to achieve all goals through the accomplishment of stated objectives and primary duties in an effort to successfully accomplish the Mission Statement.

- 1) **Humane Care:** Ensure that all animals in the custody and control of the Department received professional and humane care.
- 2) **No Kill Designation:** Strive to achieve designation as a *No Kill Shelter*.

- 3) **Adoption Process:** Develop programs to facilitate an efficient and fair adoption process.
- 4) **Adoption Standards:** Develop uniform adoption standards with accurate representation of vaccination and spay/neuter status.
- 5) **Operational Policies and Procedures:** Draft recommendations for the development and implementation of policies, procedures and budgets to be submitted to the Director and Mayor for consideration and final Legislative Body approval.
- 6) **Medical Care:** Create a medical screening and initial diagnostic process, monitor the medical care process and facilitate necessary treatment of all animals housed in the Shelter.
- 7) **County Veterinarian:** Assist and make recommendations to the County Veterinarian.
- 8) **Shelter Conditions:** Monitor the conditions of the Shelter and assure that all operations, spaces and structures are clean and sanitary.
- 9) **Community Reputation:** Create programs designed to improve the community reputation of the Shelter.
- 10) **Design New Shelter:** Assist with the design and make recommendations concerning the new animal Shelter.
- 11) **Model Shelter Profile:** Develop a model Shelter profile and design policies to attain and maintain such status.
- 12) **Network Opportunities:** Network with area veterinarians and professionals including other Shelter managers to gain insight in an effort to develop recommendations for medical care, Shelter operations, and management and adoption process.
- 13) **Rescue Groups:** Create relationships with rescue groups and corporate sponsors for the adoption and placement of Shelter animals.
- 14) **Personnel Decisions:** Assist County Mayor when requested with personnel decision, including the hiring, termination, discipline and assignment of staff.
- 15) **Legal Compliance:** Monitor compliance with all Shelter licenses and applicable state and federal laws.
- 16) **Dispute Resolution:** Hear and address complaints from citizens. Establish a process for the reporting and resolution of complaints before the Committee. Report all complaints received to the Director, County Mayor and Legislative Body.
- 17) **Out-of-State Adoptions:** Facilitate out-of-state adoptions with transports and partnerships with agencies outside Anderson County's jurisdiction.

- 18) **Donations:** Develop a system for the solicitation, receipt, accounting and audit for donation of services, supplies and monetary contributions. Nothing contained herein shall prevent the Committee from assisting in the development of a not-for-profit entity specifically designed to facilitate donations to the Shelter.
- 19) **Social Media:** Enlarge social media presence in a fair, efficient and functional manner.
- 20) **Shelter Website:** Assist in the development of a dedicated Shelter website with appropriate links to the Anderson County homepage and rescue agencies.
- 21) **Volunteer Programs:** Improve the Shelter volunteer program by designing an application, vetting and selection process.
- 22) **Budget:** Assist with the development of an annual budget in conjunction with the Mayor and Director to be approved by the Legislative Body.
- 23) **Reporting Employee and Volunteer Concerns:** Report concerns about employees and volunteers to the Director and Mayor.
- 24) **Orientation Program:** Create an orientation program for new hire employees and volunteers.
- 25) **Required Communications:** Communicate concerns and recommendations to the Director and Mayor and make reports to the Legislative Body when requested, and an annual year-end written report in July of each year.
- 26) **Future Goals:** Develop additional Goals, Objectives, Best Practices and Performance Standards when needed to accomplish the Mission Statement.
- 27) **Additional Duties:** Perform any other duties assigned by the Legislative Body.

SECTION V: Conflict with Prior Resolutions.

All past Resolutions in conflict with this Resolution are hereby repealed effective immediately. Specific conflicting provisions of an existing Resolution may be saved in its entirety by deleting only the conflicting provision.

SECTION VI: Effective Date.

This Resolution shall take effect immediately upon passage by the Anderson County Legislative Body, the public welfare requiring it.

RESOLVED, adopted and effective this 16th day of January 2024.

H. Tyler Mayes, Chair, AC Commission

Terry Frank, County Mayor

ATTEST:

Jeff Cole, County Clerk

DRAFT

Anderson County, Tennessee

Board of Commissioners

RESOLUTION NO. 24-2-1157
ORIGINAL RESOLUTION NO. 83-5-33

RESOLUTION AMENDING RESOLUTION 83-5-33 ESTABLISHING THE ANDERSON COUNTY EMERGENCY MANAGEMENT AGENCY TO INCLUDE REQUIREMENTS CODIFIED IN TENNESSEE CODE ANNOTATED CHAPTER 58, TITLE 2, SECTION 127

WHEREAS, on May 16th, 1983, the Anderson County Board of Commissioners voted to establish the Anderson County Emergency Management Agency (ACEMA), pursuant to the powers granted by Chapter No. 81, Public Acts of Tennessee 1951, and amendments thereto later codified at Tennessee Code Annotated §§58-2-10 *et seq.*; and

WHEREAS, a recent review of the 1983 Resolution in comparison to Tennessee Code Annotated §58-2-127 revealed the necessity of an amendment of to the original Resolution to include additional requirements now codified in Tennessee Code Annotated ; and

WHEREAS, those additional requirements are needed to comply with state law.

NOW, THEREFORE, BE IT RESOLVED, by the Legislative Body of Anderson County, Tennessee meeting in regular session in Clinton, Tennessee this the 22nd day of February 2024 that we hereby amend Resolution No. 85-5-33, passed on May 16th, 1983, "Establishing the Anderson County Emergency Management Agency" to include the requirements codified in Tennessee Code Annotated Chapter 58, Title 2, Section 127, to wit:

SECTION 1. Prerequisites for Employment as Director of ACEMA

(a) As a prerequisite to receiving an offer of employment as the director of a local emergency management agency, the candidate shall provide evidence satisfactory to the CLEO that the applicant:

- (1)** Is at least eighteen (18) years of age;
- (2)** Is a citizen of the United States and of this state;
- (3)** Is a high school graduate or possesses equivalency;
- (4)** Has not been convicted or pled guilty to or entered a plea of nolo contendere to any felony charge;
- (5)** Has a valid Tennessee driver license; and
- (6)**
 - (A)** Has graduated and received a baccalaureate degree;
 - (B)** Has graduated and received an associate's degree and possesses at least two (2) years experience in an emergency management or related field;
 - (C)** Possesses at least four (4) years experience in an emergency management or related field; or
 - (D)** Is serving as director of a local emergency management agency on July 1, 2011.

(b) In addition to the requirements of subsection (a), any director of a local emergency management agency shall possess knowledge of the following subjects:

- (1)** The principles and practices of emergency management;
- (2)** Emergency management planning concepts;

- (3) Disaster response and the functions of government and private organizations;
- (4) Laws and regulations related to emergency operations; and
- (5) Working knowledge of computer operations and the operation of other basic office equipment.

(c) In addition to the requirements of subsections (a) and (b), any director of a local emergency management agency shall possess the skill and ability to perform tasks as defined by the county mayor, including, but not limited to, the following tasks:

- (1) Plan, organize, assign, inspect, and direct the work of others;
- (2) Evaluate situations and make coherent decisions;
- (3) Express ideas clearly, concisely, and convincingly, both orally and in writing. This requirement includes the ability to communicate effectively under stressful conditions during emergency situations;
- (4) Establish and maintain an effective working relationship with the public, businesses, industries, volunteers, and employees;
- (5) Operate an emergency management response vehicle and communications equipment;
- (6) Work from a mobile unit and outdoors in all types of weather conditions during emergency and simulated situations; and
- (7) Direct the activities of a twenty-four-hour, seven-day-a-week operation.

(d) A local emergency management agency director is under executive direction.

(e) A local emergency management agency director's responsibilities include, but are not limited to, the following:

- (1) Coordinate and assist in the revision and update of the local emergency operations plan and field operating guides in conjunction with elected and appointed local government officials and private, volunteer, and civic organizations;
- (2) Develop and manage the local agency's annual budget in accordance with local guidelines;
- (3) Collect initial disaster intelligence information, extract essential elements of information, and prioritize use of critical resources;
- (4) Prepare and transmit situation reports to TEMA as directed by state procedures;
- (5) Assess the impact of major emergencies and initiate requests for declaration of emergency for the CLEO's signature;
- (6) Serve as the focal point for damage assessment information and coordinate all relief activities through the CLEO and the regional and state emergency operations center;
- (7) Promote and supervise the development of various emergency management related public education and information services, such as training programs, brochures, speaking opportunities, and media programs;
- (8) Develop and maintain an emergency operations center to ensure direction, control, and continuity of local government during emergencies and disasters;
- (9) Conduct hazardous analysis, capability assessment and vulnerability analysis, and make periodic updates to same. The director is "on call" for response to any type of disaster or major emergency: natural, manmade, or technological;
- (10) Provide assistance to private sector organizations on issues pertaining to emergency management and homeland security;
- (11) Provide resource coordination and technical assistance during major emergencies and disasters;
- (12) Prepare after-action reports as required;

- (13) Development and implementation of all activities relative to emergency management within the territorial limits of the emergency management area for which the director serves as director;
 - (14) Establish emergency management standards within the territorial limits of the emergency management area for which the director serves as director. This responsibility includes the development and implementation of activities which support the national incident management system (NIMS) to mitigate, prepare for, respond to, and recover from major emergencies, terrorist events, and disasters; and
 - (15) Perform other duties as directed by the CLEO.
- (f) In addition to the duties and responsibilities enumerated in subsection (e), a local emergency management agency director shall:
- (1) Complete FEMA independent study (IS) courses in a timely manner as required by TEMA and local guidelines;
 - (2) Within the first twenty-four (24) months of employment, or, in the case of a person who is serving as director of a local emergency management agency on July 1, 2011, by June 30, 2013, complete the TEMA hazardous materials operations level, damage assessment workshop, and any NIMS courses that are offered during that twenty-four-month period. If the TEMA hazardous materials operations level or damage assessment workshop is not offered during the first twenty-four (24) months of a director's term of employment, or, in the case of a person who is serving as director of a local emergency management agency on July 1, 2011, during the period of July 1, 2011 through June 30, 2013, the director shall take those courses at the earliest opportunity after the expiration of such time period. A director shall attend additional courses that are offered by TEMA as the director's time and schedule permit;
 - (3) Apply for emergency management professional certifications in a timely manner; and
 - (4) Independently maintain current knowledge of new technologies related to emergency management.

RESOLVED, DULY PASSED AND EFFECTIVE this 22nd day of February, 2024.

H. Tyler Maycs, Chairman, County Commission

Terry Frank, County Mayor

ATTEST:

Jeff Cole, County Clerk

MEMORANDUM OF UNDERSTANDING

EQUIPMENT USAGE AGREEMENT

THIS AGREEMENT in the form of a Memorandum of Understanding ("M.O.U.") approved by the Anderson County Board of Commissioners the 22nd day of February 2024 by and between the "Parties" of Anderson County, Tennessee through Anderson County Emergency Management Agency ("EMA"), the Andersonville Volunteer Fire Department, the Briceville Volunteer Fire Department, the Claxton Volunteer Fire Department, the Marlow Volunteer Fire Department, the Medford Volunteer Fire Department and the Anderson County Rescue Squad (collectively, "Department")

WHEREAS, the Tennessee General Assembly has provided legal authority for cooperation between local governments or public agencies through the Interlocal Cooperation Act, codified at Tennessee Code Annotated (TCA) Title 12, Chapter 9, Section 101 et seq.; and

WHEREAS, the undersigned Parties to this agreement desire to avail themselves to the authority conferred by Tennessee law as referenced above; and

WHEREAS, it is the intention of the undersigned Parties to establish an equipment usage agreement by which Anderson County through Anderson County EMA provides radios to the Departments for communication purposes in the performance of their services, and procedures for the replacement and/or repairs to lost, stolen, missing, damaged and defective units.

NOW, THEREFORE, in consideration of the mutual covenants, promises of support, reimbursements and conditions set forth herein, it is agreed by the Parties to this M.O.U. as follows:

SECTION 1. Term of Agreement

This M.O.U. shall commence on the date signed for a period expiring January 31, 2030.

SECTION 2. Terms and Conditions

Each Department and its individual members that are issued a radio shall fill out and return the attached "Terms and Conditions" form (Exhibit 1) to EMA prior to release of the radio to the Department and individual members.

SECTION 3. Maintenance, Service, and Repairs

EMA agrees to provide routine inspections, maintenance, repairs, and required periodic service for Department's equipment in exchange for the equal reimbursement for required parts, expenses, and labor.

SECTION 4. Reimbursements

Reimbursement payments shall be paid within forty-five (45) days of invoicing from County. Maintenance expenses above \$1,000.00 for any equipment shall be reviewed and agreed upon between both parties before the equipment is repaired or replaced.

SECTION 5: Payment Invoices.

Reimbursement payments to EMA under the terms of this M.O.U. shall be forwarded to:

Finance Director
Room 210, Anderson County Courthouse
100 North Main Street
Clinton, TN 37716

SECTION 6: Default.

In the event of default by City or County under this M.O.U. either Party may bring suit against the defaulting Party to enforce the terms of this M.O.U. provided that any alleged default is not cured by the defaulting Party after thirty (30) days written notice sent by the non-defaulting Party. The prevailing Party shall be entitled only to actual damages lost and any remedies available at law and/or equity including reasonable attorney's fees and costs associated with the default.

SECTION 7: No Oral Modification.

No modification, amendment, supplement to or waiver of this M.O.U. or any of its provisions shall be binding upon the Parties hereto unless made in writing and duly signed by all Parties.

SECTION 8: Waiver.

A failure of any Party to exercise any right provided for herein, shall not be deemed to be a waiver of any right hereunder.

SECTION 9: Entire Agreement.

This M.O.U. sets forth the entire understanding of the Parties as to the subject matter and may not be modified except in a writing executed by all Parties.

SECTION 10: Severability.

In the event any one or more of the provisions of this M.O.U. is invalid or otherwise unenforceable, the enforceability of remaining provisions shall be unimpaired.

SECTION 11: Cancellation.

This M.O.U. is subject to cancellation by the legislative body of either government with sixty (60) days written notice to the other Party.

SECTION 12: Exhibits

Any Exhibits attached hereto or incorporated herein are made a part of this M.O.U. for all purposes. The expression "this M.O.U." means the body of this M.O.U. and the Exhibits.

SECTION 13: Multiple Counterparts; Effectiveness.

This M.O.U. may be executed in multiple counterparts, each of which shall be deemed an original for all purposes and all of which shall be deemed, collectively, one M.O.U. This M.O.U. shall become effective when executed and delivered by all the Parties.

SECTION 14: Jurisdiction.

Each Party hereby irrevocably consents to the jurisdiction of all state courts sitting in Anderson County, Tennessee or all federal courts sitting in Knoxville, Tennessee and agrees that venue for any legal action brought in connection with this M.O.U. shall lie exclusively in such courts.

SECTION 15: Binding Effect.

This M.O.U. shall be binding upon and inure to the benefit of the Parties and upon their respective successors, heirs or assigns.

SECTION 16: Choice of Law.

This M.O.U. shall be governed and construed in accordance with the laws of the State of Tennessee.

SECTION 17: Notice.

Any notice required or provided pursuant to this M.O.U. shall be in writing and sent or delivered to the Parties by return receipt U.S. Mail.

SECTION 18: Titles and Subtitles.

Titles of paragraphs and subparagraphs are for convenient reference only and shall not have the effect of modifying, amending or changing the express terms of this M.O.U.

SECTION 19: Assignment.

This M.O.U. shall be assignable only upon the written consent of the non-assigning Party. Consent to an assignment shall not be unreasonably withheld. In the event of assignment or succession, the terms and conditions of this M.O.U. shall be binding upon the Parties and their successors, assigns, heirs, executors and/or administrators.

SECTION 20: Further Documentation.

The Parties agree for themselves and their successors and assigns to execute any and all instruments in writing which are or may become necessary or proper to carry out the purpose and intent of this M.O.U.

SECTION 21: Release and Hold Harmless.

The Parties agree that they shall and do hereby release, forever discharge and hold harmless one another as well as the employees, agents and counsel for one another from any and all claims whatsoever, both known and unknown that may have existed prior to the execution of this M.O.U. Furthermore, the Parties agree to indemnify each other losses, damages or judgments rendered caused by the negligent or intentional acts of the other Party. The only claim between the Parties that shall survive this M.O.U. is compliance with the terms and provisions of this M.O.U.

IN WITNESS WHEREOF, the Parties hereto, each acting under due and proper authority, have executed this M.O.U. on the dates listed below:

**ACCEPTANCE BY ANDERSON
COUNTY EMA:**

Brice Kidwell, Director

Date

APPROVAL BY COUNTY COMMISSION:

H. Tyler Mayes, Chair

Date

**ACCEPTANCE BY ANDERSONVILLE
VOLUNTEER FIRE DEPARTMENT:**

Ambrea Kroth, Chief

Date

**ACCEPTANCE BY CLAXTON
VOLUNTEER FIRE DEPARTMENT:**

Dusty Sharpe, Chief

Date

**ACCEPTANCE BY MEDFORD
VOLUNTEER FIRE DEPARTMENT:**

Joshua Lane, Chief

APPROVAL BY ANDERSON CO:

Terry Frank, Mayor

Date

APPROVAL AS TO FORM:

N. Jay Yeager, AC Law Director

Date

**ACCEPTANCE BY BRICEVILLE
VOLUNTEER FIRE DEPARTMENT:**

Jamie Brewster, Chief

Date

**ACCEPTANCE BY MARLOW
VOLUNTEER FIRE DEPARTMENT:**

Daniel Adams, Chief

Date

**ACCEPTANCE BY ANDERSON
COUNTY RESCUE SQUAD:**

Elliot Mitzelfeld, Chief

Date

Date

Anderson County
Emergency Management Agency

Radio Usage and Assignment Terms and Conditions

1. I agree that the assigned radio and accessories at all times remains the property of the Anderson County Government and provided to me for communication in performance of my official duties.
2. I agree that it is my responsibility for taking reasonable care of the assigned radio to ensure it is not damaged, lost, or stolen.
3. I understand that in case my assigned radio is lost or damaged that I may be held responsible for the replacement or repairs.
4. If the radio is lost, stolen, or damaged, I will contact the Anderson County Emergency Management Agency as soon as possible.
5. I will do my part to keep the radio in good working order and will notify Anderson County Emergency Management immediately of any defect or malfunction.
6. I will not sell, assign, pawn, transfer, or otherwise dispose of the assigned radio.
7. In the event that I discontinue my association or employment with a qualifying agency or Volunteer Fire Department, or if my job description changes in such a way that I am no longer eligible for a radio assignment, I will return the assigned radio to the Anderson County Emergency Management Agency in good working order, on or before my last day of employment or reassignment.
 - a. Return to: Anderson County Emergency Management
111 S. Charles G. Seivers Boulevard
Clinton, TN 37716
8. I agree that I will not alter programmed frequencies or identifiers.
9. I agree that this radio shall only be used for official purposes.

Name: _____ (PRINT) Signature: _____

Department: _____ Date: _____

Radio Model: _____ Radio ID: _____

Serial Number: _____ Asset Tag: _____

ISSUED BY: _____

4. **Keyin Lombardo. EMS. Contract #24-0075** - Agreement to provide EMS employee tuition in the amount of \$2,500 for the AEMT Course with the conditions that the employee passes the course, obtains his AEMT license within four months after course completion and remains employed full-time with EMS for one-year after obtaining license.
5. **Chase Anderson. EMS. Contract #24-0077** - Agreement to provide EMS employee tuition in the amount of \$2,500 for the AEMT Course with the conditions that the employee passes the course, obtains his AEMT license within four months after course completion and remains employed full-time with EMS for one-year after obtaining license.
6. **Enterprise Fleet Management, EMS, Contract #24-0088** - Sixty-month agreement to lease four vehicles (three Expeditions and one F-250). Base Price from State Wide Contract.
7. **Proactive MD MI, PLLC, Board of Trustees, Contract #24-0090** - Three-year contract with renewal terms for On-Site Clinic.
8. **Axon Enterprises, Sheriff, Contract #24-0091** - Purchase of fifty-five taser weapons for \$128,600 with four-year warranty agreement for \$2,599 per year. Sole Source Purchase.
9. **Comcast, Trustee and County Clerk, Contract #24-0092** - Twelve-month contract for internet at the new Andersonville Crossing location.

Law Director

No Action

Highway Department

9. Commissioner Isbel made a motion to approve the following speed limit changes. Seconded by Commissioner Verran. Motion passed by voice vote.

- Mountain Vista Road 15mph
- High View Lane 15mph
- Gray Horse Lane 15mph

Operations

10. Commissioner Yager made a motion to approve Resolution No. 24-01-1148 To Establish the Anderson County Human Resource Department, HR Advisory Committee, Reporting Structure and the Position of HR Director (EXHIBIT D). Seconded by Commissioner Wells. Motion passed by voice vote.

11. Commissioner Allen made a motion to approve Resolution No. 24-01-1149 To Establish the Anderson County Information Technology Advisory Board, the Office of Information Technology, Information Technology Director and Reporting Structure (EXHIBIT E). Seconded by Commissioner Verran. Motion passed by voice vote.

12. Commissioner Allen made a motion to approve the Interlocal Agreement with the Libraries. Seconded by Commissioner Smallridge.

Commissioner Beauchamp made a motion to refer this to the March Operations meeting. Seconded by Commissioner Yager. Motion passed by voice vote.

13. Commissioner Palmer made a motion to have another Strategic Planning Workshop in February or March to finish projects that were started at the first workshop to be funded through the Mayor's budget. Seconded by Commissioner Allen. Motion passed by voice vote.

14. Commissioner Wandell made a motion to have a summary submitted to commission on the findings of the last Animal Control Officer minus any private information. Seconded by Commissioner Beauchamp. Motion passed by voice vote.

15. Commissioner Wandell made a motion to approve the letter drafted by the Mayor to Congress as presented. Seconded by Commissioner Beauchamp. Motion passed by voice vote.

Fire Commission

16. Commissioner Wandell made a motion to approve the report as presented. Seconded by Commissioner Yager. Motion passed by voice vote.

Animal Care

No Action

Unfinished Business

None.

New Business

17. Commissioner McKamey made a motion to approve Resolution No. 24-01-1155 Authorizing the Initial Application and Monetary Commitment of a Ten Percent Match for the Tennessee Department of Transportation Planning Grant (EXHIBIT F). Seconded by Commissioner Anderson. Motion carries by voice vote.

Meeting Adjourned

H. Tyler Mayes, Chairman
County Commission

Jeff Cole, County Clerk

INTERLOCAL AGREEMENT

Public Library Services

WHEREAS, the Parties hereto, consisting of Anderson County, a governmental entity and political subdivision of the State of Tennessee and the cities of Clinton, Norris and Rocky Top, chartered municipalities organized under the laws of the State of Tennessee desire to enter into an Interlocal Agreement to memorialize their joint and consolidated effort to provide library services to the citizens of Anderson County and the cities of Clinton, Norris and Rocky Top; and

WHEREAS, Tenn. Code Ann. §5-1-113 provides legal authority for interlocal cooperation between counties and municipalities. That statute reads as follows:

The county legislative body of any county and the chief legislative body of any one (1) or more municipalities lying within the boundaries of the county are authorized and empowered to enter into any such agreements, compacts or contractual relations as may be desirable or necessary for the purpose of permitting the county and the municipality or municipalities to conduct, operate or maintain, either jointly or otherwise, desirable and necessary services or functions, under such terms as may be agreed upon by the county legislative body and the chief legislative body of the municipality or the chief legislative bodies of the municipalities.

WHEREAS, Anderson County and the cities of Clinton, Norris and Rocky Top have a long history and commitment to maintain free public libraries to their citizens. Anderson County created the first county library board on April 7, 1941. The Clinton Public Library has existed since 1898 and both the Rocky Top (then Coal Creek) and Norris libraries came into existence in the 1930's. Records reflect that the first Briceville library was formed in the early 1950's; and

WHEREAS, in January of 2004, Anderson County began to transition library operations and personnel under the county umbrella of control and the cities agreed to provide monetary contributions as well as, in-kind contributions in the form of library buildings, maintenance, utilities to the County Library Board to assist with library operations; and

WHEREAS, the new Briceville Library project began with the passage of County Resolution 03-08-299 setting forth the funding through loans and community donations to build the new library on property adjacent to Briceville Elementary School. The new Briceville Library was officially opened in 2017; and

WHEREAS, on August 18, 2008 the Anderson County Legislative Body passed Resolution Number 03-08-308 declaring the official status of library employees as county employees with all rights, privileges and benefits associated therewith; and

WHEREAS, currently, the primary funding mechanism is a property tax levy deposited in a county special revenue account controlled by the Anderson County Finance Department with various amounts of monetary and in-kind contributions made by the cities.

NOW, THEREFORE, BE IT RESOLVED by the Anderson County Legislative Body and the legislative bodies of the City of Clinton, City of Norris and the City of Rocky Top that we agree to the following terms to support free public libraries inside Anderson County:

SECTION 1. Anderson County Government agrees to the following commitments:

A) Funding

Anderson County Government will continue to levy a property tax as the main funding mechanism for the library system not to fall below the minimum amount of \$526,484.00 (contingent upon collections) and previously agreed to and memorialized in the Maintenance of Effort Agreement executed by the County Mayor on October 4, 2022. *(See Exhibit 1 – Maintenance of Effort Agreement)*

Nothing contained within the Maintenance of Effort Agreement shall prohibit the Anderson County Budget Committee and Legislative Body from adjusting library budget codes provided allocations do not fall below the minimum sums reflected in the Maintenance of Effort Agreement.

B) Status of Employees

All employees of the library system will be considered Anderson County Government employees with all rights, privileges and benefits provided as other county employees. Employees at all times shall adhere to Anderson County personnel policies and rules and regulations adopted by the Anderson County Legislative Body.

C) Utilization of Briceville Library

Anderson County will continue to provide the building utilized as the Briceville Library along with all necessary funding, maintenance and utilities.

D) Additional Administrative Resources Provided by County

The county will continue with providing budgeting, purchasing, management oversight, human resources and legal support for the library system.

SECTION 2. The City of Clinton will continue to provide the building and adequate space and furnishings utilized for the Clinton Library along with maintenance and utilities. The City of Clinton will also provide a separate annual monetary contribution not to fall below \$80,400.00 as agreed to in the Maintenance of Effort Agreement. *(See Exhibit 1- MOE Agreement)*

SECTION 3. The City of Norris will continue to provide the building and adequate space and furnishing utilized for the Norris Library along with maintenance and utilities. The City of Norris will also provide a separate annual monetary contribution not to fall below \$32,250.00 as agreed to in the Maintenance of Effort Agreement. *(See Exhibit 1 – MOE Agreement)*

SECTION 4. The City of Rocky Top will continue to provide the building and adequate space and furnishing utilized by the Rocky Top Library along with maintenance and utilities. The City of Rocky Top will also provide a separate annual monetary contribution not to fall below \$17,665 as agreed to in the Maintenance of Effort Agreement *(See Exhibit 1 – MOE Agreement)*

SECTION 5. Monetary contributions by the cities will be adjusted annually determined by the percentage of increase in the average Consumer Price Index (CPI) between the previous two calendar years, however, decreases in the CPI will not affect or lower previous contributions.

SECTION 6. The Anderson County Library Board will provide oversight at all times commensurate with Tennessee Code Annotated §§ 10-3-101 *et seq.* and all participating municipalities will have the sole right to select its representative(s) to the Library Board.

SECTION 7. The Anderson County Library system will not affect the operations of the Oak Ridge Public Library.

SECTION 8. The Anderson County Library System will continue to partner with the State of Tennessee, Office of the Secretary of State, Tennessee Library and Archives, as well as the Clinch River Regional Library. All Rules and Regulations adopted by the Secretary of State and applicable to Regional Libraries shall be followed. (*See Exhibit 2, Secretary of State Agreement*)

SECTION 9. This Interlocal Agreement will have no effect unless approved by the Legislative Bodies of all participants.

SECTION 10. This Agreement shall expire three (3) years after the last execution date below; however, nothing contained within this Agreement shall prevent renegotiations of the terms and contributions embodied herein at any time during the three (3) year effective period subject to the approval of the Parties.

RESOLVED AND EFFECTIVE on the dates entered below:

ACCEPTANCE BY ANDERSON COUNTY:

Terry Frank, County Mayor

H. Tyler Mayes, Commission Chair

Jeff Cole, County Clerk (ATTEST)

Date Approved

ACCEPTANCE BY THE CITY OF CLINTON:

Scott Burton, City Mayor

Roger Houck, City Manager

(ATTEST)

Date Approved

ACCEPTANCE BY THE CITY OF NORRIS:

Chris Mitchel, Mayor

Adam Ledford, City Manager

Sandy Johnson, Recorder (ATTEST)

Date Approved

ACCEPTANCE BY THE CITY OF ROCKY TOP

Kerry Templin, Mayor

Michael Ellis, City Manager

Amanda Daugherty, Recorder (ATTEST)

Date Approved

2022 - 2023 PUBLIC LIBRARY MAINTENANCE OF EFFORT AGREEMENT
Office of the Secretary of State
Tennessee State Library and Archives

Region: Clinch River

County(ies): Anderson

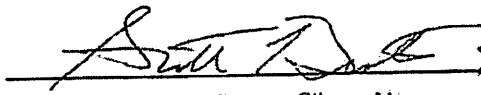
Library/Library System:

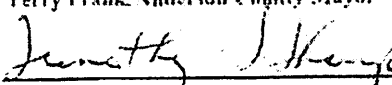
D. Number of library operating hours in a normal week:

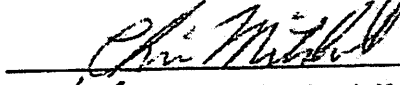
Name of Library Building	Main or Branch Library	Number of Hours per Week FY 2020-2021	Number of Hours per Week FY 2021-2022	Number of Hours per Week FY 2022-2023	Comments: Number of days closed for COVID-19
Briceville	Main	30	30	30	0
Clinton	Main	55	55	55	0
Norris	Main	44	44	44	0
Rocky Top	Main	39	39	39	0
Total		168	168	168	

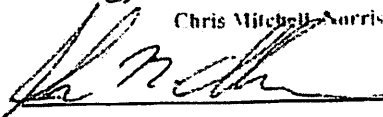
E. Official Signatures:

 10/04/22
 Terry Frank, Anderson County Mayor Date

 9/3/22
 Scott Burton, Clinton Mayor Date

 9/11/22
 Timothy Sharp, Rocky Top Mayor Date

 8/22/22
 Chris Mitchell, Norris Mayor Date

 10/13/22
 Justin Anderson, Anderson Co. Library Board Chair Date

For State Library Use Only

Reviewed by:

Signature  Date 01-11-2023
 Matthew Jordan, Clinch River Regional Library Director

Additional notes:

Anderson Co. libraries are funded by a property-tax based Special Revenue Fund, as well as city contributions. The county's appropriation is an estimate of the upcoming year's revenue collections, and the expenditures listed are the amounts actually collected by the end of the year. All unspent funds roll over for use by the libraries. Also, the Board Treasurer leaves padding when assigning each library's budget, in case tax collections are less than expected.

Approved by:

Signature  Date 01-23-2023
 James Ritter, State Librarian and Archivist

2022 - 2023 PUBLIC LIBRARY MAINTENANCE OF EFFORT AGREEMENT

Office of the Secretary of State Tennessee State Library and Archives

Due to the Clinch River Regional Library by October 31st

Region: Clinch River

County(ies): Anderson

Library/Library System:

The Office of the Secretary of State, Tennessee State Library and Archives, Regional Library 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 Maintenance of Effort (MOE) may result in the loss of all regional library services, including materials currently held at the local library(ies) paid for with State and Federal funds, and that responsibility for ensuring compliance with this agreement and the *Public Library Service Agreement* shall be shared by both the local funding entity and the Public Library Board of Trustees.

Report only public tax dollars appropriated and expended for operation of local libraries. Do not include capital or one-time appropriations or expenditures, donated funds, grant funds or pass-through money appropriated by another County or City.

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

County(ies)	Appropriated FY 2020-2021	Expended FY 2020-2021	Appropriated FY 2021-2022	Expended FY 2021-2022	Appropriated FY 2022-2023
Anderson	\$478,362.00	\$493,896.00	\$503,782.00	\$523,782.00 529,494	526,484.00
TOTAL	\$478,362.00	\$493,896.00	\$503,782.00	\$503,782.00 529,494	526,484.00

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

City(ies)	Appropriated FY 2020-2021	Expended FY 2020-2021	Appropriated FY 2021-2022	Expended FY 2021-2022	Appropriated FY 2022-2023
Clinton	\$80,400.00	\$80,400.00	\$80,400.00	\$80,400.00	80,400.00
Rocky Top	\$17,665.00	\$17,665.00	\$17,665.00	\$17,665.00	17,665.00
Norris	\$32,250.00	\$32,250.00	\$32,250.00	\$32,250.00	32,250.00
TOTAL	\$130,315.00	\$130,315.00	\$130,315.00	130,311	130,315

C. Totals:

	Appropriated FY 2020-2021	Expended FY 2020-2021	Appropriated FY 2021-2022	Expended FY 2021-2022	Appropriated FY 2022-2023
TOTAL	\$608,677.00	\$624,211.00	\$634,097.00	634,093 654,805	656,799

* 2021-22 expenditures corrected for actual expenditures

** The 3 cities' expenditures are equivalent to their appropriations because they are pass-through funds to the county.

*** Norris expenditures 2021-22 were \$4 short due to a clerical error. Has been corrected for 2022-23.

State of Tennessee



Department of State
Tennessee State Library and Archives
1001 Rep. John Lewis Way N
Nashville, Tennessee 37219-1115
(615) 741-7996

PUBLIC LIBRARY SERVICE AGREEMENT

Clinch River Regional Library

Anderson County

FY2023-24

Responsibilities of the following Public Library(ies): Briceville, Clinton, Norris and Rocky Top

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:
 - 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 or City governing body
 - A Long-Range Plan for Library Services and Technology
 - Bylaws and Policy Manual
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 5 of this document. (T.C.A. 10-3-102)
4. Ensure compliance with the Public Library Maintenance of Effort agreement and this Public Library Service Agreement.
5. Maintain a schedule of service hours that best meets the needs of the residents and

Exhibit 2

that 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.

6. Follow all local, state and federal laws and regulations, including display, provision and transmission of the mail-in or online Application for Voter Registration within the library facilities. (See National Voter Registration Act of 1993)
7. 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 the County or City may deem proper. (T.C.A. 10-3-107)
8. Adopt written bylaws and library usage policies. Bylaws must be reviewed every 3 years. With the exception of those policies listed below, usage policies must be reviewed at least every other year and filed with the region as revised and dated. The list of recommended policies can be found in the Standards for Public Libraries (*Tennessee Standards for Public Libraries 2018: Governance 3-8*). The following policies are essential for every library and must be reviewed and approved by the board annually:
 - Collection Development Policy (Includes Reconsideration of Materials Policy) –
 - Internet Safety Policy (Recognizes the Children’s Internet Protection Act – CIPA)

See Attached Collection Development and Internet Safety Policy Minimum Requirements.

9. For all applicable meetings, including committee meetings, follow Open Meetings Law, including adequate public notices (T.C.A. 8-44-103 & 112), a period for public comment (Public Chapter 300, 2023), and minutes properly recorded and distributed (T.C.A. 8-44-104).
10. Include Regional Director, or regional designee, in all board meetings as a non-voting participant, and provide information related to the meetings to Regional Director, or regional designee, in a timely manner. Such information should include official acts of the board and other pertinent information related to the library.
11. Participate in trustee continuing education and training provided by the Regional Library and the Tennessee State Library and Archives, including Trustee Workshops and the Tennessee Trustee Certification Program.
12. Require library staff to participate in a minimum number of hours of annual training and to report the number of hours of annual training. Training may include a combination of in person and online training.
 - a. Administrative staff: Library directors and administration will receive a

minimum of 25 hours of library related training annually, of which at least 20 hours must be regionally or state sponsored.

- b. Paid staff working 20 hours or more: Staff working 20 hours or more per week will receive a minimum of 10 hours of library related training annually, of which at least 5 hours must be regionally or state sponsored.
- c. Paid staff working less than 20 hours per week will receive a minimum of 5 hours of library related training annually, of which at least 2 hours must be regionally or state sponsored.

- 13. 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 Public Libraries, 2018

Responsibilities of the State Library and Its Regional Libraries

Subject to availability of resources, the State will:

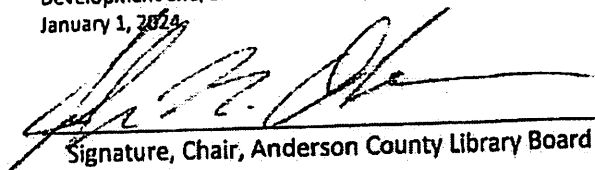
- 1. Assist County and City officials and library boards in developing a unified system of public library service for all residents of a county or city.
- 2. Provide professional library consultant services to local public library boards and staff, which may include:
 - Planning and Development
 - Personnel 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:
 - 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 concerning the operation and use of the library.
9. Offer training specific to public library trustees, including the annual Tennessee Trustee Workshops and the Tennessee Trustee Certification program.
10. Offer a minimum of 30 hours of workshops and training for library boards and staff. Training may include in-services, workshops, roundtables, or online training.

If you wish to participate in the Regional Library System this year (July 1, 2023 through June 30, 2024), please acknowledge and agree to the Library Service Agreement as soon as possible, and any policy revisions that need to be made as indicated above, may be completed by January 1, 2024.

____ We currently meet and agree to all provisions in this agreement, and acknowledge that our Collection Development and Internet Safety Policy meet the new minimum requirements.

☒ We currently meet and agree to all provisions in this agreement, except potentially for the Collection Development and/or Internet Safety Policy minimum requirements, which we agree to review and update by January 1, 2024.



Signature, Chair, Anderson County Library Board

Date 9/1/23

Joshua N. Anderson

Print Name

Bessie Davis

Bessie Davis, Director of Regional Libraries

Date 9/5/2023

References:

*Tennessee Code Annotated, Title 10
Tennessee Standards for Public
Libraries, 2018*

Revised form: 5/22/2023

Tennessee Regional Library System

Collection Development and Internet Safety Policy Minimum Requirements

Local libraries must ultimately make the decision on what materials to purchase. The Tennessee Regional Library System, however, recognizes that state and federal funds are often used by the local libraries to purchase materials, either directly or through the Regional Library System, and this guidance is intended to ensure that no state and federal funds are used to purchase books and materials that are harmful to minors. To be eligible to receive funding from the Tennessee Regional Library System, public libraries in the Regional Library System must include certain requirements in their Collection Development Policies and Internet Safety Policies, as discussed below.

Collection Development Policy: Every library participating in the Tennessee Regional Library System must have a Collection Development Policy that reflects the following:

1. All materials are selected by the local public library in accordance with the individual public library's full Collection Development Policy;
2. The public library's Collection Development Policy is approved by the public library's Board of Trustees (or equivalent governing body) at least annually;
3. All books selected for purchase by the individual public library, through the Regional Library System or otherwise, are reviewed by the public library's director before purchase, with the library director then sharing a list or lists of newly purchased materials with the public library's Board of Trustees (or equivalent governing body);
4. No funds received are used to purchase, nor will the library otherwise acquire, material that constitutes "child pornography," is "pornographic for minors," or is "obscene;"
5. Books and materials that contain sexual themes or content are reviewed by the public library independently for age-appropriateness and cataloged accordingly – even if this overrides the age-appropriateness recommended by the publisher;
6. The library has a written, publicly accessible library materials challenge policy that (a) defines which parties may dispute or challenge the library's age-appropriate designation on materials, with such definition, at a minimum, including a parent or guardian of a minor within the library district, (b) defines the process by which a materials challenge can be initiated, and (c) provides for the results of any such dispute or challenge to be disclosed in the public library's official Board of Trustee minutes.

Internet Safety Policy: Every library taking part in the Tennessee Regional Library System must have an Internet Safety Policy that reflects the following:

1. The policy must include an acknowledgment that the public library is aware of, and adheres to, the Children's Internet Protection Act (CIPA),

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>, which in part states:

Libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- a. Access by minors to inappropriate matter on the Internet;
 - b. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - c. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
 - d. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
 - e. Measures restricting minors' access to materials harmful to them.
2. Annually, the public library's Board of Trustees must meet to discuss the library's Internet Safety Policy in an open-to-the-public Board Meeting and document the approval of the policy in the minutes of such meeting. (This is required to maintain CIPA compliance).
 3. The public library's Board of Trustees must review compliance with CIPA annually and must specifically acknowledge compliance under one of the following methods:

Method of compliance (Please Select One):

1. ☒ Filtering software is in use for all PCs in the library, and an Internet Usage Policy is in place, which establishes measures to restrict minors from gaining access to material that is pornographic to minors, as determined by community standards.
2. ☐ The Library is not supported with federal funding.
3. ☐ The Library does not offer Internet Access.