

City of Red Bank

BOARD OF COMMISSIONERS WORK SESSION

Work Session Agenda

February 20, 2024

5:00 PM

The purpose(s) of the meeting shall be for the Commission to receive, consider, discuss, deliberate, and debate the matters listed herein below and such other public business as may lawfully be undertaken provided that no formal votes are to occur and no matters or issues will be formally decided upon at this meeting.

I. Employee Recognitions

Promotion of Jason Keown to Patrol Sergeant (PC Seymour)
Recognize Leslie Johnson CMFO (CM Granum)

II. POSTPONED FROM LAST MEETING - Request to rezone 221 Sweetland Dr Ord No. 24-1254 (DPWD Johnson)

III. Library Discussion (CM Granum)

IV. Community Center AV contract Res No. 24-1658 (CIO Seymour)

V. Approve contract with Cengage Learning Inc. for cybersecurity training Res No. 24-1659 (CIO Seymour)

VI. Application for TN American Water Grant Res No. 24-1660 (DPWD Johnson)

VII. Interlocal Agreement for Small Cities Coalition Res No. 24-1662 (CM Granum)

VIII. Adoption of TDOT Consultant Selection Policy as related to the CMAQ grant for the Bicycle Boulevard Res No. 24-1663 (DPWD Johnson)

IX. Citizen Comments on Items on the Work Session Agenda

X. Any other business to discuss

XI. Adjournment

Discussion Paper on
Library in Red Bank
Discovery Phase and Next Steps

PURPOSE: continue the conversation surrounding the Commission Goal to “**Create a Red Bank Community Library** and Civic Center”. Specifically, this discussion paper aims to bring to a close the ‘discovery phase’ and help to identify ‘next steps’

RESPONSIBLE PARTY: City Manager Martin Granum

BACKGROUND:

1. Red Bank does not have a public library, and since the dissolution of the Hamilton County system many years ago, residents of Red Bank cannot access free public library services. ([Note 1](#))
2. There are numerous examples of public library ‘service delivery models’ in the area from which to benchmark:
 - a. Chattanooga Public Library system with multiple locations, the closest is the Northgate Branch approximately 5 miles away, and the Downtown Main Library approximately 3 miles away (distances are from Red Bank City Hall).
 - b. East Ridge City Library is located in their City Hall at 1517 Tombras Ave.
 - c. Collegedale Public Library, a stand-alone building next to their City Hall/Collegedale Commons at 9318 Apison Pike.
 - d. Signal Mountain Library in a stand-alone facility at 1114 James Blvd.
 - e. Soddy-Daisy Community Library, a non-profit library in commercial space at 9619 Dayton Pike, Suite C.
3. The State of Tennessee’s subject matter experts regarding libraries are housed in the Comptrollers Office, [Office of the State Librarian and Archivist](#) ([Note 2](#)).
 - a. The State defines what it means to be a ‘[public library](#)’ ([Note 3](#)) and the minimum service delivery necessary. Please review the ‘*Application for Acknowledgement as an Independent Library*’ ([Attachment 1](#)) which succinctly identifies the service delivery minimums in the following areas: commission resolution, public funding, paid staffing, governance, hours of service delivery, collection criteria, and free access.
 - b. The State also offers a modest level of support to bona fide Independent Libraries that is not cheap, but represents great value to the enrolled independent libraries:
 - i. Ability to join [TN R.E.A.D.S.](#) ([Note 4](#)) which provides access to online resources with annual circulation of 6 million serving 270,000 patrons statewide. Year 1 costs (referred to as the ‘buy-in equity payment’) is approximately \$44,000; thereafter annual costs are approximately \$6,500.
 - ii. Eligibility for Technology Grants (serving both patrons and staff)
 - iii. Eligibility for Digital Literacy Grants (WiFi access, training, internet connectivity, etc).

DISCUSSION:

- A. Public libraries contribute to community vitality, create a sense of identity and belonging, and generate activity that can benefit businesses.
- B. Red Bank is the only city of comparable size in Hamilton County that does not have library services (Signal Mountain, Soddy-Daisy, Eastridge, Collegedale)
- C. Nonprofit library: it seems unlikely that Red Bank will have a nonprofit library come into existence on its own; it has not happened since 1955. It's wonderful when it happens, but very few communities will ever get a library essentially given to them by a small/dedicated/resourced group of volunteers. If Red Bank wants a library, the City must take the lead.
- D. Chattanooga Public library (CPL): joining CPL does not lead to a library within Red Bank... it does not preclude it, but it is not envisioned in the current proposal. Details of the CPL offer to Red Bank (dated April 2023) are found at **Attachment 2**.
- E. The enclosed spreadsheet offers a head-to-head analysis across various aspects of the nearby benchmark library service delivery models (**Attachment 3**) ... please have a look.

CONCLUSION:

- I. The two options that will create a library in Red Bank are city-operated and nonprofit.
- II. The nonprofit model requires significant external support not seen to date and is not something that the city can direct.
- III. City of Red Bank Library as a part of city operations is the most certain approach; costs and scale of operation are anticipated to be similar to East Ridge. Red Bank should anticipate an FY 2025 cost of approximately \$400,000 and annual operating expenses (in 2024 dollars) in that range.

RECOMMENDATION:

The Commission authorize the city manager to factor a City of Red Bank operated library into the proposed budget for vetting as a part of the budget process

Notes:

- 1. Nonresidents of Chattanooga may purchase access to Chattanooga's system at a cost of \$50/year. See the *Chattanooga Library Circulation Services Policy* <https://chattlibrary.org/wp-content/uploads/2023/02/CPL-Circulation-Policy-2023.pdf>
- 2. Office of the State Librarian and Archivist <https://sos.tn.gov/tsla>
- 3. Tennessee Public Library Standards <https://sos-prod.tnsosgovfiles.com/s3fs-public/document/2018%20Standards%20Revision%20Final%20rev%2012-6-23.pdf>
- 4. R.E.A.D.S. (Regional eBook & Audiobook Download System) <https://reads.overdrive.com/>

Attachments:

- 1. Application for Acknowledgement as an Independent Library (2 pages)
- 2. *Red Bank, TN - Chattanooga Public Library Services* (1 page) and *CPL Check Us Out!* (1 page)
- 3. Head-to-Head benchmark across various aspects of nearby library service delivery models



Office of the Secretary of State
Tennessee State Library and Archives
Application for Acknowledgment as an Independent Library

Legal Library Name _____

Library Address _____

City, County, Zip _____

In order for the library to be considered for acknowledgement as a public library from the Tennessee State Library & Archives, the following information is required. Please indicate that the library meets these requirements and provide necessary documentation where requested.

- ☐ Resolution from the city or county commission that recognizes the entity as a public library.
(please include resolution with this application)
- ☐ Minimum of 51% of the library operating expense is comprised of public funds from the city and/or county.
(please include budget sheet with this application)
- ☐ The library budget provides a minimum of 20 hours a week for paid staff.
- ☐ A governing library board has been appointed in accordance with TCA 10-3-101 and 10-3-103.
(please include list of board members and their service term with this application)
- ☐ The library is open a minimum of 20 hours a week.
(please send list of weekly open hours with this application)
- ☐ Library holds and/or owns a circulating, cataloged collection.

Number of materials in collection _____

- ☐ Basic library services are free to the community, including but not limited to circulation of materials, reference services, programming, and public access to technology.

(signature page to follow)



Office of the Secretary of State
Tennessee State Library and Archives
Application for Acknowledgment as an Independent Library

LEGAL LIBRARY
NAME

AUTHORIZED AUTHORITY SIGNATURE

DATE

PRINTED NAME AND TITLE OF AUTHORIZED AUTHORITY SIGNATORY (above)

TENNESSEE STATE LIBRARY AND ARCHIVES:

JAMIE RITTER, STATE LIBRARIAN AND ARCHIVIST

DATE

OFFICE OF THE SECRETARY OF STATE:

TRE HARGETT, SECRETARY OF STATE

DATE

Red Bank, TN - Chattanooga Public Library Services

Summary

The Chattanooga Public Library (CPL) is proposing to offer full library services (see attached) to patrons who live in Red Bank, TN, with a plan to expand services in the future.

The Services Fee proposed has been calculated using the estimated population of Red Bank who are not Hamilton County school students (10,613) multiplied by the \$50 CPL non-resident fee at a 16% discount (\$42), rounded up to the nearest \$10,000. This figure is currently \$450,000 per year, and will be fixed for three years, at the conclusion of which it will be re-proposed.

Year 1 Cost: Services Fee

Full CPL membership will be extended to all who can produce proof of Red Bank residence. We will conduct and promote membership with sign-up events where patrons can learn about their benefits. Outreach events begin in the Red Bank community.

Year 2 Cost: Services Fee

CPL will install automated material pickup lockers and a book drop at a location mutually agreed upon by Red Bank and the CPL. Outreach events continue. Regular programming will be scheduled at a mutually agreed upon location in the Red Bank community.

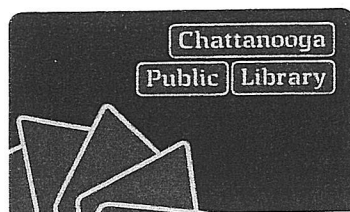
Year 3 Cost: Services Fee

Services above continue. Planning begins for the Red Bank Branch.

Year 4 Cost: TBD (Services Fee + expenses based on planning)

Red Bank Branch opens at a location provided by Red Bank, with a Memorandum of Understanding between Red Bank and CPL. Furniture, Shelving, and any property improvements such as lighting will be property of Red Bank. Utilities and Insurance shall be the responsibility of Red Bank. Technology and materials will be property of CPL (City of Chattanooga). Personnel will be City of Chattanooga employees.

Atch 2
(1/2)



Check Us Out!

Get a Library Card

Library cards are free to anyone who lives within the city limits of Chattanooga, owns property or a business within the city limits of Chattanooga, or works for the City of Chattanooga. Cards are also free to all current students and teachers at Hamilton County Public Schools, regardless of where they live. Non-residents can purchase a card for \$50/year or complete 20 hours of volunteer service at the library to receive a free card.

Borrow

- » Books: 21 days / 100 items at a time
- » Audiobooks: 21 days / 10 items at a time
- » DVDs: 7 days / 10 items at a time
- » Tool Library: 7 days / 3 items at a time
- » Mobile 4: 7 days / 3 items at a time
- » Seed Exchange: keep / 5 packets at a time
- » Attraction Passes: 7 days / Once per year

Online

- » Streaming and Downloads
 - » Libby and hoopla apps
 - » eBooks, audiobooks, movies, and TV
 - » Animated picture books and comics
- » Homework and Research Help
 - » Test preparation and study guides
 - » Newspapers and magazines
- » Business and Career
 - » Resumé building
 - » Small business help

Programs & Events

- » Daily programs for ages 0-5
- » Weekly programs for grades K-12
- » Monthly programs for adults
- » Outreach, building tours, and field trips

All Locations

- » Books & DVDs
- » Computer access and wifi
- » Printing, scanning, and faxing
- » Notary services
- » Maker technology
- » Genealogy databases

Downtown Library

- » **The Recording Studio - 2nd Floor**
 - » Educational, multi-room recording studio
 - » Pro Tools HDX and five DAWs
 - » Studio Instructor
 - » 423-643-7720 / studio@lib.chattanooga.gov
- » **Noise Closet - 2nd Floor**
 - » Guitars, amps, drums, and keyboards
 - » For ages 10-17
 - » 423-643-7733 / 2ndfloor@chattanooga.gov
- » **U.S. Passport Acceptance Office - 3rd Floor**
 - » Accurate, efficient passport assistance
 - » New passports and renewals
 - » 423-643-7724
- » **Local History & Genealogy - 3rd Floor**
 - » Local and regional books and maps
 - » Newspapers and clipping files
 - » Manuscript collections
 - » 423-643-7725 / localhistory@lib.chattanooga.gov
- » **The 4th Floor Makerspace**
 - » 12,000 sq. ft. public laboratory
 - » Professional machines and software
 - » Makerspace specialists
 - » 423-643-7753 / 4thfloor@chattanooga.gov
- » **Tool Library & Mobile 4 - 4th Floor**
 - » Gardening, hand, and power tools
 - » Projectors, sewing machines, and more
 - » 423-643-7753 / 4thfloor@chattanooga.gov
- » **Meeting/Event Rooms with A/V Setup**
 - » 1st Floor auditorium with 100 capacity
 - » 4th Floor event space with 200 capacity
 - » LibraryEventSpaces@chattanooga.gov

Visit or Contact One of Our Five Locations:

Downtown Library
1001 Broad St
423-643-7700

Eastgate Library
5705 Marlin Rd
423-643-7770

Northgate Library
278 Northgate Mall Dr
423-643-7785

South Chatt Library
925 West 39th St
423-643-7780

Avondale Library
1305 Dodson Ave
423-643-6998

Head-to-head benchmark across various aspects of nearby library service delivery models

Library	Sq. Ft.	Items in Collection	Hours Open	Patrons	Budget	Additional support from city not in the budget	Additional Comments
Chatt. Public Library system					\$450,000		Access only; no library in Red Bank
East Ridge City Library	4,900	36,000	48	9,300	\$296,906	space, utilities, internet, etc provided by the city	Located inside City Hall, Library sf does not include break room, public restrooms
Collegedale Public Library	5,000	152,183	52	2,620	\$550,000	space, utilities, internet, etc provided by the city	Contract with Library Systems & Services, Inc. 8,000 sq. ft. ideal
Signal Mountain	7,500	33,000	36	6,550	\$220,000	space, utilities, internet, etc provided by the city	
Average	5,800						
Recommendation *	6,000						

* Facility Cost Estimate @ \$18 psf = \$48,000 (lease only... no FFE, MX, CAM, Ins, internet, custodial, etc)

Atch 3