



JOHNSON CITY PUBLIC LIBRARY

Mission Statement:

Through both traditional materials and emerging technologies, Johnson City Public Library offers a multitude of learning opportunities and entertainment choices in a dynamic center for the community.

Organizational Values:

- Customer Focus
- Freedom of Information
- Learning
- Helping
- Community

2022/2023 Board of Directors:

Jennifer Dixon, President
David Gemar, Vice-President
Georgita Washinton, Secretary
Scott Jeffress, Treasurer
Daryl Carter
Raven Honsaker
John Hunter
Thomas Kendall
Georgita Washington
Suzy Williams

Johnson City Public Library Board of Directors Annual Meeting Agenda August 16, 2022 4:30 PM

1. Call to Order
2. Nomination and election of officers- **Action**
3. Bylaws Committee Recommendation- **Action**
4. Adjournment

Regular Meeting Agenda August 16, 2022

1. Call to order
2. Approval of June minutes – **Action**
3. Treasurer’s Report
 - a. June report (final)- **Action**
 - b. June Washington County Imagination Library report- **Action**
 - c. July report -- **Action**
 - d. July Washington County Imagination Library report-- **Action**
4. Director’s Report
 - a. Amy Taylor- Teen Services Manager
5. President’s Report
6. Holston River Regional Library Report
7. Old Business
8. New Business
 - a. Circulation Policy Revision- **Action**
 - b. Public Comment Policy (new) **Action**
9. Adjournment

- Action items indicated in red

BYLAWS
OF
JOHNSON CITY PUBLIC LIBRARY
(A Tennessee Not For Profit Corporation)

ARTICLE 1
NAME

The name of the corporation is: JOHNSON CITY PUBLIC LIBRARY.

ARTICLE 2
OFFICES

The principal office of the corporation in the State of Tennessee shall be located at ~~403 S. Roan St., Johnson City, Tennessee 37604~~ 100 West Millard Street, Johnson City, Tennessee 37604 or at such other place as shall be lawfully designated by the board of directors, hereinafter sometimes called the "board". The corporation may have such other offices either within or without the State of Tennessee, as the board may designate or as the affairs of the corporation may require from time to time.

Commented [1]: Address on the website is 100 West Millard Street Johnson City, Tennessee 37604 103 S. Roan is in the charter? Where is this and why is it different?

ARTICLE 3
PURPOSES

The purposes of the corporation shall be as provided in its charter. The aims of the corporation are to be carried out through any and all lawful activities, including others not specifically stated in the charter but incidental to the stated aims and purposes, both

~~Directly~~ directly and through contributions to any other corporation, trust, fund or foundation whose ~~purposed~~ purposes are religious, charitable, scientific, literary, educational, artistic or cultural, provided that any such activity or contribution shall conform to any applicable restrictions or limitations set forth in the corporation's charter or which are imposed on corporations described in Section 501 (c) (3) of the Internal Revenue Code and the Regulations thereunder or on any corporation contributions which are deductible under Section 170 (c) (2) of the Internal Revenue Code as presently enacted, or as they may hereafter be amended or supplemented, or, if they are replaced by new sections of similar import, and to the final regulations ~~thereunder~~.

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ARTICLE 4

NO MEMBERS

The corporation shall have no members. The board may take any action which is permitted or required to be taken by members of a corporation not for profit under Tennessee law by the affirmative vote of a majority of the entire board, without the necessity of any prior action by the board which would have otherwise been required by law for such action if there were members entitled to vote on such action, ~~without the necessity of any prior action by the board which would have otherwise been required by law for such action if there were members entitled to vote on such action~~.

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ARTICLE 5

BOARD OF DIRECTORS

5.1 Qualifications. The affairs of the corporation shall be managed by a board of directors, each of whom shall be of legal age. All ~~d~~Directors must be residents of Johnson City. Not more than one (1) director shall be a member of the City Commission of the City of Johnson City. Not more than one (1) director shall be a member of the County Commission of Washington County Tennessee.

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5.2 Number. Beginning July 1, 2017, there shall be nine directors, pursuant to Tennessee Code Annotated §10-3-103. All directors shall have equal and full voting rights and responsibilities as members of the board of directors.

5.3 Election and Term. Seven ~~d~~Directors shall be appointed by the City Commission of the City of Johnson City for terms of three years. The City Commission shall also appoint a Commissioner to serve on the board. The County Mayor will appoint a County Commissioner to serve on the board. Each ~~d~~Director shall hold office until the expiration of the term for which ~~he is~~they are elected, and thereafter until ~~his~~their successor has been elected and qualified, or until removed as provided in Paragraph 5.4 below. No ~~d~~Director shall be appointed for more than two (2) consecutive terms except anyone who is appointed to fill the unexpired term of a ~~d~~Director. ~~Also, d~~During a building or fund-raising program, or a search for a new Library Director, a ~~d~~Director may be appointed for a third term of three (3) years upon a majority vote of the ~~Board~~board. Each ~~d~~Director shall be entitled to one vote and the result will be determined by the majority of the votes cast.

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5.4 Removal; Resignation. Any director may be removed with or without cause at any time by the vote of three-fourths of the then serving directors. A successor shall then be appointed by the City Commission of the City of Johnson City at any regular ~~or~~ special meeting. Directors may resign at any time on written notice to the president or secretary.

5.5 Vacancy. Vacancies occurring in the board by death, resignation, refusal to serve, or otherwise, shall be filled for the unexpired term by the City Commission of the City of Johnson City at any regular or special meeting.

5.6 Powers and Duties. The Board shall have and exercise the powers and duties provided for library boards by Tennessee Code Annotated §10-3-104.

ARTICLE 6

EXECUTIVE COMMITTEE

The officers of the board of directors shall act as the Executive Committee. Other committees, consisting of three (3) or more persons, and ~~may any~~ delegate to such committee or committees shall have all such authority of the board that it deems desirable. An exception is, ~~except~~ that no such committee or committees shall have and exercise the authority of the board to adopt, amend or repeal the bylaws, or fill vacancies in the board or in any committee. Except as hereinabove provided; when the board is not in session, the executive committee shall have and may exercise, ~~when the board is not in session~~; all the powers of the board of directors in the management of the business and

affairs of the corporation and shall have the power to authorize the seal of the corporation to be affixed to all papers which ~~may~~ require it. The board shall have the power at any time to change the membership of the executive committee, to fill vacancies in it or to dissolve it. The executive committee may make rules for the conduct of its business and ~~dy~~ may appoint such committees or assistants as it shall from time to time deem necessary. A majority of the members of the executive committee shall constitute a quorum.

ARTICLE 7

DIRECTOR MEETINGS

7.1 Meetings of Board and Committees. The board shall hold an annual meeting each year. By resolution, the board may establish a date or dates on which regular meetings of the board or any committee shall be held between annual meetings. A committee of the board may meet on the dates so established or, if none, on the date set at its previous meetings or when earlier called by its chairman or by a majority of its members. Special meetings of the board may be called at any time by the ~~chairman~~/president of the board, ~~the president~~, the secretary, or ~~of~~ any two directors.

7.2 Place of Meetings. Meetings of the board shall be held at any place either within or without the State of Tennessee that that board may from time to time appoint by resolution or, if no resolution is in force, at the principal office of the corporation or at such other place as shall have been designated in the notice of the meeting.

7.3 Notice Requirements. No notice of annual and other regular meetings is required. Notice of any special meetings, setting forth the place and the day and hour of the meeting, shall be given to each director, by any usual means of communication, not less than two days before the meeting. Neither the business to be transacted at, nor the purpose of, any special meeting need be specified in the notice of any waiver of notice.

7.4 Waiver of Notice. Attendance of a director at a special meeting shall constitute a waiver of notice of the meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Whenever the board or any committee of the board is authorized to take any action after notice to any person or persons, or the lapse of a prescribed period of time, the action may be taken without such requirements if at any time before or after the action is completed the person or persons entitled to such notice or entitled to participate in the action to be taken submit a signed waiver of notice or of such requirement.

7.5 Quorum. At all meetings of the board, a majority of the number of directors then in office shall constitute a quorum for the transaction of business. The presence of a majority of the membership of a committee of the board shall be required for the transaction of business. Except with respect to indemnification proceedings, common or interested directors may always be counted in determining the presence of a quorum at a meeting of the board or of a committee which authorizes, approves or ratifies a transaction of the corporation. When a quorum is once present to organize a meeting, it is

not broken by the subsequent withdrawal of any of those present. A meeting may be adjourned despite the absence of a quorum.

7.6 Voting. The vote of a majority of the directors present at a meeting at which a quorum is present shall be the act of the board or any committee.

7.7 Presumption of Assent. A director who is present at a meeting of the board, or any committee thereof, shall be presumed to have concurred in any action taken at the meeting, unless he **they** object at the beginning of a meeting (or promptly upon his **their** arrival) to the holding of the meeting, or unless their dissent to such action shall be entered in the minutes of the meeting, or unless he **they** shall submit their written dissent to the person acting as the secretary of the meeting before the adjournment of the meeting, or shall deliver or send such dissent by registered or certified mail to the secretary of the corporation promptly after the adjournment of the meeting. Such right to dissent shall not apply to a director **y** who voted in favor of such action. A director who is absent from a meeting of the board, or any committee thereof, at which such action is taken shall be presumed to have concurred in the action unless their dissent to such action is expressed to the secretary of the corporation or ~~shall cause such dissent to be~~ dissent is filed with the minutes of the proceedings of the board or committee within a reasonable time after learning of such action.

7.8 Action by Consent. Directors may take any action which they are required or permitted to take without a meeting **by written** consent, setting forth the action so taken, and signed by all of the directors.

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7.9 Electronic and Telephone Meetings. Participation by members of the board or any committee designated by the board in any meeting of the board or committee shall be permitted by means of electronic communications such as email, instant messaging and video conferencing, conference telephone, or similar communications equipment by means of which all persons participating in the meeting can hear each other. **However, the presence of an in-person quorum shall be required for the transaction of business. If necessity exists, members may participate by electronic means without a physical quorum over email. In order for a quorum of members to participate by electronic or other means of communication, the governing body must make a determination that a necessity exists. Such determination, and a recitation of the facts and circumstances on which it was based, must be included in the minutes of the meeting.** An email motion shall remain open for voting for 72 hours or until all board members have voted, whichever comes first, before it is deemed to be final. If any board member wishes to discuss the issue, the motion shall be tabled until the next regularly scheduled board meeting. Participation in such a meeting shall constitute presence at such meeting. The directors shall be promptly furnished a copy of the minutes of the meeting held under this paragraph.

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ARTICLE 8

OFFICERS

8.1 Title of Officers. The corporation shall have a president, a secretary and such other officers as are elected. One person may be elected to more than one office, except that the offices of president and secretary may not be held by the same person.

8.2 Election. All officers shall be elected or appointed at the annual meeting of the board or at any special meeting of the board.

8.3 Term of Office. The officers of the corporation shall be elected for terms of one year. Each officer shall hold office until the expiration of the term for which they are ~~he is~~ elected and thereafter until their~~his~~ successor has been elected or appointed and qualified.

8.4 Removal. Any officer may be removed by the vote of a majority of the entire board, with or without cause, whenever in its judgment the best interests of the corporation will be served thereby.

8.5 Chairman of the Board. The ~~chairman~~ chair of the ~~board,~~ board, if one is ~~elected, may if so determined by the board be the chief executive officer of the corporation, and may if so determined by the board be considered an officer of the corporation for purposes of these bylaws and for all other purposes.~~ if one is elected, may, if so determined by the board, be chief executive officer of the corporation. The chair of the board may also, if so determined by the board, be considered an officer of the corporation for purposes of these bylaws and for all other purposes.

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8.6 Duties. All officers as between themselves and the corporation shall have such authority and perform such duties in the management of the corporation, in addition to those described in these bylaws, as usually appertain to such officers of corporations not for profit, except as may be otherwise prescribed by the board.

8.7 Compensation. Pursuant to Tennessee Code Annotated §10-3-103, the directors shall serve without compensation.

ARTICLE 9

DUTIES AS TO THE FUNDS OF THE CORPORATION

9.1 Disbursements. Disbursements from the income or from the assets of the corporation for uses and purposes consistent with the objects and purposes of the corporation as outlined in the charter of incorporation and these bylaws, shall be made on the order of the board of directors.

9.2 Contributions. Any contribution to the corporation through any means whatsoever shall not be complete until accepted by the corporation through action of the board of directors, and the board shall have full authority to reject or refuse to accept any contribution for an reason deemed adequate or sufficient to the board, including but not limited to the specification of a use of, or a restriction on the use of, any contribution which conflicts with the purposes of the corporation, its tax-exempt status, or its status as a public charity.

9.3 Restricted Gifts. Notwithstanding any provision in these bylaws to the contrary, the board of directors shall at all times be governed in the expenditure of any fund or funds or other property by any terms of restriction or direction which may be contained in any instrument under which the said property may be received and accepted by the corporation so long as said directions or restrictions are consistent with the donor's purpose in specifying them and are compatible with the corporation's purposes, its tax-exempt status, and its status as a public charity. If at any time it shall appear to the board that circumstances have so changed as to make unnecessary, undesirable, impractical or impossible a literal compliance with the expressed desire of a donor or testator, it may take such steps as it deems necessary to direct the application of any such funds to such other educational, charitable, literacy or religious purposes of a public nature, or others of a similar nature recognized by the federal government as entitled to tax exemption, as in its judgment will to the extent possible carry out the purposes of such donor or testator.

9.4 Management of Assets. Any fund or funds or assets of any kind or nature whatsoever ~~which that~~ may be acquired by the corporation from any source whatsoever may be transferred by the board of directors for the purpose of management and investment to any bank or banks in the State of Tennessee, having trust powers and active in the acceptance and management of trusts.

9.5 Agency Relationship. Any transfer of any asset of this corporation made to any such banks shall vest legal title to any such asset in the said transferee bank, as agent

of and custodian for the corporation, nevertheless, for the sole purpose of management and investment subject to the approval of the board and any income thereon shall be income of this corporation. The board may enter into an agency agreement with each such bank, giving each of them such powers and duties pertaining to the assets so held by it as may be deemed proper and consistent with the purposes of the corporation by the board of directors, and agreed to by said bank.

9.6 Authority. The board may authorize any officer or agent of the corporation by resolution to enter into any contract or execute and deliver any instrument in the name of the corporation, ~~and no~~ officer, agent or employee shall have any power or authority to bind the corporation by any contract or engagement, or to pledge its credit or to render it liable peculiarly for any amount, without such authorization.

9.7 Depositories. All funds of the corporation shall be deposited to its credit in such depository or depositories as the board may designate, ~~and for~~ for the purpose of such deposits, any person or persons to whom such power is delegated by resolution of the board may endorse, assign, and deposit checks, drafts and other orders for the payment of money issued by the corporation shall be signed by such person or persons as may from time to time be designated by the board.

ARTICLE 10+
AMENDMENT

These bylaws may be amended or repealed, and new bylaws may be adopted, by the vote of a majority of the entire board. The resulting bylaws may contain any provision for the regulation and management of the corporation not inconsistent with law and the charter. Any amendment of the charter inconsistent with these bylaws or parts of bylaws which merely summarize or restate the provisions of the charter or the provisions of the Tennessee Nonprofit Corporation Act or other law applicable to the corporation shall be operative with respect to the corporation only so far as they are descriptive of existing law and of the charter as amended.

I, _____, Secretary of the Johnson City Public Library formed and existing under the laws of the State of Tennessee, do hereby certify that the foregoing is a true and complete copy of the Bylaws of this Corporation as submitted to and adopted as the Bylaws of this Corporation by its ~~Board~~ board of ~~d~~ Directors on the ____ day of _____, ____.

I WITNESS WHEREOF, I have hereunder subscribed my name this ____ day of _____, ____.

Amended ~~September 20, 2016~~ August 16, 2022

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
June 21, 2022

The Board of Directors of the Johnson City Public Library met June 21, 2022, at 4:30 p.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Vice President David Gemar, Secretary Georgita Washington, Raven Honsaker and Suzy Williams. Absent were Treasurer Scott Jeffress, Daryl Carter, John Hunter, and Tony Warner. Also present were Holston River Regional Library Administrative Services Assistant Sarah Egan, Director Julia Turpin, Assistant Director and Recording Secretary Cathy Griffith, and JCPL Public Experience Manager Celeste Peck.

- I. Call of meeting to order. President Dixon called the meeting to order at 4:36 p.m. and welcomed attendees.
- II. Approval of May minutes. Upon the motion of Ms. Williams, seconded by Mr. Gemar, the minutes of the May 17, 2022 meeting were approved as submitted.
- III. Treasurer's Report. Ms. Griffith gave a report.
 - a. May Operating Budget report. With all the funds restricted for Artful Aging and ETSU Elevates spent, both line items are at zero on the Balance Sheet. At the end of May, total revenues are at 99.2% and total expenditures are at 86.6% of budgeted amounts. All account groups are under budget at the end of May. All line items are at or under budget at the end of May, leaving total expenses 5% under budget. Ms. Dixon asked about staffing and Ms. Turpin explained that we have had some difficulty recruiting qualified part time staff. Upon the motion of Ms. Williams, seconded by Ms. Honsaker, it was unanimously resolved to approve the May Operating Account report as submitted.
 - b. May Washington County Imagination Library report. For May, total Imagination Library revenues are 98.7% and total expenditures are at 89.6% of budgeted amounts. Currently, 5,110 Washington County children under the age of five are enrolled in the program. Upon the motion of Mr. Gemar, seconded by Ms. Williams, it was unanimously resolved to approve the May Imagination Library report as submitted.
 - c. FY23 Operating Budget. Ms. Griffith initiated discussion of the proposed FY23 Operating Budget and answered questions about specific line-item expenditures. Additional discussion ensued about staff retention, unspent Clark funds and the upcoming LSTA grant application. Ms. Griffith said that due to supply chain issues, two projects could not be completed in FY22 for which Clark funds had been designated. These will be funded in FY23 under Capital Projects. Upon the motion of Ms. Williams, seconded by Ms. Washington, it was unanimously resolved to approve the FY23 Operating Budget as submitted.

- d. FY23 Imagination Library Budget. Upon the motion of Mr. Gemar, seconded by Ms. Honsaker, it was unanimously resolved to approve the FY23 Imagination Library Budget as submitted.

IV. Director's Report.

- a. Department report – Public Experience Manager, Celeste Peck. Ms. Turpin began her report with statistics, noting that May circulation numbers are up over the previous month, and this is a real tangible increase in circulation. She added that our door count is still down, and this could be attributed to fewer users who do not check out materials coming into the building. Ms. Turpin added that she feels good about these numbers because of how busy we are and the uptick in circulation numbers. Summer reading is going great with 1,476 children enrolled in the program. Outdoor story times are going well and having our big Thursday programs in King Commons Park has been an immense help to us. The employee of the month is Children's Librarian Mandy Presnell. Ms. Turpin said that summer is our time to shine, and we are back full force. Ms. Dixon asked about the *Big Fish One Story, One Community* program and Ms. Turpin said that the book is circulating well on Hoopla and there will be a live discussion with author Daniel Wallace on June 30. Concluding her report, Ms. Turpin shared two books being placed in the library in honor of outgoing Board member Tony Warner. The titles are *The Library: A Fragile History* by Andrew Pettegree and Arthur der Weduwen and *The Beatles: Get Back* by The Beatles (Author) John Harris. Mr. Warner is fond of the Beatles and shares a birthday with Paul McCartney.

Ms. Turpin introduced Public Experience Manger Celeste Peck to the group and Ms. Peck talked about how the Circulation department interacts with other departments in the library. She gave an overview of what work is done in her department and compared it to the "Hokey Pokey" where the materials come in and the materials go out. Ms. Peck tied the "why" of what they do to the library's organizational values. She gave the names of her staff members and said that they check out happiness and she showed a video of what happens when we check out happiness. Board members asked questions and thanked Ms. Peck for keeping up with both the digital and the paper library.

- V. President's Report. Ms. Dixon said that the board selection committee met to review applications, solicited and received by the City of Johnson City, from individuals interested in serving on the library board. Committee members agreed on a nominee who has facility experience, something we will lose with Mr. Warner's departure. The Board directed Ms. Turpin to draft a letter from them recommending to the City Commission the individual chosen by the committee. Ms. Turpin noted that the City typically honors these recommendations. Ms. Dixon said that she met with Ms. Turpin to discuss her annual evaluation. From this meeting, Board members expressed a desire to know more of what Ms. Turpin is doing in the community. Ms. expressed the Board's appreciation for the fiscal responsibility of

Ms. Turpin and Ms. Griffith. Concluding, Ms. Dixon thanked Mr. Warner for his years of outstanding support on the JCPL Board of Directors.

- VI. Holston River Regional Library (HORL) Report. Ms. Egan noted that the Regional Library is winding down the fiscal year and they will close FY22 later in the calendar year. She gave the group a full list of State-approved training opportunities for FY23. Ms. Egan noted that one class is not finalized at this time and another, CPR, is available only to library staff. She encouraged everyone to go to the State LibGuide, to register for these training opportunities. LibGuides are content management and information sharing systems designed specifically for libraries.
- VII. Old Business. Discussed under the President's Report.
- VIII. New Business.
 - a. Staff COLA for FY23. Ms. Griffith initiated discussion and noted that the proposed raise is in the salary line items approved earlier in the meeting. Upon the motion of Ms. Williams, seconded by Ms. Honaker, it was unanimously resolved to approve a 7.5% increase for all clerk level positions and a 6% increase for all remaining positions, including Library Director Turpin.
- IV. By acclamation, the meeting was adjourned at 5:39 p.m.

Respectfully submitted,


Georgita Washington, Secretary

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
Balance Sheet
June 30, 2022

ASSETS

Current Assets

Petty Cash	\$	350.00	
SunTrust Money Mkt. Acct.		415,369.57	
Payroll Account		479.16	
Checking Account		36,986.27	
SunTrust Business Advantage MM		43,011.69	
Cash on Hand		300.00	
Accounts Rec'ble Module		6,935.00	
East TN Foundation		0.00	
		<hr/>	
Total Assets	\$		<u><u>503,431.69</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	4,819.44	
Accrued Wages		46,167.57	
Federal Income Tax		0.00	
OASDI-M/Care W/H Employee		0.00	
OASDI-M/Care W/H Employer		0.00	
FUTA		0.00	
SUTA		0.00	
Sales Tax Payable		0.00	
TIAA/CREF		0.00	
NW Retirement Solutions		0.00	
Credit Union		0.00	
Staff Orders Account		0.00	
Court Ordered Deductions		0.00	
Dependent Coverage		0.00	
Sam's Club		0.00	
Other P/R Deductions		0.00	
Medical Ins. Deduction		0.00	
Aflac		0.00	
		<hr/>	
Total Liabilities			50,987.01

Capital

Unassigned Fund Balance	536,995.62	
Restricted FB Artful Age Grant	0.00	
Restricted for ETSU Elevates	0.00	
Clark Funds Assigned/FutureUse	38,542.57	
Current Earnings	0.00	
Net Income	(123,093.51)	
	<hr/>	
Total Capital		<u>452,444.68</u>
Total Liabilities & Capital	\$	<u><u>503,431.69</u></u>

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
FY 2021/2022 Operating Account
Financial Report

		June 2022	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	2,030,525.00	2,030,525.00	100.00
4102	Washington County	0.00	102,000.00	102,000.00	100.00
4103	Interest Income	4.29	57.44	100.00	57.44
4104	Printing & Copying	817.12	7,547.83	7,000.00	107.83
4105	Lost & Damaged Charges	445.26	5,101.91	5,000.00	102.04
4106	Meeting Room Rental	0.00	1,125.00	1,200.00	93.75
4107	Hotspot Rental	550.00	5,654.11	6,000.00	94.24
41081	Miscellaneous	359.89	3,473.98	4,000.00	86.85
41082	Patron Supply Purchase	3.00	150.00	150.00	100.00
41083	JCPL Promotional Items	20.00	170.00	250.00	68.00
41084	Ongoing Book Sale	855.85	8,777.20	7,493.00	117.14
41085	Cashier Reconciliation	(1.92)	(11.69)	0.00	0.00
41091	Donations	775.51	35,116.09	35,000.00	100.33
41092	Memorials	150.00	2,700.00	2,600.00	103.85
41093	Friends of the Library	2,452.60	14,243.66	11,850.00	120.20
41095	LSTA Grant	14,235.00	41,844.44	42,206.00	99.14
41096	Other Grant Revenue	0.00	0.00	0.00	0.00
4110	E-rate Reimbursement	965.62	101,499.83	101,500.00	100.00
4111	Sale of Obsolete Equip.& Furn.	0.00	305.00	500.00	61.00
4112	Events and Promotions	0.00	0.00	0.00	0.00
	Total Revenues	21,632.22	2,360,279.80	2,357,374.00	100.12
Expenses					
Personnel					
51011	Salaried	78,322.81	678,820.33	682,760.00	99.42
51012	Hourly	62,141.58	591,672.39	595,900.00	99.29
5102	Social Security	10,745.51	97,193.48	97,817.00	99.36
5103	Medical Insurance	13,779.60	163,955.81	164,000.00	99.97
5104	Worker's Compensation	0.00	2,156.00	2,200.00	98.00
5105	State Unemployment	0.00	1,550.00	1,600.00	96.88
5106	Staff Development	0.00	3,400.32	5,000.00	68.01
5107	Staff Memberships	0.00	564.00	1,000.00	56.40
5108	Travel Expense	0.00	212.39	1,000.00	21.24
5110	TIAA Retirement	5,582.28	48,510.63	47,000.00	103.21
	Total Personnel Expenses	170,571.78	1,588,035.35	1,598,277.00	99.36
Support Services					
52011	General Supplies	271.99	4,462.06	5,000.00	89.24
52012	Circ. Supplies	0.00	3,240.61	4,000.00	81.02
52013	Public Service Dept(s)Supplies	62.98	2,069.60	3,000.00	68.99
52014	Printing/Copying Supplies	0.00	626.05	2,500.00	25.04
5202	Postage	(3.00)	1,999.58	2,500.00	79.98
5204	Telephone	109.32	1,221.55	1,400.00	87.25
5205	Miscellaneous Admin.	101.71	6,093.56	6,500.00	93.75
5206	Bank & CC Acceptance Fees	231.53	3,760.74	5,000.00	75.21
5207	Volunteer Services	14.36	499.56	750.00	66.61
52081	Audit	0.00	13,400.00	13,400.00	100.00
52083	Gen. Liab.& Contents Ins.	0.00	6,413.00	6,450.00	99.43

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2021/2022 Operating Account
 Financial Report

		June 2022	Year to Date	Budget	Percent
52084	Directors & Officers Ins.	0.00	2,027.00	2,050.00	98.88
5209	Library Memberships	0.00	1,107.00	1,150.00	96.26
5210	Public Relations	0.00	12,278.27	12,500.00	98.23
5211	Vehicle Expense	137.11	4,076.49	5,000.00	81.53
	Total Support Services	926.00	63,275.07	71,200.00	88.87
Building Operations					
5301	Gas	1,464.45	11,670.81	11,500.00	101.49
5302	Electricity	10,331.60	54,123.17	55,500.00	97.52
5303	Water	1,539.74	5,614.80	6,500.00	86.38
5304	Janitorial Supplies	0.00	11,996.68	12,000.00	99.97
53051	Routine Maint. & Repair	1,177.50	14,824.45	15,000.00	98.83
53052	Lighting	209.65	2,670.51	3,500.00	76.30
53053	Grounds Maintenance	357.50	9,933.90	10,000.00	99.34
53061	Equip. Maint./Contracts	268.00	7,667.08	8,500.00	90.20
53062	Contracted Building Services	883.53	11,380.75	12,000.00	94.84
5307	Building Improvements	406.19	8,816.46	10,000.00	88.16
5308	Clothing and PPE	0.00	975.32	1,000.00	97.53
	Total Building Operations	16,638.16	139,673.93	145,500.00	96.00
Technical Services					
5401	Processing Supplies	1,553.80	8,165.17	9,500.00	85.95
5402	Acquisitions	0.00	350.00	750.00	46.67
5403	Binding and preservation	0.00	0.00	750.00	0.00
	Total Technical Services	1,553.80	8,515.17	11,000.00	77.41
Materials and Services					
55011	Adult Books	6,147.63	36,719.55	37,700.00	97.40
55012	Juvenile Books	5,844.17	36,822.35	37,300.00	98.72
55013	Young Adult Books	1,666.74	9,981.48	10,000.00	99.81
5502	Serials	0.00	7,171.94	7,500.00	95.63
55031	Adult Non-Print	892.05	9,872.87	10,000.00	98.73
55032	Juvenile Non-Print	62.90	2,024.95	2,700.00	75.00
55033	Young Adult Non-Print	107.74	296.38	300.00	98.79
5504	Databases, Electronic	0.00	8,567.66	18,500.00	46.31
55051	Adult Services Programs	(50.00)	4,860.42	5,075.00	95.77
55052	Youth Services Programs	1,087.61	2,875.13	5,000.00	57.50
55053	YA Services Programs	614.55	3,493.88	3,500.00	99.83
5506	Summer Reading Program (All)	6,123.08	11,781.16	13,500.00	87.27
55071	Adult Electronic Materials	4,286.21	37,080.87	37,100.00	99.95
55072	Juvenile Electronic Materials	1,619.32	8,081.11	8,100.00	99.77
55073	YA Electronic Materials	1,902.89	5,673.85	5,700.00	99.54
5508	FOL Materials	0.00	8,100.00	8,100.00	100.00
5509	FOL Programs	0.00	1,447.06	1,450.00	99.80
	Total Materials and Services	30,304.89	194,850.66	211,525.00	92.12

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2021/2022 Operating Account
 Financial Report

		June 2022	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	14,063.68	22,656.37	29,500.00	76.80
5602	Software	0.00	2,699.05	5,000.00	53.98
5603	Copier Maintenance	1,520.63	10,475.97	12,000.00	87.30
5604	ILS Maintenance	0.00	19,365.18	31,000.00	62.47
5605	Equip./Software Maint.	16.41	46,728.64	47,000.00	99.42
5606	Internet Access	804.68	9,656.16	11,000.00	87.78
5608	LSTA Grant	6,935.00	52,395.44	52,759.00	99.31
	Total Information Technology	<u>23,340.40</u>	<u>163,976.81</u>	<u>188,259.00</u>	87.10
Miscellaneous Expense					
5701	Miscellaneous	405.10	4,923.17	5,000.00	98.46
5702	Security	3,412.50	38,262.50	38,700.00	98.87
5703	Furniture	0.00	455.70	28,900.00	1.58
5705	Capital Projects-Building	0.00	195,482.17	195,500.00	99.99
5706	Capital Projects-Other	0.00	77,967.42	78,000.00	99.96
5708	Misc. Friends of the Library	0.00	3,372.00	6,745.00	49.99
5709	ETSU Elevates Grant Expense	0.00	4,675.00	4,675.00	100.00
	Total Miscellaneous Expense	<u>3,817.60</u>	<u>325,137.96</u>	<u>357,520.00</u>	90.94
	Total Expenses	<u>247,152.63</u>	<u>2,483,464.95</u>	<u>2,583,281.00</u>	96.14
	Net Income	<u>\$ (225,520.41)</u>	<u>(123,185.15)</u>	<u>(225,907.00)</u>	54.53

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2021/2022

Balance Sheet

June 30, 2022

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		34,040.12
Accounts Receivable		0.00
		<hr/>
Total Current Assets		34,040.12

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	0.00
		<hr/>
Total Liabilities		0.00
Capital		
Reserved Balance		33,439.23
Journal Difference		0.00
Net Income		600.89
		<hr/>
Total Capital		34,040.12
Total Liabilities & Capital	\$	<hr/> <hr/> 34,040.12

Washington County Imagination Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2021/2022
 Financial Report

		June 2022	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	\$ 39,700.00	39,700.00	100.00
4102	Washington County	0.00	25,000.00	25,000.00	100.00
4103	Donations	0.00	71.00	500.00	14.20
4104	Miscellaneous Revenue	0.00	315.90	750.00	42.12
	Total Revenues	<u>0.00</u>	<u>65,086.90</u>	<u>65,950.00</u>	98.69
Expenses					
5101	Monthly Book Purchase	5,198.42	64,061.01	65,100.00	98.40
5102	Registration Materials	0.00	0.00	250.00	0.00
5103	Postage	200.00	400.00	400.00	100.00
5104	Bank Fees	0.00	25.00	50.00	50.00
5105	Travel Expense	0.00	0.00	100.00	0.00
5106	Miscellaneous Expense	0.00	0.00	50.00	0.00
	Total Expenses	<u>5,398.42</u>	<u>64,486.01</u>	<u>65,950.00</u>	97.78
	Net Income	<u>\$ (5,398.42)</u>	<u>\$ 600.89</u>	<u>0.00</u>	0.00

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
Balance Sheet
July 31, 2022

ASSETS

Current Assets

Petty Cash	\$	350.00	
SunTrust Money Mkt. Acct.		689,689.53	
Payroll Account		479.16	
Checking Account		90,540.04	
SunTrust Business Advantage MM		43,012.06	
Cash on Hand		300.00	
Accounts Rec'ble Module		7,340.00	
East TN Foundation		0.00	
		<hr/>	
Total Assets	\$		<u><u>831,710.79</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	5,781.01	
Accrued Wages		0.00	
Federal Income Tax		0.00	
OASDI-M/Care W/H Employee		0.00	
OASDI-M/Care W/H Employer		0.00	
FUTA		0.00	
SUTA		0.00	
Sales Tax Payable		0.00	
TIAA/CREF		0.00	
NW Retirement Solutions		0.00	
Credit Union		0.00	
Staff Orders Account		0.00	
Court Ordered Deductions		0.00	
Dependent Coverage		0.00	
Sam's Club		0.00	
Other P/R Deductions		0.00	
Medical Ins. Deduction		0.00	
Aflac		0.00	
		<hr/>	
Total Liabilities			5,781.01

Capital

Unassigned Fund Balance	413,902.11	
Restricted FB Artful Age Grant	0.00	
Restricted for ETSU Elevates	0.00	
Clark Funds Assigned/FutureUse	38,542.57	
Current Earnings	0.00	
Net Income	373,485.10	
	<hr/>	
Total Capital		<u>825,929.78</u>
Total Liabilities & Capital	\$	<u><u>831,710.79</u></u>

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
FY 2022/2023 Operating Account
Financial Report

		July 2022	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 527,312.75	527,312.75	2,109,251.00	25.00
4102	Washington County	0.00	0.00	102,000.00	0.00
4103	Interest Income	4.34	4.34	100.00	4.34
4104	Printing & Copying	970.97	970.97	8,000.00	12.14
4105	Lost & Damaged Charges	421.46	421.46	5,000.00	8.43
4106	Meeting Room Rental	405.00	405.00	4,000.00	10.13
4107	Hotspot Rental	582.00	582.00	8,000.00	7.28
41081	Miscellaneous	675.48	675.48	5,000.00	13.51
41082	Patron Supply Purchase	6.00	6.00	175.00	3.43
41083	JCPL Promotional Items	13.00	13.00	500.00	2.60
41084	Ongoing Book Sale	1,028.55	1,028.55	0.00	0.00
41085	Cashier Reconciliation	2.07	2.07	0.00	0.00
41091	Donations	566.10	566.10	22,000.00	2.57
41092	Memorials	1,000.00	1,000.00	2,000.00	50.00
41093	Friends of the Library	0.00	0.00	0.00	0.00
41095	LSTA Grant	0.00	0.00	0.00	0.00
41096	Other Grant Revenue	0.00	0.00	0.00	0.00
4110	E-rate Reimbursement	0.00	0.00	5,795.00	0.00
4111	Sale of Obsolete Equip.& Furn.	0.00	0.00	500.00	0.00
4112	Events and Promotions	0.00	0.00	0.00	0.00
	Total Revenues	532,987.72	532,987.72	2,272,321.00	23.46
Expenses					
Personnel					
51011	Salaried	29,350.49	29,350.49	737,000.00	3.98
51012	Hourly	25,617.49	25,617.49	638,400.00	4.01
5102	Social Security	4,205.05	4,205.05	105,218.00	4.00
5103	Medical Insurance	13,810.26	13,810.26	167,000.00	8.27
5104	Worker's Compensation	2,187.00	2,187.00	2,500.00	87.48
5105	State Unemployment	0.00	0.00	2,000.00	0.00
5106	Staff Development	5,746.13	5,746.13	5,000.00	114.92
5107	Staff Memberships	200.00	200.00	1,000.00	20.00
5108	Travel Expense	0.00	0.00	1,000.00	0.00
5110	TIAA Retirement	2,155.74	2,155.74	50,500.00	4.27
	Total Personnel Expenses	83,272.16	83,272.16	1,709,618.00	4.87
Support Services					
52011	General Supplies	172.89	172.89	5,000.00	3.46
52012	Circ. Supplies	0.00	0.00	4,000.00	0.00
52013	Public Service Dept(s)Supplies	161.26	161.26	3,000.00	5.38
52014	Printing/Copying Supplies	0.00	0.00	1,500.00	0.00
5202	Postage	0.00	0.00	2,000.00	0.00
5204	Telephone	0.00	0.00	1,400.00	0.00
5205	Miscellaneous Admin.	489.72	489.72	5,000.00	9.79
5206	Bank & CC Acceptance Fees	234.61	234.61	5,000.00	4.69
5207	Volunteer Services	4.00	4.00	1,000.00	0.40
52081	Audit	0.00	0.00	13,500.00	0.00
52083	Gen. Liab.& Contents Ins.	6,390.00	6,390.00	6,500.00	98.31

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
FY 2022/2023 Operating Account
Financial Report

		July 2022	Year to Date	Budget	Percent
52084	Directors & Officers Ins.	2,165.00	2,165.00	2,150.00	100.70
5209	Library Memberships	1,074.00	1,074.00	1,500.00	71.60
5210	Public Relations	117.00	117.00	7,500.00	1.56
5211	Vehicle Expense	3,619.25	3,619.25	5,000.00	72.39
	Total Support Services	14,427.73	14,427.73	64,050.00	22.53
Building Operations					
5301	Gas	0.00	0.00	11,500.00	0.00
5302	Electricity	0.00	0.00	55,500.00	0.00
5303	Water	0.00	0.00	6,500.00	0.00
5304	Janitorial Supplies	1,762.30	1,762.30	13,000.00	13.56
53051	Routine Maint. & Repair	929.86	929.86	14,300.00	6.50
53052	Lighting	73.38	73.38	3,000.00	2.45
53053	Grounds Maintenance	828.48	828.48	10,000.00	8.28
53061	Equip. Maint./Contracts	1,862.00	1,862.00	8,500.00	21.91
53062	Contracted Building Services	478.57	478.57	11,000.00	4.35
5307	Building Improvements	0.00	0.00	10,000.00	0.00
5308	Clothing and PPE	274.69	274.69	1,000.00	27.47
	Total Building Operations	6,209.28	6,209.28	144,300.00	4.30
Technical Services					
5401	Processing Supplies	0.00	0.00	9,500.00	0.00
5402	Acquisitions	0.00	0.00	750.00	0.00
5403	Binding and preservation	0.00	0.00	500.00	0.00
	Total Technical Services	0.00	0.00	10,750.00	0.00
Materials and Services					
55011	Adult Books	3,016.33	3,016.33	37,700.00	8.00
55012	Juvenile Books	3,787.00	3,787.00	37,300.00	10.15
55013	Young Adult Books	996.48	996.48	10,000.00	9.96
5502	Serials	729.22	729.22	7,500.00	9.72
55031	Adult Non-Print	20.63	20.63	10,000.00	0.21
55032	Juvenile Non-Print	83.89	83.89	2,700.00	3.11
55033	Young Adult Non-Print	0.00	0.00	500.00	0.00
5504	Databases, Electronic	4,908.19	4,908.19	12,500.00	39.27
55051	Adult Services Programs	0.00	0.00	5,000.00	0.00
55052	Youth Services Programs	73.19	73.19	5,000.00	1.46
55053	YA Services Programs	113.99	113.99	3,500.00	3.26
5506	Summer Reading Program (All)	2,571.08	2,571.08	13,500.00	19.05
55071	Adult Electronic Materials	2,270.97	2,270.97	37,100.00	6.12
55072	Juvenile Electronic Materials	0.00	0.00	8,100.00	0.00
55073	YA Electronic Materials	0.00	0.00	5,700.00	0.00
5508	FOL Materials	0.00	0.00	0.00	0.00
5509	FOL Programs	0.00	0.00	0.00	0.00
	Total Materials and Services	18,570.97	18,570.97	196,100.00	9.47

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2022/2023 Operating Account
 Financial Report

		July 2022	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	15.28	15.28	12,500.00	0.12
5602	Software	0.00	0.00	5,000.00	0.00
5603	Copier Maintenance	1,334.95	1,334.95	11,000.00	12.14
5604	ILS Maintenance	0.00	0.00	24,000.00	0.00
5605	Equip./Software Maint.	29,289.71	29,289.71	42,500.00	68.92
5606	Internet Access	914.00	914.00	10,000.00	9.14
5608	LSTA Grant	0.00	0.00	0.00	0.00
	Total Information Technology	<u>31,553.94</u>	<u>31,553.94</u>	<u>105,000.00</u>	30.05
Miscellaneous Expense					
5701	Miscellaneous	359.04	359.04	5,000.00	7.18
5702	Security	1,737.50	1,737.50	37,500.00	4.63
5703	Furniture	0.00	0.00	0.00	0.00
5705	Capital Projects-Building	0.00	0.00	0.00	0.00
5706	Capital Projects-Other	0.00	0.00	43,000.00	0.00
5708	Misc. Friends of the Library	3,372.00	3,372.00	3,375.00	99.91
5709	ETSU Elevates Grant Expense	0.00	0.00	0.00	0.00
	Total Miscellaneous Expense	<u>5,468.54</u>	<u>5,468.54</u>	<u>88,875.00</u>	6.15
	Total Expenses	<u>159,502.62</u>	<u>159,502.62</u>	<u>2,318,693.00</u>	6.88
	Net Income	<u>\$ 373,485.10</u>	<u>373,485.10</u>	<u>(46,372.00)</u>	(805.41)

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2022/2023

Balance Sheet

July 31, 2022

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		47,084.85
Accounts Receivable		0.00
		<hr/>
Total Current Assets		47,084.85

LIABILITIES AND CAPITAL

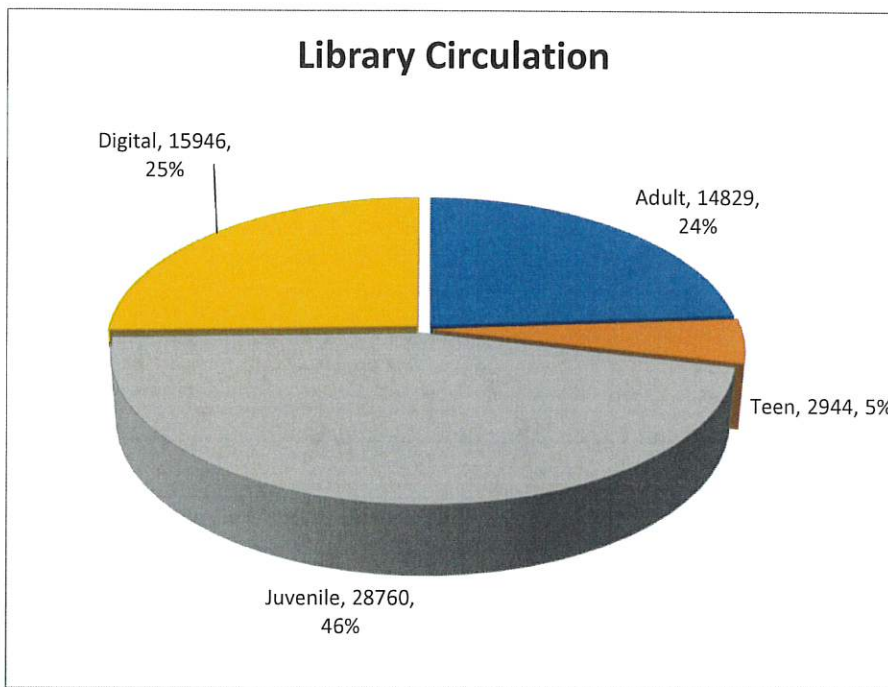
Current Liabilities		
Accounts Payable	\$	0.00
		<hr/>
Total Liabilities		0.00
Capital		
Reserved Balance		34,040.12
Journal Difference		0.00
Net Income		13,044.73
		<hr/>
Total Capital		47,084.85
		<hr/>
Total Liabilities & Capital	\$	<u>47,084.85</u>

Washington County Imagination Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2022/2023
 Financial Report

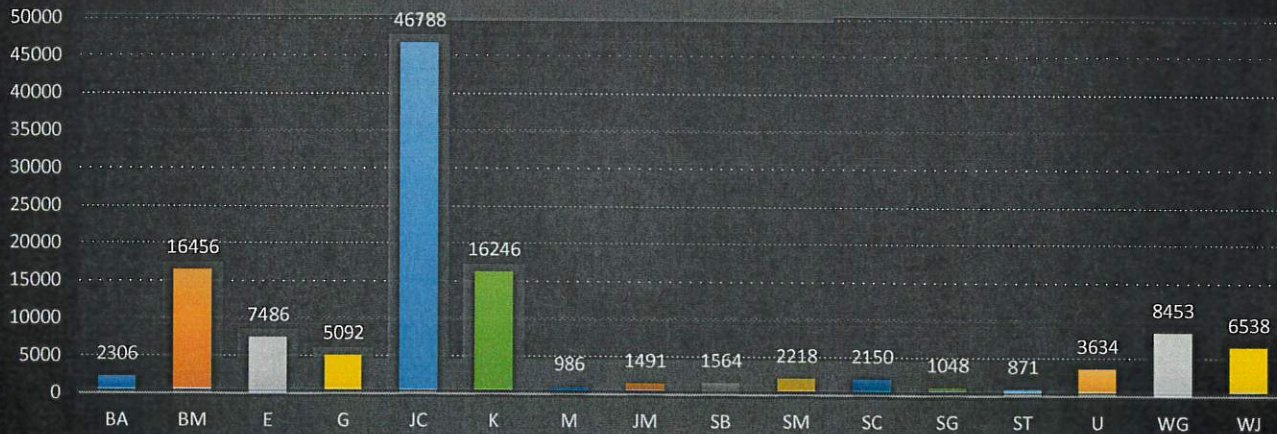
		July 2022	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 9,925.00	\$ 9,925.00	39,700.00	25.00
4102	Washington County	0.00	0.00	25,000.00	0.00
4103	Donations	8,671.28	8,671.28	400.00	2,167.82
4104	Miscellaneous Revenue	0.00	0.00	600.00	0.00
	Total Revenues	<u>18,596.28</u>	<u>18,596.28</u>	<u>65,700.00</u>	<u>28.30</u>
Expenses					
5101	Monthly Book Purchase	5,551.55	5,551.55	65,100.00	8.53
5102	Registration Materials	0.00	0.00	100.00	0.00
5103	Postage	0.00	0.00	400.00	0.00
5104	Bank Fees	0.00	0.00	25.00	0.00
5105	Travel Expense	0.00	0.00	50.00	0.00
5106	Miscellaneous Expense	0.00	0.00	25.00	0.00
	Total Expenses	<u>5,551.55</u>	<u>5,551.55</u>	<u>65,700.00</u>	<u>8.45</u>
	Net Income	<u>\$ 13,044.73</u>	<u>\$ 13,044.73</u>	<u>0.00</u>	<u>0.00</u>

Circulation Report for July 2022

	Jul-22	Jun-22	% Change	Jul-21	% Change	Jul-19	% Change
Library							
Adult	14829	14838	-0.06%	13952	6%	18639	-20%
Teen	2944	2767	6.40%	2606	12.97%	2664	11%
Juvenile	28760	30730	-6.41%	25709	11.87%	25466	13%
Digital	15946	15446	3.24%	14942	6.72%	11734	36%
Total	62479	63781	-2.04%	57209	9.21%	58503	7%
Courier Loans							
Borrowed	1079	1060	1.79%	2100	-48.62%	2169	-50%
Loaned	473	423	11.82%	895	-47.15%	772	-39%
Other							
Self Checkouts	16144	17494	-7.72%	14489	11.42%	15662	3%
Borrowers added	476	550	-13.45%	349	36.39%	22061	
Door Count	15179	16553	-8.30%	10537	44.05%	23229	-35%



OWL CIRC, JULY 2022



Johnson City Public Library Circulation Policy

GENERAL CIRCULATION POLICIES

The Johnson City Public Library's lending policies facilitate the lending of library materials, except for those judged irreplaceable or needed in the collection for basic informational services. Materials not immediately available may be reserved for patrons. The library's circulation process provides accurate and reliable information about the materials collection. The Library keeps accurate records of patrons registered for library cards. The Library's circulation practices and policies provide for protection of patron confidentiality.

All Library collections are available to the general public for in-house use. Some restrictions apply to in-house equipment, and computer use, ~~Some restrictions apply~~ and to the use of fragile or valuable collections, including some archival collections.

LIBRARY CARD ELIGIBILITY AND REQUIREMENTS

Residency Requirements

To qualify for a Johnson City Public Library card, a person must reside at a permanent address within the northeast Tennessee region defined by the Tennessee State Library and Archives as the Holston River Region. The Holston River Region is comprised of the following counties: Carter, Cocke, Greene, Hamblen, Hancock, Hawkins, Johnson, Sullivan, Unicoi, and Washington. Additionally, residents of Virginia and North Carolina who live within a 60-mile radius of Johnson City are eligible for full library card privileges at no charge.

College students providing proof of enrollment in institutions of higher education within the service area are also eligible for full library card privileges at no charge. Persons providing proof of local employment within Washington County are also eligible for full library privileges at no charge.

Individuals staying at temporary residences may receive a courtesy card with limited capacity to check out materials ~~and access public computers and databases~~.

Post office boxes are acceptable as mailing addresses only and may not be used as proof of residency. A person using a post office box as a mailing address must also provide the library with written or electronic proof of an actual physical address.

Johnson City Public Library cards can be issued to individuals outside of the above described service area for \$25 a year. Applicants must provide required documentation.

General Card Requirements

A patron registering for a library card must supply the following documentation and information:

Full Name

Date of Birth

Current Address

Telephone number (if available)

Email Address (if available)

Driver's license or other valid form of photo identification that contains a current address **must be provided**. If the address printed on the identification is not current, proof of current address must be provided. Acceptable items must be dated within the past three months and may include:

- utility receipt
- official rent receipt/ copy of a current lease
- voter registration card
- electronic mail or receipts with name and address
- insurance card with current date
- other non-specified forms of proof may be considered; these forms are in the sole discretion of the JCPL Director or designee

Examples of **not** unacceptable proof of address are:

- library cards
- Social Security cards
- Credit or debit card
- personal checks
- business cards

Library card holder assumes responsibility for all use made of the card, to abide by all Library policies and to immediately notify the Library of any change of status (name, address, etc.) or the loss or theft of the card.

A person who cannot provide proof of current address may self-address a postcard, which the Library will mail to them. When the patron returns the postcard to the Library, the postmarked card will be considered proof of address.

Cards for Minors

If the applicant is under 18 years old, an adult over the age of 18 assumes responsibility for all use made of the card. Adults who agree to assume responsibility attached to a card must also have a library card. The child must be present to receive a library card.

Minors in 5th-12th grade may register for a JC24U account. Acceptable identification

must be provided to register for a JC24U account. A school ID, report card, or a class schedule with the applicant's name on it are acceptable forms of ID. Other forms of ID may be accepted by the Director or a designee. JC24U account holders may check out two print materials (no DVDs, CDs, or audiobooks) at a time, access digital collections, and use in house computers.

Organization Cards

The Library issues cards to organizations (such as businesses or group homes) for organization-wide use. Representatives of the organization, ~~not their family members,~~ may not use these cards to check out items for personal use or use the Computer Center.

Applications for an organizational card must be accompanied by a letter on organizational letterhead signed by the individual who will assume financial responsibility for any materials checked out on the card. The applicant agrees on behalf of the organization to otherwise follow all requirements of any other applicant.

The card must be kept by the organization and must be presented when materials are checked out in person or through book delivery. Lending rules for organizational cards will be negotiated on a case-by-case basis to ensure equity for both the Library and participating organization.

Temporary Cards

Temporary cards for those residing in Johnson City temporarily may be issued upon the presentation of a valid ID. Temporary Cards will expire in one to six months (depending on location, determined administratively).

Only one item at a time may be checked out on a temporary card. Materials may not be placed on reserve with a temporary card. A temporary card may be used to access the Computer Center and digital collections.

E-cards

Eligible patrons residing in the service area may opt for a digital only card.

Expiration and Invalidation of Library Cards

All library cards are valid for one year from date of issue except for temporary cards. Non-resident cards are valid for one year from the date of payment, regardless of the date of issue.

A library card may be revoked by the Johnson City Public Library at any time if the

patron does not return overdue materials, does not pay outstanding fines, does not abide by other library policies, or habitually abuses library policies. The library reserves the right to suspend or revoke card privileges for any reason.

CIRCULATION OF MATERIALS

General Circulation Guidelines

New patrons may check out two items on initial checkout. After items have been returned and at least 24 hours has passed since the card was issued, the limit is raised to a forty item maximum checkout limit.

Patrons are asked to present their card at the circulation desk at the time of checkout. Items limited to in-house use, such as reference books, microforms, newspapers, bound periodicals, current issue periodicals, local history room materials, and others so designated, do not circulate (i.e., cannot be checked-out).

Materials, with the exception of videos and items on hold, may be renewed twice for the same period as the initial checkout. Items eligible for renewal will automatically renew on the due date and patron notification by email or SMS is attempted.

PRINT MEDIA	LOAN PERIOD	RENEWAL LIMIT	LIMIT
Books	2 weeks	2	40
Lengthy Books (A=600+pages, J-500+pages)	4 weeks		40
Magazines	2 weeks	2	10
Traveling Tales Kits - Adult	8 weeks	NONE	1
Traveling Tales Kits - Juvenile	4 weeks	NONE	1
ELECTRONIC MEDIA	LOAN PERIOD		LIMIT
Compact Discs	2 weeks	2	10
Records	2 weeks	2	10
Audio Books	2 weeks	2	4 10
Lengthy Audio Books (15 hours + listening)	4 weeks	2	4 10
DVDs	2 weeks	NONE	104 per person
			8 per family
Playaway Views— (Adults only)	2 weeks	- NONE	2

Hotspots	2-14 days	1	1
Rekus	2-weeks	±	±
Musical Instruments	8-weeks	NONE	1

Other types of items

The library may on occasion test the circulation of "nontraditional" items. This may include items such as puzzles, instruments, electronic equipment, games, etc. These items may be circulated to patrons in good standing with checkout periods, renewal rates, and overdue fees as determined by the director.

Interlibrary Loan

Interlibrary loan periods are determined by the lending library. Items loaned by another library on the condition that they are used under supervision may not be checked out.

Interlibrary loan records are kept and requests made at the Information Desk, but all Interlibrary loan items are picked up and returned at the Circulation Desk.

Hotspots

Adult patrons who have accounts in good standing may checkout 1 hotspot. Cost is \$2 per day for a minimum of 2 days, maximum of 14 days. Hotspots may be renewed if no other patrons are waiting.

Data for the hotspots is provided through a third-party vendor serving public libraries and schools. **JCPL cannot guarantee service in all areas.** Service is only available in the continental United States.

If the device is not back on its due date, service will be disconnected and a bill of \$2 per day will accrue on patron account.

Anyone for whom we have had to disconnect service more than 3 times in 6 months loses borrowing privileges for 6 months.

Device instructions are included in each hotspot case. JCPL Circulation staff can provide in-person support at the time of rental. If you are experiencing problems after leaving the library, follow the Hotspot Tips and Troubleshooting instructions found on the bottom of each case. Contact JCPL's Circulation department at **423-434-4455** if problems persist.

Please return any non-working devices within 24 hours of rental date (or the next day the library is open).

Patrons will be charged a replacement fee or service fee:

- For the return of a broken hotspot device or for the return of a hotspot missing any parts
- For the loss of a hotspot device
- For returning a hotspot device or component in a condition that is not suitable for

circulation

Replacement/Service Fees	
Hotspot device	\$70.00
Charger/cord	\$10.00
Case	\$5.00
Cleaning fee	\$5.00
SIM card	\$5.00
User guide	\$1.00

Requests for Holds

Patrons may place up to fifteen holds for items that are checked out or otherwise unavailable. This service is available 24 hours per day through the library's online catalog. A patron making phone requests for holds in person or over the phone must supply his or her library barcode number or other proof of identification. A limit of 3 items may be placed on hold by phone at any one time. Patrons may place holds on eligible items either in the library at any catalog terminal or from an outside computer via the internet.

Return of Materials

Most materials may be returned at the automated item return inside the library, by mail, or in the outdoor item return.

The following materials must be returned to the service desk:

- Hotspots
- ~~Dedicated video devices~~
- Book kits
- Other items as marked

OVERDUE LIBRARY MATERIALS

Overdue Guidelines

All materials are due on their due date; however, some materials may auto-renew. There is a one-day grace period on fines for most materials except electronic equipment. If eligible materials are not returned within the grace period, fines accrue from the due date. **items will be considered overdue.**

The receipt provided at the time of check out serves as the official notice to the patron of when materials are due. As a courtesy, the library will also attempt to notify the patron when materials become overdue; however the library has no obligation to remind patrons to return materials.

In case of inclement weather or other emergencies, the library may, at the Circulation Supervisor's discretion, waive or reduce charges upon late return of non-renewable or previously renewed materials.

Overdue notices will be sent by mail, e-mail, or SMS. The library attempts to send the cardholder up to five notifications of overdue materials. **The responsibility for returning borrowed materials and paying all fines and fees accrued is not conditional upon the cardholder receiving overdue notification.** The library offers patrons pre-overdue courtesy reminder notices, via email or SMS, for items coming due in 3 days. Patrons may sign up for email or SMS service by telephone or in-person at the Circulation Desk.

The library automatically suspends borrowing privileges if cardholder's charges for overdue fines, fees, and lost or damaged materials is \$5.00 or more. Staff restores borrowing privileges promptly when materials are returned, found, or paid for and accounts are settled. If fines or fees are on a child's card, this suspension may include the borrowing privileges of the parent/guardian who is responsible for the child as well as any other minors for whom the parent/guardian has assumed responsibility. Likewise, if a parent/guardian owes more than \$5, the child's card may be suspended. At the discretion of the circulation manager or designee a child may checkout up to 2 items even if charges are present.

Fines and Charges

The fine structure is set administratively. For details of charges, refer to the library's web site. Overdue items returned in the book drop after hours but before opening will be assessed a fine based on the last operating day. Charges for lost or damaged items are set administratively and include a replacement and processing fee.

Forms of payment include cash and credit or debit card. Cards may only be used if charges total at least \$2.00. The library will not accept personal checks.

As a courtesy to senior patrons over the age of 62 and JC24U cardholders, overdue fines will be waived. However, these patrons are asked to honor the due dates, and are still responsible for lost or damaged items and other fees accrued. **Hotspot rental**

and overdue fees still apply.

Refunds

The library will issue a receipt for each lost item paid for. If the item is found and returned within three months of receipt of payment, and if the item is in acceptable condition, a refund or fine credit will be issued. The processing fee is non-refundable.

Unclaimed refunds will be forfeited three months after the item's return.

Patrons may opt to have a refund placed on their account as a credit. This credit can then be used for future fines and/or fees. Refunds totaling less than \$5 will automatically be applied to the patron's account. Refunds will be applied to existing fines on the patron's account.

Review and revision of this Circulation Policy

This Circulation Policy will be reviewed periodically, at least every three years, by the library staff and the Library Board of Directors. It may be revised only with the formal approval of the Board.

Approved by the Board of Directors 1/22/2020



Johnson City Public Library

Public Comment at Meetings of the JCPL Board of Directors

In accordance with the Tennessee Open Meetings Act, any person may attend any meeting of the Johnson City Public Library Board of Directors where a quorum of the Board will discuss public business. Attendees must comply with the Library Code of Conduct and any procedures for public comment established by the board.

Although the right to attend a public meeting under the Open Meetings Act does not include the right to participate in the meeting and address the Board, the library recognizes the importance of receiving input from the public. As part of its agenda, the Board may provide a period for public comment. Members of the public may address the Board only at the time indicated on the agenda and when recognized by the Board. Comments by members of the public are limited to five minutes per speaker, on a first come, first served basis, but may be limited due to time constraints. In case of multiple speakers, the Board may assign numbers to maintain order. The Board has authority to oversee the orderly conduct of comments of the public, including but not limited to, extending/shortening the time limit for or order of the speakers. Public comments should pertain to issues that are relevant to the library and should not be directed to individual board members. Comments should not include language considered offensive, harassing, threatening or profane. The Board retains the right to maintain order including stopping comments that are disruptive or not related to library business.

Public comment is an opportunity to receive input from the public but is not a dialogue with board members. There is no guarantee that matters brought forth by the public will be addressed by the Board. The Board may refer any item raised during public comment to the Library Director for further review or action.