

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
Scott Jeffress, Treasurer
Georgita Washington, Secretary
Daryl Carter
John Hunter
Thomas Kendall
Gwynn Mettetal
Suzy Williams

Johnson City Public Library Board of Directors Regular Meeting Agenda January 17, 2023 4:30 PM

1. Call to order
2. Approval of November minutes – **Action**
3. Treasurer’s Report
 - a. November report -- **Action**
 - b. November Washington County Imagination Library report—**Action**
 - c. December report -- **Action**
 - d. December Washington County Imagination Library report—**Action**
4. Director’s Report
5. President’s Report
6. Holston River Regional Library Report
7. Old Business
8. New Business
 - a. Attendance Policy- **Action**
 - b. Code of Conduct- **Action**
9. Adjournment

- Action items indicated in red

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
November 15, 2022

The Board of Directors of the Johnson City Public Library met November 15, 2022, at 4:30 p.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Vice President David Gemar, Treasurer Scott Jeffress, Daryl Carter, Thomas Kendall, and Suzy Williams. Absent were Secretary Georgita Washington and John Hunter. Also present were Holston River Regional Library Director Jennifer Breuer, Library Director Julia Turpin, Assistant Director and Recording Secretary Cathy Griffith, and guest Gwynn Mettetal.

- I. Call of meeting to order. President Dixon called the meeting to order at 4:36 p.m. and welcomed attendees.
- II. Approval of October minutes. Upon the motion of Ms. Williams, seconded by Mr. Jeffress, the minutes of the October 18, 2022 meeting were approved as submitted.
- III. Treasurer's Report.
 - a. October Operating Account report. Mr. Jeffress said that there was nothing to note on the Balance Sheet. He said that in a straight-line budget, we should be at 33.3% in revenues and expenditures. We are at 48.1% and 33.7% respectively. Mr. Jeffress reported that the Information Technology account group is near 62% and this is attributable to equipment maintenance contracts and the LSTA grant. The Miscellaneous account group is also at 62% because of planned projects. Furniture for the Buffalo Mountain Room and three new study rooms totaled \$24,985. All remaining account groups are at or under budget. Ms. Turpin noted that the Buffalo Mountain Room is located on the second floor at the front of the building. Mr. Gemar inquired about the Worker's Compensation and General Liability and Contents Insurance line items. Ms. Griffith said that these line items are fully expended at the beginning of the fiscal year when insurance policies become due. Upon the motion of Mr. Gemar, seconded by Mr. Carter, it was unanimously resolved to approve the October 2022 Operating Account report as submitted.
 - b. October Washington County Imagination Library Report. At the end of October, total revenue is at 63.2% and total expenditures are at 33.4% of budgeted amounts. We received the second quarter appropriation from the City of Johnson City. This was inadvertently entered on the Washington county line item and has been corrected on the October report. Currently, 5,110 Washington County children under the age of five are enrolled in the program. Upon the motion of Mr. Carter, seconded by Ms. Williams, it was unanimously resolved to approve the October 2022 Washington County Imagination Library Report as submitted.

- IV. Director's Report. Ms. Turpin said that October was a fantastic month. She noted significant increases in circulation over 2021 numbers and said that the dip in physical circulation was made up in digital circulation. Ms. Turpin said that new TLC reports will soon be available that will allow us to see what parts of the collection are performing well and which are not. She added that we want to make sure we are buying what people want to read and we should begin to see results in about six months. Ms. Turpin commented on the book ordering process and how State dollars are spent. She said that we want to be good stewards of money used to purchase materials. Ms. Dixon asked about digital purchases and Ms. Turpin said that these are mostly for the adult collection. It was noted that the graphic novel collections, and particularly the juvenile collection, are highly circulating collections. Ms. Williams asked how many items patrons may check out at a time and Ms. Turpin noted that each borrower has a limit of forty items. Ms. Williams also asked if there is any reading competition between schools and Ms. Turpin commented on a "Battle of the Books" event that took place several years ago. Ms. Turpin said that the "trick and treating" event went well, and the staff had a lot of fun. She noted that the employee of the month is Circulation Library Clerk II Elizabeth Stillwell. Concluding her report, Ms. Turpin said that she is working on a funding proposal for the Washington County HEW (Health, Education and Welfare) committee to create a "community classroom" space in the current Polly Peterson Room of the library.
- V. President's Report. Ms. Dixon did not have a report.
- VI. Holston River Regional Library (HORL) Report. Ms. Breuer commented on upcoming training opportunities at the Regional Library. She said that these sessions will be offered in person and virtually. Ms. Breuer said that HORL offices will close December 14 through 16 for training and service awards in Nashville. She added that former JCPL employee Dustin Gingrow is celebrating his fifteenth anniversary with the State. Ms. Breuer noted HORL holiday closings and asked Board members for their ideas for next year's training plan. This plan is due to the State Library and Archives in April.
- VII. Old Business. There was no old business.
- VIII. New Business.
 - a. Personal Business Leave Policy. Ms. Turpin defined Personal Business Leave. She said that it is front loaded at the beginning of year and is time given to staff to be used for their needs throughout the year. This leave is scheduled with the employee's supervisor and may be used in half hour increments. Ms. Turpin added that that this leave is a way to give our part time staff paid time off. Mr. Jeffress recommended taking out the word "eligible" in the second paragraph as this leave, if approved by the Board, will be for all staff members. Upon the motion of Mr. Gemar, seconded by Mr. Jeffress, it was unanimously resolved to approve the proposed Personal Business Leave Policy as submitted.

- b. December meeting cancellation. Upon the motion of Mr. Jeffress, seconded by Mr. Carter, it was unanimously resolved to cancel the December 20 meeting.
- IV. Adjournment. Upon the motion of Ms. Williams, seconded by Mr. Gemar, it was unanimously resolved to adjourn the meeting at 5:02 p.m.

Respectfully submitted,


Georgita Washington, Secretary

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

ASSETS

Current Assets

Petty Cash	\$	350.00	
Truist Money Mkt. Acct.		501,867.14	
Payroll Account		479.16	
Checking Account		64,340.03	
Truist Business Advantage MM		43,013.50	
Cash on Hand		300.00	
Accounts Rec'ble Module		390.00	
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Total Assets			\$ <u><u>610,739.83</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	6,021.61	
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	
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Total Liabilities			6,021.61

Capital

Unassigned Fund Balance	413,902.11	
Clark Funds Assigned/FutureUse	38,542.57	
Current Earnings	0.00	
Net Income	152,273.54	
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Total Capital		<u>604,718.22</u>
Total Liabilities & Capital		\$ <u><u>610,739.83</u></u>

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

		November 2022	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	1,054,625.50	2,109,251.00	50.00
4102	Washington County	25,500.00	51,000.00	102,000.00	50.00
4103	Interest Income	5.32	23.79	100.00	23.79
4104	Printing & Copying	1,017.29	4,991.08	10,000.00	49.91
4105	Lost & Damaged Charges	287.78	2,098.65	5,000.00	41.97
4106	Meeting Room Rental	795.00	1,745.00	4,000.00	43.63
4107	Hotspot Rental	652.00	2,870.00	8,000.00	35.88
41081	Miscellaneous	240.04	2,721.47	5,000.00	54.43
41082	Patron Supply Purchase	30.00	66.00	175.00	37.71
41083	JCPL Promotional Items	0.00	40.00	500.00	8.00
41084	Ongoing Book Sale	597.00	3,795.75	0.00	0.00
41085	Cashier Reconciliation	(0.95)	23.11	0.00	0.00
41091	Donations	2,315.93	6,769.72	22,000.00	30.77
41092	Memorials	690.00	2,490.00	2,000.00	124.50
41093	Friends of the Library	0.00	2,754.00	2,750.00	100.15
41095	LSTA Grant	0.00	71.91	17,470.00	0.41
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	400.00	500.00	80.00
4112	Events and Promotions	0.00	0.00	0.00	0.00
	Total Revenues	<u>32,129.41</u>	<u>1,136,485.98</u>	<u>2,294,541.00</u>	49.53
Expenses					
Personnel					
51011	Salaried	54,144.08	281,347.27	737,000.00	38.17
51012	Hourly	47,756.17	237,087.57	631,500.00	37.54
5102	Social Security	7,757.13	39,622.08	104,690.00	37.85
5103	Medical Insurance	12,030.26	65,974.48	167,000.00	39.51
5104	Worker's Compensation	0.00	2,187.00	2,200.00	99.41
5105	State Unemployment	471.83	1,415.50	2,000.00	70.78
5106	Staff Development	1,782.12	12,956.70	12,500.00	103.65
5107	Staff Memberships	0.00	200.00	1,000.00	20.00
5108	Travel Expense	0.00	482.57	1,000.00	48.26
5110	TIAA Retirement	4,016.69	20,413.38	50,500.00	40.42
	Total Personnel Expenses	<u>127,958.28</u>	<u>661,686.55</u>	<u>1,709,390.00</u>	38.71
Support Services					
52011	General Supplies	427.89	1,615.90	5,000.00	32.32
52012	Circ. Supplies	97.84	245.12	4,000.00	6.13
52013	Public Service Dept(s)Supplies	1,511.37	2,189.04	3,000.00	72.97
52014	Printing/Copying Supplies	0.00	1,296.88	2,000.00	64.84
5202	Postage	0.00	431.00	2,000.00	21.55
5204	Telephone	106.08	437.48	1,400.00	31.25
5205	Miscellaneous Admin.	164.17	3,195.26	6,000.00	53.25
5206	Bank & CC Acceptance Fees	231.30	2,335.31	5,000.00	46.71
5207	Volunteer Services	43.08	196.03	1,000.00	19.60
52081	Audit	13,700.00	13,700.00	13,800.00	99.28
52083	Gen. Liab.& Contents Ins.	0.00	6,390.00	6,400.00	99.84
52084	Directors & Officers Ins.	0.00	2,165.00	2,165.00	100.00
5209	Library Memberships	0.00	1,213.00	1,500.00	80.87
5210	Public Relations	4,063.45	4,232.14	7,500.00	56.43

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

		November 2022	Year to Date	Budget	Percent
5211	Vehicle Expense	0.00	3,800.31	5,000.00	76.01
	Total Support Services	<u>20,345.18</u>	<u>43,442.47</u>	<u>65,765.00</u>	66.06
Building Operations					
5301	Gas	2,224.11	4,000.68	11,500.00	34.79
5302	Electricity	4,576.59	23,335.20	55,500.00	42.05
5303	Water	577.48	1,498.25	6,500.00	23.05
5304	Janitorial Supplies	616.27	5,764.18	14,800.00	38.95
53051	Routine Maint. & Repair	73.82	5,427.80	14,300.00	37.96
53052	Lighting	0.00	539.31	3,000.00	17.98
53053	Grounds Maintenance	160.00	2,414.53	10,000.00	24.15
53061	Equip. Maint./Contracts	148.00	2,602.00	8,500.00	30.61
53062	Contracted Building Services	5,426.93	6,922.73	11,000.00	62.93
5307	Building Improvements	181.64	181.64	10,000.00	1.82
5308	Clothing and PPE	439.15	1,045.15	1,500.00	69.68
	Total Building Operations	<u>14,423.99</u>	<u>53,731.47</u>	<u>146,600.00</u>	36.65
Technical Services					
5401	Processing Supplies	0.00	1,669.87	9,500.00	17.58
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	<u>0.00</u>	<u>1,669.87</u>	<u>10,750.00</u>	15.53
Materials and Services					
55011	Adult Books	3,375.32	18,433.28	37,700.00	48.89
55012	Children's Books	2,664.71	16,244.72	37,300.00	43.55
55013	Teen Books	1,455.72	6,124.11	10,000.00	61.24
5502	Serials	497.60	1,328.02	7,500.00	17.71
55031	Adult Non-Print	476.45	2,990.04	10,000.00	29.90
55032	Children's Non-Print	663.37	903.15	2,700.00	33.45
55033	Teen Non-Print	0.00	0.00	500.00	0.00
5504	Databases, Electronic	0.00	5,258.19	12,500.00	42.07
55051	Adult Programs	600.00	2,421.70	5,000.00	48.43
55052	Children's Programs	309.35	1,053.47	5,000.00	21.07
55053	Teen Programs	430.75	1,624.59	3,500.00	46.42
5506	Summer Reading Program (All)	0.00	2,571.08	13,500.00	19.05
55071	Adult Electronic Materials	13,441.16	23,515.77	37,100.00	63.38
55072	Children's Electronic Material	2,500.00	2,559.99	8,100.00	31.60
55073	Teen Electronic Materials	1,173.98	1,173.98	5,700.00	20.60
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	<u>27,588.41</u>	<u>86,202.09</u>	<u>196,100.00</u>	43.96
Information Technology					
5601	Equipment	0.00	1,096.27	5,000.00	21.93
5602	Software	0.00	660.00	5,000.00	13.20
5603	Copier Maintenance	1,152.53	5,660.91	11,000.00	51.46

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

		November 2022	Year to Date	Budget	Percent
5604	ILS Maintenance	0.00	0.00	19,500.00	0.00
5605	Equip./Software Maint.	16.41	34,902.20	42,500.00	82.12
5606	Internet Access	804.68	4,132.72	10,100.00	40.92
5608	LSTA Grant	293.95	34,906.40	34,790.00	100.33
	Total Information Technology	<u>2,267.57</u>	<u>81,358.50</u>	<u>127,890.00</u>	63.62
Miscellaneous Expense					
5701	Miscellaneous	540.58	1,701.05	5,000.00	34.02
5702	Security	3,125.00	15,137.50	37,500.00	40.37
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	35,910.94	38,543.00	93.17
5708	Misc. Friends of the Library	0.00	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>3,665.58</u>	<u>56,121.49</u>	<u>84,418.00</u>	66.48
	Total Expenses	<u>196,249.01</u>	<u>984,212.44</u>	<u>2,340,913.00</u>	42.04
	Net Income	<u>\$ (164,119.60)</u>	<u>152,273.54</u>	<u>(46,372.00)</u>	(328.37)

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2022/2023

Balance Sheet

November 30, 2022

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		50,505.68
Accounts Receivable		0.00
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Total Current Assets		50,505.68

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	0.00
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Total Liabilities		0.00
Capital		
Reserved Balance		34,040.12
Journal Difference		0.00
Net Income		16,465.56
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Total Capital		50,505.68
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Total Liabilities & Capital	\$	<u>50,505.68</u>

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

		November 2022	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	\$ 19,850.00	39,700.00	50.00
4102	Washington County	0.00	12,500.00	25,000.00	50.00
4103	Donations	(8,671.28)	484.00	400.00	121.00
4104	Miscellaneous Revenue	0.00	0.00	600.00	0.00
4105	DPIL License Plate Revenue	11,331.53	11,331.53	0.00	0.00
	Total Revenues	<u>2,660.25</u>	<u>44,165.53</u>	<u>65,700.00</u>	67.22
Expenses					
5101	Monthly Book Purchase	5,737.87	27,699.97	65,100.00	42.55
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>5,737.87</u>	<u>27,699.97</u>	<u>65,700.00</u>	42.16
	Net Income	<u>\$ (3,077.62)</u>	<u>\$ 16,465.56</u>	<u>0.00</u>	0.00

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

ASSETS

Current Assets

Petty Cash	\$	350.00
Truist Money Mkt. Acct.		351,805.92
Payroll Account		479.16
Checking Account		60,267.11
Truist Business Advantage MM		43,013.87
Cash on Hand		300.00
Accounts Rec'ble Module		575.00

Total Assets		\$	<u>456,791.06</u>
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LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	4,431.00
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

Total Liabilities		4,431.00
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Capital

Unassigned Fund Balance	413,902.11
Clark Funds Assigned/FutureUse	38,542.57
Current Earnings	0.00
Net Income	(84.62)

Total Capital		<u>452,360.06</u>
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Total Liabilities & Capital		\$	<u>456,791.06</u>
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Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
FY 2022/2023 Operating Account
Financial Report

		December 2022	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	1,054,625.50	2,109,251.00	50.00
4102	Washington County	0.00	51,000.00	102,000.00	50.00
4103	Interest Income	4.00	27.79	100.00	27.79
4104	Printing & Copying	1,061.33	6,052.41	10,000.00	60.52
4105	Lost & Damaged Charges	208.63	2,307.28	5,000.00	46.15
4106	Meeting Room Rental	215.00	1,960.00	4,000.00	49.00
4107	Hotspot Rental	544.00	3,414.00	8,000.00	42.68
41081	Miscellaneous	294.51	3,015.98	5,000.00	60.32
41082	Patron Supply Purchase	6.00	72.00	175.00	41.14
41083	JCPL Promotional Items	11.00	51.00	500.00	10.20
41084	Ongoing Book Sale	472.75	4,268.50	0.00	0.00
41085	Cashier Reconciliation	1.22	24.33	0.00	0.00
41091	Donations	12,869.86	19,639.58	22,000.00	89.27
41092	Memorials	25.00	2,515.00	2,000.00	125.75
41093	Friends of the Library	0.00	2,754.00	2,750.00	100.15
41095	LSTA Grant	0.00	71.91	17,470.00	0.41
41096	Other Grant Revenue	0.00	0.00	0.00	0.00
4110	E-rate Reimbursement	923.30	923.30	5,795.00	15.93
4111	Sale of Obsolete Equip.& Furn.	430.00	830.00	500.00	166.00
4112	Events and Promotions	0.00	0.00	0.00	0.00
Total Revenues		17,066.60	1,153,552.58	2,294,541.00	50.27
Expenses					
Personnel					
51011	Salaried	55,659.34	337,006.61	737,000.00	45.73
51012	Hourly	56,289.08	293,376.65	631,500.00	46.46
5102	Social Security	8,564.04	48,186.12	104,690.00	46.03
5103	Medical Insurance	13,558.84	79,533.32	167,000.00	47.62
5104	Worker's Compensation	0.00	2,187.00	2,200.00	99.41
5105	State Unemployment	577.78	1,993.28	2,000.00	99.66
5106	Staff Development	0.00	12,956.70	12,500.00	103.65
5107	Staff Memberships	0.00	200.00	1,000.00	20.00
5108	Travel Expense	9.60	492.17	1,000.00	49.22
5110	TIAA Retirement	4,094.12	24,507.50	50,500.00	48.53
Total Personnel Expenses		138,752.80	800,439.35	1,709,390.00	46.83
Support Services					
52011	General Supplies	155.57	1,771.47	5,000.00	35.43
52012	Circ. Supplies	85.99	331.11	4,000.00	8.28
52013	Public Service Dept(s)Supplies	474.60	2,663.64	3,000.00	88.79
52014	Printing/Copying Supplies	179.89	1,476.77	2,000.00	73.84
5202	Postage	0.00	431.00	2,000.00	21.55
5204	Telephone	106.08	543.56	1,400.00	38.83
5205	Miscellaneous Admin.	520.27	3,715.53	6,000.00	61.93
5206	Bank & CC Acceptance Fees	234.39	2,569.70	5,000.00	51.39
5207	Volunteer Services	177.03	373.06	1,000.00	37.31
52081	Audit	0.00	13,700.00	13,800.00	99.28
52083	Gen. Liab.& Contents Ins.	0.00	6,390.00	6,400.00	99.84

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

		December 2022	Year to Date	Budget	Percent
52084	Directors & Officers Ins.	0.00	2,165.00	2,165.00	100.00
5209	Library Memberships	0.00	1,213.00	1,500.00	80.87
5210	Public Relations	(61.30)	4,170.84	7,500.00	55.61
5211	Vehicle Expense	87.77	3,888.08	5,000.00	77.76
	Total Support Services	1,960.29	45,402.76	65,765.00	69.04
Building Operations					
5301	Gas	1,805.77	5,806.45	11,500.00	50.49
5302	Electricity	4,243.33	27,578.53	55,500.00	49.69
5303	Water	465.08	1,963.33	6,500.00	30.21
5304	Janitorial Supplies	1,809.40	7,573.58	14,800.00	51.17
53051	Routine Maint. & Repair	640.95	6,068.75	14,300.00	42.44
53052	Lighting	0.00	539.31	3,000.00	17.98
53053	Grounds Maintenance	397.08	2,811.61	10,000.00	28.12
53061	Equip. Maint./Contracts	148.00	2,750.00	8,500.00	32.35
53062	Contracted Building Services	397.93	7,320.66	11,000.00	66.55
5307	Building Improvements	2,797.29	2,978.93	10,000.00	29.79
5308	Clothing and PPE	0.00	1,045.15	1,500.00	69.68
	Total Building Operations	12,704.83	66,436.30	146,600.00	45.32
Technical Services					
5401	Processing Supplies	975.39	2,645.26	9,500.00	27.84
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	975.39	2,645.26	10,750.00	24.61
Materials and Services					
55011	Adult Books	1,733.30	20,166.58	37,700.00	53.49
55012	Children's Books	796.59	17,041.31	37,300.00	45.69
55013	Teen Books	780.21	6,904.32	10,000.00	69.04
5502	Serials	0.00	1,328.02	7,500.00	17.71
55031	Adult Non-Print	576.03	3,566.07	10,000.00	35.66
55032	Children's Non-Print	106.28	1,009.43	2,700.00	37.39
55033	Teen Non-Print	196.28	196.28	500.00	39.26
5504	Databases, Electronic	692.04	5,950.23	12,500.00	47.60
55051	Adult Programs	317.46	2,739.16	5,000.00	54.78
55052	Children's Programs	1,035.50	2,088.97	5,000.00	41.78
55053	Teen Programs	232.85	1,857.44	3,500.00	53.07
5506	Summer Reading Program (All)	0.00	2,571.08	13,500.00	19.05
55071	Adult Electronic Materials	1,137.18	24,652.95	37,100.00	66.45
55072	Children's Electronic Material	0.00	2,559.99	8,100.00	31.60
55073	Teen Electronic Materials	465.45	1,639.43	5,700.00	28.76
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	8,069.17	94,271.26	196,100.00	48.07

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

		December 2022	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	975.65	2,071.92	5,000.00	41.44
5602	Software	500.89	1,160.89	5,000.00	23.22
5603	Copier Maintenance	1,019.06	6,679.97	11,000.00	60.73
5604	ILS Maintenance	0.00	0.00	19,500.00	0.00
5605	Equip./Software Maint.	40.40	34,942.60	42,500.00	82.22
5606	Internet Access	804.68	4,937.40	10,100.00	48.89
5608	LSTA Grant	0.00	34,906.40	34,790.00	100.33
	Total Information Technology	<u>3,340.68</u>	<u>84,699.18</u>	<u>127,890.00</u>	66.23
Miscellaneous Expense					
5701	Miscellaneous	127.85	1,828.90	5,000.00	36.58
5702	Security	3,493.75	18,631.25	37,500.00	49.68
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	35,910.94	38,543.00	93.17
5708	Misc. Friends of the Library	0.00	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>3,621.60</u>	<u>59,743.09</u>	<u>84,418.00</u>	70.77
	Total Expenses	<u>169,424.76</u>	<u>1,153,637.20</u>	<u>2,340,913.00</u>	49.28
	Net Income	<u>\$ (152,358.16)</u>	<u>(84.62)</u>	<u>(46,372.00)</u>	0.18

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2022/2023

Balance Sheet

December 31, 2022

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		45,058.96
Accounts Receivable		0.00
		<hr/>
Total Current Assets		45,058.96

LIABILITIES AND CAPITAL

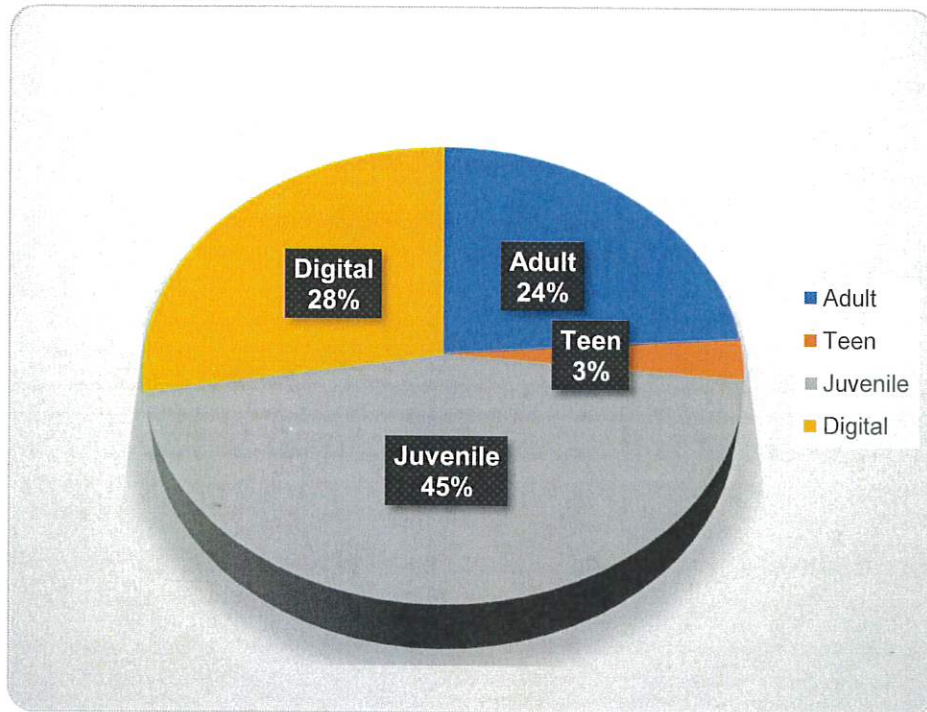
Current Liabilities		
Accounts Payable	\$	0.00
		<hr/>
Total Liabilities		0.00
Capital		
Reserved Balance		34,040.12
Journal Difference		0.00
Net Income		11,018.84
		<hr/>
Total Capital		45,058.96
		<hr/>
Total Liabilities & Capital	\$	45,058.96
		<hr/> <hr/>

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

		December 2022	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	\$ 19,850.00	39,700.00	50.00
4102	Washington County	0.00	12,500.00	25,000.00	50.00
4103	Donations	0.00	484.00	400.00	121.00
4104	Miscellaneous Revenue	0.00	0.00	600.00	0.00
4105	DPIL License Plate Revenue	0.00	11,331.53	0.00	0.00
	Total Revenues	<u>0.00</u>	<u>44,165.53</u>	<u>65,700.00</u>	<u>67.22</u>
Expenses					
5101	Monthly Book Purchase	5,446.72	33,146.69	65,100.00	50.92
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>5,446.72</u>	<u>33,146.69</u>	<u>65,700.00</u>	<u>50.45</u>
	Net Income	<u>\$ (5,446.72)</u>	<u>\$ 11,018.84</u>	<u>0.00</u>	<u>0.00</u>

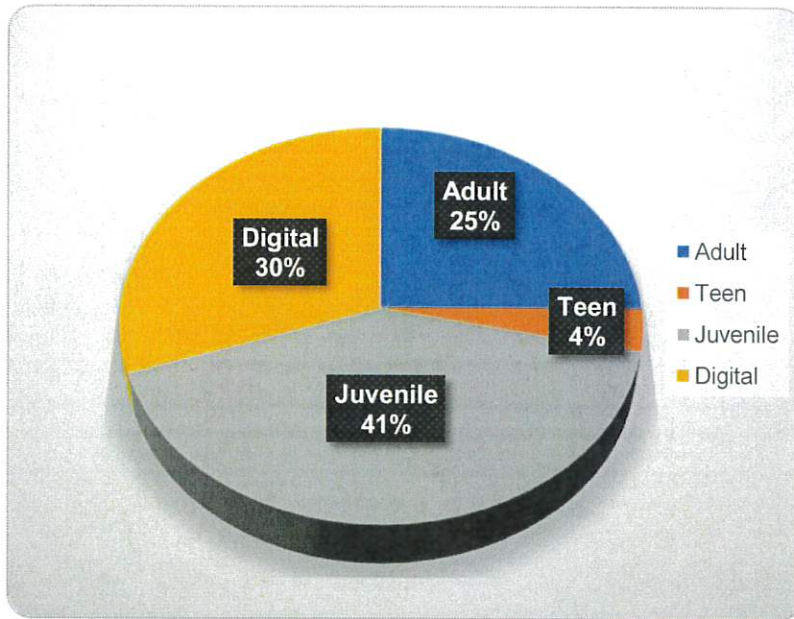
Circulation Report for November 2022

	Nov-22	Oct-22	% Change	Nov-21	% Change	Nov-19	% Change
Library							
Adult	13610	13796	-1.35%	12531	9%	15896	-14%
Teen	1576	1725	-8.64%	1775	-11.21%	1860	-15%
Juvenile	25996	26739	-2.78%	18815	38.17%	18999	37%
Digital	15768	15646	0.78%	13941	13.11%	11170	41%
Total	56950	57906	-1.65%	47062	21.01%	47925	19%
Courier Loans							
Borrowed	1169	1169	0.00%	1880	-37.82%	1547	-24%
Loaned	399	399	0.00%	867	-53.98%	741	-46%
Other							
Self Checkouts	13095	13499	-2.99%	8999	45.52%	11191	17%
Borrowers added	259	304	-14.80%	191	35.60%		
Door Count		16924	-100.00%	7850	-100.00%	18556	-100%

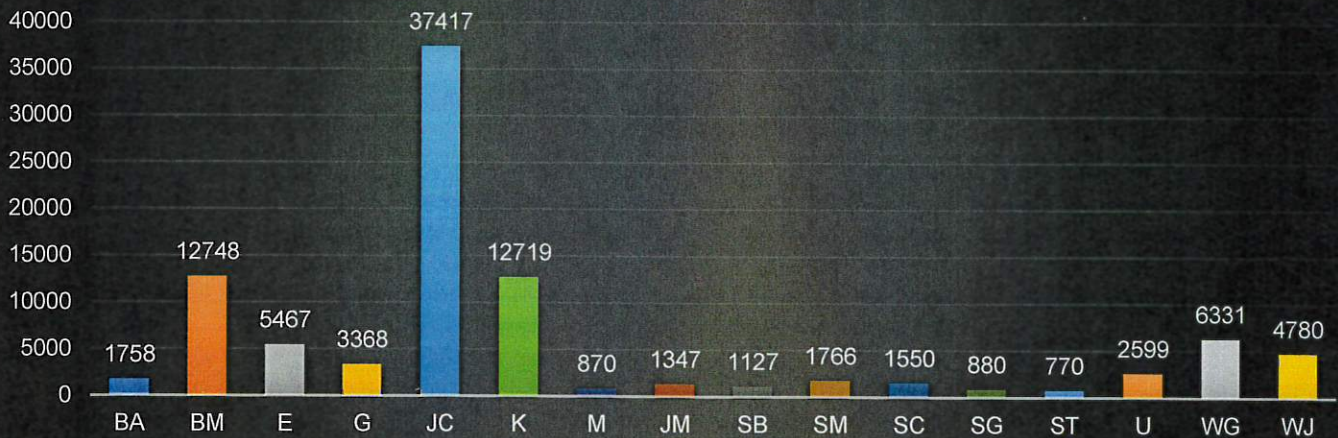


Circulation Report for December 2022

	Dec-22	Nov-22	% Change	Dec-21	% Change	Dec-19	% Change
Library							
Adult	13434	13610	-1.29%	11821	14%	12316	9%
Teen	1819	1576	15.42%	1640	10.91%	1810	0%
Juvenile	22131	25996	-14.87%	17656	25.35%	20616	7%
Digital	16248	15768	3.04%	14350	13.23%	11501	41%
Total	53632	56950	-5.83%	45467	17.96%	46243	16%
Courier Loans							
Borrowed	1013	1169	-13.34%	1631	-37.89%	1503	-33%
Loaned	391	399	-2.01%	733	-46.66%	683	-43%
Other							
Self Checkouts	11371	13095	-13.17%	8999	26.36%	10073	13%
Borrowers added	226	259	-12.74%	216	4.63%		
Door Count	13334		#DIV/0!	8141	63.79%	17551	-24%



OWL CIRC, December 2022



Section: Attendance & Leave	Subject: Attendance Policy
Effective Date: May 8, 2007	Page: 1 of 2
Revision Date: October 2019	Approved: May 8, 2007

Purpose

Dependable and prompt work attendance is an essential function of every position at Johnson City Public Library. The efficiency of the entire group is impaired if every individual is not present when expected. Every employee is expected to be at their designated work location on time, fully prepared, every day that the employee is scheduled to work. ~~Planned absences such as vacations shall be scheduled in advance. Unscheduled absences and tardiness are particularly disruptive and must be kept to an minimum.~~ This policy contains minimum criteria and is not exhaustive.

Scheduled Absences

Planned absences ~~and other excused absences~~ with or without pay must be approved in advance by the staff member's supervisor. This includes paid time off, jury duty, military leave, ~~death in the family,~~ and sick time used for, but not necessarily limited to, health care provider appointments, and FMLA covered leave. Employees must submit a Leave Request Form and are encouraged to confirm approval prior to making travel arrangements. Director approval is needed for FMLA leave, time off without pay for full-time employees, and requests for periods greater than 2 weeks.

Authorized Absence Documentation

The library may require documentation of authorized reasons for absence, such as sick leave or jury duty, and may also verify the documentation where appropriate.

Unscheduled Absences

In the case of sudden illness or other unexpected circumstances, an employee should notify ~~his/her~~ **their** supervisor at least 15 minutes prior to start of work by **phone or text**. If this is not possible, a family member should alert the supervisor as soon as possible to explain the situation and indicate the expected date and time of return. Written proof (such as a letter from a medical professional) of such absences may be required by the employee's supervisor. Full-time employees must use available paid leave to cover absences to ensure the work week is 40 hours. Work weeks run Sunday- Saturday. ~~With prior permission from a supervisor, time lost may be made up within the work week (FT staff) (not the pay period).~~ or within the pay period (PT staff). **Unless approved by a Director, total hours worked in a work week shall not exceed 40.**

Absences without Pay

~~Absences without pay for full-time employees require prior approval by the library Director.~~

Tardiness

An employee shall notify his/her **their** supervisor as soon as possible of any anticipated tardiness. If unforeseen circumstances cause tardiness of 15 minutes or more, an employee shall call the supervisor immediately. Nonexempt employees who are late by 15 minutes or more will have a pay reduction unless arrangements are made with the supervisor to make up time lost as a result of the tardiness within the same work week.

Meals

In accordance with state law, employees must take a meal break of at least 30 minutes for every six or more consecutive hours worked. Employees taking a meal break must be completely relieved of duties. For this reason, meal breaks in offices or cubicles are discouraged. Supervisors will schedule allowances for meal breaks ~~for employee work days.~~

Rest Periods

Employees who work at least four consecutive hours are entitled to take a 15 minute rest break. Employees may take one break for each four hour period they work. Breaks are paid time granted for the benefit of the employee. Employees may not forego a break in order to alter their scheduled work time, nor combine a break period with a meal period. Employees are not authorized to leave the library campus during their rest break.

Work from home

Employees are strongly discouraged from working from home. This includes checking email. Staff may be permitted to work from home only with prior approval from the director or assistant director, **as outlined by the Telework Guidelines.**

Discipline

Employees who are frequently tardy or absent or who fail to follow approved departmental guidelines are subject to disciplinary procedures up to and including termination.

Attachment- A



Johnson City Public Library Leave Request Form

Leave Information

Staff Name: _____

Phone Number: _____ Department: _____

Supervisor: _____

Type of Leave Requested:

- | | | | |
|---|------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Sick | <input type="checkbox"/> Vacation | <input type="checkbox"/> Bereavement | <input type="checkbox"/> Time Off Without Pay |
| <input type="checkbox"/> Personal Business
Leave | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> FMLA | <input type="checkbox"/> Other |

First Day of Leave: _____ Last day of leave: _____

Current Leave Balance (please explain if you will be using a combination of leave types. If insufficient leave at the time of request, include anticipated balance at the time of your leave start date)

Please submit this form for requesting anticipated leave. When unexpected needs or illnesses arise that necessitate using leave, contact your supervisor as soon as possible. Record leave amounts on your bi-weekly time sheet.

Staff Signature

Date

Supervisor Approval

- Approved
- Not Approved

Library Director

Date

Director approval is needed for FMLA leave, time off without pay for full-time employees, and requests for periods greater than 2 weeks.

Submit completed forms to the Office Manager

Attachment-B



Telework Guidelines rev 9/2020

In consideration of the health and wellbeing of members of the Johnson City Public Library staff, the following guidelines shall be used to determine the conditions under which individual staff members may complete their work assignments remotely.

The primary goals of the Telework Guidelines are to establish:

- The eligibility of staff to work remotely
- Conditions in which work can be accomplished remotely
- The responsibilities of the staff, library, and Director
- An inclusive work environment that allows all employees to make a meaningful contribution to the library

ELIGIBILITY

Staff members may work remotely/from home under the following guidelines:

- Their position must be conducive to working remotely (examples of this would be: phone and e-mail services, program planning and recording/broadcasting that can be completed from home or an alternate site, Social Media/marketing, collection development, and administrative work).
- Conditions exist in the Library or in the personal situation of the employee that make working remotely advisable.
- They demonstrate their ability to complete essential job duties while working remotely.
- All work-related accommodation requests must be provided in writing and are subject to final director approval. (Memo example attached)

CONDITIONS

- Work hours, compensation, and leave scheduling while teleworking continue to conform to applicable Human Resource policies, including meal breaks. (Policies are located in the All Staff Drive). Requests to work overtime or use of accrued leave must be approved by the employee's supervisor in the same manner as when working at the regular Library worksite.
- Staff members must be available to the library by email, and/or phone during an agreed upon working schedule.

EQUIPMENT

- Staff will not be reimbursed for expenses incurred by phone calls, data charges, Internet access, or other business expenses related to working remotely from home.

- Library-owned resources may only be used for Library business. The employee is responsible for ensuring that all items are properly used.
- The employee agrees to take reasonable steps to protect any Library property from theft, damage or misuse. This includes maintaining data security and record confidentiality to at least the same degree as when working in the library building.
- When the employee uses personal equipment, software, data, supplies, and furniture, the employee is responsible for maintenance and repair of these items unless other arrangements have been made in advance and in writing with the supervisor. The Library assumes no responsibility for any damage to, wear of, or loss of the employee's personal property.

TELEWORK SITE SAFETY

- The employee must ensure that the designated work space is safe and free from hazards, and maintain Library-owned equipment, software, supplies, and furniture.
- The employee will be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while teleworking. The employee remains liable for injuries to third parties and/or members of the employee's family on the employee's premises.

EMERGENCY CLOSINGS

If the library is closed due to emergency conditions, an interim work or telecommuting schedule may be developed and job descriptions or duties may be temporarily altered or reassigned based on the needs of the library.

A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.

ONGOING EVALUATION

These guidelines will be periodically evaluated by the Director and Assistant Director.

Questions or concerns regarding these guidelines should be addressed to the Director.

NOTE

This is not a contract of employment between the Library and Library employees and it does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. Library employees remain obligated to comply with all Library rules, policies, practices, and instructions that would apply if the employee were working at the Library building. Work products developed or produced by the employee while teleworking shall be considered property of the Johnson City Public Library.

MEMO

TO: XXX
FROM: Julia Turpin
CC: XXX
DATE: XXX

The library is a family friendly employer and understands the necessity of meeting the employee's needs when it is feasible. At the request of XXXManager on behalf of XXXstaff, I am approving the library enter a temporary arrangement that will be reevaluated in XXXDate. This is not a contract; any disruption of work may consider this void and 40 hours on site work as an exempt/non exempt employee may resume immediately.

- XXXStaff will work XXX conditions of employment go here

(employee signature) (Date)

(supervisor signature) (Date)

(Director signature) (Date)



Johnson City Public Library Library Code of Conduct

The Board of Directors has established this code to make everyone's use of the library as pleasant and as productive as possible. The Board and staff enthusiastically support the library's role as a public institution open to all people. We strive to offer high quality service free of bias and favoritism in a clean, comfortable, and safe environment.

The following are required of everyone using the library:

- ~~children 10 years of age and younger, or any other person who needs care, must be under adult supervision.~~ children 10 years of age and under must have an adult within the facility; children 5 years of age and younger, or any other person who needs care, must be under adult supervision
- civility and respect for the rights and feelings of others
- adherence to library policies, procedures, and guidelines
- cooperation with reasonable requests by library employees, law enforcement, and volunteers
- personal hygiene sufficient to avoid disturbing others
- open wounds must be wrapped or bandaged while using the library
- appropriate use of library equipment, furniture, materials, and other resources
- appropriate attire, including shoes and shirt
- courtesy in the use of communication electronic devices regarding sound and volume so that neither telephone ringing nor conversations disturb others are not disturbed
- willingness to open briefcases, parcels, purses, etc. to enable staff to determine if library materials have been properly checked out
- personal belongings must be clean, pest and odor free, and must fit within the space under one standard library table
- ~~food/snacks are restricted to designated "food zones" within the library~~ eating inside the library is prohibited with the exception of dry snacks and covered beverages, which are permitted in all areas unless otherwise indicated

The following items are not permitted in the library or on library grounds:

- weapons
- illegal drugs
- alcohol (except at events sponsored or approved by the library)
- bicycles may not be brought inside the library and should stowed in bike racks in or parked inside the library
- large shopping carts may not be brought inside the library

- ~~Bedrolls, blankets, frame backpacks, suitcases,~~ or bags measuring more than three feet in length or height. Items may not be left unattended or allowed to impede others
- Pets may not be brought inside the library nor may they be left unattended outside the library (excluding pets secured in vehicles)

The following activities/behaviors are not permitted in the library or on the library grounds:

- loitering or sleeping in or on the grounds of the library
- spreading out personal belongings unrelated to the use of Library services
- using restrooms for preparing food, bathing, doing laundry
- bringing in trash, or littering
- smoking, vaping, chewing, or any other use of tobacco-related products
- unapproved solicitation of any type inside the library
- use of skates, skateboards, BMX bikes or similar devices on library property
- loud, abusive, or offensive language
- staring, stalking, harassment, or other behavior that reasonably can be expected to disturb others
- **viewing pornography in any format**
- photography or videography without Library approval
- violence or the threat of violence
- public intoxication
- disorderly behavior
- any actions which are in violation of City, State, or Federal laws and regulations

This code applies to the use of the library in person, by telephone, through computer networks, or other means as may be available. Any exception to this Code shall only be made with the permission of the library director or their designee. Individuals' failure to comply with this code may result in their temporary or permanent exclusion from the library and library grounds.

***Approved by the Johnson City Public Library Board of Directors on May 14, 2002
Revision approved on May 14, 2019***