



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

2023/2024 Board of Directors:

Jennifer Dixon, President
Daryl Carter, Vice-President
Scott Jeffress, Treasurer
Georgita Washington, Secretary
Rob Davis
John Hunter
Thomas Kendall
Gwynn Mettetal
Suzy Williams

Johnson City Public Library Board of Directors September 19, 2023 4:30 PM

1. Call to order
 2. Public Comment
 3. Approval of August minutes – **Action**
 4. Treasurer's Report
 - a. August JCPL report -- **Action**
 - b. August WCIL report—**Action**
 5. Director's Report
 6. President's Report
 7. Old Business
 8. New Business
 - a. Policy updates- **Action**
 - i. FMLA Policy
 9. Adjournment
- Action items indicated in red

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
August 15, 2023

The Board of Directors of the Johnson City Public Library met August 15, 2023, at 4:30 p.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Secretary Georgita Washington, Treasurer Scott Jeffress, Rob Davis, Thomas Kendall, and Suzy Williams. Daryl Carter, John Hunter, and Gwynn Mettetal were absent from the meeting. Also present were Holston River Regional (HORL) Director Jennifer Breuer, Director Julia Turpin, and Assistant Director and Recording Secretary Cathy Griffith.

- I. Call of meeting to order. President Dixon called the meeting to order at 4:39 p.m. and welcomed new Board member Rob Davis. Mr. Davis is an analyst for Eastman Chemical Company. He lives in Johnson City and has a one-year-old and a five-year-old.

(Public Comment. None.)

- II. Approval of July minutes. Upon the motion of Ms. Williams, seconded by Mr. Jeffress, the minutes of the July 18, 2023, meeting were approved as submitted.

- III. Treasurer's Report.

- a. June JCPL report (final). At the end of June, total revenue was just over 100.3% and total expenditures ended the fiscal year at 97.5% of budgeted amounts. All expense line items, and account groups ended the fiscal year at or under budget. Net Income for FY23 was \$65,697 leaving an unassigned fund balance of \$518,141. Upon the motion of Ms. Williams, seconded by Ms. Washington, it was unanimously resolved to approve the June 2023 Operating Account report as submitted.
- b. June WCIL report (final). At the end of June, total revenue was just under 104% and total expenditures were 97.4% of budgeted amounts. An additional \$3,247 was received from the sale of the DPIL license plate in Washington County. All expense line items ended the fiscal year under budget. Net income for FY23 was \$14,397. This is largely due to revenue from the sale of the Dolly Parton Imagination Library license plate in Washington County. Upon the motion of Mr. Kendall, seconded by Ms. Williams, it was unanimously resolved to approve the June 2023 WCIL report as submitted.
- c. July JCPL report. Personnel is at 4.3% because of the reversal of wages payable at the end of the fiscal year. The first payroll in July was earned in June (all but one day) and booked in June. Account code 5205 has a credit balance because Lands' End put the wrong logo on polo shirts given to new staff members. The shirts were sent back for credit/refund. Account code 5211 is auto insurance on both vehicles for the fiscal year. The annual HVAC maintenance contract with Johnson Control is reflected in account code

53061. Account code 5504 is a one-time charge for the ProQuest database and the annual \$1,200 payment to Mobile Beacon for Hotspots. The annual equipment maintenance contract with Bibliotheca is reflected in expense line item 5605. Bibliotheca services our Integrated Library System/Radio Frequency Identification equipment. Upon the motion of Ms. Washington, seconded by Ms. Williams, it was unanimously resolved to approve the July Operating Account report as submitted.

- d. July WCIL report. At the end of July, total revenue was 13.2% and total expense 7.8% of budgeted amounts. Currently, 5,115 Washington County children under the age of five are enrolled in the program. Board members discussed program demographics and potential outreach efforts. Ms. Washington suggested creating an "Enrollment FAQ" for nurses at the birthing hospitals. This was in response to Mr. Griffith's comment about parents with a second child not understanding that they can and should enroll all children in their household. The assumption by nurses and/or parents is that by enrolling additional children, they will receive the same books as the first child they enrolled. All enrolled children receive age-appropriate books and books are regularly added and rotated within the IL system. Upon the motion of Ms. Washington, seconded by Ms. Williams, it was unanimously resolved to approve the July Imagination Library report as submitted.

- IV. Director's Report. Ms. Turpin reported that Summer Reading 2023 was a success, and the circulation of materials was great. She added that some things landed well, and some did not, but it was a busy summer. Ms. Turpin said that it was difficult to train a new Children's manager, but we are on the other side of this as well. The Scholastic book fair was a huge success. Feedback from parents and kids was great. Children enrolled in the summer reading program earned between three and twenty Scholastic bucks to spend at the fair. The fair was Wednesday through Saturday and the Friends of the Library paid \$6K for the earned "bucks" and the library received \$4K from Scholastic money to buy additional books. These books will be used for prizes and giveaways. Ms. Turpin reported that she is taking a hard look at children's programming and regular story times have been paused. Special events will still be held as well as Storytime in the Park and Music Morning. Ms. Turpin said that three focus groups of children and their caregivers will be conducted at the end of August and first of September to look at the Children's department programs and services. She added that we are doing the best we can, but we must do something about our space challenges. Ms. Turpin reported that Children's Department librarian Donna McCalman is retiring, and her last day is this Saturday, August 19. Ms. McCalman served two terms on the library board before being hired. Ms. Turpin said that at her request, a going away party will not be held for Ms. McCalman. Instead, a lunch with her co-workers and a cookbook of staff recipes is planned to celebrate and thank Ms. McCalman for her hard work and dedication. Concluding her report, Ms. Turpin said that she has been selected to serve on the City's growth plan steering committee. This is an eighteen-month process, and Ms. Dixon said that this opportunity could allow for some insight considering our current lack of space.

- V. President's Report. Ms. Dixon did not have a report.

VI. Old Business. There was no old business.

VII. New Business.

a. Policy updates.

i. Collection Development Policy. Ms. Turpin said that proposed changes in the policy address new requirements in the Tennessee Public Library Service Agreement, and in particular minimum standards for collection development and internet use policies. Addressing the section of the agreement where local and regional material that have been purchased by library staff must be reviewed by the library board, Ms. Breuer said that the State is leaving this open ended and up to interpretation. She said that Wowbrary is so good tool to use as the State is not saying how often reviews should take place or how lists are to be shared with the Board. Wowbrary is an email alert that showcases the library's newest items each week. Ms. Breuer added that Wowbrary makes the most sense for JCPL and added that a monthly newsletter would also suffice. Ms. Turpin noted that this policy will now be reviewed annually and that the request for reconsideration in the policy meets State standards. Upon the motion of Mr. Kendall, seconded by Ms. Williams, it was unanimously resolved to approve the Collection Development Policy as presented.

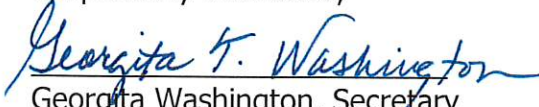
ii. Circulation Policy. Ms. Turpin said that this policy is not related to State standards. She noted that the revised policy removes JC24U accounts and includes minimal changes in circulation guidelines. Upon the motion of Mr. Jeffress, seconded by Mr. Kendall, it was unanimously resolved to approve the Circulation Policy as submitted.

b. Policy Review.

i. Internet Use Policy. One change was suggested. The language that states that the policy will be reviewed every three years was changed to reviewed annually. Upon the motion of Ms. Williams, and seconded by Mr. Davis, it was unanimously resolved to approve the proposed change to the Internet Use Policy.

IV. Adjournment. Prior to adjournment, Ms. Breuer said that she appreciated the thoughtful consideration of the Service Agreement by Ms. Turpin and the Board. Upon the motion of Ms. Williams, seconded by Ms. Washington, it was unanimously resolved to adjourn the meeting at 5:32 p.m.

Respectfully submitted,


Georgita Washington, Secretary

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
Balance Sheet
August 31, 2023

ASSETS

Current Assets

Petty Cash	\$	350.00	
Truist Money Mkt. Acct.		786,298.23	
Payroll Account		577.16	
Checking Account		45,512.28	
Cash on Hand		300.00	
Accounts Rec'ble Module		705.00	
Total Assets			\$ <u><u>833,742.67</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	6,131.48	
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	
Other P/R Deductions		0.00	
Medical Ins. Deduction		0.00	
Aflac		0.00	
Total Liabilities			6,131.48

Capital

Unassigned Fund Balance		518,858.90	
Clark Funds Assigned/FutureUse		0.00	
Current Earnings		0.00	
Net Income		308,752.29	
Total Capital			<u>827,611.19</u>
Total Liabilities & Capital			\$ <u><u>833,742.67</u></u>

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
FY 2023/2024 Operating Account
Financial Report

		August 2023	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	550,318.75	2,201,275.00	25.00
4102	Washington County	0.00	25,500.00	102,000.00	25.00
4103	Interest Income	2,753.92	5,411.27	10,000.00	54.11
4104	Printing & Copying	1,136.78	1,988.98	12,000.00	16.57
4105	Lost & Damaged Charges	548.99	1,170.70	5,000.00	23.41
4106	Meeting Room Rental	915.00	1,650.00	4,500.00	36.67
4107	Fines	1,811.41	3,326.17	5,000.00	66.52
41081	Miscellaneous	1.05	82.23	5,000.00	1.64
41082	Patron Supply Purchase	55.29	99.29	200.00	49.65
41083	JCPL Promotional Items	6.00	10.00	100.00	10.00
41084	Ongoing Book Sale	842.22	1,828.47	0.00	0.00
41085	Cashier Reconciliation	(0.60)	(32.64)	0.00	0.00
41091	Donations	100,297.95	100,631.12	12,000.00	838.59
41092	Memorials	0.00	0.00	2,250.00	0.00
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	7,097.00	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
4113	Hotspot Rental	492.00	903.00	8,000.00	11.29
	Total Revenues	108,860.01	692,887.34	2,374,922.00	29.18
Expenses					
Personnel					
51011	Salaried	92,222.97	124,062.93	804,000.00	15.43
51012	Hourly	70,408.33	95,054.28	642,500.00	14.79
5102	Social Security	12,441.23	16,762.36	110,657.00	15.15
5103	Medical Insurance	12,316.04	24,998.12	172,000.00	14.53
5104	Worker's Compensation	371.00	2,295.00	2,000.00	114.75
5105	State Unemployment	0.00	0.00	1,000.00	0.00
5106	Staff Development	248.00	248.00	5,000.00	4.96
5107	Staff Memberships	0.00	0.00	1,000.00	0.00
5108	Travel Expense	485.75	485.75	1,000.00	48.58
5110	TIAA Retirement	6,260.75	8,361.94	55,650.00	15.03
	Total Personnel Expenses	194,754.07	272,268.38	1,794,807.00	15.17
Support Services					
52011	General Supplies	128.49	484.14	5,000.00	9.68
52012	Circ. Supplies	0.00	103.96	3,000.00	3.47
52013	Public Service Dept(s)Supplies	1,054.45	1,098.93	6,000.00	18.32
52014	Printing/Copying Supplies	0.00	146.47	2,500.00	5.86
5202	Postage	(3.00)	(3.00)	2,000.00	(0.15)
5204	Telephone	106.08	212.16	1,400.00	15.15
5205	Miscellaneous Admin.	1,226.17	1,114.61	7,000.00	15.92
5206	Bank & CC Acceptance Fees	1,428.19	1,788.36	5,500.00	32.52
5207	Volunteer Services	14.94	56.45	1,000.00	5.65
52081	Audit	0.00	0.00	14,700.00	0.00

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
FY 2023/2024 Operating Account
Financial Report

		August 2023	Year to Date	Budget	Percent
52083	Gen. Liab.& Contents Ins.	0.00	6,780.00	6,800.00	99.71
52084	Directors & Officers Ins.	0.00	2,165.00	2,165.00	100.00
5209	Library Memberships	150.00	1,242.50	1,500.00	82.83
5210	Public Relations	154.13	154.13	7,500.00	2.06
5211	Vehicle Expense	53.65	4,352.13	6,000.00	72.54
	Total Support Services	4,313.10	19,695.84	72,065.00	27.33
Building Operations					
5301	Gas	352.45	352.45	12,500.00	2.82
5302	Electricity	5,372.34	5,372.34	57,000.00	9.43
5303	Water	0.00	0.00	6,500.00	0.00
5304	Janitorial Supplies	2,027.80	3,178.12	14,800.00	21.47
53051	Routine Maint. & Repair	4,550.69	5,428.00	14,300.00	37.96
53052	Lighting	60.69	176.25	2,000.00	8.81
53053	Grounds Maintenance	97.55	171.68	7,500.00	2.29
53061	Equip. Maint./Contracts	1,193.00	3,379.00	8,500.00	39.75
53062	Contracted Building Services	254.51	889.66	11,300.00	7.87
5307	Building Improvements	2,055.57	2,055.57	10,000.00	20.56
5308	Clothing and PPE	52.95	52.95	1,500.00	3.53
	Total Building Operations	16,017.55	21,056.02	145,900.00	14.43
Technical Services					
5401	Processing Supplies	750.09	912.61	9,500.00	9.61
5402	Acquisitions	364.00	364.00	750.00	48.53
5403	Binding and preservation	0.00	0.00	500.00	0.00
	Total Technical Services	1,114.09	1,276.61	10,750.00	11.88
Materials and Services					
55011	Adult Books	5,776.09	6,773.67	37,700.00	17.97
55012	Children's Books	3,073.83	3,475.90	37,300.00	9.32
55013	Teen Books	1,338.75	1,746.22	12,000.00	14.55
5502	Serials	0.00	782.72	6,000.00	13.05
55031	Adult Non-Print	824.39	937.95	9,000.00	10.42
55032	Children's Non-Print	738.36	738.36	2,700.00	27.35
55033	Teen Non-Print	0.00	0.00	1,000.00	0.00
5504	Databases, Electronic	0.00	4,416.98	6,000.00	73.62
55051	Adult Programs	225.47	317.57	5,000.00	6.35
55052	Children's Programs	982.98	997.20	5,000.00	19.94
55053	Teen Programs	457.35	457.35	4,000.00	11.43
5506	Summer Reading Program (All)	0.00	2,026.30	13,500.00	15.01
55071	Adult Electronic Materials	3,621.26	5,393.24	42,100.00	12.81
55072	Children's Electronic Material	835.37	1,363.91	8,100.00	16.84
55073	Teen Electronic Materials	238.98	532.42	4,500.00	11.83
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	18,112.83	29,959.79	193,900.00	15.45

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2023/2024 Operating Account
 Financial Report

		August 2023	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	(10.50)	2,119.60	17,000.00	12.47
5602	Software	16.43	32.86	7,000.00	0.47
5603	Copier Maintenance	873.85	1,899.83	12,000.00	15.83
5604	ILS Maintenance	0.00	0.00	24,000.00	0.00
5605	Equip./Software Maint.	0.00	27,560.01	42,500.00	64.85
5606	Internet Access	724.68	1,449.36	10,000.00	14.49
5608	LSTA Grant	0.00	0.00	0.00	0.00
	Total Information Technology	<u>1,604.46</u>	<u>33,061.66</u>	<u>112,500.00</u>	29.39
Miscellaneous Expense					
5701	Miscellaneous	310.12	579.25	4,000.00	14.48
5702	Security	3,987.50	6,237.50	39,500.00	15.79
5703	Furniture	0.00	0.00	1,500.00	0.00
5704	Children's STEM Program	0.00	0.00	10,000.00	0.00
5706	Capital Projects-Other	0.00	0.00	0.00	0.00
5708	Misc. Friends of the Library	0.00	0.00	0.00	0.00
	Total Miscellaneous Expense	<u>4,297.62</u>	<u>6,816.75</u>	<u>55,000.00</u>	12.39
	Total Expenses	<u>240,213.72</u>	<u>384,135.05</u>	<u>2,384,922.00</u>	16.11
	Net Income	<u>\$ (131,353.71)</u>	<u>308,752.29</u>	<u>(10,000.00)</u>	(3,087.52)

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2023/2024

Balance Sheet

August 31, 2023

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		46,923.71
Accounts Receivable		0.00
		0.00
 Total Current Assets		 46,923.71

LIABILITIES AND CAPITAL

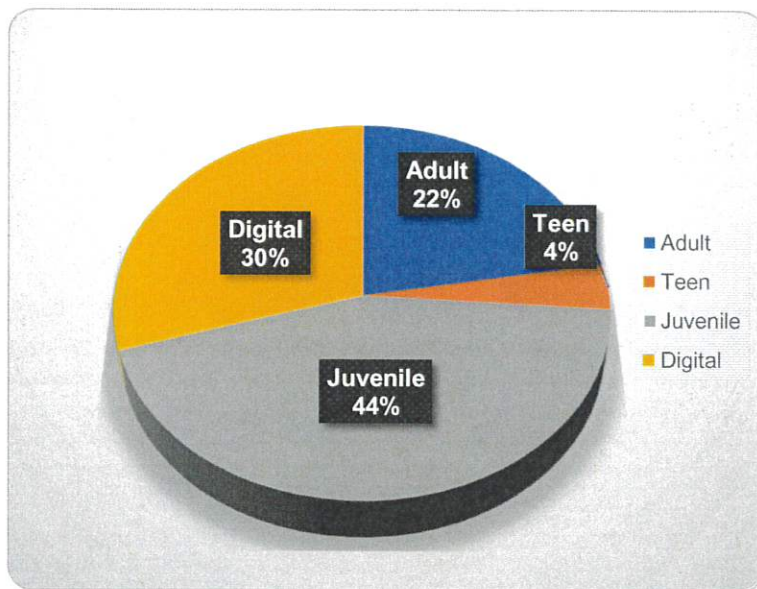
Current Liabilities		
Accounts Payable	\$	0.00
		0.00
 Total Liabilities		 0.00
 Capital		
Reserved Balance		48,437.15
Journal Difference		0.00
Net Income		(1,513.44)
		(1,513.44)
 Total Capital		 46,923.71
 Total Liabilities & Capital	 \$	 46,923.71

Washington County Imagination Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2023/2024
 Financial Report

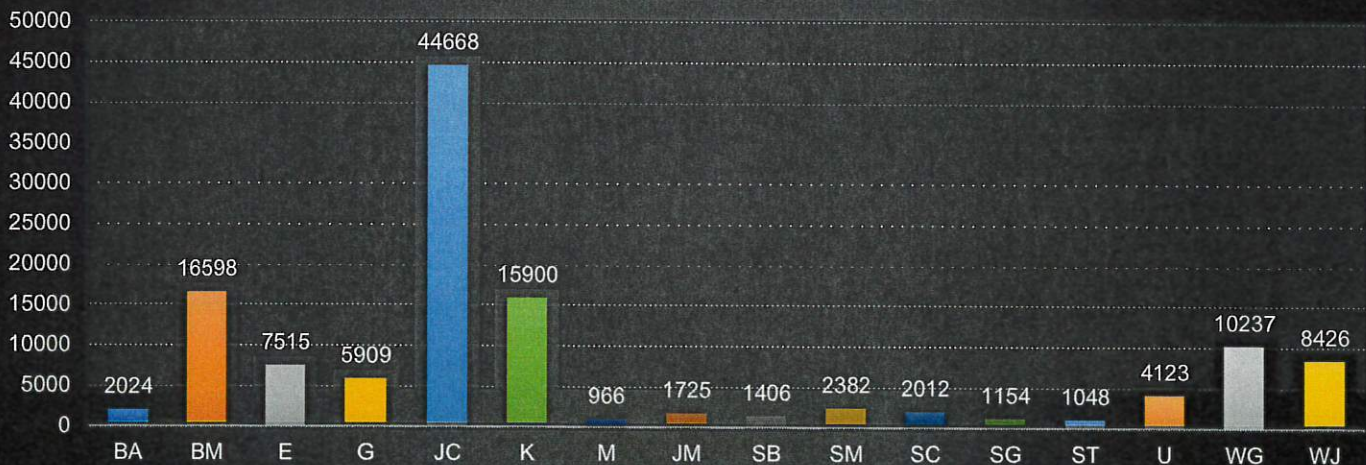
		August 2023	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	\$ 9,925.00	39,700.00	25.00
4102	Washington County	0.00	0.00	25,000.00	0.00
4103	Donations	0.00	0.00	500.00	0.00
4104	Miscellaneous Revenue	0.00	0.00	100.00	0.00
4105	DPIL License Plate Revenue	0.00	0.00	10,000.00	0.00
	Total Revenues	<u>0.00</u>	<u>9,925.00</u>	<u>75,300.00</u>	13.18
Expenses					
5101	Monthly Book Purchase	5,541.08	11,438.44	71,820.00	15.93
5102	Registration Materials	0.00	0.00	2,000.00	0.00
5103	Postage	0.00	0.00	500.00	0.00
5104	Bank Fees	0.00	0.00	25.00	0.00
5105	Travel Expense	0.00	0.00	850.00	0.00
5106	Miscellaneous Expense	0.00	0.00	100.00	0.00
	Total Expenses	<u>5,541.08</u>	<u>11,438.44</u>	<u>75,295.00</u>	15.19
	Net Income	<u>\$ (5,541.08)</u>	<u>\$ (1,513.44)</u>	<u>5.00</u>	(30,268.80)

Circulation Report for August 2023

	Aug-23	Jul-23	% Change	Aug-22	% Change	Aug-19	% Change
Library							
Adult	13831	14398	-3.94%	14959	-8%	17887	-23%
Teen	2413	2502	-3.56%	2370	1.81%	2336	3%
Juvenile	27502	28740	-4.31%	28005	-1.80%	19812	39%
Digital	18497	16927	9.28%	16224	14.01%	12000	54%
Total	62243	62567	-0.52%	61558	1.11%	52035	20%
Courier Loans							
Borrowed	1301	1214	7.17%	1227	6.03%	1967	-34%
Loaned	617	509	21.22%	564	9.40%	826	-25%
Other							
Self Checkouts	14642	16114	-9.13%	14642	0.00%	12749	15%
Borrowers added	365	353	3.40%	374	-2.41%		
Door Count	17026	18591	-8.42%	12769	33.34%	19368	-12%



OWL CIRC, AUGUST 2023



Section: Attendance and Leave	Subject: Family Medical Leave of Absence
Effective Date: April 10, 2019	Page: 1 of 4
Revision Date: 4/2019	Approved: By the Board 1/9/07

The Johnson City Public Library (JCPL) will comply with the requirements of the Family and Medical Leave Act (FMLA). Under the provisions of FMLA, eligible library staff members are entitled to take leave for the following reasons:

- a. Birth of a child or in order to care for a child
- b. The adoption or foster care of a child
- c. The need to care for a library staff member's spouse, son, daughter, or parent who has a serious health condition; or
- d. The library staff member's own serious health condition.

For purposes of this policy, a serious health condition means an illness, injury, impairment, or physical or mental condition as defined by The Family and Medical Leave Act (FMLA).

A library staff member is entitled to twelve calendar weeks of FMLA-covered leave within a rolling twelve- (12-) month period, measured backward from the date of the most recent request for a FMLA leave of absence. This means that each time a library staff member requests, or the Library places a library staff member on, leave under the provisions of this policy, the available time for a FMLA leave of absence will be the balance of the total twelve (12) weeks that has not been used during the twelve (12) month period immediately preceding the commencement of leave.

Eligibility:

To be eligible for leave, a library staff member must have been employed by JCPL for at least twelve (12) months and have worked for at least 1,250 hours during the twelve-month (12) period immediately preceding the commencement of the leave as outlined under FMLA.

Notice Requirements:

Anyone requesting a leave of absence under this policy should see the Assistant Director or designee and provide the necessary written documentation.

When the need for leave is foreseeable, the request must be submitted at least thirty (30) days prior to the desired beginning of the leave of absence. Failure to give at least thirty (30) days of notice of foreseeable need for a leave of absence may delay the start of such leave until thirty (30) days after the date notice was received by the Library.

If the need for the leave is not foreseeable, the library staff member must provide at least verbal notification to his/her **their** supervisor within three (3) days of learning of the need for the leave. In such an event, the library staff member must submit a written request for leave to the Assistant Director or designee as soon as practicable after giving verbal notice.

Certification for the Need for Leave:

In addition to providing notice of the need for leave, any library staff member who needs to have a FMLA-covered medical leave of absence must present certification of the need for a leave of absence. This certification must be provided within fifteen (15) days of the request unless it is not practicable under the circumstances. The Assistant Director has forms available for the library staff member to have completed by his/her licensed health-care provider. Failure to provide certification may result in the library staff members leave being delayed, denied, or revoked.

NOTE: The Johnson City Public Library reserves the right to a second or third medical certification at the Library's expense. JCPL further reserves the right to require recertification of the continuance of a serious health condition at thirty- (30-) day intervals. Recertification may also be required if:

- A library staff member requests an extension of leave;
- Circumstances described by the original certification have changed significantly;
- JCPL receives information that casts doubt upon the continuing validity of the certification; or
- A library staff member is unable to return to work because of the continuation, recurrence, or onset of a serious health condition.

Intermittent Leave:

Generally, FMLA must be taken in a single block. Under certain circumstances, however, FMLA may be taken on an intermittent or reduced work schedule basis if the library staff member and the Library can agree on the schedule requested by the library staff member.

A medical leave of absence may be taken intermittently or on a reduced work schedule basis if the requesting library staff member produces the required certification that there is a medical need for leave of absence and that the medical need is best accommodated through an intermittent leave or reduced work schedule.

NOTE: JCPL reserves the right to require a second or third medical opinion in appropriate cases where authorized to do so by the FMLA.

If medical leave is requested on an intermittent or reduced work schedule basis, the Library may, at the discretion of the administration, transfer the library staff member to an alternative position for which the library staff member is qualified and which better accommodates recurring periods of leave than does the library staff member's regular position. Any such transfer will be to a job that offers pay and benefits that are equivalent to those available in the library staff member's regular job.

Use of Other Leave during FMLA:

The Library will compensate library staff at their normal rate of pay and hours worked for the first 4 weeks (28 days) of FMLA leave. This benefit will not exceed an employee's normal compensation rate for a 28 day period (160 hours for full time staff) and must be taken as a single block. Eligible staff members will be provided up to 6 weeks of paid parental FMLA leave within 12 months following the birth or adoption of a child. This benefit will not exceed an employee's normal compensation rate for a 42 day period (240 hours for full time staff) and must be taken as a single block.

The library will then allow library staff members to use accrued sick leave where applicable while on FMLA leave. After exhaustion of paid sick leave, the library staff member may use other available paid leave while on FMLA leave, prior to going to unpaid FMLA leave.

If a library staff member does not return to work at the end of an approved FMLA leave, he/she they will be required to repay the Library for the first 28 (or 42 if parental leave) days of wages it paid. At the discretion of the director, a waiver of this condition may be provided.

Return to Work:

A library staff member returning from a leave taken because of his/her their own health condition must provide certification from his/her their health-care provider that he/she is they are able to return to work. A library staff member on approved leave of absence will have the right to return to his/her their regular job provided he/she they return within ninety (90) days of the date on which the leave began. If a library staff member does not return to work when his/her leave of

absence expires or does not notify the Library of his/her **their** inability to return in order to determine if additional leave is available, JCPL will terminate his/her **their** employment effective at the beginning of the library staff member's shift on the first scheduled work day that is missed following the expiration of the FMLA leave of absence.

Library staff members will not lose any seniority or other benefits that were accumulated before FMLA was taken. Library staff members may not, however, be entitled to discretionary raises, promotions, or other benefits that become available during the period of leave, and no additional paid leave will accrue during a leave of absence. Additional benefits will not be earned by the library staff member until he/she **they** return to work on a regular basis.

Spouse Aggregation:

In the case where both a library staff member and his/her **their** spouse are employed by JCPL, the aggregate numbers of weeks to which both library staff members are entitled because of birth or placement of a child or to care for a parent with a serious health condition will be limited to twelve (12) weeks during any twelve- (12-) month period. Similarly, both library staff members are limited to an aggregate of 28 days of paid leave. This limitation does not apply in instances where leave is taken because of a library staff member's own serious health condition or to care for a spouse or child with a serious health condition. This policy is not intended to supersede the State of Tennessee Maternity Leave Act.

Health Insurance:

A library staff member away from work due to FMLA will continue to receive library-sponsored health insurance while on leave but will be responsible for payment of any monthly health insurance premiums that are his/her **their** portion. Payment of the library staff members portion of the monthly health insurance premium shall be made on the same day such payment would be required if the payment were a payroll deduction. When the need for family medical leave is foreseeable, the library staff member will be asked to sign an agreement before the leave of absence begins that:

- Discloses the amount that the library staff member must remit on a timely basis to retain the coverage; and
- Indicates that the library staff member understands his/her **their** insurance payment obligations.

If the FMLA leave is not foreseeable, this agreement must be signed as soon as possible after the leave begins.

A library staff member's failure to pay premiums within thirty (30) days of the due date for such premiums will result in the loss of his/her insurance coverage.

If a library staff member does not return to work at the end of an approved FMLA leave, he/she **they** will be required to repay the Library for the insurance premiums it paid. At the discretion of the director, a waiver of this condition may be provided.