



# 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 December 19, 2023 4:30 PM

1. Call to order
2. Public Comment
3. Approval of November minutes –  
**Action**
4. Treasurer’s Report
  - a. November JCPL report -- **Action**
  - b. November WCIL report—**Action**
5. Director’s Report
6. President’s Report
7. Holston River Regional Library Report
8. Old Business
9. New Business
  - a. Revision to the 2023-2024 budget—**Action**
  - b. Vacation leave policy —**Action**
10. Adjournment

- Action items indicated in red

JOHNSON CITY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
November 21, 2023

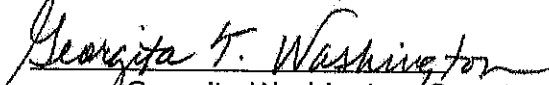
The Board of Directors of the Johnson City Public Library met November 21, 2023, at 4:30 p.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Vice President Daryl Carter, Secretary Georgita Washington, Treasurer Scott Jeffress, Rob Davis, Thomas Kendall, and Gwynn Mettetal. John Hunter and Suzy Williams were absent from the meeting. Also present were Holston River Regional (HORL) Director Jennifer Breuer, Director Julia Turpin, Assistant Director Tyler Wilmoth, Business Manager Celeste Smedley, and library staff member Gabriella Ammiano.

- I. Call of meeting to order. President Dixon called the meeting to order at 4:36 p.m.
- II. Public Comment. None.
- III. Approval of October minutes. Upon the motion of Ms. Mettetal, seconded by Mr. Carter, the minutes of the October 17, 2023, meeting were approved as submitted.
- IV. Treasurer's Report.
  - a. October JCPL report. Mr. Jeffress stated that total revenue is at 53.24% and total expenditures are at 30.51% of budgeted amounts. Mr. Jeffress also explained that we have received the second city allocation this fiscal year and are still waiting on the second county allocation. All expenses with the exception of support services remain at or below budget. He stated that in terms of support services, expenses jumped to 44.3% of budget over the last month, drawing attention to line 5210 from which a significant amount went into the new welcome packets, and commented that this was money well spent. The same is true for Information Technology in terms of one time expenses. Ms. Dixon asked if we've received all the county revenue for the calendar year. Mr. Jeffress explained we have received 50% from the city and 25% from the county but that the large donation of \$104,000 is the reason our total revenues appear to be at 50%. Ms. Smedley stated that we receive revenue from the country quarterly. Upon the motion of Mr. Kendall, and seconded by Mr. Davis, it was unanimously resolved to approve the October JCPL report as submitted.
  - b. October WCIL report. Mr. Jeffress stated that at the end of October, total revenue is at 42.96% and expenditures are at 30.07% of budgeted amounts. He also stated that we are in the same position in terms of city and county allocations for WCIL. Currently, 5,165 Washington County children under the age of five are enrolled in the program. Upon the motion of Ms. Mettetal, seconded by Mr. Kendall, it was unanimously resolved to approve the October WCIL report as submitted.
- V. Director's Report. Ms. Turpin reported that October was a busy month for a variety of reasons. There were lots of programs which culminated in the Trick-Tour-Treat event on

Halloween. Ms. Dixon commented on how well done the voting area was and board members commented on the great job by all departments for the event. Ms. Turpin reported that the Children's Library won the board vote and the popular vote was won by Administration. The other big staff event in October was the retirement party of former Assistant Director Cathy Griffith. The door count for October was 30,000+ which is higher than pre-COVID. Circulation is also up compared to 2022 and 2019. Hoopla continues to get more expensive each month with the October invoice of \$3700. OverDrive titles purchased by JCPL now stay with JCPL card holders rather than becoming available to all READs users after 6 months which should improve wait times. Ms. Turpin introduced Ms. Ammiano and stated that things are going well with the transition in Administration. The Adult Services programming librarian position has been filled and they will be starting next Monday. She also stated that Claire Harlock is this month's Employee of the Month and stated that Claire is someone who always pitches in and even does some outreach for JCPL. She reported that JCPL will be participating in the Christmas parade with the book cart drill team and that the theme for our tree in the park is "Some Tree" inspired by Charlotte's Web. Ms. Turpin reported that funding has been approved for the replacement of our flooring which will include new hard flooring in the meeting room. She also reported that the annual report has been sent out, kicking off our annual campaign and contributions are already coming in. Ms. Dixon asked if there was any news on matching funds from the city for the remodel project and Ms. Turpin reported that she is still exploring options for funding.

- VI. President's Report. Ms. Dixon did not have a report but asked about the staff potluck. Ms. Turpin reported that it went well.
- VII. Holston River Regional Library Report. Ms. Breuer shared the HRRL monthly newsletter with everyone and commented that it was great to have Ms. Turpin at the Level V Summit, and that it went well with good topics presented. She also stated that their office will be closed for Thanksgiving.
- VIII. Old Business. There was no old business.
- IX. New Business. There was no new business.
- X. Adjournment. Prior to adjournment, board members discussed the December board meeting and that everyone would be able to attend. Ms. Turpin will update board members on the status of the December meeting. Upon the motion of Mr. Kendall, seconded by Ms. Mettetal, it was unanimously resolved to adjourn the meeting at 5:04 p.m.

Respectfully submitted,

  
Georgita Washington, Secretary

Johnson City Public Library  
100 West Millard Street, Johnson City, TN 37604  
Balance Sheet  
November 30, 2023

## ASSETS

## Current Assets

Petty Cash	\$	350.00	
Truist Money Mkt. Acct.		820,005.54	
Payroll Account		10,259.16	
Checking Account		87,241.54	
Cash on Hand		300.00	
Accounts Rec'ble Module		270.00	
		<hr/>	
Total Assets			\$ <u><u>918,426.24</u></u>

## LIABILITIES AND CAPITAL

## Current Liabilities

Accounts Payable Module	\$	5,137.27	
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		(50.00)	
Credit Union		0.00	
Staff Orders Account		0.00	
Court Ordered Deductions		0.00	
Dependent Coverage		(151.69)	
Other P/R Deductions		0.00	
Medical Ins. Deduction		0.00	
Aflac		0.00	
		<hr/>	
Total Liabilities			4,935.58

## Capital

Unassigned Fund Balance	518,858.90	
Clark Funds Assigned/FutureUse	0.00	
Current Earnings	0.00	
Net Income	394,631.76	
	<hr/>	
Total Capital		913,490.66
		<hr/>
Total Liabilities & Capital		\$ <u><u>918,426.24</u></u>

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

		November 2023	Year to Date	Budget	Percent
<b>Revenues</b>					
4101	City of Johnson City	\$ 0.00	1,100,637.50	2,201,275.00	50.00
4102	Washington County	25,500.00	51,000.00	102,000.00	50.00
4103	Interest Income	3,035.75	13,766.59	10,000.00	137.67
4104	Printing & Copying	838.03	4,852.63	12,000.00	40.44
4105	Lost & Damaged Charges	213.71	2,580.94	5,000.00	51.62
4106	Meeting Room Rental	100.00	2,310.00	4,500.00	51.33
4107	Fines	1,501.01	8,496.20	5,000.00	169.92
41081	Miscellaneous	2.00	142.52	5,000.00	2.85
41082	Patron Supply Purchase	35.15	172.14	200.00	86.07
41083	JCPL Promotional Items	38.00	71.00	100.00	71.00
41084	Ongoing Book Sale	601.00	4,124.97	0.00	0.00
41085	Cashier Reconciliation	4.29	(38.02)	0.00	0.00
41091	Donations	2,648.17	106,551.99	12,000.00	887.93
41092	Memorials	5,100.00	5,125.00	2,250.00	227.78
41093	Friends of the Library	3,400.00	5,950.00	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	340.80	1,983.80	8,000.00	24.80
	<b>Total Revenues</b>	<u>43,357.91</u>	<u>1,307,727.26</u>	<u>2,374,922.00</u>	55.06
<b>Expenses</b>					
<b>Personnel</b>					
51011	Salaried	60,627.01	303,993.84	804,000.00	37.81
51012	Hourly	45,864.51	235,269.56	642,500.00	36.62
5102	Social Security	8,146.49	41,253.30	110,657.00	37.28
5103	Medical Insurance	12,937.15	62,945.27	172,000.00	36.60
5104	Worker's Compensation	0.00	2,295.00	2,000.00	114.75
5105	State Unemployment	0.00	0.00	1,000.00	0.00
5106	Staff Development	375.39	2,258.80	5,000.00	45.18
5107	Staff Memberships	0.00	401.00	1,000.00	40.10
5108	Travel Expense	239.38	725.13	1,000.00	72.51
5110	TIAA Retirement	3,999.56	20,426.83	55,650.00	36.71
	<b>Total Personnel Expenses</b>	<u>132,189.49</u>	<u>669,568.73</u>	<u>1,794,807.00</u>	37.31
<b>Support Services</b>					
52011	General Supplies	409.16	1,115.07	5,000.00	22.30
52012	Circ. Supplies	0.00	131.31	3,000.00	4.38
52013	Public Service Dept(s)Supplies	68.54	1,626.03	6,000.00	27.10
52014	Printing/Copying Supplies	74.55	1,249.27	2,500.00	49.97
5202	Postage	0.00	737.00	2,000.00	36.85
5204	Telephone	107.12	531.44	1,400.00	37.96
5205	Miscellaneous Admin.	672.53	4,861.49	7,000.00	69.45
5206	Bank & CC Acceptance Fees	436.54	3,007.91	5,500.00	54.69
5207	Volunteer Services	43.50	155.93	1,000.00	15.59
52081	Audit	14,700.00	14,700.00	14,700.00	100.00

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

		November 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	129.00	1,372.89	1,500.00	91.53
5210	Public Relations	4,119.79	9,777.29	7,500.00	130.36
5211	Vehicle Expense	55.20	4,524.10	6,000.00	75.40
	<b>Total Support Services</b>	<b>20,815.93</b>	<b>52,734.73</b>	<b>72,065.00</b>	<b>73.18</b>
<b>Building Operations</b>					
5301	Gas	1,288.04	2,116.39	12,500.00	16.93
5302	Electricity	4,454.19	20,659.52	57,000.00	36.24
5303	Water	382.84	1,512.06	6,500.00	23.26
5304	Janitorial Supplies	2,060.37	7,771.76	14,800.00	52.51
53051	Routine Maint. & Repair	720.48	6,698.77	14,300.00	46.84
53052	Lighting	605.39	1,519.55	2,000.00	75.98
53053	Grounds Maintenance	318.02	521.27	7,500.00	6.95
53061	Equip. Maint./Contracts	0.00	3,675.00	8,500.00	43.24
53062	Contracted Building Services	254.51	2,079.92	11,300.00	18.41
5307	Building Improvements	4,988.17	7,043.74	10,000.00	70.44
5308	Clothing and PPE	0.00	728.70	1,500.00	48.58
	<b>Total Building Operations</b>	<b>15,072.01</b>	<b>54,326.68</b>	<b>145,900.00</b>	<b>37.24</b>
<b>Technical Services</b>					
5401	Processing Supplies	372.82	1,642.89	9,500.00	17.29
5402	Acquisitions	0.00	364.00	750.00	48.53
5403	Binding and preservation	0.00	0.00	500.00	0.00
	<b>Total Technical Services</b>	<b>372.82</b>	<b>2,006.89</b>	<b>10,750.00</b>	<b>18.67</b>
<b>Materials and Services</b>					
55011	Adult Books	2,955.72	14,592.51	37,700.00	38.71
55012	Children's Books	1,466.93	12,233.36	37,300.00	32.80
55013	Teen Books	1,432.74	5,816.57	12,000.00	48.47
5502	Serials	300.00	1,122.72	6,000.00	18.71
55031	Adult Non-Print	651.69	2,805.34	9,000.00	31.17
55032	Children's Non-Print	184.16	930.22	2,700.00	34.45
55033	Teen Non-Print	0.00	451.72	1,000.00	45.17
5504	Databases, Electronic	0.00	4,416.98	6,000.00	73.62
55051	Adult Programs	264.57	3,926.67	5,000.00	78.53
55052	Children's Programs	266.68	2,426.20	5,000.00	48.52
55053	Teen Programs	220.62	907.70	4,000.00	22.69
5506	Summer Reading Program (All)	0.00	2,026.30	13,500.00	15.01
55071	Adult Electronic Materials	4,317.53	16,536.91	42,100.00	39.28
55072	Children's Electronic Material	665.70	2,870.66	8,100.00	35.44
55073	Teen Electronic Materials	369.76	902.18	4,500.00	20.05
5508	FOL Materials	0.00	0.00	0.00	0.00
5509	FOL Programs	0.00	1,500.00	0.00	0.00
	<b>Total Materials and Services</b>	<b>13,096.10</b>	<b>73,466.04</b>	<b>193,900.00</b>	<b>37.89</b>

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

		November 2023	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	365.31	2,579.31	17,000.00	15.17
5602	Software	189.43	255.15	7,000.00	3.65
5603	Copier Maintenance	1,109.29	4,962.06	12,000.00	41.35
5604	ILS Maintenance	0.00	0.00	24,000.00	0.00
5605	Equip./Software Maint.	103.39	35,191.22	42,500.00	82.80
5606	Internet Access	724.68	3,623.40	10,000.00	36.23
5608	LSTA Grant	0.00	0.00	0.00	0.00
	Total Information Technology	<u>2,492.10</u>	<u>46,611.14</u>	<u>112,500.00</u>	41.43
Miscellaneous Expense					
5701	Miscellaneous	277.62	1,440.64	4,000.00	36.02
5702	Security	2,656.25	14,268.75	39,500.00	36.12
5703	Furniture	(2,199.00)	(2,064.02)	1,500.00	(137.60)
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	735.97	735.97	0.00	0.00
	Total Miscellaneous Expense	<u>1,470.84</u>	<u>14,381.34</u>	<u>55,000.00</u>	26.15
	Total Expenses	<u>185,509.29</u>	<u>913,095.55</u>	<u>2,384,922.00</u>	38.29
	Net Income	<u>\$ (142,151.38)</u>	<u>394,631.71</u>	<u>(10,000.00)</u>	(3,946.32)

## Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2023/2024

## Balance Sheet

November 30, 2023

## ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		52,383.16
Accounts Receivable		0.00
		<hr/>
Total Current Assets		52,383.16

## LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	0.00
		<hr/>
Total Liabilities		0.00
Capital		
Reserved Balance		48,437.15
Journal Difference		0.00
Net Income		3,946.01
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Total Capital		52,383.16
		<hr/>
Total Liabilities & Capital	\$	52,383.16
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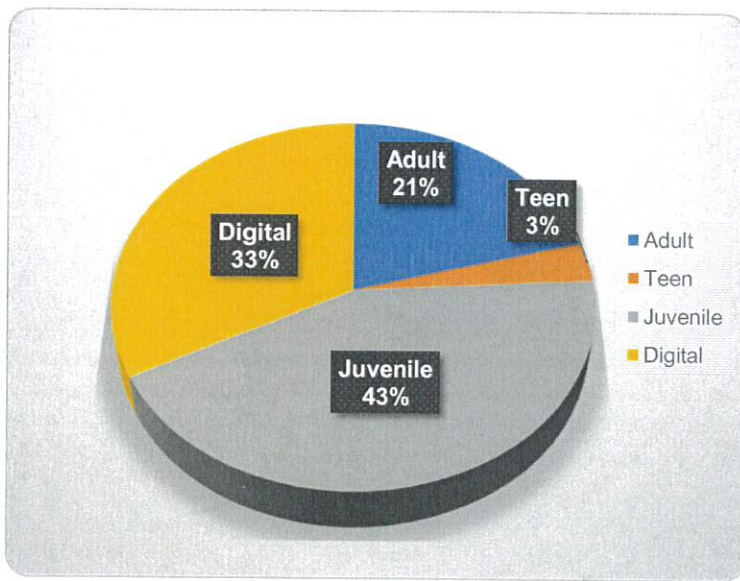
Washington County Imagination Library  
 100 West Millard Street, Johnson City, TN 37604  
 FY 2023/2024  
 Financial Report

		November 2023	Balance YTD	Budget	Percent
<b>Revenues</b>					
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	0.00	500.00	0.00
4104	Miscellaneous Revenue	0.00	0.00	100.00	0.00
4105	DPIIL License Plate Revenue	0.00	0.00	10,000.00	0.00
	<b>Total Revenues</b>	<u>0.00</u>	<u>32,350.00</u>	<u>75,300.00</u>	42.96
<b>Expenses</b>					
5101	Monthly Book Purchase	5,766.06	28,403.99	71,820.00	39.55
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
	<b>Total Expenses</b>	<u>5,766.06</u>	<u>28,403.99</u>	<u>75,295.00</u>	37.72
	<b>Net Income</b>	<u>\$ (5,766.06)</u>	<u>\$ 3,946.01</u>	<u>5.00</u>	78,920.20

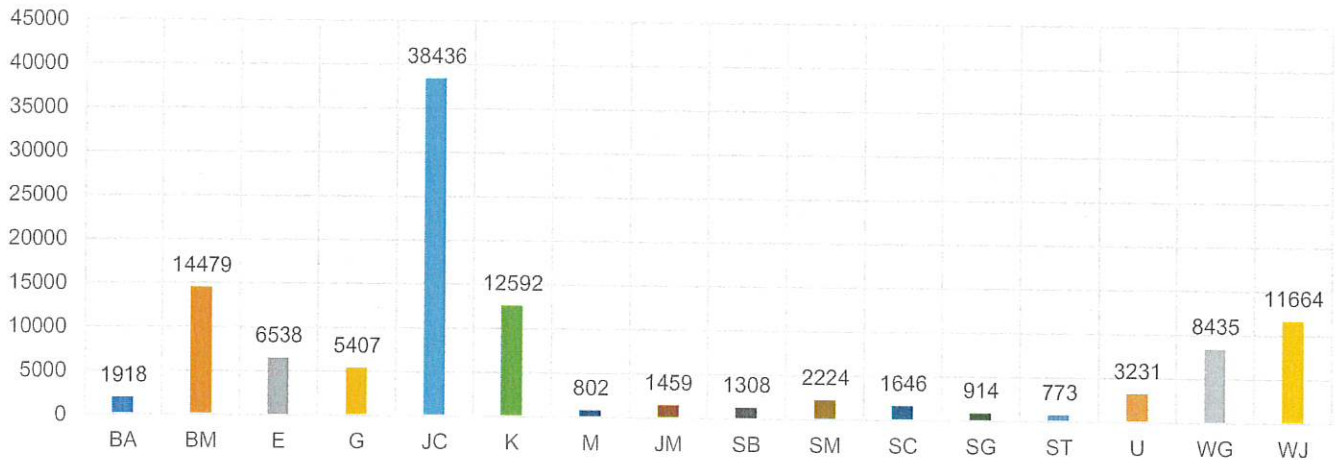
## Circulation Report for November 2023

### Library

	Nov-23	Oct-23	% Change	Nov-22	% Change	Nov-19	% Change
Adult	11582	12715	-8.91%	13610	-15%	15896	-27%
Teen	1903	2348	-18.95%	1576	20.75%	1860	2%
Juvenile	24318	27257	-10.78%	25996	-6.45%	18999	28%
Digital	18391	19704	-6.66%	15768	16.63%	11170	65%
<b>Total</b>	<b>56194</b>	<b>62024</b>	<b>-9.40%</b>	<b>56950</b>	<b>-1.33%</b>	<b>47925</b>	<b>17%</b>
<b>Courier Loans</b>							
Borrowed	1151	1266	-9.08%	1169	-1.54%	1547	-26%
Loaned	648	588	10.20%	399	62.41%	741	-13%
<b>Other</b>							
Self Checkouts	13095	13499	-2.99%	13095	0.00%	11191	17%
Borrowers added	275	356	-22.75%	259	6.18%		
Door Count	14115	30428	-53.61%		#DIV/0!	18556	-24%



## OWL CIRC, NOVEMBER 2023



Johnson City Public Library  
 Fiscal Year 2023-2024  
 Proposed Operating Budget

Approved by Board of Directors  
 Thursday, July 20, 2023  
 Revision 19-Dec-23

REVENUES Acct. #	Actual	Approved	Proposed	Change from prev. budget % of total	
	Year to Date 11/30/2023	Budget 2023/2024	Budget 2023/2024		
Governmental and Interest Income					
4101 City of Johnson City	1,100,638	2,201,275	2,201,275	0	91.83%
4102 Washington County	51,000	102,000	102,000	0	4.26%
4103 Interest income	13,767	10,000	10,000	0	0.42%
Fees for Services					
4104 Printing and copying	4,853	12,000	12,000	0	0.50%
4105 Lost & damaged item charges	2,581	5,000	5,000	0	0.21%
4106 Meeting room fees	2,310	4,500	4,500	0	0.19%
4107 Fines	8,496	5,000	5,000	0	0.21%
Miscellaneous Revenue					
41081 Miscellaneous	143	5,000	5,000	0	0.21%
41082 Patron supply purchase	172	200	200	0	0.01%
41083 JCPL promotional items	71	100	100	0	0.00%
41084 Ongoing Book Sale	4,125	0	4,125	4,125	0.17%
41085 Cashier reconciliation	-38	0	0	0	
Contributions					
41091 Donations	106,552	12,000	12,000	0	0.50%
41092 Memorials	5,125	2,250	2,250	0	0.09%
41093 Friends of the Library	5,950	0	5,950	5,950	0.25%
Grants					
41095 LSTA Grant	0	0	12,150	12,150	0.51%
41096 Other Grant Revenue	0	0	0	0	0.00%
Other Income					
4110 E-rate reimbursement	0	7,097	7,097	0	0.30%
4111 Sale of Obsolete Equip./Furn.	0	500	500	0	0.02%
4112 Events	0	0	0	0	0.00%
4113 Hotspot rental	1,984	8,000	8,000	0	0.33%
<b>41 TOTAL REVENUES</b>	<b>1,307,727</b>	<b>2,374,922</b>	<b>2,397,147</b>	<b>22,225</b>	<b>100.00%</b>
EXPENDITURES					
Personnel					
51011 Salaried	303,994	804,000	804,000	0	
51012 Hourly	235,270	642,500	642,500	0	
5102 Social Security	41,253	110,657	110,657	0	
5103 Medical insurance	62,945	172,000	172,000	0	
5104 Worker's compensation	2,295	2,000	2,000	0	
5105 State unemployment	0	1,000	1,000	0	
5106 Staff development	2,259	5,000	5,000	0	
5107 Staff memberships	401	1,000	1,000	0	
5108 Travel expense	725	1,000	1,000	0	
5110 TIAA/CREF retirement	20,427	55,650	55,650	0	
<b>51 Total Personnel expenses</b>	<b>669,569</b>	<b>1,794,807</b>	<b>1,794,807</b>	<b>0</b>	<b>74.56%</b>

	Actual Year to Date 05/31/2023	Proposed Budget 2023/2024	Proposed Budget 2023/2024	Change from prev. budget	% of total
<u>Support Services</u>					
52011 General supplies	1,115	5,000	2,500	-2,500	
52012 Circ. supplies	131	3,000	2,000	-1,000	
52013 Public service dept.(s) supplies	1,626	6,000	4,000	-2,000	
52014 Printing & copying supplies	1,249	2,500	2,500	0	
5202 Postage	737	2,000	2,000	0	
5204 Telephone	531	1,400	1,400	0	
5205 Miscellaneous - admin.	4,861	7,000	7,000	0	
5206 Bank fees	3,008	5,500	5,500	0	
5207 Volunteer Services	156	1,000	1,000	0	
<u>Services &amp; Insurance</u>					
52081 Audit	14,700	14,700	14,700	0	
52083 Liability & contents insur.	6,780	6,800	6,800	0	
52084 Directors & officers insur.	2,165	2,165	2,165	0	
5209 Memberships	1,373	1,500	1,500	0	
5210 Public relations	9,777	7,500	13,000	5,500	
5211 Vehicle Expense	4,524	6,000	6,000	0	
52 Total Support Services	52,735	72,065	72,065	0	2.99%
<u>Building operations</u>					
5301 United Cities gas	2,116	12,500	12,500	0	
5302 JC Power Bd. electricity	20,660	57,000	57,000	0	
5303 JC Water & sewer	1,512	6,500	6,500	0	
5304 Janitorial Supplies	7,772	14,800	14,800	0	
53051 Routine maint./repair	6,699	14,300	14,300	0	
53052 Lighting	1,520	2,000	2,000	0	
53053 Grounds maintenance	521	7,500	7,500	0	
53061 Equipment service & inspections	3,675	8,500	8,500	0	
53062 Contracted building services	2,079	11,300	11,300	0	
5307 Building Improvements	7,044	10,000	10,000	0	
5308 Clothing and PPE	729	1,500	1,500	0	
53 Total Building Operations	54,326	145,900	145,900	0	6.06%
<u>Technical Services</u>					
5401 Processing supplies	1,643	9,500	9,500	0	
5402 Acquisitions service	364	750	750	0	
5403 Binding and preservation	0	500	500	0	
54 Total Technical Services	2,007	10,750	10,750	0	0.45%
<u>Materials and Services</u>					
55011 Adult books	14,593	37,700	37,700	0	
55012 Juvenile books	12,233	37,300	37,300	0	
55013 Young adult books	5,817	12,000	12,000	0	
5502 Serials	1,123	6,000	6,000	0	
55031 Adult non-print	2,805	9,000	9,000	0	
55032 Juvenile non-print	930	2,700	2,700	0	
55033 Young adult non-print	452	1,000	1,000	0	

	Actual Year to Date 5/31/2023	Proposed Budget 2023/2024	Proposed Budget 2023/2024	Change from prev. budget	% of total
5504 Databases, Electronic	4,417	6,000	6,000	0	
55051 Adult Services Programs	3,927	5,000	5,000	0	
55052 Youth Services Programs	2,426	5,000	5,000	0	
55053 Teen Services Programs	908	4,000	4,000	0	
5506 Summer Reading Program (all depts.)	2,026	13,500	13,500	0	
55071 Adult Electronic Materials	16,537	42,100	46,225	4,125	
55072 Juvenile Electronic Materials	2,871	8,100	8,100	0	
55073 YA Electronic Materials	902	4,500	4,500	0	
5508 FOL Materials	0	0	0	0	
5509 FOL Programs	1,500	0	2,550	2,550	
5510 Purchase Discount	0	0	0	0	
<b>55 Total Materials &amp; services</b>	<b>73,466</b>	<b>193,900</b>	<b>200,575</b>	<b>6,675</b>	<b>8.33%</b>
<u>Information Technology</u>					
5601 Equipment	2,579	17,000	4,850	-12,150	
5602 Software	255	7,000	7,000	0	
5603 Printer/Copier maint	4,962	12,000	12,000	0	
5604 ILS maintenance	0	24,000	24,000	0	
5605 Equip./Software maint.	35,191	42,500	42,500	0	
5606 Internet access	3,623	10,000	10,000	0	
5607 LSTA Grant	0	0	24,300	24,300	
<b>56 Total Information technol.</b>	<b>46,611</b>	<b>112,500</b>	<b>124,650</b>	<b>12,150</b>	<b>5.18%</b>
<u>Miscellaneous</u>					
5701 Miscellaneous	1,441	4,000	4,000	0	
5702 Security	14,269	39,500	39,500	0	
5703 Furniture	-2,064	1,500	1,500	0	
5704 Children's STEM Program	0	10,000	10,000	0	
5706 Capital Projects- Other		0	0	0	
5708 Misc. Friends of the Library	736	0	3,400	3,400	
<b>57 Total Miscellaneous</b>	<b>14,381</b>	<b>55,000</b>	<b>58,400</b>	<b>3,400</b>	<b>2.43%</b>
<b>5 TOTAL EXPENDITURES</b>	<b>913,094</b>	<b>2,384,922</b>	<b>2,407,147</b>	<b>22,225</b>	<b>100.00%</b>
Revenues less expenditures	394,633	-10,000	-10,000		

Section: Personnel	Subject: Vacation Leave
Effective Date: 1/1/2024	Page: 1 of 1
Revision Date: May 14, 2019	Approved: May 8, 2007

**Policy:**

Full-time librarians and department managers may earn vacation leave at the rate of twenty (20) working days annually. Other full-time staff members may earn vacation in accordance with the following schedule:

Type/Length of Service	Earned per Pay Period	Annual Vacation Leave
Librarian/Manager	6.154 Hours	20 Days
<b>Full-Time Staff</b>		
<b>1- 5 Years</b>	<b>4.615 Hours</b>	<b>15 Days</b>
<b>6- 10 Years</b>	<b>5.538 Hours</b>	<b>18 Days</b>
<b>11-15 Years</b>	<b>6.145 Hours</b>	<b>20 Days</b>
<b>Part-Time Staff</b>		
<b>20-29 hours</b>	<b>3.08 Hours</b>	<b>10 Days</b>

Salaries, Part-time library staff members **working 30 hours or more weekly** are granted vacation leave in proportion to the percentage of a full-time schedule they work.

Leave may be accumulated to a maximum of twenty (20) days 160 hours.

**Guidelines:**

Vacation leave shall be scheduled as far in advance as possible, preferably at least two (2) weeks prior to the date requested.

Holidays falling during a vacation period will not be charged against vacation leave. Upon leaving library service, for whatever reason, staff members will be paid for unused accrued vacation leave.

Staff members may not borrow vacation leave from future pay periods.

Vacation Leave must be used in 30-minute increments.