



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
Rob Davis
John Hunter
Thomas Kendall
Gwynn Mettetal
Suzy Williams

Johnson City Public Library Board of Directors Annual Meeting Agenda August 15, 2023 4:30 PM

1. Call to Order
2. Election of officers- **Action**
3. Bylaws review and update- **Action**
4. Adjournment

Regular Meeting Agenda August 15, 2023

1. Call to order
2. Approval of July minutes – **Action**
3. Treasurer’s Report
 - a. June JCPL report (final)- **Action**
 - b. June WCIL report (final)- **Action**
 - c. July JCPL report -- **Action**
 - d. July WCIL report—**Action**
4. Director’s Report
5. President’s Report
6. Old Business
7. New Business
 - a. Policy updates- **Action**
 - i. Collection Development Policy
 - ii. Circulation Policy
 - b. Policy Review- no action
 - i. Internet Use Policy
8. Adjournment

- Action items indicated in red

BYLAWS

OF

JOHNSON CITY PUBLIC LIBRARY

(A Tennessee Not For Profit Corporation)

ARTICLE 1

NAME

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

ARTICLE 2

OFFICES

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

ARTICLE 3

PURPOSES

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

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

ARTICLE 4

NO MEMBERS

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

ARTICLE 5

BOARD OF DIRECTORS

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

City of Johnson City. Not more than one (1) director shall be a member of the County Commission of Washington County Tennessee.

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

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

5.4 Removal; Resignation. Any director may be removed with or without cause at any time by the vote of three-fourths of the then serving directors. A successor shall then be appointed by the City Commission of the City of Johnson City at any regular or

special meeting. Directors may resign at any time on written notice to the president or secretary.

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

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

ARTICLE 6

EXECUTIVE COMMITTEE

The officers of the board of directors shall act as the Executive Committee. Other committees, consisting of three (3) or more persons, and any delegate to such committee or committees shall have all such authority of the board that it deems desirable. An exception is that no such committee or committees shall have and exercise the authority of the board to adopt, amend or repeal the bylaws, or fill vacancies in the board or in any committee. Except as hereinabove provided, when the board is not in session, the executive committee shall have and may exercise all the powers of the board of directors in the management of the business and affairs of the corporation and shall have the power to authorize the seal of the corporation to be affixed to all papers which may require it. The board shall have the power at any time to change the membership of the executive committee, to fill vacancies in it or to dissolve it. The executive committee may make

rules for the conduct of its business and may appoint such committees or assistants as it shall from time to time deem necessary. A majority of the members of the executive committee shall constitute a quorum.

ARTICLE 7

DIRECTOR MEETINGS

7.1 Meetings of Board and Committees. **All meetings are subject to the rules and provisions of the Tennessee Open Meetings Act (TCA) 8-44.** The board shall hold an annual meeting each year. By resolution, the board may establish a date or dates on which regular meetings of the board or any committee shall be held between annual meetings. A committee of the board may meet on the dates so established or, if none, on the date set at its previous meetings or when earlier called by its chairman or by a majority of its members. Special meetings of the board may be called at any time by president of the board, the secretary, or any two directors.

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

7.3 Notice Requirements. No notice of annual and other regular meetings is required. Notice of any special meetings, setting forth the place and the day and hour of the meeting, shall be given to each director, by any usual means of communication, not

less than two days before the meeting. Neither the business to be transacted at, nor the purpose of any special meeting need be specified in the notice of any waiver of notice.

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

7.5 Quorum. At all meetings of the board, a majority of the number of directors then in office shall constitute a quorum for the transaction of business. The presence of a majority of the membership of a committee of the board shall be required for the transaction of business. Except with respect to indemnification proceedings, common or interested directors may always be counted in determining the presence of a quorum at a meeting of the board or of a committee which authorizes, approves or ratifies a transaction of the corporation. When a quorum is once present to organize a meeting, it is not broken by the subsequent withdrawal of any of those present. A meeting may be adjourned despite the absence of a quorum.

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

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

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

7.9 Electronic and Telephone Meetings. Participation by members of the board or any committee designated by the board in any meeting of the board or committee shall be

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

ARTICLE 8

OFFICERS

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

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

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

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

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

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

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

ARTICLE 9

DUTIES AS TO THE FUNDS OF THE CORPORATION

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

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

9.3 Restricted Gifts. Notwithstanding any provision in these bylaws to the contrary, the board of directors shall at all times be governed in the expenditure of any fund or funds or other property by any terms of restriction or direction which may be contained in any instrument under which the said property may be received and accepted by the corporation so long as said directions or restrictions are consistent with the donor's purpose in specifying them and are compatible with the corporation's purposes, its tax-exempt status, and its status as a public charity. If at any time it shall appear to the board that circumstances have so changed as to make unnecessary, undesirable, impractical or

impossible a literal compliance with the expressed desire of a donor or testator, it may take such steps as it deems necessary to direct the application of any such funds to such other educational, charitable, literacy or religious purposes of a public nature, or others of a similar nature recognized by the federal government as entitled to tax exemption, as in its judgment will to the extent possible carry out the purposes of such donor or testator.

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

9.5 Agency Relationship. Any transfer of any asset of this corporation made to any such banks shall vest legal title to any such asset in the said transferee bank, as agent of and custodian for the corporation, nevertheless, for the sole purpose of management and investment subject to the approval of the board and any income thereon shall be income of this corporation. The board may enter into an agency agreement with each such bank, giving each of them such powers and duties pertaining to the assets so held by it as may be deemed proper and consistent with the purposes of the corporation by the board of directors, and agreed to by said bank.

9.6 Authority. The board may authorize any officer or agent of the corporation by resolution to enter into any contract or execute and deliver any instrument in the name of

the corporation. No officer, agent or employee shall have any power or authority to bind the corporation by any contract or engagement, or to pledge its credit or to render it liable peculiarly for any amount, without such authorization.

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

ARTICLE 10

AMENDMENT

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

I, Georgita Washinton_, Secretary of the Johnson City Public Library formed and existing under the laws of the State of Tennessee, do hereby certify that the foregoing is a true and complete copy of the Bylaws of this Corporation as submitted to and adopted as the Bylaws of this Corporation by its Board of Directors on the 16th day of August, 2022.

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

Amended August 16, 2022

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
July 18, 2023

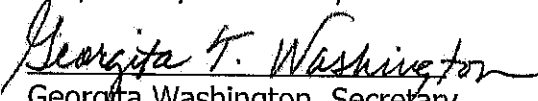
The Board of Directors of the Johnson City Public Library met July 18, 2023, at 4:30 p.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Secretary Georgita Washington, Treasurer Scott Jeffress, Daryl Carter, Thomas Kendall, and Gwynn Mettetal and Suzy Williams. John Hunter was absent from the meeting. Also present were Holston River Regional (HORL) Assistant Director Selena Harmon, Assistant Director and Recording Secretary Cathy Griffith, and Office Manager Celeste Smedley.

- I. Call of meeting to order. President Dixon called the meeting to order at 4:34 p.m.
- II. Public Comment. None.
- III. Approval of June minutes. Upon the motion of Ms. Williams, seconded by Ms. Mettetal, the minutes of the June 20, 2023, meeting were approved as submitted.
- IV. Treasurer's Report. Year-end incomplete – no action.
 - a. Operating Account report. Mr. Jeffress reported that final utility payments and wages payable still need to be booked before FY23 is closed. Currently, total revenue is just over 100% and expenditures are at 94.9%. Mr. Jeffress noted that June was another solid month for donations which brought us to 111.3% of the budgeted amount. He concluded by saying that all line items and account groups are at or under budget. In his discussions with Ms. Griffith, her assessment is that our net position will increase at fiscal year-end.
 - b. Imagination Library (IL) Account report. Mr. Jeffress reported that this is a final report. However, action will be delayed until the August meeting. He said that as FY23 ended, total revenue was 104% and total expenditures were 97.4 % of budgeted amounts. One item to note, an additional \$3,247.60 in DPIL license plate revenue was received in June. As of today, 5,119 children are enrolled in the program and more than 929,000 books have been mailed to Washington County children in the last 18 years.
- IV. Director's Report. Ms. Griffith reported that "LibCon V, High Fives and Rad Vibes" was a huge success. She gave Board members the results of the LibCon Voting Station Results, noting that Batman won over Captain America. Summer reading wraps up this Saturday, July 22 from 12:00 to 2:00 p.m. in the Jones Meeting Center, with a pizza party and decades dance for all ages. Children's Librarian Donna McCalman is the employee of the month. Ms. Griffith noted that Donna served six years on the library board before being hired as a children's librarian.
- V. President's Report. Ms. Dixon noted that we will have a new board member next month and officers will be elected at the annual meeting.
- VI. Old Business. There was no old business.

VII. New Business.

- a. Adoption of FY 2023/2024 JCPL Budget. Ms. Griffith gave an overview of the proposed budget. Mr. Kendall questioned the decrease in the budgeted amount for donations. Ms. Griffith said that by decreasing or zeroing out the budgeted amount, we stop balancing the budget on potential revenue. As funds are received, an amended budget proposal will be made to show both donations and a corresponding expense. A discussion ensued on fund-raising for the Polly Peterson Room project as well as follow-up with the County Commission on the progress of the project. Ms. Griffith said that Ms. Turpin will give a progress report to County officials in December. Mr. Carter commented on regionalism and the Appalachian Highlands and suggested a collaborative regional fund-raising effort. Upon the motion of Mr. Carter, seconded by Ms. Williams, it was unanimously resolved to approve the proposed 2023/2024 Operating Account Budget as submitted. A separate motion was made by Mr. Carter, and seconded by Mr. Jeffress, to approve a 5% pay increase for Library Director Julia Turpin. This is the same percentage being provided for library staff. The motion passed by unanimous vote.
 - b. Adoption of FY 2023/2024 Washington County Imagination Library Budget. Ms. Griffith gave a brief overview of proposed revenue and expenses. Upon the motion of Ms. Williams, and seconded by Ms. Washington, it was unanimously resolved to approve the proposed 2023/2024 Washington County Imagination Library Budget as submitted.
- V. Adjournment. Prior to adjournment, Ms. Williams commented on the library's most recent annual report. She said that it is a great public relations tool, and we should overprint this year's report so that we may reach more people. Upon the motion of Ms. Mettetal, seconded by Ms. Washington, it was unanimously resolved to adjourn the meeting at 5:12 p.m.

Respectfully submitted,


Georgita Washington, Secretary

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

ASSETS

Current Assets

Petty Cash	\$	350.00	
Truist Money Mkt. Acct.		537,553.51	
Payroll Account		545.16	
Checking Account		43,509.67	
Truist Business Advantage MM		0.00	
Cash on Hand		300.00	
Accounts Rec'ble Module		290.00	
		<hr/>	
Total Assets	\$		<u><u>582,548.34</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	8,360.91	
Accrued Wages		56,046.21	
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	
Affac		0.00	
		<hr/>	
Total Liabilities			64,407.12

Capital

Unassigned Fund Balance	452,444.68	
Clark Funds Assigned/FutureUse	0.00	
Current Earnings	0.00	
Net Income	65,696.54	
	<hr/>	
Total Capital		<u>518,141.22</u>
Total Liabilities & Capital	\$	<u><u>582,548.34</u></u>

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

		June 2023	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	2,147,277.00	2,147,276.00	100.00
4102	Washington County	0.00	102,000.00	102,000.00	100.00
4103	Interest Income	2,003.26	5,450.74	4,500.00	121.13
4104	Printing & Copying	1,257.47	12,836.36	12,000.00	106.97
4105	Lost & Damaged Charges	613.05	5,095.55	4,500.00	113.23
4106	Meeting Room Rental	(30.00)	4,347.50	4,500.00	96.61
4107	Hotspot Rental	517.24	6,367.24	6,500.00	97.96
41081	Miscellaneous	1,684.16	10,905.85	10,500.00	103.87
41082	Patron Supply Purchase	39.25	235.25	200.00	117.63
41083	JCPL Promotional Items	12.00	103.00	100.00	103.00
41084	Ongoing Book Sale	578.70	8,725.27	8,700.00	100.29
41085	Cashier Reconciliation	(10.17)	(12.24)	0.00	0.00
41091	Donations	5,810.84	50,755.18	45,600.00	111.31
41092	Memorials	0.00	2,665.00	3,000.00	88.83
41093	Friends of the Library	0.00	7,464.37	7,465.00	99.99
41095	LSTA Grant	0.00	17,466.91	17,470.00	99.98
41096	Other Grant Revenue	0.00	0.00	0.00	0.00
4110	E-rate Reimbursement	965.62	7,376.50	7,690.00	95.92
4111	Sale of Obsolete Equip.& Furn.	0.00	2,930.00	2,930.00	100.00
4112	Events and Promotions	0.00	0.00	0.00	0.00
	Total Revenues	13,441.42	2,391,989.48	2,384,931.00	100.30
Expenses					
Personnel					
51011	Salaried	88,062.03	743,393.99	744,000.00	99.92
51012	Hourly	65,300.60	621,775.66	624,500.00	99.56
5102	Social Security	11,655.71	104,320.75	104,690.00	99.65
5103	Medical Insurance	12,044.90	158,094.19	167,000.00	94.67
5104	Worker's Compensation	0.00	2,187.00	2,200.00	99.41
5105	State Unemployment	0.00	2,138.26	2,200.00	97.19
5106	Staff Development	13.00	13,975.83	14,500.00	96.39
5107	Staff Memberships	0.00	200.00	1,000.00	20.00
5108	Travel Expense	0.00	484.61	1,000.00	48.46
5110	TIAA Retirement	5,869.87	50,454.04	50,500.00	99.91
	Total Personnel Expenses	182,946.11	1,697,024.33	1,711,590.00	99.15
Support Services					
52011	General Supplies	50.27	4,754.27	5,000.00	95.09
52012	Circ. Supplies	1,570.00	2,395.70	2,500.00	95.83
52013	Public Service Dept(s)Supplies	1,608.44	5,881.30	6,000.00	98.02
52014	Printing/Copying Supplies	0.00	1,894.33	2,500.00	75.77
5202	Postage	756.00	1,623.75	2,000.00	81.19
5204	Telephone	106.08	1,180.04	1,400.00	84.29
5205	Miscellaneous Admin.	452.02	6,922.49	7,000.00	98.89
5206	Bank & CC Acceptance Fees	301.56	5,496.65	6,000.00	91.61
5207	Volunteer Services	46.32	843.49	1,000.00	84.35
52081	Audit	0.00	13,700.00	13,700.00	100.00
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

		June 2023	Year to Date	Budget	Percent
52084	Directors & Officers Ins.	0.00	2,165.00	2,165.00	100.00
5209	Library Memberships	0.00	1,405.50	1,500.00	93.70
5210	Public Relations	30.00	5,949.56	7,500.00	79.33
5211	Vehicle Expense	82.02	4,219.36	5,000.00	84.39
	Total Support Services	5,002.71	64,821.44	69,665.00	93.05
Building Operations					
5301	Gas	1,400.89	13,494.04	14,000.00	96.39
5302	Electricity	9,042.71	57,028.61	57,000.00	100.05
5303	Water	1,578.86	7,429.03	7,500.00	99.05
5304	Janitorial Supplies	1,550.03	15,217.34	15,800.00	96.31
53051	Routine Maint. & Repair	2,641.75	12,763.58	17,500.00	72.93
53052	Lighting	264.60	1,777.14	2,000.00	88.86
53053	Grounds Maintenance	688.41	7,732.33	9,000.00	85.91
53061	Equip. Maint./Contracts	148.00	6,704.19	8,500.00	78.87
53062	Contracted Building Services	3,454.51	13,215.48	15,500.00	85.26
5307	Building Improvements	0.00	9,612.05	10,000.00	96.12
5308	Clothing and PPE	136.71	1,264.17	2,500.00	50.57
	Total Building Operations	20,906.47	146,237.96	159,300.00	91.80
Technical Services					
5401	Processing Supplies	71.38	9,109.49	9,500.00	95.89
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	71.38	9,109.49	10,750.00	84.74
Materials and Services					
55011	Adult Books	1,215.56	37,151.58	37,700.00	98.55
55012	Children's Books	2,998.10	36,374.55	37,300.00	97.52
55013	Teen Books	339.46	11,552.82	12,000.00	96.27
5502	Serials	0.00	5,686.22	6,000.00	94.77
55031	Adult Non-Print	1,261.24	8,748.18	9,000.00	97.20
55032	Children's Non-Print	118.28	2,369.55	2,700.00	87.76
55033	Teen Non-Print	0.00	416.28	500.00	83.26
5504	Databases, Electronic	0.00	5,950.23	6,000.00	99.17
55051	Adult Programs	21.23	4,832.06	5,000.00	96.64
55052	Children's Programs	659.45	4,044.05	5,000.00	80.88
55053	Teen Programs	0.00	3,203.18	4,000.00	80.08
5506	Summer Reading Program (All)	3,122.10	13,329.32	13,500.00	98.74
55071	Adult Electronic Materials	5,531.44	42,045.00	42,100.00	99.87
55072	Children's Electronic Material	3,647.59	8,092.69	8,100.00	99.91
55073	Teen Electronic Materials	47.23	3,697.50	4,500.00	82.17
5508	FOL Materials	0.00	2,721.12	2,725.00	99.86
5509	FOL Programs	0.00	0.00	0.00	0.00
	Total Materials and Services	18,961.68	190,214.33	196,125.00	96.99

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

		June 2023	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	(342.53)	6,798.55	8,500.00	79.98
5602	Software	0.00	6,098.59	7,000.00	87.12
5603	Copier Maintenance	1,054.39	12,464.17	13,000.00	95.88
5604	ILS Maintenance	0.00	16,647.40	16,700.00	99.69
5605	Equip./Software Maint.	503.98	41,121.09	43,500.00	94.53
5606	Internet Access	804.68	9,765.48	10,100.00	96.69
5608	LSTA Grant	0.00	34,906.40	35,000.00	99.73
	Total Information Technology	<u>2,020.52</u>	<u>127,801.68</u>	<u>133,800.00</u>	95.52
Miscellaneous Expense					
5701	Miscellaneous	749.49	4,111.26	5,000.00	82.23
5702	Security	2,625.00	38,650.00	39,500.00	97.85
5703	Furniture	0.00	4,868.12	5,500.00	88.51
5704	Children's STEM Program	0.00	0.00	10,000.00	0.00
5706	Capital Projects-Other	0.00	38,543.00	38,543.00	100.00
5708	Misc. Friends of the Library	1,539.33	4,911.33	5,085.00	96.58
	Total Miscellaneous Expense	<u>4,913.82</u>	<u>91,083.71</u>	<u>103,628.00</u>	87.89
	Total Expenses	<u>234,822.69</u>	<u>2,326,292.94</u>	<u>2,384,858.00</u>	97.54
	Net Income	<u>\$ (221,381.27)</u>	<u>65,696.54</u>	<u>73.00</u>	89,995.26

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2022/2023

Balance Sheet

June 30, 2023

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		48,437.15
Accounts Receivable		0.00
		<hr/>
Total Current Assets		48,437.15

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		14,397.03
		<hr/>
Total Capital		48,437.15
		<hr/>
Total Liabilities & Capital	\$	48,437.15
		<hr/> <hr/>

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

		June 2023	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	\$ 39,700.00	39,700.00	100.00
4102	Washington County	0.00	25,000.00	25,000.00	100.00
4103	Donations	0.00	2,504.00	2,550.00	98.20
4104	Miscellaneous Revenue	0.00	24.00	100.00	24.00
4105	DPIIL License Plate Revenue	3,247.60	14,579.13	11,350.00	128.45
	Total Revenues	<u>3,247.60</u>	<u>81,807.13</u>	<u>78,700.00</u>	103.95
Expenses					
5101	Monthly Book Purchase	5,523.76	66,770.14	68,400.00	97.62
5102	Registration Materials	97.03	97.03	100.00	97.03
5103	Postage	0.00	300.00	400.00	75.00
5104	Bank Fees	0.00	0.00	25.00	0.00
5105	Travel Expense	232.14	232.14	250.00	92.86
5106	Miscellaneous Expense	10.79	10.79	25.00	43.16
	Total Expenses	<u>5,863.72</u>	<u>67,410.10</u>	<u>69,200.00</u>	97.41
	Net Income	<u>\$ (2,616.12)</u>	<u>\$ 14,397.03</u>	<u>9,500.00</u>	151.55

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

ASSETS

Current Assets

Petty Cash	\$	350.00	
Truist Money Mkt. Acct.		852,676.41	
Payroll Account		1,298.49	
Checking Account		106,226.54	
Cash on Hand		300.00	
Accounts Rec'ble Module		790.00	
		<hr/>	
Total Assets			\$ <u><u>961,641.44</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	3,394.22	
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	
		<hr/>	
Total Liabilities			3,394.22

Capital

Unassigned Fund Balance	452,444.68	
Clark Funds Assigned/FutureUse	0.00	
Current Earnings	65,696.54	
Net Income	440,106.00	
	<hr/>	
Total Capital		<u>958,247.22</u>
Total Liabilities & Capital		\$ <u><u>961,641.44</u></u>

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

ASSETS

Current Assets

Petty Cash	\$	350.00
Truist Money Mkt. Acct.		852,676.41
Payroll Account		1,298.49
Checking Account		106,226.54
Cash on Hand		300.00
Accounts Rec'ble Module		790.00

Total Assets		\$	<u>961,641.44</u>
--------------	--	----	-------------------

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	3,394.22
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		3,394.22
-------------------	--	----------

Capital

Unassigned Fund Balance	518,141.22
Clark Funds Assigned/FutureUse	0.00
Current Earnings	0.00
Net Income	440,106.00

Total Capital		<u>958,247.22</u>
---------------	--	-------------------

Total Liabilities & Capital		\$	<u>961,641.44</u>
-----------------------------	--	----	-------------------

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

		July 2023	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 550,318.75	550,318.75	2,201,275.00	25.00
4102	Washington County	25,500.00	25,500.00	102,000.00	25.00
4103	Interest Income	2,657.35	2,657.35	10,000.00	26.57
4104	Printing & Copying	852.20	852.20	12,000.00	7.10
4105	Lost & Damaged Charges	621.71	621.71	5,000.00	12.43
4106	Meeting Room Rental	735.00	735.00	4,500.00	16.33
4107	Fines	1,514.76	1,514.76	5,000.00	30.30
41081	Miscellaneous	81.18	81.18	5,000.00	1.62
41082	Patron Supply Purchase	44.00	44.00	200.00	22.00
41083	JCPL Promotional Items	4.00	4.00	100.00	4.00
41084	Ongoing Book Sale	986.25	986.25	0.00	0.00
41085	Cashier Reconciliation	(32.04)	(32.04)	0.00	0.00
41091	Donations	333.17	333.17	12,000.00	2.78
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	411.00	411.00	8,000.00	5.14
	Total Revenues	584,027.33	584,027.33	2,374,922.00	24.59
Expenses					
Personnel					
51011	Salaried	31,839.96	31,839.96	804,000.00	3.96
51012	Hourly	24,645.95	24,645.95	642,500.00	3.84
5102	Social Security	4,321.13	4,321.13	110,657.00	3.90
5103	Medical Insurance	12,682.08	12,682.08	172,000.00	7.37
5104	Worker's Compensation	1,924.00	1,924.00	2,000.00	96.20
5105	State Unemployment	0.00	0.00	1,000.00	0.00
5106	Staff Development	0.00	0.00	5,000.00	0.00
5107	Staff Memberships	0.00	0.00	1,000.00	0.00
5108	Travel Expense	0.00	0.00	1,000.00	0.00
5110	TIAA Retirement	2,101.19	2,101.19	55,650.00	3.78
	Total Personnel Expenses	77,514.31	77,514.31	1,794,807.00	4.32
Support Services					
52011	General Supplies	355.65	355.65	5,000.00	7.11
52012	Circ. Supplies	103.96	103.96	3,000.00	3.47
52013	Public Service Dept(s)Supplies	44.48	44.48	6,000.00	0.74
52014	Printing/Copying Supplies	146.47	146.47	2,500.00	5.86
5202	Postage	0.00	0.00	2,000.00	0.00
5204	Telephone	106.08	106.08	1,400.00	7.58
5205	Miscellaneous Admin.	(111.56)	(111.56)	7,000.00	(1.59)
5206	Bank & CC Acceptance Fees	360.17	360.17	5,500.00	6.55
5207	Volunteer Services	41.51	41.51	1,000.00	4.15
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

		July 2023	Year to Date	Budget	Percent
52083	Gen. Liab.& Contents Ins.	6,780.00	6,780.00	6,800.00	99.71
52084	Directors & Officers Ins.	2,165.00	2,165.00	2,165.00	100.00
5209	Library Memberships	1,092.50	1,092.50	1,500.00	72.83
5210	Public Relations	0.00	0.00	7,500.00	0.00
5211	Vehicle Expense	4,298.48	4,298.48	6,000.00	71.64
	Total Support Services	15,382.74	15,382.74	72,065.00	21.35
Building Operations					
5301	Gas	0.00	0.00	12,500.00	0.00
5302	Electricity	0.00	0.00	57,000.00	0.00
5303	Water	0.00	0.00	6,500.00	0.00
5304	Janitorial Supplies	1,150.32	1,150.32	14,800.00	7.77
53051	Routine Maint. & Repair	877.31	877.31	14,300.00	6.14
53052	Lighting	115.56	115.56	2,000.00	5.78
53053	Grounds Maintenance	74.13	74.13	7,500.00	0.99
53061	Equip. Maint./Contracts	2,186.00	2,186.00	8,500.00	25.72
53062	Contracted Building Services	635.15	635.15	11,300.00	5.62
5307	Building Improvements	0.00	0.00	10,000.00	0.00
5308	Clothing and PPE	0.00	0.00	1,500.00	0.00
	Total Building Operations	5,038.47	5,038.47	145,900.00	3.45
Technical Services					
5401	Processing Supplies	162.52	162.52	9,500.00	1.71
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	162.52	162.52	10,750.00	1.51
Materials and Services					
55011	Adult Books	997.58	997.58	37,700.00	2.65
55012	Children's Books	402.07	402.07	37,300.00	1.08
55013	Teen Books	407.47	407.47	12,000.00	3.40
5502	Serials	782.72	782.72	6,000.00	13.05
55031	Adult Non-Print	113.56	113.56	9,000.00	1.26
55032	Children's Non-Print	0.00	0.00	2,700.00	0.00
55033	Teen Non-Print	0.00	0.00	1,000.00	0.00
5504	Databases, Electronic	4,416.98	4,416.98	6,000.00	73.62
55051	Adult Programs	92.10	92.10	5,000.00	1.84
55052	Children's Programs	14.22	14.22	5,000.00	0.28
55053	Teen Programs	0.00	0.00	4,000.00	0.00
5506	Summer Reading Program (All)	2,026.30	2,026.30	13,500.00	15.01
55071	Adult Electronic Materials	1,771.98	1,771.98	42,100.00	4.21
55072	Children's Electronic Material	528.54	528.54	8,100.00	6.53
55073	Teen Electronic Materials	293.44	293.44	4,500.00	6.52
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	11,846.96	11,846.96	193,900.00	6.11

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

		July 2023	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	808.50	808.50	17,000.00	4.76
5602	Software	16.43	16.43	7,000.00	0.23
5603	Copier Maintenance	1,025.98	1,025.98	12,000.00	8.55
5604	ILS Maintenance	0.00	0.00	24,000.00	0.00
5605	Equip./Software Maint.	28,881.61	28,881.61	42,500.00	67.96
5606	Internet Access	724.68	724.68	10,000.00	7.25
5608	LSTA Grant	0.00	0.00	0.00	0.00
	Total Information Technology	<u>31,457.20</u>	<u>31,457.20</u>	<u>112,500.00</u>	27.96
Miscellaneous Expense					
5701	Miscellaneous	269.13	269.13	4,000.00	6.73
5702	Security	2,250.00	2,250.00	39,500.00	5.70
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>2,519.13</u>	<u>2,519.13</u>	<u>55,000.00</u>	4.58
	Total Expenses	<u>143,921.33</u>	<u>143,921.33</u>	<u>2,384,922.00</u>	6.03
	Net Income	<u>\$ 440,106.00</u>	<u>440,106.00</u>	<u>(10,000.00)</u>	(4,401.06)

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2023/2024

Balance Sheet

July 31, 2023

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		52,464.79
Accounts Receivable		0.00
		<hr/>
Total Current Assets		52,464.79

LIABILITIES AND CAPITAL

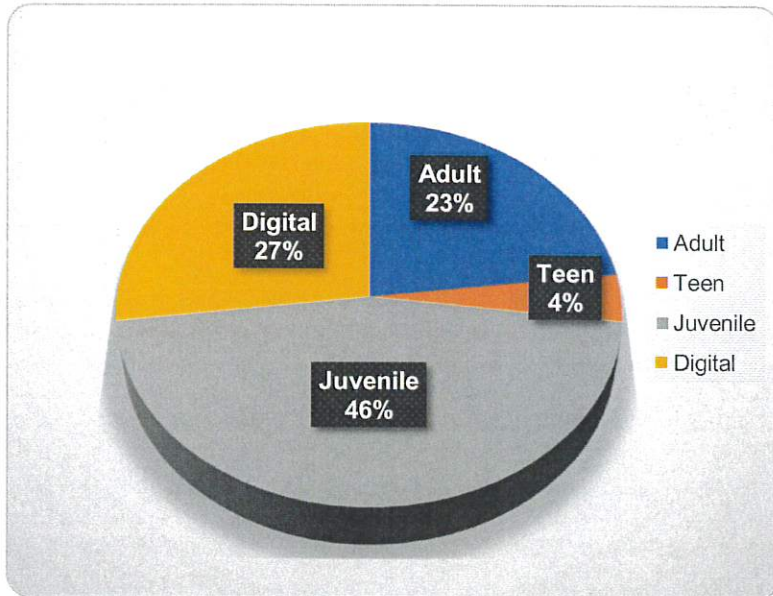
Current Liabilities		
Accounts Payable	\$	0.00
		<hr/>
Total Liabilities		0.00
Capital		
Reserved Balance		48,437.15
Journal Difference		0.00
Net Income		4,027.64
		<hr/>
Total Capital		52,464.79
Total Liabilities & Capital	\$	<u>52,464.79</u>

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

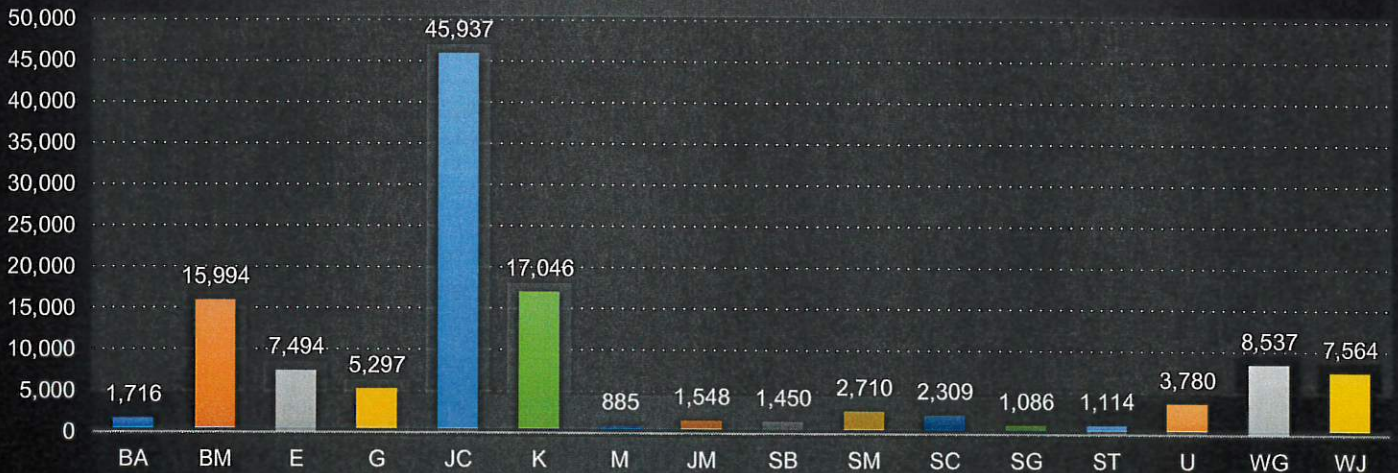
		July 2023	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 9,925.00	\$ 9,925.00	39,700.00	25.00
4102	Washington County	0.00	0.00	25,000.00	0.00
4103	Donations	0.00	0.00	500.00	0.00
4104	Miscellaneous Revenue	0.00	0.00	100.00	0.00
4105	DPIL License Plate Revenue	0.00	0.00	10,000.00	0.00
	Total Revenues	<u>9,925.00</u>	<u>9,925.00</u>	<u>75,300.00</u>	13.18
Expenses					
5101	Monthly Book Purchase	5,897.36	5,897.36	71,820.00	8.21
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>5,897.36</u>	<u>5,897.36</u>	<u>75,295.00</u>	7.83
	Net Income	<u>\$ 4,027.64</u>	<u>\$ 4,027.64</u>	<u>5.00</u>	80,552.80

Circulation Report for July 2023

	Jul-23	Jun-23	% Change	Jul-22	% Change	Jul-19	% Change
Library							
Adult	14398	14526	-0.88%	14829	-3%	18639	-23%
Teen	2502	2660	-5.94%	2944	-15.01%	2664	-6%
Juvenile	28740	30926	-7.07%	28760	-0.07%	25466	13%
Digital	16927	17598	-3.81%	15946	6.15%	11734	44%
Total	62567	65710	-4.78%	62479	0.14%	58503	7%
Courier Loans							
Borrowed	1214	1274	-4.71%	1079	12.51%	2169	-44%
Loaned	509	543	-6.26%	473	7.61%	772	-34%
Other							
Self Checkouts	16114	17494	-7.89%	16144	-0.19%	15662	3%
Borrowers added	353	454	-22.25%	476	-25.84%		
Door Count	18591	18198	2.16%	15179	22.48%	22061	-16%



OWL CIRC, JULY 2023



Johnson City Public Library Collection Development Policy

Purpose

The Johnson City Public Library provides and maintains a balanced and broad collection of materials in appropriate and varied formats for the use and enjoyment of the community as space and financial considerations allow. This policy serves as a guide for staff regarding the selection and management of the collection. It also informs the public of the principles guiding how we develop our collection. Finally, it states the Library's commitment to intellectual freedom and to providing information expressing a variety of viewpoints.

Responsibility for selection

The ultimate responsibility for selection, whether by purchase, donation, or any other means, rests with the Library Director who operates within the framework of policies determined by the Board of Directors. **The Library Director will provide list(s) of newly purchased materials to the Board of Trustees.** ~~The Director assigns to the Adult Services Manager, Teen Services Librarian and the Youth Services Manager the responsibility of overseeing collection management for their respective departments.~~

Selection guidelines and criteria

The library selects materials, based on professional review sources, recommendations from the public, consensus among recognized subject authorities, and the knowledge and expertise of the library staff. Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, and recognition of the needs of the community. The library strives to select material that will build a well-rounded collection.

The library makes an effort to provide materials of sound factual data and honest opinion representing all points of view on topics of public interest and importance. Titles are not excluded on the basis of moral, racial, religious, or political prejudice. The following criteria will be considered when making selection decisions:

- accuracy and authoritativeness
- attention of critics and reviewers
- availability of material elsewhere in the community or through interlibrary loan
- cost and availability
- coverage of the subject in existing collection
- format, durability and ease of use
- literary, artistic, historic or scientific merit
- quality and suitability of subject, style, and format for intended audience
- relevancy
- reputation of author, editor, illustrator, publisher, producer, performer or translator
- uniqueness or special features

Books and materials that contain sexual themes or content are reviewed by the public library independently for age-appropriateness and cataloged accordingly, which may override publisher recommendation.

The library collects materials in various formats, including physical formats such as print and non-print media and electronic formats. Other selection criteria may be applicable to specific formats, in addition to these general criteria.

Special considerations

Digital Collection

The library maintains a website (www.jcpl.org) providing access to digital resources to its patrons. These are provided through open access, or other freely distributed resources and library-funded subscriptions. The following criteria are considered when selecting new digital resources:

- training requirements for staff and the public
- remote access capability
- licensing fees and usage restrictions

The library also curates a selection of links to other internet websites chosen to provide a convenient searching/browsing tool in key topical areas. Our collection of links to outside content is based on selection criterion including:

- accessibility and usability
- commercial aspects and criteria
- responsibility and ownership
- stability of access

When selecting digital collections or other resources the library favors open access and free content whenever possible. Both are re-evaluated on a regular schedule to determine if they still align with our selection criteria. The library cannot be held responsible for the content of linked websites.

Tennessee Room collection

The Tennessee Room contains material on the cultural, genealogical, and historical heritage of Johnson City, Washington County, and the surrounding region. Also included are general genealogical materials for family researchers.

The library acquires and maintains materials that are a permanent record of the past and present activities of the community. All items in this collection are non-circulating and must be used within the library only.

Youth Services collection

The collection provides materials for children that inspire intellectual curiosity and encourage a love of books and reading. The collection reflects the emotional and cognitive stages of childhood from infancy through 12 years of age. Resources for adults working with children are also included in the collection.

Teen Collection

The teen collection is made up of materials for ages 12-18 years old— although children and adults may use the collection. The collection contains books written specifically for this age group. There is more crossover with children's books than with adult because it is sometimes difficult to judge the intended grade level.

Gifts/Donations

Gifts/donations to the collection can be in the form of money or actual library materials. Library materials are accepted with the understanding that they will be considered for addition to the collection in accordance with this Collection Development Policy. Items are accepted without donor stipulations or conditions and become the sole property of the Johnson City Public Library.

Maintenance of the collection

Librarians and other professional staff regularly review collection material to ensure they align with the library's collection development policy and patrons' needs. Materials that are damaged, duplicated, obsolete, unused, or otherwise rendered unusable are discarded from the collection.

The library's professional staff does assess if material needs to be replaced, can be mended, or preserved as needed. While items are not automatically replaced, the library seeks to maintain a strong collection across multiple subject area and works to ensure the discarding of material does not result in a loss of valuable content or information.

Reconsideration of materials

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The library welcomes expression of opinion by patrons but will be governed by this Collection Development Policy in making additions to or deletions from the collection.

Patrons finding certain library material objectionable may request that it be reconsidered by filling out the "Request for Reconsideration of Library Materials" available at the public

service desks.

The library will respond to a "Request for Reconsideration of Library Materials" (the Request) in the following manner:

1. The staff member on duty receiving the initial request for reconsideration will supply the patron with a "Request for Reconsideration of Library Materials" form and ask the patron to complete the form.
2. When the Request Form is completed and turned in to a staff member, it will be given to the Library Director.
3. The Library Director will acknowledge the receipt of the Request and specify a date by which the initiator will be given a formal response. The date should be not more than 30 days from the date the Request is received.
4. The Library Director will notify the Board of Directors that a Request has been received.
5. The Library Director will attempt to bring about a resolution of the Request with the initiator within the specified time, after personally reviewing the work which is the subject of the Request.
6. If the person indicates dissatisfaction with the resolution, he/she may appeal to the Library Board. The Board will reconsider the decision based on whether or not the particular title conforms to the Board-approved Collection Development Policy, as outlined in the "Selection Guidelines and Criteria," above.
7. The Board of Directors will then make a final determination on the Request.
8. The Library Director and the Board President will convey in writing the Board's decision to the initiator of the Request.

Review and revision of this Collection Development Policy

This Collection Development Policy including any attachments will be reviewed ~~periodically, at least every five years,~~ **annually** by the library staff and the Library Board of Directors. It may be revised only with the formal approval of the Board.

Approved by the Board of Directors
September 11, 2012
Revised August 15, 2023

The Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Johnson City Public Library Circulation Policy

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

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

LIBRARY CARD ELIGIBILITY AND REQUIREMENTS

Residency Requirements

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

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

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

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

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

General Card Requirements

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

Full Name

Date of Birth

Current Address

Telephone number (if available)

Email Address (if available)

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

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

Examples of unacceptable proof of address are:

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

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

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

Cards for Minors

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

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

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

Organization Cards

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

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

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

Temporary Cards

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

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

E-cards

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

Expiration and Invalidation of Library Cards

All library cards are valid for one year from date of issue except for temporary cards. **Practical extension of duration may be made on a case-by-case basis.** Non-resident cards are valid for one year from the date of payment, regardless of the date of issue.

A library card may be revoked by the Johnson City Public Library at any time if the patron does not return overdue materials, does not pay outstanding fines, does not

abide by other library policies, or habitually abuses library policies. The library reserves the right to suspend or revoke card privileges for any reason.

CIRCULATION OF MATERIALS

General Circulation Guidelines

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

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

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

PRINT MEDIA	LOAN PERIOD	RENEWAL LIMIT	LIMIT
Books	2 weeks	2	40
Lengthy Books (A=600+pages, J-500+pages)	4 weeks	2	40
Magazines	2 weeks	2	10
Traveling Tales Kits - Adult	8 weeks	NONE	1
Traveling Tales Kits - Juvenile	4 weeks	NONE	1
ELECTRONIC MEDIA	LOAN PERIOD		LIMIT
Compact Discs	2 weeks	2	10
Records	2 weeks	2	10
Audio Books	2 weeks	2	10
Lengthy Audio Books (15 hours + listening)	4 weeks	2	10
DVDs	2 weeks	2	10
Hotspots	2-14 days	1	1
Video Games	1 week	NONE	1

Other types of items

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

Interlibrary Loan

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

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

Hotspots

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

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

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

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

Device instructions are included in each hotspot case. JCPL Circulation staff can provide in-person support at the time of rental. If you are experiencing problems after leaving the library, follow the Hotspot Tips and Troubleshooting instructions found on the bottom of each case. Contact JCPL’s Circulation department at **423-434-4475** if problems persist.

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

Patrons will be charged a replacement fee or service fee:

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

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

Requests for Holds

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

Return of Materials

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

The following materials must be returned to the service desk:

- Hotspots
- Book kits
- Other items as marked

OVERDUE LIBRARY MATERIALS

Overdue Guidelines

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

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

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

Overdue notices will be sent by mail, e-mail, or SMS. The library attempts to send the cardholder up to five notifications of overdue materials. The library offers patrons pre-overdue courtesy reminder notices, via email or SMS, for items coming due in 3 days. Patrons may sign up for email or SMS service by telephone or in-person at the Circulation Desk.

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

Fines and Charges

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

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

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

Refunds

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

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

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

Review and revision of this Circulation Policy

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

Approved by the Board of Directors 8/17/2022

Johnson City Public Library Internet Use Policy

Internet Access

Residents in the JCPL service area (Johnson City and Washington County) may access library computer services using a valid JCPL library card. Patrons with valid cards will not be denied access based on fines/fees amount. Individuals who do not qualify for a library card may obtain a Computer Center pass at the Adult Services desk.

Patrons are authorized to use their library card only and may not use the cards of others in addition to their own.

The internet offers access to a wealth of information that can be personally, professionally, and culturally enriching. However, the U. S. Congress and the courts have recognized that there is no single organization to govern, control, or select information for the internet. Along with much valuable information, the internet also contains information which may be inaccurate, outdated, controversial, or offensive. Information access points may change rapidly and unpredictably. Due to the constantly changing and expanding nature of technology, library staff may not be familiar with every aspect of the internet, electronic devices, and software programs.

The Johnson City Public Library cannot be held responsible for the content of the internet as the library has no control over this vast array of informational resources. The library specifically disclaims any warrant as to the information's accuracy, timeliness, authoritativeness, usefulness, or fitness for a particular purpose. The library will have no liability for direct, indirect, or consequential damages related to the use of information accessed through the library's internet service.

The library makes no guarantee of complete access to the internet from any computer work station. Internet resources may vary according to the primary services supported in each area or department.

The library will not monitor a user's internet session, except for length of time in order to ensure equal opportunity of access for everyone. The library will make a good faith effort to purge all patron originated information left on library computers. Information transmitted and received on the library's public computers is by no means guaranteed to be protected from interception by other parties inside or outside the library. Users are cautioned that library computers are located

In public areas where computer screens are visible to others, so they cannot be considered private. The user, or the parent/guardian of a minor user, is responsible for his or her internet session at all times. Library staff reserves the right to ensure compliance with this internet policy.

Technology Protection Measures

In compliance with the Children's Internet Protection Act of 2000, the library uses filtering software or other technology protection measures on library computers and all other personal devices connected to the library's network. Filters are required to prevent minors from accessing visual depictions that are obscene, child pornography, or harmful to minors.

The library makes no claim that its filtering software or any filtering software is foolproof.

Filtering software diminishes the likelihood that users will inadvertently retrieve text or images that they may find offensive but does not eliminate that possibility. Filters may block sites that users would consider both inoffensive and useful. Users aged 17 and older may ask a library staff member to disable the filters for bona fide research or other lawful purpose.

The library will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by users.

Internet Safety/Child Safety on the Internet

Parents/guardians, not the library or its staff are responsible for the internet information accessed by their children under the age of 18. Parents/guardians should be aware that the only way to monitor their children's internet use is for the adult to be present at the computer. Parents are reminded that filtering software is not foolproof. At all times, while using the library or its internet access, children 10 and under must be accompanied by a parent/guardian or an adult caregiver.

User Responsibilities

All users of the internet at the library are expected to use this resource in a responsible and ethical manner, consistent with the library's educational and informational purposes, and to follow all internet related rules, regulations, and procedures established for its use including, but not limited to, those of the library.

Responsible use of the internet at the library includes:

- Complying with the library's posted Code of Conduct
- Using the library's computers for library designated purposes only
- Not abusing or misusing library computers or any other equipment; changes are not allowed to the setup or configuration of the software or hardware
- Not using someone else's library account to access the internet
- Respecting the sensibilities of others when accessing potentially offensive information and images.
- Refraining from illegal or unethical use of the internet, including the viewing of any material which depicts nudity, sexual contact, excess violence and which is harmful to minors per the Tennessee Code Annotated 39-17-911.

The library is not responsible for damage to users' storage medium or electronic devices or for any loss of data, damage, or liability that may occur from use of the library's computers.

The library provides free, unsecured, wireless internet access for public use. **The library does not provide technical support for privately owned personal electronic devices.** Security for personal wireless devices rests solely with the owner of the wireless device. Personal use of the library's public wireless access will conform to policies regulating other types of public internet access provided by the library.

Response to Violations

The library reserves the right to terminate an internet session that disrupts library services or that involves user behavior that violates this or any other library policy. Failure to comply with library policies may result in the temporary or permanent forfeiture of the user's privilege to access these computers or to use the library.

Procedures

The library staff will develop such supporting rules and procedures as are necessary to ensure the fair and reasonable use of library Internet access. This Internet Access Policy and a "Guide to Internet and Computer Use" will be available to users in the library and on the library's internet site.

Review and revision of this Internet Access Policy

This Internet Access Policy including any attachments will be reviewed periodically, approximately every three years, by the library staff and the library board. It may be revised only with the formal approval of the board.

Approved by the Board of Directors June 14, 2005

Revised November 13, 2018