



# 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 March 19, 2024 4:30 PM

1. Call to order
2. Public Comment
3. Approval of February minutes –  
**Action**
4. Treasurer’s Report
  - a. February JCPL report -- **Action**
  - b. February WCIL report—**Action**
5. Director’s Report
6. President’s Report
7. Holston River Regional Library Report
8. Old Business
9. New Business
  - a. Employee Cyber Security Policy-  
**Action**
  - b. 2024/2025 Budget proposal-  
**Action**
10. Adjournment

- Action items indicated in red

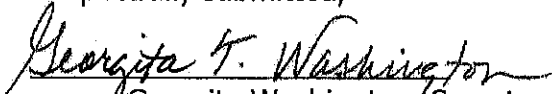
JOHNSON CITY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
February 20, 2024

The Board of Directors of the Johnson City Public Library met February 20, 2024, 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) Sarah Egan, Director Julia Turpin, Assistant Director Suzy Bomgardner, Business Manager Celeste Smedley, library staff member Gabriella Ammiano, and five children representing this year's Librarians in Training group.

- I. Call of meeting to order. President Dixon called the meeting to order at 4:33 p.m.
- II. Public Comment. None.
- III. Approval of December minutes. Upon the motion of Ms. Mettetal, seconded by Mr. Davis, the minutes of the December 19, 2023, meeting were approved as submitted.
- IV. Approval of January minutes. Upon the motion of Mr. Carter, seconded by Mr. Kendall, the minutes of the January 19, 2024, meeting were approved as submitted.
- V. Treasurer's Report.
  - a. January JCPL report. Mr. Jeffress stated that due to the way dates fell, January's last payroll was processed in an unusual way but that it will clear itself up in February's balance sheet. The library is in good shape financially. Total expenditures are at 78.8% of budgeted amounts. Mr. Jeffress also explained that we have received the third city allocation this fiscal year and the county allocation should be in by the end of the month. Expenses, with the exception of support services remain at or below budget. Expenses are on track at 54.4%. Of note is the IT account line (5601) that has a negative balance because of a budget revision, a transfer of funds from an LSTA grant, line item 5608. Upon the motion of Ms. Washington, and seconded by Ms. Mettetal, it was unanimously resolved to approve the January JCPL report as submitted.
  - b. December JCPL report was referred to the minutes and, upon the motion of Mr. Davis and seconded by Mr. Kendall, was unanimously approved.
  - c. Imagination Library report. Mr. Jeffress reported the financials and noted the city's allocation and anticipated county allocation by the end of the month. He also noted that there are currently 5,148 Washington County children under the age of 5 and that last month's numbers seemed to be off, as they were 5,241, whereas in November, the number was 5,145. Upon the motion of Mr. Kendall, and seconded by Ms. Mettetal, it was unanimously resolved to approve the December Washington County Imagination Library report.

- d. Upon the motion of Mr. Carter, and seconded by Mr. Davis, it was unanimously resolved to approve the January WCIL report.
- VI. Director's Report. Ms. Turpin reported that January was a busy month for library usage and that the library is dealing with spatial challenges. She stated that we are actively mapping the collections, working on a massive weeding project, and exploring ideas within the space and resources we currently have. We continue to provide quality programs that are in high demand and we are consistently turning patrons away from storytimes and other various programs. She suggested a board workshop to actively work toward a solution for better use of the space. Ms. Turpin stated that the library is scaling up, fine-tuning procurement practices, and has been revisiting policy. She hopes to have some revisions for the next meeting. She also noted that there have been changes in police scheduling with a third party system, and she is anticipating potential pricing changes. Ms. Dixon asked what steps the library has already taken in working through spatial solutions and Ms. Turpin referenced the focus groups the library hosted in August and reaching out to libraries of similar sizes for creative ideas. Ms. Washington and Ms. Dixon suggested continuing to gather data on the amount of patrons turned away. Mr. Davis asked for an update on the request for reconsideration. Ms. Turpin said, moving forward, we will examine classics through the same lens we examine newly acquired material, so if something in our existing collection has language or themes that would not be newly added to our children's collection, those works will relocate to our general collection. Additionally, the children's library staff created a booklist for younger readers that are accelerated readers. Ms. Turpin stated that Xander Murray is this month's Employee of the Month and said Xander has been working closely with Eric Job with our library's computer systems. She reported that JCPL is planning a staff training day on April 19.
- VII. President's Report. Ms. Dixon did not have a report.
- VIII. Holston River Regional Library Report. Ms. Egan shared the HRRL monthly newsletter and upcoming training opportunities.
- IX. Old Business. There was no old business, but there was a mention of the data collected from the food for fines final count - a total of 594 lbs. of food collected for the Second Harvest Food Bank.
- X. New Business. There was no new business. Ms. Turpin stated that next month, there would be policies to review.
- XI. Adjournment. Upon the motion of Mr. Jeffress, seconded by Ms. Washington, it was unanimously resolved to adjourn the meeting at 5:11 p.m.

Respectfully submitted,

  
Georgita Washington, Secretary

Johnson City Public Library  
100 West Millard Street, Johnson City, TN 37604  
Balance Sheet  
February 29, 2024

## ASSETS

## Current Assets

Petty Cash	\$	350.00	
Trust Money Mkt. Acct.		846,578.26	
Payroll Account		43,081.42	
Checking Account		73,794.92	
Cash on Hand		300.00	
Accounts Receivable Module		490.00	
		<hr/>	
Total Assets			\$ <u><u>964,594.60</u></u>

## LIABILITIES AND CAPITAL

## Current Liabilities

Accounts Payable Module	\$	10,707.41	
Accrued Wages		0.00	
Federal Income Tax		(3,862.58)	
OASDI-M/Care W/H Employee		(4,260.40)	
OASDI-M/Care W/H Employer		(4,260.40)	
FUTA		0.00	
SUTA		0.00	
Sales Tax Payable		0.00	
TIAA/CRBF		4,076.58	
NW Retirement Solutions		(240.00)	
Credit Union		(700.00)	
Staff Orders Account		0.00	
Court Ordered Deductions		(201.00)	
Dependent Coverage		0.00	
Other P/R Deductions		0.00	
Medical Ins. Deduction		0.00	
Aflac		(66.68)	
		<hr/>	
Total Liabilities			1,192.93

## Capital

Unassigned Fund Balance	518,858.90	
Clark Funds Assigned/FutureUse	0.00	
Current Earnings	0.00	
Net Income	444,542.77	
	<hr/>	
Total Capital		<u>963,401.67</u>
Total Liabilities & Capital		\$ <u><u>964,594.60</u></u>

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

		February 2024	Year to Date	Budget	Percent
<b>Revenues</b>					
4101	City of Johnson City	\$ 0.00	1,650,956.25	2,201,275.00	75.00
4102	Washington County	25,500.00	76,500.00	102,000.00	75.00
4103	Interest Income	3,036.47	21,926.26	10,000.00	219.26
4104	Printing & Copying	1,102.58	7,594.39	12,000.00	63.29
4105	Lost & Damaged Charges	34.87	3,045.79	5,000.00	60.92
4106	Meeting Room Rental	520.00	4,365.00	4,500.00	97.00
4107	Fines	1,994.60	14,641.59	5,000.00	292.83
41081	Miscellaneous	91.39	281.82	5,000.00	5.64
41082	Patron Supply Purchase	41.55	249.44	200.00	124.72
41083	JCPL Promotional Items	0.00	71.00	100.00	71.00
41084	Ongoing Book Sale	1,287.00	7,128.27	4,125.00	172.81
41085	Cashier Reconciliation	(2.09)	(33.99)	0.00	0.00
41091	Donations	842.65	119,933.82	12,000.00	999.45
41092	Memorials	0.00	5,125.00	2,250.00	227.78
41093	Friends of the Library	(3,617.64)	5,950.00	5,950.00	100.00
41095	LSTA Grant	0.00	0.00	12,150.00	0.00
41096	Other Grant Revenue	0.00	0.00	0.00	0.00
4110	E-rate Reimbursement	3,043.66	3,043.66	7,097.00	42.89
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	362.00	3,072.80	8,000.00	38.41
	<b>Total Revenues</b>	<b>34,237.04</b>	<b>1,923,851.10</b>	<b>2,397,147.00</b>	<b>80.26</b>
<b>Expenses</b>					
<b>Personnel</b>					
51011	Salaried	57,028.48	487,731.17	804,000.00	60.66
51012	Hourly	47,474.51	383,957.64	642,500.00	59.76
5102	Social Security	7,994.36	66,683.47	110,657.00	60.26
5103	Medical Insurance	16,138.44	108,455.61	172,000.00	63.06
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	3,000.00	5,495.92	5,000.00	109.92
5107	Staff Memberships	0.00	430.00	1,000.00	43.00
5108	Travel Expense	0.00	725.13	1,000.00	72.51
5110	TIAA Retirement	3,949.39	32,853.11	55,650.00	59.04
	<b>Total Personnel Expenses</b>	<b>135,585.18</b>	<b>1,088,627.05</b>	<b>1,794,807.00</b>	<b>60.65</b>
<b>Support Services</b>					
52011	General Supplies	327.34	2,067.54	2,500.00	82.70
52012	Circ. Supplies	0.00	144.29	2,000.00	7.21
52013	Public Service Dept(s)Supplies	199.41	2,071.71	4,000.00	51.79
52014	Printing/Copying Supplies	0.00	1,249.27	2,500.00	49.97
5202	Postage	1,024.83	1,761.83	2,000.00	88.09
5204	Telephone	116.72	764.88	1,400.00	54.63
5205	Miscellaneous Admin.	298.95	5,979.07	7,000.00	85.42
5206	Bank & CC Acceptance Fees	469.26	4,726.87	5,500.00	85.94
5207	Volunteer Services	60.90	277.73	1,000.00	27.77
52081	Audit	0.00	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

		February 2024	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	0.00	1,565.39	1,500.00	104.36
5210	Public Relations	136.00	10,212.91	13,000.00	78.56
5211	Vehicle Expense	0.00	4,648.81	6,000.00	77.48
	<b>Total Support Services</b>	<b>2,633.41</b>	<b>59,115.30</b>	<b>72,065.00</b>	<b>82.03</b>
<b>Building Operations</b>					
5301	Gas	0.00	4,415.44	12,500.00	35.32
5302	Electricity	4,269.00	33,263.62	57,000.00	58.36
5303	Water	1,187.14	3,399.90	6,500.00	52.31
5304	Janitorial Supplies	1,762.74	12,454.85	14,800.00	84.15
53051	Routine Maint. & Repair	180.62	8,198.16	14,300.00	57.33
53052	Lighting	0.00	1,259.31	2,000.00	62.97
53053	Grounds Maintenance	26.98	696.95	7,500.00	9.29
53061	Equip. Maint./Contracts	203.00	4,371.10	8,500.00	51.42
53062	Contracted Building Services	633.94	8,635.12	11,300.00	76.42
5307	Building Improvements	0.00	7,632.06	10,000.00	76.32
5308	Clothing and PPE	208.00	936.70	1,500.00	62.45
	<b>Total Building Operations</b>	<b>8,471.42</b>	<b>85,263.21</b>	<b>145,900.00</b>	<b>58.44</b>
<b>Technical Services</b>					
5401	Processing Supplies	754.71	2,580.27	9,500.00	27.16
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>754.71</b>	<b>2,944.27</b>	<b>10,750.00</b>	<b>27.39</b>
<b>Materials and Services</b>					
55011	Adult Books	2,631.33	21,452.02	37,700.00	56.90
55012	Children's Books	1,473.43	17,665.27	37,300.00	47.36
55013	Teen Books	458.09	7,954.63	12,000.00	66.29
5502	Serials	0.00	5,316.35	6,000.00	88.61
55031	Adult Non-Print	399.86	4,043.19	9,000.00	44.92
55032	Children's Non-Print	547.33	1,477.55	2,700.00	54.72
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	245.42	4,846.79	5,000.00	96.94
55052	Children's Programs	711.27	3,588.27	5,000.00	71.77
55053	Teen Programs	1,101.31	2,706.08	4,000.00	67.65
5506	Summer Reading Program (All)	204.84	2,337.99	13,500.00	17.32
55071	Adult Electronic Materials	6,615.77	32,422.55	46,225.00	70.14
55072	Children's Electronic Material	1,861.53	6,094.39	8,100.00	75.24
55073	Teen Electronic Materials	1,230.24	3,143.38	4,500.00	69.85
5508	FOL Materials	0.00	0.00	0.00	0.00
5509	FOL Programs	0.00	2,100.00	2,550.00	82.35
	<b>Total Materials and Services</b>	<b>17,480.42</b>	<b>120,017.16</b>	<b>200,575.00</b>	<b>59.84</b>

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

		February 2024	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	247.46	4,293.87	4,850.00	88.53
5602	Software	1,947.76	5,236.20	7,000.00	74.80
5603	Copier Maintenance	927.43	7,501.26	12,000.00	62.51
5604	ILS Maintenance	0.00	17,048.20	24,000.00	71.03
5605	Equip./Software Maint.	648.00	37,757.54	42,500.00	88.84
5606	Internet Access	724.68	5,914.16	10,000.00	59.14
5608	LSTA Grant	0.00	24,299.20	24,300.00	100.00
	Total Information Technology	<u>4,495.33</u>	<u>102,050.43</u>	<u>124,650.00</u>	81.87
Miscellaneous Expense					
5701	Miscellaneous	584.16	2,610.33	4,000.00	65.26
5702	Security	3,997.50	22,310.00	39,500.00	56.48
5703	Furniture	0.00	(1,645.02)	1,500.00	(109.67)
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	(3,934.64)	(1,984.40)	3,400.00	(58.36)
	Total Miscellaneous Expense	<u>647.02</u>	<u>21,290.91</u>	<u>58,400.00</u>	36.46
	Total Expenses	<u>170,067.49</u>	<u>1,479,308.33</u>	<u>2,407,147.00</u>	61.45
	Net Income	<u>\$ (135,830.45)</u>	<u>444,542.77</u>	<u>(10,000.00)</u>	(4,445.43)

**Washington County Imagination Library**  
 100 West Millard Street, Johnson City, TN 37604  
 FY 2023/2024  
**Balance Sheet**  
 February 29, 2024

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		48,698.44
Accounts Receivable		0.00
		48,698.44
<b>Total Current Assets</b>		<b>48,698.44</b>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	0.00
		0.00
<b>Total Liabilities</b>		<b>0.00</b>
Capital		
Reserved Balance		48,437.15
Journal Difference		0.00
Net Income		261.29
		48,698.44
<b>Total Capital</b>		<b>48,698.44</b>
<b>Total Liabilities &amp; Capital</b>	<b>\$</b>	<b>48,698.44</b>

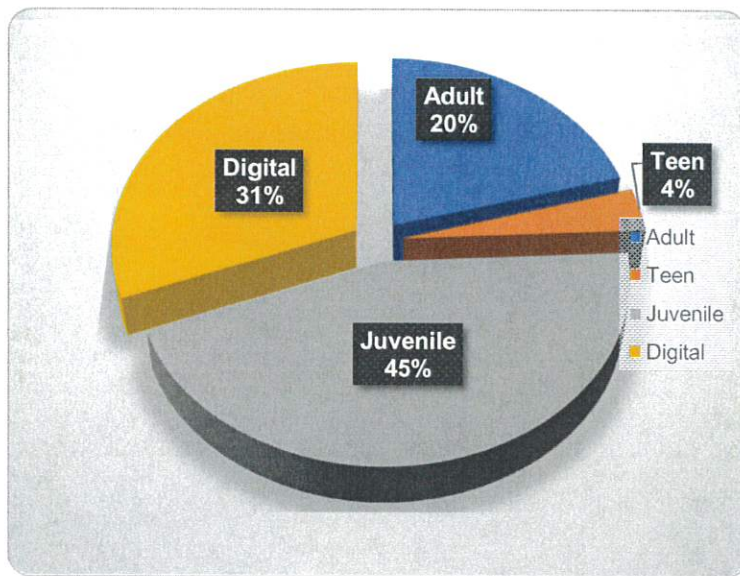


Washington County Imagination Library  
 100 West Millard Street, Johnson City, TN 37604  
 FY 2023/2024  
 Financial Report

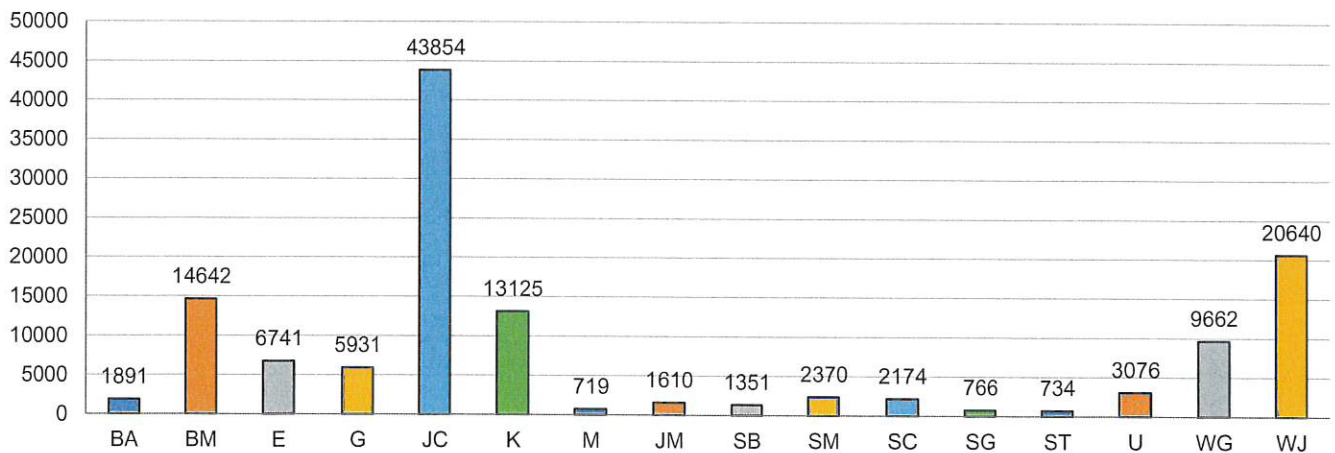
		February 2024	Balance YTD	Budget	Percent
<b>Revenues</b>					
4101	City of Johnson City	\$ 0.00	\$ 29,775.00	39,700.00	75.00
4102	Washington County	0.00	12,500.00	25,000.00	50.00
4103	Donations	0.00	0.00	500.00	0.00
4104	Miscellaneous Revenue	0.00	0.00	100.00	0.00
4105	DPIL License Plate Revenue	0.00	3,208.45	10,000.00	32.08
	<b>Total Revenues</b>	<u>0.00</u>	<u>45,483.45</u>	<u>75,300.00</u>	<u>60.40</u>
<b>Expenses</b>					
5101	Monthly Book Purchase	5,563.17	45,222.16	71,820.00	62.97
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>5,563.17</u>	<u>45,222.16</u>	<u>75,295.00</u>	<u>60.06</u>
	<b>Net Income</b>	<u>\$ (5,563.17)</u>	<u>\$ 261.29</u>	<u>5.00</u>	<u>5,225.80</u>

## Circulation Report for February 2024

	Feb-24	Jan-24	% Change	Feb-23	% Change	Feb-19	% Change
<b>Library</b>							
Adult	12771	13197	-3.23%	13578	-6%	17670	-28%
Teen	2269	2004	13.22%	1790	26.76%	1806	26%
Juvenile	27894	26933	3.57%	27101	2.93%	19014	47%
Digital	19272	21113	-8.72%	15404	25.11%	9287	108%
<b>Total</b>	<b>62206</b>	<b>63247</b>	<b>-1.65%</b>	<b>57873</b>	<b>7.49%</b>	<b>47777</b>	<b>30%</b>
<b>Courier Loans</b>							
Borrowed	1337	1181	13.21%	1312	1.91%	1914	-30%
Loaned	612	559	9.48%	442	38.46%	734	-17%
<b>Other</b>							
Self Checkouts	14654	15522	-5.59%	13793	6.24%	11944	23%
Borrowers added	370	418	-11.48%	332	11.45%		
Door Count	16608	15479	7.29%	43597	-61.91%	20322	-18%



## OWL CIRC, February 2024



Johnson City Public Library  
Fiscal Year 2024-2025  
Proposed Operating Budget

REVENUES Acct. #	Actual	Current	Proposed	Change from	
	Year to Date 12/31/2023	Budget 2023/2024	Budget 2024 2025	prev. budget	% change
4101 City of Johnson City	1,100,638	2,201,275	2,301,611	100,336	4.56%
4102 Washington County	51,000	102,000	102,000	0	0.00%
4103 Interest income	16,294	10,000	10,000	0	0.00%
Fees for Services					
4104 Printing and copying	5,556	12,000	12,000	0	0.00%
4105 Lost & damaged item charges	2,725	5,000	5,000	0	0.00%
4106 Meeting room fees	2,745	4,500	5,000	500	11.11%
4107 Fines	10,192	5,000	12,000	7,000	140.00%
Miscellaneous Revenue					
41081 Miscellaneous	143	5,000	0	-5,000	-100.00%
41082 Patron supply purchase	172	200	300	100	50.00%
41083 JCPL promotional items	71	100	100	0	0.00%
41084 Ongoing Book Sale	4,125	4,125	8,000	3,875	0.00%
41085 Cashier reconciliation	-38	0	0	0	
Contributions					
41091 Donations	106,552	12,000	12,000	0	0.00%
41092 Memorials	5,125	2,250	2,250	0	0.00%
41093 Friends of the Library	5,950	5,950	0	-5,950	0.00%
Grants					
41095 LSTA Grant	0	12,150	0	-12,150	-100.00%
41096 Other Grant Revenue	0	0	0	0	0.00%
Other Income					
4110 E-rate reimbursement	0	7,097	0	-7,097	-100.00%
4111 Sale of Obsolete Equip./Furn.	0	500	0	-500	-100.00%
4112 Events	0	0	0	0	0.00%
4113 Hotspot rental	1,984	8,000	4,000	-4,000	0.00%
<b>41 TOTAL REVENUES</b>	<b>1,313,232</b>	<b>2,397,147</b>	<b>2,474,261</b>	<b>77,114</b>	<b>3.22%</b>
<b>EXPENDITURES</b>					
Personnel					
51011 Salaried	303,994	804,000	835,000	31,000	3.86%
51012 Hourly	235,270	642,500	678,500	36,000	5.60%
5102 Social Security	41,253	110,657	115,783	5,126	4.63%
5103 Medical insurance	62,945	172,000	172,000	0	0.00%
5104 Worker's compensation	2,295	2,000	2,000	0	0.00%
5105 State unemployment	0	1,000	1,000	0	0.00%
5106 Staff development	2,259	5,000	5,000	0	0.00%
5107 Staff memberships	401	1,000	1,000	0	0.00%
5108 Travel expense	725	1,000	1,000	0	0.00%
5110 TIAA/CREF retirement	20,427	55,650	57,000	1,350	2.43%
<b>51 Total Personnel expenses</b>	<b>669,569</b>	<b>1,794,807</b>	<b>1,868,283</b>	<b>73,476</b>	<b>4.09%</b>

	Actual	Current	Proposed	Change from	
	Year to Date	Budget	Budget	prev. budget	% change
	12/31/2023	2023/2024	2024/2025		
<u>Support Services</u>					
52011 General supplies	1,115	2,500	2,500	0	0.00%
52012 Circ. supplies	131	2,000	2,000	0	0.00%
52013 Public service dept.(s) supplies	1,626	4,000	3,000	-1,000	-25.00%
52014 Printing & copying supplies	1,249	2,500	2,500	0	0.00%
5202 Postage	737	2,000	3,000	1,000	50.00%
5204 Telephone	531	1,400	1,400	0	0.00%
5205 Miscellaneous - admin.	4,861	7,000	7,000	0	0.00%
5206 Bank fees	3,008	5,500	6,000	500	9.09%
5207 Volunteer Services	156	1,000	1,000	0	100.00%
<u>Services &amp; Insurance</u>					
52081 Audit	14,700	14,700	14,700	0	0.00%
52083 Liability & contents insur.	6,780	6,800	6,800	0	0.00%
52084 Directors & officers insur.	2,165	2,165	2,165	0	0.00%
5209 Memberships	1,373	1,500	1,500	0	0.00%
5210 Public relations	10,017	13,000	13,000	0	0.00%
5211 Vehicle Expense	1,551	6,000	5,000	-1,000	-16.67%
52 Total Support Services	50,002	72,065	71,565	-500	-0.69%
<u>Building operations</u>					
5301 United Cities gas	3,062	12,500	12,500	0	0.00%
5302 JC Power Bd. electricity	24,951	57,000	57,000	0	0.00%
5303 JC Water & sewer	1,862	6,500	6,500	0	0.00%
5304 Janitorial Supplies	9,882	14,800	16,300	1,500	10.14%
53051 Routine maint./repair	7,029	14,300	14,300	0	0.00%
53052 Lighting	1,567	2,000	4,000	2,000	100.00%
53053 Grounds maintenance	531	7,500	4,000	-3,500	-46.67%
53061 Equipment service & inspections	3,823	8,500	8,500	0	0.00%
53062 Contracted building services	7,628	11,300	11,300	0	0.00%
5307 Building Improvements	7,632	10,000	10,000	0	
5308 Clothing and PPE	729	1,500	1,500	0	0.00%
53 Total Building Operations	68,696	145,900	145,900	0	0.00%
<u>Technical Services</u>					
5401 Processing supplies	1,643	9,500	4,000	-5,500	-57.89%
5402 Acquisitions service	364	750	750	0	0.00%
5403 Binding and preservation	0	500	500	0	
54 Total Technical Services	2,007	10,750	5,250	-5,500	-51.16%
<u>Materials and Services</u>					
55011 Adult books	15,993	37,700	33,000	-4,700	-12.47%
55012 Juvenile books	13,009	37,300	37,300	0	0.00%
55013 Young adult books	6,271	12,000	13,950	1,950	16.25%
5502 Serials	1,123	6,000	4,678	-1,322	-22.03%
55031 Adult non-print	3,643	9,000	7,000	-2,000	-22.22%
55032 Juvenile non-print	930	2,700	3,200	500	18.52%
55033 Young adult non-print	452	1,000	600	-400	-40.00%

	Actual	Current	Proposed	Change from	
	Year to Date	Budget	Budget	prev. budget	% change
	12/31/2023	2023/2024	2024/2025		
5504 Databases, Electronic	4,417	6,000	5,000	-1,000	-16.67%
55051 Adult Services Programs	4,327	5,000	5,500	500	10.00%
55052 Youth Services Programs	2,673	5,000	5,500	500	10.00%
55053 Teen Services Programs	1,102	4,000	4,500	500	12.50%
5506 Summer Reading Program (all de	2,133	13,500	13,500	0	0.00%
55071 Adult Electronic Materials	20,742	46,225	54,000	7,775	16.82%
55072 Juvenile Electronic Materials	3,525	8,100	6,975	-1,125	-13.89%
55073 YA Electronic Materials	1,412	4,500	3,500	-1,000	-22.22%
5508 FOL Materials	0	0	0	0	0.00%
5509 FOL Programs	2,100	2,550		-2,550	0.00%
5510 Purchase Discount	0	0	0	0	
55 Total Materials & services	83,852	200,575	198,203	-2,372	-1.18%
<u>Information Technology</u>					
5601 Equipment	2,579	4,850	7,700	2,850	58.76%
5602 Software	3,135	7,000	9,000	2,000	28.57%
5603 Printer/Copier maint	5,812	12,000	12,000	0	0.00%
5604 ILS maintenance	17,048	24,000	18,000	-6,000	-25.00%
5605 Equip./Software maint.	35,677	42,500	42,500	0	0.00%
5606 Internet access	4,348	10,000	10,000	0	0.00%
5607 LSTA Grant	3,765	24,300	14,000	-10,300	0.00%
56 Total Information technol.	72,364	124,650	113,200	-11,450	-9.19%
<u>Miscellaneous</u>					
5701 Miscellaneous	1,551	4,000	4,000	0	0.00%
5702 Security	16,812	39,500	66,360	26,860	68.00%
5703 Furniture	-2,064	1,500	1,500	0	
5704 Children's STEM Program	0	10,000	0	-10,000	
5706 Capital Projects- Other		0	0	0	
5708 Misc. Friends of the Library	1,776	3,400	0	-3,400	
57 Total Miscellaneous	18,075	58,400	71,860	13,460	23.05%
5 TOTAL EXPENDITURES	964,564	2,407,147	2,474,261	67,114	2.79%
Revenues less expenditures	348,668	-10,000	0		

73,476 personnel 3.34%  
26,860 security

100,336

## Employee Cybersecurity Policy

The goal of this Employee Cybersecurity Policy is to protect employees, patrons, and information at the library. For the scope of this policy, what is meant by “information” may include accounts, passwords, patron profiles, circulation histories, confidential employee records, critical operational data, documents, search history, E-mail, calendars, system configurations, and data stored in contracted information services online.

The library operates two networks of computer hardware and software systems. One is for employee (staff) functions and the other for public functions. The library has undertaken technology protection measures to isolate information flow between the two networks, with the overarching goal of protecting staff equipment, information, software, and services.

Technology protection measures employed by the library include:

- Keeping operating systems and software updated
- Using anti-malware software on Windows and MacOS devices
- Backing up critical information
- Employing a stateful network firewall
- Filtering known Internet addresses hosting malware
- Encouraging use of strong passwords
- Enlisting two-factor authentication where reasonable and applicable
- Conducting cybersecurity awareness training

This policy will outline acceptable use of information systems at Johnson City Public Library. Inappropriate use exposes the library to risks including malware attacks, compromise of networked systems and services, and potential legal issues.

Employees are reminded that information stored on all library computers, network servers, and Internet-based servers and services used by the library is Public Record and may be reviewed per TCA § 10-7-503(a)(2)(A).

1. Personal Use of Staff Systems: Library-owned devices that are part of the staff network should only be used for providing public library service. Employees shall not use the staff systems to check personal E-mail accounts, use social media, shop online, and conduct other activities for personal use.
2. Use of Employee-Owned Devices on Staff Network: Staff-owned devices such as smartphones, laptops, and tablets should not be connected to the staff Wi-Fi network (named “Blue Plum”).

Employees may use the public Wi-Fi networks (named “JCPL Secure Wi-Fi” and “JCPL Wi-Fi”) with their personal devices.

3. Use of Employee-Owned Devices for Work Purposes: The library recognizes that there are instances where employee-owned devices may necessarily be required for remote access to one or more library information system. Each use case for remote access shall be reviewed for compliance with the technology protection measures noted above, either by the Executive Director or Information Technology Manager, prior to use. Staff are discouraged from monitoring email while away from work, generally negating the need to access JCPL servers from personal devices.
4. Use of Staff-Owned Accounts for Library Business: Personal E-mail accounts, as well as accounts used to access online services, should not be used for library business. (That is, unless required by policies of service providers, such as Facebook, which require account holders to use personal accounts to administer pages and interact on behalf of organizations).
5. Downloading Software: Employees shall not download software (either from CD, DVD, or from online sources) onto any library system without reviewing the function and purpose of the software with either the Executive Director or Information Technology Manager.
6. Cybersecurity Awareness Training: All employees will participate in one hour of cybersecurity training per year to review best practices and understand the threats and issues associated with the Internet.



## **Library Staff Internet and Digital Usage Policy**

While the library encourages the use of information network resources, certain restrictions are necessary to avoid improprieties and ensure that established standards are met. Successful operation of the library's network requires that users regard it as a shared resource and conduct themselves responsibly and courteously.

**Users are encouraged to remember that anything and everything that is on your computer and on library servers is PUBLIC RECORD and can be reviewed by anyone that requests to see your files. Employee email may be public record under the Tennessee Public Records Law and may be inspected by the public. (T.C.A. 10-7-512).**

### **Responsibilities:**

Library staff members are subject to the user responsibilities outlined in the library's Internet Access Policy. Internet resources should enhance staff productivity, not detract from it.

You should carefully consider the material you receive and send. When viewing information and sites on the internet, you should be cautious about viewing, downloading and printing information that could be considered objectionable in the workplace. Adhere to the following rule of thumb: if the material is something the library would not put in our publications or post in the building, you probably should not distribute it or obtain it through a library provided internet connection.

### **Electronic Communication**

Electronic mail is a library resource and is provided as a business communication tool. It is also possible that others may view your messages. Remember, Internet and intranet services are for use in library related activities only. Good judgment is required while utilizing the electronic mail system. Some guidelines to follow are:

- Know your audience: Be aware of the culture and conventions of your email recipients. Proofread: Spelling and grammatical mistakes can be just as distracting in an email message as they are in written communications.
- Keep messages brief and to the point: Make your messages concise, not cryptic. Shorter paragraphs have more impact and are more likely to be read.
- Format messages for easy reading: White space enhances the clarity of an email message.
- Don't over distribute email: Every message you send creates work for someone else who must read, consider, and deal with the message.

- Respect the privacy rights of others: Don't invade privacy by forwarding or distributing messages without permission; or by reading other people's email.
- Identify yourself: Identify your affiliation, name, title and email address in messages.
- Separate opinion from non-opinion: So that readers do not confuse personal opinion with agency policy or position, use labels and explanatory notes to distinguish opinion from fact. Respect copyright and license agreements: Copyright laws are applicable to email networks. Be careful to cite references.
- Label messages that are meant to be humorous and be careful with sarcasm: Use established conventions or explanatory notes to alert the recipient that a message is meant to be taken humorously.
- Avoid sending email in anger or as an emotional response
- Be careful what you say about yourself and others: As a general rule, don't commit anything to email that you wouldn't want to become public knowledge.
- Remember, email privacy is an illusion: Assume that your message could be around for a long time.
- Don't send abusive, harassing or bigoted messages: This reflects badly on the individual and entire organization.
- Re-read your mail for content and tone before you send it

## **Social Media**

Johnson City Public Library reserves the right to monitor and control, at its sole discretion, its brand identity online as well as offline. Guidelines for electronic communication apply to social media when using it on behalf of the library. Additional guidelines includes the following:

- Staff members may not represent the library online without prior authorization from their supervisor.
- Provide information or comments relative to your area of expertise and go as in-depth as you like on non-confidential issues, concerning information open to the public. Refer topics outside your area of expertise to the appropriate staff member.
- When posting remarks or comments, be respectful, constructive and add value to the conversation. If a conversation becomes adversarial or antagonistic, ask the appropriate member of the staff for guidance. Do not abruptly leave the conversation in fear or anger. Remain respectful and polite.

- Do not make negative comments about other individuals, organizations or companies.

### **Downloading Materials from the Internet and Web Applications**

Most information and software that is accessible on the internet is subject to copyright or other intellectual property right protection. Therefore, nothing should be copied or downloaded from the internet for use within the library unless express permission to do so is stated by the material owner.

Downloading software to library computers is not allowed without the express permission of either the Library Director or the IT Department. Please note that this includes screen savers and instant messaging software. Any additional software requirement for library computers needed by staff should be communicated to the Director and Information Technology Manager.

Note: this policy supersedes the previously separate *Social Media Policy & Guidelines for Staff*.

***Approved by the Johnson City Public Library Board of Directors  
July 20, 2010***

***Revised November 8, 2015***