



# 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 May 21, 2024 4:30 PM

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

- Action items indicated in red

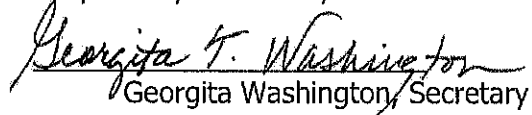
JOHNSON CITY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
April 16, 2024

The Board of Directors of the Johnson City Public Library met April 16, 2024, at 4:30 p.m. at the Memorial Park Community Center. Members present were President Jennifer Dixon, Secretary Georgita Washington, Treasurer Scott Jeffress, and Thomas Kendall. Vice President Daryl Carter, Rob Davis, John Hunter, Suzy Williams, and Gwynn Mettetal were absent from the meeting. Also present were Holston River Regional (HURL) Director Jennifer Breuer, Director Julia Turpin, Assistant Director Suzy Bomgardner, and Business Manager Celeste Smedley.

- I. Call of meeting to order. President Dixon called the meeting to order at 4:36 p.m.
- II. Public Comment. None.
- III. Approval of March minutes. Approval of the March minutes were deferred until the next meeting in May.
- IV. Treasurer's Report.
  - a. March JCPL report. Mr. Jeffress noted that, after two months of payroll, there are no liabilities and that total revenue is at 80.86%. Due to the library's closure for renovations, the budget reflects a negative \$160 for meeting center rentals, but we are still in great shape for the year, with some vacancy savings from personnel.
  - b. March WCIL report. Mr. Jeffress stated that at the end of March, total revenue is at 77.4% and expenditures are at 67.66% of budgeted amounts. He also stated that we received the county's third allocation for WCIL. Currently, 5,224 Washington County children under the age of five are enrolled in the program.
- V. Director's Report. Ms. Turpin reported that March was a good month all around and feels like a long time ago, due to all of the construction and preparation for summer reading. She reported meeting with the county budget committee yesterday and the library did not ask for an increase in budget for the year. She plans to meet with the city commission in May. Ms. Turpin noted a budget amendment coming in May to fund a sculpture for the exterior of the building. She stated that Emory LaPrade, cataloger extraordinaire, is this month's Employee of the Month. Ms. Turpin discussed Camp JCPL, a week of training during the library's closure. Ms. Dixon asked if the closure will end sooner than anticipated and Ms. Turpin reported that the demolition has taken longer than expected, due to the glue that was used. She also had a call to action and asked the board if they could be honorary judges for an all-ages summer reading bookmark contest in June.
- VI. President's Report. Ms. Dixon did not have a report.

- VII. Holston River Regional Library Report. Ms. Breuer stated that the LSA is out and there are no changes from last year. She shared information about the TSLA virtual partnership fair, as well as a mentoring program partnership between TN and NJ libraries through TNLA. There are two training opportunities coming up at the end of the month.
- VIII. Old Business. There was no old business.
- IX. New Business. Board member Gwen Mettetal would like to step down and Ms. Turpin discussed next steps for replacing her position. The next Trustee Workshop will be on September 24, 2024.
- X. Adjournment. The meeting was adjourned at 5:16 by group consent with all action deferred until the next meeting in May.

Respectfully submitted,

  
Georgita Washington, Secretary

Johnson City Public Library  
100 West Millard Street, Johnson City, TN 37604  
Balance Sheet  
April 30, 2024

## ASSETS

## Current Assets

Petty Cash	\$	350.00	
Trust Money Mkt. Acct.		1,103,357.42	
Payroll Account		329.16	
Checking Account		29,537.13	
Cash on Hand		300.00	
Accounts Rec'ble Module		100.00	
		<hr/>	
Total Assets			\$ <u><u>1,133,973.71</u></u>

## LIABILITIES AND CAPITAL

## Current Liabilities

Accounts Payable Module	\$	6,825.66	
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			6,825.66

## Capital

Unassigned Fund Balance	518,858.90	
Clark Funds Assigned/FutureUse	0.00	
Current Earnings	0.00	
Net Income	608,289.15	
	<hr/>	
Total Capital		1,127,148.05
		<hr/>
Total Liabilities & Capital		\$ <u><u>1,133,973.71</u></u>

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

		April 2024	Year to Date	Budget	Percent
<b>Revenues</b>					
4101	City of Johnson City	\$ 550,318.75	2,201,275.00	2,201,275.00	100.00
4102	Washington County	0.00	76,500.00	102,000.00	75.00
4103	Interest Income	3,399.48	28,009.95	10,000.00	280.10
4104	Printing & Copying	608.18	9,367.24	12,000.00	78.06
4105	Lost & Damaged Charges	190.49	3,671.59	5,000.00	73.43
4106	Meeting Room Rental	45.00	4,250.00	4,500.00	94.44
4107	Fines	1,221.82	17,822.45	5,000.00	356.45
41081	Miscellaneous	69.24	383.06	5,000.00	7.66
41082	Patron Supply Purchase	12.00	285.69	200.00	142.85
41083	JCPL Promotional Items	0.00	77.00	100.00	77.00
41084	Ongoing Book Sale	321.75	8,587.52	4,125.00	208.18
41085	Cashier Reconciliation	0.70	(34.67)	0.00	0.00
41091	Donations	5,846.40	128,926.84	12,000.00	1,074.39
41092	Memorials	0.00	5,125.00	2,250.00	227.78
41093	Friends of the Library	450.00	10,017.64	5,950.00	168.36
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	B-rate Reimbursement	0.00	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	154.00	3,552.80	8,000.00	44.41
	<b>Total Revenues</b>	<b>562,637.81</b>	<b>2,500,860.77</b>	<b>2,397,147.00</b>	<b>104.33</b>
<b>Expenses</b>					
<b>Personnel</b>					
51011	Salaried	56,880.80	631,631.11	804,000.00	78.56
51012	Hourly	45,458.09	499,734.32	642,500.00	77.78
5102	Social Security	7,828.85	86,548.56	110,657.00	78.21
5103	Medical Insurance	10,453.98	132,180.75	172,000.00	76.85
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	0.00	5,495.92	5,000.00	109.92
5107	Staff Memberships	0.00	530.00	1,000.00	53.00
5108	Travel Expense	0.00	725.13	1,000.00	72.51
5110	TIAA Retirement	1,653.17	44,471.22	55,650.00	79.91
	<b>Total Personnel Expenses</b>	<b>122,274.89</b>	<b>1,403,612.01</b>	<b>1,794,807.00</b>	<b>78.20</b>
<b>Support Services</b>					
52011	General Supplies	41.80	2,164.71	2,500.00	86.59
52012	Circ. Supplies	0.00	144.29	2,000.00	7.21
52013	Public Service Dept(s)Supplies	110.80	2,293.09	4,000.00	57.33
52014	Printing/Copying Supplies	212.96	1,651.12	2,500.00	66.04
5202	Postage	(2.04)	1,759.79	2,000.00	87.99
5204	Telephone	116.72	998.32	1,400.00	71.31
5205	Miscellaneous Admin.	386.42	6,502.06	7,000.00	92.89
5206	Bank & CC Acceptance Fees	405.44	5,622.68	5,500.00	102.23
5207	Volunteer Services	0.00	286.43	1,000.00	28.64
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

		April 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	0.00	10,212.91	13,000.00	78.56
5211	Vehicle Expense	70.51	4,794.40	6,000.00	79.91
	<b>Total Support Services</b>	<u>1,342.61</u>	<u>61,640.19</u>	<u>72,065.00</u>	<u>85.53</u>
<b>Building Operations</b>					
5301	Gas	811.58	7,413.57	12,500.00	59.31
5302	Electricity	4,463.99	42,366.35	57,000.00	74.33
5303	Water	585.40	4,552.81	6,500.00	70.04
5304	Janitorial Supplies	0.00	13,513.80	14,800.00	91.31
53051	Routine Maint. & Repair	318.48	9,859.78	14,300.00	68.95
53052	Lighting	122.50	2,120.38	2,000.00	106.02
53053	Grounds Maintenance	8,605.52	11,568.13	7,500.00	154.24
53061	Equip. Maint./Contracts	2,222.00	6,796.05	8,500.00	79.95
53062	Contracted Building Services	330.27	9,197.18	11,300.00	81.39
5307	Building Improvements	439.00	8,071.06	10,000.00	80.71
5308	Clothing and PPE	154.99	1,091.69	1,500.00	72.78
	<b>Total Building Operations</b>	<u>18,053.73</u>	<u>116,550.80</u>	<u>145,900.00</u>	<u>79.88</u>
<b>Technical Services</b>					
5401	Processing Supplies	655.97	3,246.14	9,500.00	34.17
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>	<u>655.97</u>	<u>3,610.14</u>	<u>10,750.00</u>	<u>33.58</u>
<b>Materials and Services</b>					
55011	Adult Books	3,057.90	27,273.01	37,700.00	72.34
55012	Children's Books	2,656.21	24,232.70	37,300.00	64.97
55013	Teen Books	747.28	9,202.16	12,000.00	76.68
5502	Serials	0.00	5,316.35	6,000.00	88.61
55031	Adult Non-Print	1,217.74	6,780.18	9,000.00	75.34
55032	Children's Non-Print	635.71	2,598.23	2,700.00	96.23
55033	Teen Non-Print	545.66	997.38	1,000.00	99.74
5504	Databases, Electronic	0.00	4,416.98	6,000.00	73.62
55051	Adult Programs	0.00	4,960.70	5,000.00	99.21
55052	Children's Programs	128.43	4,363.23	5,000.00	87.26
55053	Teen Programs	252.89	3,032.63	4,000.00	75.82
5506	Summer Reading Program (All)	2,446.70	5,010.43	13,500.00	37.11
55071	Adult Electronic Materials	5,308.08	38,272.50	46,225.00	82.80
55072	Children's Electronic Material	1,330.57	7,424.96	8,100.00	91.67
55073	Teen Electronic Materials	0.00	3,523.37	4,500.00	78.30
5508	FOL Materials	0.00	0.00	0.00	0.00
5509	FOL Programs	450.00	2,800.00	2,550.00	109.80
	<b>Total Materials and Services</b>	<u>18,777.17</u>	<u>150,204.81</u>	<u>200,575.00</u>	<u>74.89</u>

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

		April 2024	Year to Date	Budget	Percent
<b>Information Technology</b>					
5601	Equipment	0.00	5,022.40	4,850.00	103.55
5602	Software	61.79	5,297.99	7,000.00	75.69
5603	Copier Maintenance	938.81	9,342.17	12,000.00	77.85
5604	ILS Maintenance	0.00	17,048.20	24,000.00	71.03
5605	Equip./Software Maint.	0.00	50,696.12	42,500.00	119.28
5606	Internet Access	724.68	7,363.52	10,000.00	73.64
5608	LSTA Grant	0.00	24,282.69	24,300.00	99.93
	<b>Total Information Technology</b>	<u>1,725.28</u>	<u>119,053.09</u>	<u>124,650.00</u>	95.51
<b>Miscellaneous Expense</b>					
5701	Miscellaneous	631.51	3,423.71	4,000.00	85.59
5702	Security	1,811.25	27,332.50	39,500.00	69.20
5703	Furniture	0.00	(1,213.02)	1,500.00	(80.87)
5704	Children's STEM Program	4,739.50	4,739.50	10,000.00	47.40
5706	Capital Projects-Other	0.00	0.00	0.00	0.00
5708	Misc. Friends of the Library	1,452.57	3,617.89	3,400.00	106.41
	<b>Total Miscellaneous Expense</b>	<u>8,634.83</u>	<u>37,900.58</u>	<u>58,400.00</u>	64.90
	<b>Total Expenses</b>	<u>171,464.48</u>	<u>1,892,571.62</u>	<u>2,407,147.00</u>	78.62
	<b>Net Income</b>	<u>\$ 391,173.33</u>	<u>608,289.15</u>	<u>(10,000.00)</u>	(6,082.89)

**Washington County Imagination Library**  
 100 West Millard Street, Johnson City, TN 37604  
 FY 2023/2024  
**Balance Sheet**  
 April 30, 2024

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		59,284.38
Accounts Receivable		0.00
		<hr/>
Total Current Assets		59,284.38

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		10,847.23
		<hr/>
Total Capital		59,284.38
		<hr/>
Total Liabilities & Capital	\$	<u>59,284.38</u>

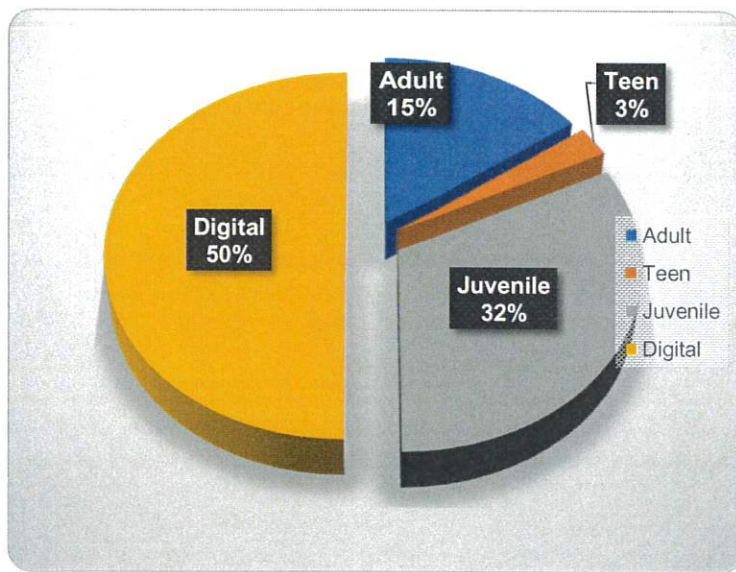


Washington County Imagination Library  
 100 West Millard Street, Johnson City, TN 37604  
 FY 2023/2024  
 Financial Report

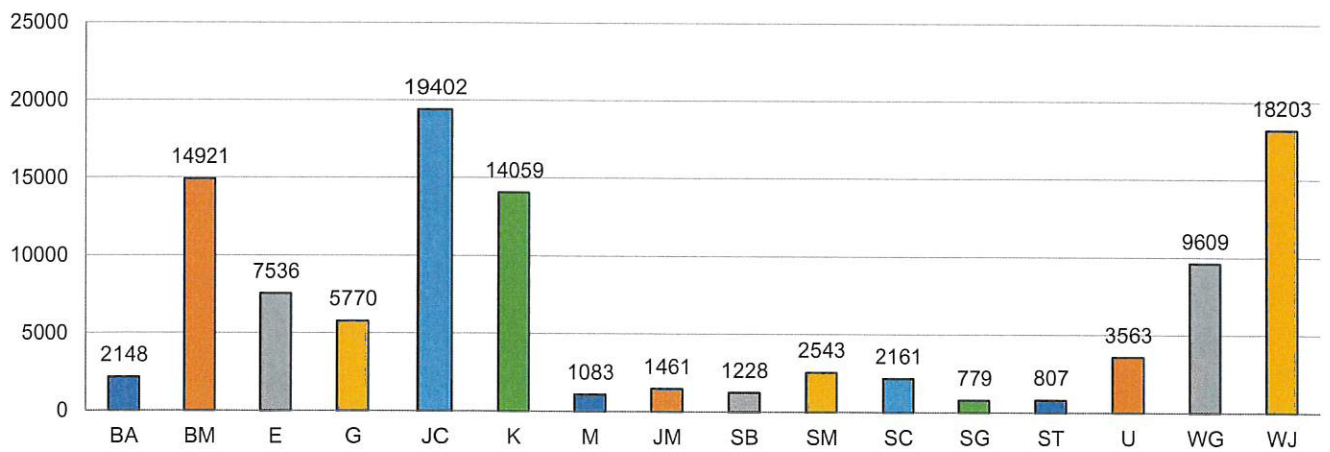
		April 2024	Balance YTD	Budget	Percent
<b>Revenues</b>					
4101	City of Johnson City	\$ 9,925.00	\$ 39,700.00	39,700.00	100.00
4102	Washington County	0.00	25,000.00	25,000.00	100.00
4103	Donations	0.00	0.00	500.00	0.00
4104	Miscellaneous Revenue	0.00	0.00	100.00	0.00
4105	DPIL License Plate Revenue	0.00	3,208.45	10,000.00	32.08
	<b>Total Revenues</b>	<u>9,925.00</u>	<u>67,908.45</u>	<u>75,300.00</u>	90.18
<b>Expenses</b>					
5101	Monthly Book Purchase	5,625.15	56,567.58	71,820.00	78.76
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	493.64	493.64	850.00	58.08
5106	Miscellaneous Expense	0.00	0.00	100.00	0.00
	<b>Total Expenses</b>	<u>6,118.79</u>	<u>57,061.22</u>	<u>75,295.00</u>	75.78
	<b>Net Income</b>	<u>\$ 3,806.21</u>	<u>\$ 10,847.23</u>	<u>5.00</u>	216,944.60

## Circulation Report for April 2024

	Mar-24	Mar-24	% Change	Apr-23	% Change
<b>Library</b>					
Adult	5716	12955	-55.88%	12483	-54%
Teen	984	2473	-60.21%	1867	-47.30%
Juvenile	12314	27891	-55.85%	26263	-53.11%
Digital	19074	19640	-2.88%	16230	17.52%
<b>Total</b>	<b>38088</b>	<b>62959</b>	<b>-39.50%</b>	<b>56843</b>	<b>-32.99%</b>
<b>Courier Loans</b>					
Borrowed	408	1337	-69.48%	1128	-63.83%
Loaned	188	612	-69.28%	375	-49.87%
<b>Other</b>					
Self Checkouts	11823	13519	-12.55%	11823	0.00%
Borrowers added	122	376	-67.55%	338	-63.91%
Door Count	7684	18292	-57.99%	19025	-59.61%



## OWL CIRC, April 2024



Johnson City Public Library  
 Fiscal Year 2023-2024  
 Approved by Board of Directors  
 Thursday, July 20, 2023  
 Revision 19-Dec-23

	Actual Year to Date 4/30/2024	Proposed	Proposed	Change from prev. budget % of total	
		Budget 2023/2024	Budget 2023/2024		
<b>EQUITY</b>					
3101 Fund balance transfer			9,900	9,900	
<b>REVENUES</b>					
Governmental and Interest Income					
4101 City of Johnson City	2,201,275	2,201,275	2,201,275	0	90.53%
4102 Washington County	76,500	102,000	102,000	0	4.19%
4103 Interest income	28,010	10,000	14,000	4,000	0.58%
Fees for Services					
4104 Printing and copying	9,367	12,000	12,000	0	0.49%
4105 Lost & damaged item charges	3,672	5,000	5,000	0	0.21%
4106 Meeting room fees	4,250	4,500	4,500	0	0.19%
4107 Fines	17,822	5,000	17,000	12,000	0.70%
Miscellaneous Revenue					
41081 Miscellaneous	383	5,000	5,000	0	0.21%
41082 Patron supply purchase	286	200	200	0	0.01%
41083 JCPL promotional items	77	100	100	0	0.00%
41084 Ongoing Book Sale	8,588	4,125	8,600	4,475	0.35%
41085 Cashier reconciliation	-35	0	0	0	
Contributions					
41091 Donations	128,927	12,000	12,000	0	0.49%
41092 Memorials	5,125	2,250	2,250	0	0.09%
41093 Friends of the Library	10,017	5,950	10,017	4,067	0.41%
41095 LSTA Grant	0	12,150	12,150	0	0.50%
41096 Other Grant Revenue	0	0	0	0	0.00%
Other Income					
4110 E-rate reimbursement	3,044	7,097	7,097	0	0.29%
4111 Sale of Obsolete Equip./Furn.	0	500	500	0	0.02%
4112 Events	0	0	0	0	0.00%
4113 Hotspot rental	3,553	8,000	8,000	0	0.33%
<b>41 TOTAL REVENUES</b>	<b>2,500,861</b>	<b>2,397,147</b>	<b>2,431,589</b>	<b>24,542</b>	<b>99.59%</b>
<b>EXPENDITURES</b>					
Personnel					
51011 Salaried	631,631	804,000	804,000	0	
51012 Hourly	499,734	642,500	642,500	0	
5102 Social Security	86,549	110,657	110,657	0	
5103 Medical insurance	132,180	172,000	172,000	0	
5104 Worker's compensation	2,295	2,000	2,000	0	
5105 State unemployment	0	1,000	1,000	0	
5106 Staff development	5,496	5,000	5,000	0	
5107 Staff memberships	530	1,000	1,000	0	
5108 Travel expense	725	1,000	1,000	0	
5110 TIAA/CREF retirement	44,471	55,650	55,650	0	
<b>51 Total Personnel expenses</b>	<b>1,403,611</b>	<b>1,794,807</b>	<b>1,794,807</b>	<b>0</b>	<b>73.51%</b>



	Actual	Proposed	Proposed	Change from	
	Year to Date	Budget	Budget	prev. budget	% of total
	04/30/2024	2023/2024	2023/2024		
<u>Support Services</u>					
52011 General supplies	2,165	2,500	2,500	0	
52012 Circ. supplies	144	2,000	2,000	0	
52013 Public service dept.(s) supplies	2,293	4,000	4,000	0	
52014 Printing & copying supplies	1,651	2,500	2,500	0	
5202 Postage	1,760	2,000	2,000	0	
5204 Telephone	998	1,400	1,400	0	
5205 Miscellaneous - admin.	6,502	7,000	7,000	0	
5206 Bank fees	5,623	5,500	5,500	0	
5207 Volunteer Services	286	1,000	1,000	0	
<u>Services &amp; Insurance</u>					
52081 Audit	14,700	14,700	14,700	0	
52083 Liability & contents insur.	6,780	6,800	6,800	0	
52084 Directors & officers insur.	2,165	2,165	2,165	0	
5209 Memberships	1,565	1,500	1,500	0	
5210 Public relations	10,213	13,000	13,000	0	
5211 Vehicle Expense	4,794	6,000	6,000	0	
<b>52 Total Support Services</b>	<b>61,639</b>	<b>72,065</b>	<b>72,065</b>	<b>0</b>	<b>2.95%</b>
<u>Building operations</u>					
5301 United Cities gas	7,414	12,500	12,500	0	
5302 JC Power Bd. electricity	42,366	57,000	57,000	0	
5303 JC Water & sewer	4,553	6,500	6,500	0	
5304 Janitorial Supplies	13,514	14,800	16,300	1,500	
53051 Routine maint./repair	9,860	14,300	14,300	0	
53052 Lighting	2,120	2,000	3,500	1,500	
53053 Grounds maintenance	11,568	7,500	14,400	6,900	
53061 Equipment service & inspections	6,796	8,500	8,500	0	
53062 Contracted building services	9,197	11,300	11,300	0	
5307 Building Improvements	8,071	10,000	10,000	0	
5308 Clothing and PPE	1,092	1,500	1,500	0	
<b>53 Total Building Operations</b>	<b>116,551</b>	<b>145,900</b>	<b>155,800</b>	<b>9,900</b>	<b>6.38%</b>
<u>Technical Services</u>					
5401 Processing supplies	3,246	9,500	9,500	0	
5402 Acquisitions service	364	750	750	0	
5403 Binding and preservation	0	500	500	0	
<b>54 Total Technical Services</b>	<b>3,610</b>	<b>10,750</b>	<b>10,750</b>	<b>0</b>	<b>0.44%</b>
<u>Materials and Services</u>					
55011 Adult books	27,273	37,700	40,700	3,000	
55012 Juvenile books	24,233	37,300	40,300	3,000	
55013 Young adult books	9,202	12,000	12,000	0	
5502 Serials	5,316	6,000	6,000	0	
55031 Adult non-print	6,780	9,000	9,000	0	
55032 Juvenile non-print	2,598	2,700	5,700	3,000	
55033 Young adult non-print	997	1,000	1,000	0	

	Actual	Proposed	Proposed	Change from	
	Year to Date	Budget	Budget	prev. budget	% of total
	04/30/2024	2023/2024	2023/2024		
5504 Databases, Electronic	4,417	6,000	6,000	0	
55051 Adult Services Programs	4,961	5,000	5,000	0	
55052 Youth Services Programs	4,363	5,000	5,000	0	
55053 Teen Services Programs	3,033	4,000	4,000	0	
5506 Summer Reading Program (all depts.)	5,010	13,500	13,500	0	
55071 Adult Electronic Materials	38,273	46,225	53,700	7,475	
55072 Juvenile Electronic Materials	7,425	8,100	8,100	0	
55073 YA Electronic Materials	3,523	4,500	4,500	0	
5508 FOL Materials	0	0	0	0	
5509 FOL Programs	2,800	2,550	2,800	250	
55 Total Materials & services	150,204	200,575	217,300	16,725	8.90%
<u>Information Technology</u>					
5601 Equipment	5,022	4,850	4,850	0	
5602 Software	5,298	7,000	7,000	0	
5603 Printer/Copier maint	9,342	12,000	12,000	0	
5604 ILS maintenance	17,048	24,000	24,000	0	
5605 Equip./Software maint.	50,696	42,500	42,500	0	
5606 Internet access	7,364	10,000	10,000	0	
5607 LSTA Grant	24,283	24,300	24,300	0	
56 Total Information technol.	119,053	124,650	124,650	0	5.11%
<u>Miscellaneous</u>					
5701 Miscellaneous	3,424	4,000	4,000	0	
5702 Security	27,333	39,500	39,500	0	
5703 Furniture	-1,213	1,500	5,500	4,000	
5704 Children's STEM Program	4,740	10,000	10,000	0	
5706 Capital Projects- Other		0	0	0	
5708 Misc. Friends of the Library	3,618	3,400	7,217	3,817	
57 Total Miscellaneous	37,901	58,400	66,217	7,817	2.71%
5 TOTAL EXPENDITURES	1,892,568	2,407,147	2,441,589	34,442	100.00%
Revenues less expenditures	608,293	-10,000	-10,000		

## **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.

### **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 examines but 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.icpl.org](http://www.icpl.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~~ **Children's Library** 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 collection provides materials for teens that further inspire a love of reading and discovery.** 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~~ materials 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 and through the Library’s website. Patrons who wish to submit a “Request for Reconsideration of Library Materials” must be a Johnson City Public Library cardholder and resident of Washington County. Patrons who wish to dispute the age-appropriate designation on an item must also be a parent or guardian of a minor within Washington County.

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 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.**



**Request for Reconsideration of Library Materials**

Date: \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Email address:** \_\_\_\_\_

Do you represent:

Yourself \_\_\_\_\_

An organization \_\_\_\_\_ Name of organization \_\_\_\_\_

Do you dispute the age-appropriate classification of an item?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes," are you the parent or legal guardian of a minor within the library district?

Yes \_\_\_\_\_ No \_\_\_\_\_

The following information pertains to the work you ask to be reconsidered:

**Title:** \_\_\_\_\_

**Author / Artist:** \_\_\_\_\_

**Publisher:** \_\_\_\_\_

To what in the work do you object? Please be as specific as possible; cite pages

\_\_\_\_\_  
\_\_\_\_\_

Did you read/view/listen to the entire work? If not, what portion(s) did you read/view/listen to?

\_\_\_\_\_  
\_\_\_\_\_

Have you read or heard any reviews of this work by critics or reviewers?

\_\_\_\_\_  
\_\_\_\_\_

What do you want the library to do with this work?

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please use the space below for additional comments.

Johnson City Public Library

5/2024