



# 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

## **2025/2026 Board of Directors:**

Daryl Carter, President  
Ashley Newton , Vice-President  
Scott Jeffress, Treasurer  
Georgita Washington, Secretary  
Collin Brooks  
Greg Cox  
Rob Davis  
Jodi Jones  
Thomas Kendall

**Johnson City Public Library  
Board of Directors  
September 16, 2025  
4:30 p.m.**

1. Call to order
2. Public Comment
3. Approval of August minutes – **Action**
4. Treasurer's Report
  - a. August JCPL report -- **Action**
  - b. August WCIL report—**Action**
5. Director's Report
6. President's Report
7. Holston River Regional Library Report
8. Old Business
9. New Business
  - a. Circulation Policy – **Action**
  - b. Space Audit Approval— **Action**
10. Adjournment

- Action items indicated in red

JOHNSON CITY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
August 19, 2025

The Board of Directors of the Johnson City Public Library met on August 19, 2025, at 4:37 p.m. in the library's Jones Meeting Center. Members present were President Daryl Carter, Vice President Ashley Newton, Treasurer Scott Jeffress, Collins Brooks, Greg Cox, Jodi Jones, and Thomas Kendall. Also present were Holston River Regional (HORL) Lisa Livesay, Director Julia Turpin, Assistant Director Wendy Day, Business Manager Celeste Smedley, and Administrative Assistant Maya Testerman.

**Annual Meeting Agenda**

- I. Call to Order. Mr. Carter called the meeting to order at 4:37 p.m.
- II. Election of officers. The following nominations were made: Mr. Carter to serve as President, Mr. Jeffress to serve as Treasurer, and Ms. Washington to serve as Secretary. Upon the motion of Mr. Cox, seconded by Mr. Kendall, the nominations were approved as submitted.
- III. Bylaws review and update. Upon the motion of Mr. Cox, seconded by Mr. Brooks, the Bylaws were approved with minor corrections.
- IV. Adjournment. Upon the motion of Mr. Jeffress, and seconded by Ms. Jones, it was unanimously resolved to adjourn the meeting at 4:40 p.m.

**Regular Meeting Agenda**

- I. Call to order. Mr. Carter called the meeting to order at 4:40 p.m.
- II. Approval of July minutes. Upon the motion of Mr. Kendall, seconded by Ms. Newton, the July 15, 2025 minutes were approved as submitted.
- III. Treasure's Report.
  - A. June JCPL report. June's finances are now fully closed out. A new credit card process is in place for paying expenses and invoices. This replaces check card use, is considered safer by the bank, and will show a standing balance each month until cleared. No additional swipe fees are incurred. Near-end revenues came in strong at 101% of budget. Expenses finished under budget at 91.27%, with significant savings in personnel (90.44%). A line adjustment was made to vehicle insurance expenses, which have been moved from "vehicle expense" to "general liabilities and insurance," accounting for the lower percentage in that line item. A few select lines went over budget, but overall expenses were within expectations and no issues were noted. A water bill overage

occurred due to misread meters, but after correction, a credit was issued. Upon the motion of Ms. Jones, seconded by Mr. Cox, the June JCPL report was approved.

B. June WCIL report. Mr. Jeffress reported that revenues ended at 105.81% of budget, boosted by higher-than-expected license plate revenue. Expenses exceeded budget due to rising book costs. Year closed with a deficit of just over \$1,400. Options for addressing the shortfall include re-budgeting and/or fundraising. Upon the motion of Mr. Brooks, seconded by Ms. Newton, the June WCIL report was approved.

C. July JCPL report. Mr. Jeffress reported that liabilities appear higher due to payroll processed July 30 with payday in August, which will clear as usual. Revenues included quarterly funding from both the City and County, plus a \$10,000 donation, making revenue nearly triple the expected year-to-date straight-line percentage (8.33%). Expenses are on track and personnel spending aligns with budget expectations. Travel includes Julia's acceptance to attend the Omega Institute Women's Leadership Intensive in October. Insurance lines are nearly/fully expended since annual costs were paid upfront. Gas expenses were reclassified and will reflect in future months. Electricity and water were zero for July. Software and equipment maintenance show high percentages early in the year due to annual costs for security, public systems, etc. There were no significant concerns noted for July. Upon the motion of Ms. Jones, seconded by Mr. Kendall, the July JCPL report was approved.

D. July WCIL report. Mr. Jeffress reported that quarterly funds were received from the City and County disbursement will come semi-annually. Expenses are on track overall. Travel expense reflects Suzy and Celeste's attendance at the Governor's Early Literacy Foundation meeting in Franklin. Upon the motion of Mr. Kendall, seconded by Mr. Cox, the July WCIL report was approved.

IV. Director's Report. Ms. Turpin stated that the annual Conflict of Interest forms have been distributed and will need to be returned to her. Ms. Turpin reported the door count for July at 19,000. Circulation remains strong. Summer Reading was wrapped up, and though the program was strong overall, there was a decline in retention of school age participants. Ms. Turpin reported the success of over 1,000 more preschoolers attending summer reading events than last year. Patrons redeemed \$6,100 book bucks at the end of summer reading Scholastic Book Fair. This was paid for by FOL. Ms. Turpin stated that appointment letters for Mr. Cox and Mr. Brooks, and reappointment for Mr. Kendall, have been included in the board packet. Ms. Turpin proposed that due to space concerns, the Library consider a space audit consultant for a two-day observational and data-driven assessment at a cost of \$9,500. Ms. Turpin reported that the fall issue of Connect, which serves as our annual report, is now available.

V. President's Report. Mr. Carter stated that ETSU classes begin on Monday. Mr. Carter stated that the Nashville Southern Festival of Books will be on October 18 and 19..

VI. HORL Report. Ms. Livesay stated she is the new Regional Services Coordinator at HORL. She will return to work on October 6 at the close of her maternity leave. Ms. Livesay stated that the

HORL August newsletter has been distributed, the Trustee Workshop is on September 24, the Maintenance of Effort is due on October 17, the PLS survey is coming up, and the HORL LAMP series begins on August 28. Ms. Livesay reported that the new HORL email distribution list is available.

VII. Old Business. There was no old business.

VIII. New Business.

A. Policy review.

1. Collection Development Policy. No action is recommended at this time.
2. Internet Use Policy. No action is recommended at this time.
3. Add Assistant Director of User Services as a signer to bank account. Upon the motion of Ms. Jones, seconded by Mr. Jeffress, the addition of Ms. Day as a signer to bank accounts was approved.

IX. Adjournment. Upon the motion of Mr. Cox, and seconded by Mr. Brooks, it was unanimously resolved to adjourn the meeting at 5:18 p.m.

Johnson City Public Library  
100 West Millard Street, Johnson City, TN 37604  
Balance Sheet  
August 31, 2025

ASSETS

Current Assets

Petty Cash	\$ 350.00	
Truist Money Mkt. Acct.	1,157,944.99	
Payroll Account	578.97	
Checking Account	45,544.36	
Cash on Hand	300.00	
Accounts Rec'ble Module	957.50	
	<u>                    </u>	
Total Assets		\$ 1,205,675.82

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$ 2,887.15	
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	
Credit Card	3,733.65	
Medical Ins. Deduction	0.00	
Aflac	0.00	
	<u>                    </u>	
Total Liabilities		6,620.80

Capital

Unassigned Fund Balance	951,381.11	
Fund Balance Surplus	0.00	
Current Earnings	0.00	
Net Income	247,673.91	
	<u>                    </u>	
Total Capital		1,199,055.02
		<u>                    </u>
Total Liabilities & Capital		\$ 1,205,675.82

**Johnson City Public Library**  
 100 West Millard Street, Johnson City, TN 37604  
 FY 2025/2026 Operating Account  
 Financial Report

		August 2025	Year to Date	Budget	Percent
<b>Revenues</b>					
4101	City of Johnson City	\$ 0.00	583,284.00	2,333,136.00	25.00
4102	Washington County	0.00	25,500.00	102,000.00	25.00
4103	Interest Income	3,305.07	6,574.64	15,000.00	43.83
4104	Printing & Copying	1,118.75	2,439.98	12,000.00	20.33
4105	Lost & Damaged Charges	289.79	468.76	5,000.00	9.38
4106	Meeting Room Rental	952.50	1,885.00	5,000.00	37.70
4107	Fines	2,358.49	4,544.75	20,000.00	22.72
41081	Miscellaneous	31.71	69.96	0.00	0.00
41082	Patron Supply Purchase	48.00	95.00	300.00	31.67
41083	JCPL Promotional Items	15.00	42.00	100.00	42.00
41084	Ongoing Book Sale	886.80	1,894.00	8,500.00	22.28
41085	Cashier Reconciliation	5.90	11.44	0.00	0.00
41091	Donations	629.02	11,836.92	20,000.00	59.18
41092	Memorials	0.00	0.00	500.00	0.00
41093	Friends of the Library	0.00	350.00	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	9,496.00	0.00
4111	Sale of Obsolete Equip.& Furn.	0.00	0.00	0.00	0.00
4112	Events and Promotions	0.00	0.00	0.00	0.00
4113	Hotspot Rental	54.00	92.00	2,000.00	4.60
	<b>Total Revenues</b>	<b>9,695.03</b>	<b>639,088.45</b>	<b>2,533,032.00</b>	<b>25.23</b>
<b>Expenses</b>					
<b>Personnel</b>					
51011	Salaried	75,998.01	99,083.16	664,500.00	14.91
51012	Hourly	94,957.82	123,571.54	872,040.00	14.17
5102	Social Security	13,047.24	16,981.86	117,545.31	14.45
5103	Medical Insurance	12,227.05	23,337.05	172,000.00	13.57
5104	Worker's Compensation	0.00	479.50	2,400.00	19.98
5105	State Unemployment	0.00	0.00	1,000.00	0.00
5106	Staff Development	2,237.50	5,751.50	11,000.00	52.29
5107	Staff Memberships	0.00	25.00	1,000.00	2.50
5108	Travel Expense	0.00	646.17	1,000.00	64.62
5110	TIAA Retirement	6,095.22	7,647.01	64,382.00	11.88
	<b>Total Personnel Expenses</b>	<b>204,562.84</b>	<b>277,522.79</b>	<b>1,906,867.31</b>	<b>14.55</b>
<b>Support Services</b>					
52011	General Supplies	367.80	470.94	2,800.00	16.82
52012	Circ. Supplies	182.38	250.70	7,000.00	3.58
52013	Public Service Dept(s)Supplies	146.50	236.61	3,300.00	7.17
52014	Printing/Copying Supplies	0.00	0.00	2,500.00	0.00
5202	Postage	219.12	219.12	2,700.00	8.12
5204	Telephone	115.28	230.56	1,400.00	16.47
5205	Miscellaneous Admin.	783.02	1,080.91	8,000.00	13.51
5206	Bank & CC Acceptance Fees	513.47	1,051.35	7,600.00	13.83
5207	Volunteer Services	0.00	8.70	1,000.00	0.87
52081	Audit	0.00	0.00	15,500.00	0.00

**Johnson City Public Library**  
 100 West Millard Street, Johnson City, TN 37604  
 FY 2025/2026 Operating Account  
 Financial Report

		August 2025	Year to Date	Budget	Percent
52083	Gen. Liab.& Contents Ins.	0.00	10,631.00	10,800.00	98.44
52084	Directors & Officers Ins.	0.00	2,241.00	2,165.00	103.51
5209	Library Memberships	0.00	285.00	1,500.00	19.00
5210	Public Relations	3,705.84	3,705.84	13,000.00	28.51
5211	Vehicle Expense	173.44	396.20	3,000.00	13.21
	<b>Total Support Services</b>	<b>6,206.85</b>	<b>20,807.93</b>	<b>82,265.00</b>	<b>25.29</b>
<b>Building Operations</b>					
5301	Gas	375.00	0.00	12,500.00	0.00
5302	Electricity	6,215.74	6,215.74	57,000.00	10.90
5303	Water	50.00	50.00	6,500.00	0.77
5304	Janitorial Supplies	(93.18)	2,937.23	16,300.00	18.02
53051	Routine Maint. & Repair	3,128.43	4,644.37	12,100.00	38.38
53052	Lighting	0.00	0.00	4,000.00	0.00
53053	Grounds Maintenance	37.96	104.63	4,000.00	2.62
53061	Equip. Maint./Contracts	632.50	692.45	8,700.00	7.96
53062	Contracted Building Services	68.70	496.32	11,300.00	4.39
5307	Building Improvements	0.00	0.00	10,000.00	0.00
5308	Clothing and PPE	220.00	220.00	1,000.00	22.00
	<b>Total Building Operations</b>	<b>10,635.15</b>	<b>15,360.74</b>	<b>143,400.00</b>	<b>10.71</b>
<b>Technical Services</b>					
5401	Processing Supplies	1,135.85	3,630.26	20,000.00	18.15
5402	Acquisitions	0.00	0.00	750.00	0.00
5403	Binding and preservation	0.00	0.00	250.00	0.00
	<b>Total Technical Services</b>	<b>1,135.85</b>	<b>3,630.26</b>	<b>21,000.00</b>	<b>17.29</b>
<b>Materials and Services</b>					
55011	Adult Books	1,086.10	1,086.10	30,000.00	3.62
55012	Children's Books	1,545.92	1,545.92	34,000.00	4.55
55013	Teen Books	576.51	576.51	13,450.00	4.29
5502	Serials	(10.34)	4,455.48	4,678.00	95.24
55031	Adult Non-Print	31.92	1,162.48	6,000.00	19.37
55032	Children's Non-Print	39.99	121.68	3,200.00	3.80
55033	Teen Non-Print	0.00	0.00	200.00	0.00
5504	Databases, Electronic	240.00	3,686.12	5,000.00	73.72
55051	Programs for Adults	348.18	453.77	5,500.00	8.25
55052	Programs for Children	346.94	346.94	5,500.00	6.31
55053	Programs for Teens	70.07	70.07	4,900.00	1.43
5506	Summer Reading Program (All)	38.55	977.54	14,500.00	6.74
55071	Adult Electronic Materials	1,044.27	4,066.05	54,000.00	7.53
55072	Children's Electronic Material	0.00	913.54	6,976.00	13.10
55073	Teen Electronic Materials	0.00	346.85	3,500.00	9.91
5508	FOL Materials	0.00	0.00	0.00	0.00
5509	FOL Programs	0.00	250.00	0.00	0.00
	<b>Total Materials and Services</b>	<b>5,358.11</b>	<b>20,059.05</b>	<b>191,404.00</b>	<b>10.48</b>

Johnson City Public Library  
 100 West Millard Street, Johnson City, TN 37604  
 FY 2025/2026 Operating Account  
 Financial Report

		August 2025	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	109.28	280.24	8,700.00	3.22
5602	Software	348.59	11,793.02	33,096.00	35.63
5603	Copier Maintenance	0.00	464.47	12,000.00	3.87
5604	ILS Maintenance	0.00	0.00	18,000.00	0.00
5605	Equipment Maintenance	0.00	28,219.75	30,000.00	94.07
5606	Internet Access	724.68	1,449.36	10,000.00	14.49
5608	LSTA Grant	0.00	0.00	15,000.00	0.00
Total Information Technology		<u>1,182.55</u>	<u>42,206.84</u>	<u>126,796.00</u>	33.29
Miscellaneous Expense					
5701	Miscellaneous	286.58	569.66	4,000.00	14.24
5702	Security	2,870.00	5,845.00	55,300.00	10.57
5703	Furniture	0.00	873.15	2,000.00	43.66
5704	Children's STEM Program	0.00	0.00	0.00	0.00
5705	Capital Projects-Building	0.00	0.00	0.00	0.00
5706	Capital Projects-Other	0.00	0.00	0.00	0.00
5707	TOP Grant	452.43	4,539.12	0.00	0.00
5708	Misc. Friends of the Library	0.00	0.00	0.00	0.00
Total Miscellaneous Expense		<u>3,609.01</u>	<u>11,826.93</u>	<u>61,300.00</u>	19.29
Total Expenses		<u>232,690.36</u>	<u>391,414.54</u>	<u>2,533,032.31</u>	15.45
Net Income		<u>\$ (222,995.33)</u>	<u>247,673.91</u>	<u>(0.31)</u>	(79,894,809



# Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2025/2026

## Balance Sheet

August 31, 2025

### ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		47,749.01
Accounts Receivable		0.00
		<u>          </u>
Total Current Assets		47,749.01

### LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	0.00
		<u>          </u>
Total Liabilities		0.00
Capital		
Reserved Balance		50,137.50
Journal Difference		0.00
Net Income		(2,388.49)
		<u>          </u>
Total Capital		47,749.01
		<u>          </u>
Total Liabilities & Capital	\$	<u><u>47,749.01</u></u>

Washington County Imagination Library  
 100 West Millard Street, Johnson City, TN 37604  
 FY 2025/2026  
 Financial Report

		August 2025	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	\$ 9,925.00	39,700.00	25.00
4102	Washington County	0.00	0.00	25,000.00	0.00
4103	Donations	0.00	0.00	300.00	0.00
4104	Miscellaneous Revenue	0.00	0.00	0.00	0.00
4105	DPIL License Plate Revenue	0.00	0.00	6,500.00	0.00
	Total Revenues	0.00	9,925.00	71,500.00	13.88
Expenses					
5101	Monthly Book Purchase	6,041.44	12,053.48	70,475.00	17.10
5102	Registration Materials	0.00	0.00	250.00	0.00
5103	Postage	0.00	0.00	200.00	0.00
5104	Bank Fees	0.00	0.00	25.00	0.00
5105	Travel Expense	0.00	260.01	500.00	52.00
5106	Miscellaneous Expense	0.00	0.00	50.00	0.00
	Total Expenses	6,041.44	12,313.49	71,500.00	17.22
	Net Income	\$ (6,041.44)	\$ (2,388.49)	0.00	0.00

## Circulation Report for August 2025

### Library

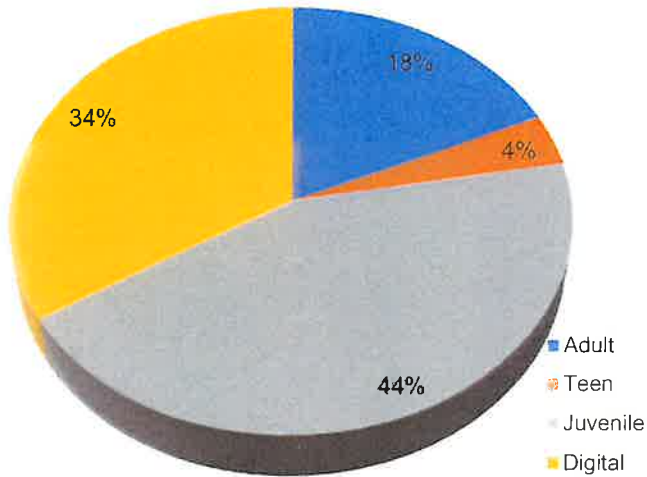
	Sep-25	Jul-25	% Change	Aug-24	% Change
Adult	11865	12990	-8.66%	12670	-6.4%
Teen	2470	2826	-12.60%	2349	5.15%
Juvenile	28338	31596	-10.31%	28631	-1.02%
Digital	21783	21027	3.60%	19679	10.69%
<b>Total</b>	<b>64456</b>	<b>68439</b>	<b>-5.82%</b>	<b>63329</b>	<b>1.78%</b>

### Courier Loans

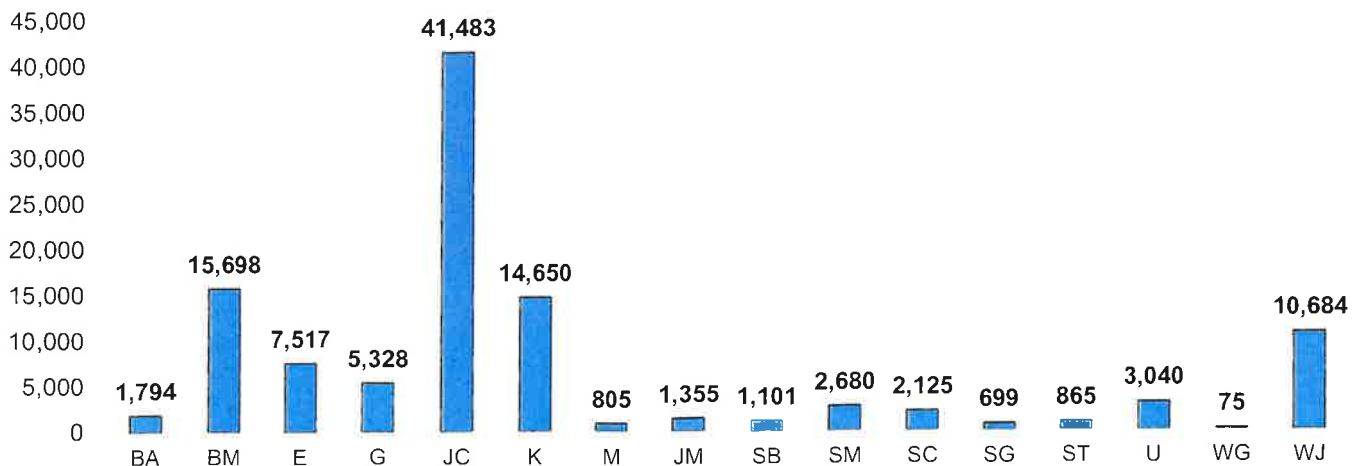
Borrowed	1078	773	39.46%	981	9.89%
Loaned	557	457	21.88%	635	-12.28%

### Other

Self Checkouts	15355	17104	-10.23%	14642	4.87%
Borrowers added	381	416	-8.41%	339	12.39%
Door Count	18787	19519	-3.75%	18277	2.79%



## OWL CIRC, August 2025



# State of Tennessee



The Secretary of State

State Capitol

Nashville, Tennessee 37243-0305

Tre Hargett  
Secretary of State

615-741-2819  
Tre.Hargett@tnsos.gov

September 8, 2025

TO: Library Director

RE: Grant recipients' compliance with federal and state law

Dear Library Director,

As you know, I, as well as the staff I work with at the Tennessee State Library & Archives, are believers that strong libraries are essential to strong communities. This fundamental belief is one of the reasons we are proud to provide grants for libraries to fund the purchase of new books, technology improvements, general operations, and construction, to name a few. And these grants help maintain local libraries as beacons in their communities.

As the agency that administers grants, it is incumbent on the Tennessee State Library & Archives to remind grant recipients that grant funds must be used consistent with the grant contract as well as federal, state, and local law. In fact, each grant contract from the Tennessee State Library & Archives contains a provision where the party receiving funds acknowledges that "The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract." Each grant recipient must be mindful of the requirements of state and federal law, which can change.

For example, on January 20, 2025, President Trump signed an Executive Order entitled "Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government." This Executive Order prevents federal funds (which are often present in grants from the Tennessee State Library & Archives) from being used to promote gender ideology, which the Executive Order defines as:

"Gender ideology" replaces the biological category of sex with an ever-shifting concept of self-assessed gender identity, permitting the false claim that males can identify as and thus become women and vice versa, and requiring all institutions of society to regard this false claim as true. Gender ideology includes the idea that there is a vast spectrum of genders that are disconnected from one's sex. Gender ideology is internally inconsistent, in that it diminishes sex as an identifiable or useful category but nevertheless maintains that it is possible for a person to be born in the wrong sexed body.

New laws also emerge at the state level. For example, Public Chapter 458, known as the Dismantling DEI Departments Act, was passed earlier this year. It prevents governmental entities from using discriminatory preferences to promote diversity, equity, or inclusion.

Libraries receiving grant funds must comply with laws or regulations, whether they have been in place for years or have recently become effective. If you have questions about compliance with grant contracts or federal or state law, I encourage you to contact your county attorney.

Thank you for the many ways that you are serving your community. I look forward to future visits, and I am rooting for your success.

Sincerely,

A handwritten signature in black ink, appearing to read "Tre Hargett". The signature is fluid and cursive, with the first name "Tre" and last name "Hargett" clearly distinguishable.

Tre Hargett  
Secretary of State

## **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 collections. 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 temporary 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, **agrees** 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.

## 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 for personal use.

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~~ For those temporarily residing in Johnson City, a temporary card temporarily may be issued upon the presentation of a valid ID. Temporary Cards will expire in one to six months (depending on location situation, 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.

## Expiration and Invalidation of Library Cards

All library cards are valid for one year from date of issue except for homebound, senior citizen, and 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 initially 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 checkout maximum. 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.

Materials, with the exception of 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.

<b><u>PRINT MEDIA</u></b>	<b><u>LOAN PERIOD</u></b>	<b><u>RENEWAL LIMIT</u></b>	<b><u>LIMIT</u></b>
Books	2 weeks	2	40
Lengthy Books (A=600+pages, J-500+pages)	4 weeks	2	40
Magazines	2 weeks	2	<del>10</del> 15
Traveling Tales Kits - Adult	8 weeks	NONE	1
Traveling Tales Kits - Juvenile	4 weeks	NONE	1
<b><u>ELECTRONIC MEDIA</u></b>	<b><u>LOAN PERIOD</u></b>		<b><u>LIMIT</u></b>
Compact Discs	2 weeks	2	<del>10</del> 5
Records	2 weeks	2	<del>10</del> 5
Audio Books	2 weeks	2	<del>10</del> 15
Lengthy Audio Books (15 hours + listening)	4 weeks	2	<del>10</del> 15
DVDs	2 weeks	2	<del>10</del> 15
Hotspots	2-14 days	1	1
Video Games	1 week	NONE	1
VOX Books	2 weeks	2	5
STEM Backpacks	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 2 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. Patrons have 3 days from the date of the arrival notification to pick up items.

### **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
- STEM backpacks
- Video games
- VOX Books
- Other items as marked

## **OVERDUE LIBRARY MATERIALS**

### **Overdue Guidelines**

All materials are due on their due date; however, some materials may auto-renew.

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~~ Patrons will be notified of overdues by mail, e-mail, or phone 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~~ applies to 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 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.

~~Refunds totaling less than \$5 will automatically be applied to the patron's account.~~

Refunds will be first applied to any 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 8/15/2023