



JOHNSON CITY PUBLIC LIBRARY

Mission Statement:

Through both traditional materials and emerging technologies, Johnson City Public Library offers a multitude of learning opportunities and entertainment choices in a dynamic center for the community.

Organizational Values:

- Customer Focus
- Freedom of Information
- Learning
- Helping
- Community

2022/2023 Board of Directors:

Jennifer Dixon, President
David Gemar, Vice-President
Scott Jeffress, Treasurer
Georgita Washington, Secretary
Daryl Carter
John Hunter
Thomas Kendall
Suzy Williams

Johnson City Public Library Board of Directors Regular Meeting Agenda November 15, 2022 4:30 PM

1. Call to order
2. Approval of October minutes – **Action**
3. Treasurer’s Report
 - a. October report -- **Action**
 - b. October Washington County Imagination Library report—**Action**
4. Director’s Report
5. President’s Report
6. Holston River Regional Library Report
7. Old Business
8. New Business
 - a. Personal Business Leave Policy- **Action**
 - b. December meeting cancelation- **Action**
9. Adjournment

- Action items indicated in red

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
October 18, 2022

The Board of Directors of the Johnson City Public Library met October 18, 2022, at 4:30 p.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Vice President David Gemar, Secretary Georgita Washington, Treasurer Scott Jeffress, Daryl Carter, John Hunter, Thomas Kendall, and Suzy Williams. Also present were Holston River Regional Library Director Jennifer Breuer, Director Julia Turpin, Assistant Director and Recording Secretary Cathy Griffith, and Kevin Peters, CPA and partner at Blackburn Childers & Steagall (BCS).

- I. Call of meeting to order. President Dixon called the meeting to order at 4:32 p.m. and welcomed attendees.
- II. Approval of August minutes. Upon the motion of Ms. Williams, seconded by Mr. Jeffress, the minutes of the September 20, 2022 meeting were approved as submitted.
- III. Treasurer's Report.
 - a. Presentation and approval of the 2021/2022 Audit. Mr. Peters said that he would take a few minutes to hit the highlights of the Audit and the 990 Federal Tax Return. He said that Ms. Griffith uploaded several documents in advance and his and Noah Shelton's arrival at the library on August 15. Mr. Peters added that Sarah Black worked on the library audit as well. He noted that in the management letter there were no findings addressed and he encountered no roadblocks or issues while conducting the audit. Mr. Peters called to the Board's attention the Opinion pages and said that it states a clean opinion or unmodified opinion. He added that during the performance of the audit he found that the library's financial reports fairly present the finances of the organization. Mr. Peters recommended that the Board look at the summary comparison of fiscal years 2021 and 2022 in the Management Discussion and Analysis prepared by Ms. Griffith. He noted that there were no audit adjustments. Concluding his report on the audit, Mr. Peters said that the Internal Control and Compliance report on pages 32 through 34 show an unmodified, clean report with no findings. Ms. Dixon asked if there is any concern that for many years BCS has been the only firm conducting the library's audit. Mr. Peters said that during this time those at his firm actually doing the audit work have changed. In later discussion, Ms. Griffith noted that JCPL had put the audit out for bid and BCS was the only firm that submitted a bid. Upon the motion of Mr. Jeffress, seconded by Mr. Hunter, it was unanimously resolved to approve the 2021/2022 Audit Report as submitted.
 - b. Presentation and approval of the Form 990. Mr. Peters said that the 990 is an informational return and repetitive of the information found in the audit. He noted that the Board members names are listed in this report, and it includes

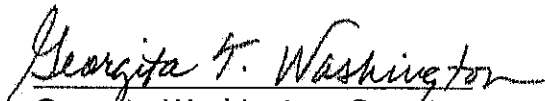
a lengthy list of IRS "best practices" questions. One question asks if a copy of this report been furnished to all Board members, and another addresses the evaluation and compensation of the library director. Concluding, Mr. Peters thanked the Board for allowing him to serve the library he asked for questions. Ms. Williams commented on the library being one of the best managed non-profits. Upon the motion of Mr. Gemar, seconded by Ms. Williams, it was unanimously resolved to approve the 2021/2022 Form 990 as presented.

- c. September Operating Account report. Mr. Jeffress reported that September was a fairly quiet month and financially we are right on track or slightly under budget. We are one quarter into the fiscal year and revenues are at 25.1% and expenditures are at 24.4% of budgeted amounts. Line-item expenditures that are over budget have been discussed at previous Board meetings and a proposed amended budget will correct these overages. Concluding, Mr. Jeffress said that JCPL received an LSTA (Library Services Technology Act) grant from the Tennessee State Library and Archives in the amount of \$17,395. This is a 50/50 matching grant and JCPL's request was fully funded. Ms. Turpin noted that these are federal dollars administered by the State of Tennessee and, because JCPL met all the benchmarks, we had access to the full amount we requested. Upon the motion of Ms. Washington, seconded by Mr. Hunter, it was unanimously resolved to approve the September 2022 Operating Account report as submitted.
 - d. September Washington County Imagination Library Report. At the end of the first quarter, the Imagination Library is at 47.9% in revenues and expenditures are at 25.1% of their budgeted amounts. We received \$400 in donations through the Dollywood Foundation. The Dollywood Foundation charges 4% to process donations and it takes about two months for funds to be deposited into the bank account. Currently, 5,180 Washington County children under the age of five are enrolled in the program. Upon the motion of Mr. Kendall, seconded by Mr. Gemar, it was unanimously resolved to approve the September Washington County Imagination Library Report as submitted.
- IV. Director's Report. Ms. Turpin said that it was a great September and fall is full steam ahead. She encouraged Board members to view the James Griffin "On the Road Home" display on the Galleria wall and said that the reception this past Friday was well attended. Ms. Turpin said that at the request of our patrons, we now have a family story time on the first Saturday of the month at 11:00 a.m. and on the third Thursday evening at 6:00 p.m. She commented that Insight Alliance of Washington County, an organization funded under a grant contract with the State of Tennessee Department of Mental Health and Substance Abuse services, is coming to the library on the third Wednesday of each month to provide training on how to recognize substance abuse and how to administer Narcan. Ms. Turpin said that Hannah Kiger

is the employee of the month for October. She noted that a Board workshop is scheduled for Tuesday, November 1 from 3:00 to 5:00 p.m.

- V. President's Report. Ms. Dixon did not have a report.
- VI. Holston River Regional Library (HORL) Report. Ms. Breuer handed out her monthly newsletter. She said that she is looking forward to the Trustee Workshop in Jefferson City the next day, October 19. She gave an overview of upcoming training opportunities and noted that these trainings are open to Trustees. She congratulated JCPL on the LSTA grant award and applauded Board members for being active. Concluding her report, she said that the first quarterly board chair meeting took place on September 29 with eleven in attendance. The next meeting of this group is Wednesday, November 16 at 3:30 p.m.
- VII. Old Business. There was no old business.
- VIII. New Business.
 - a. Revision to FY 2022/2023 Budget. Ms. Griffith gave an overview of the proposed revisions. Upon the motion of Mr. Jeffress, seconded by Ms. Williams, it was unanimously resolved to approve the proposed amended budget as submitted.
 - b. Appointment of board application review committee – Ms. Dixon appointed Mr. Jeffress and Ms. Washington to serve with her on this committee. The current vacancy is the balance of Ms. Raven Honsaker's term who moved to Georgia because of her job.
- IV. Adjournment. Upon the motion of Mr. Hunter, seconded by Ms. Washington, it was unanimously resolved to adjourn the meeting at 5:08 p.m.

Respectfully submitted,


Georgita Washington, Secretary

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 Balance Sheet
 October 31, 2022

ASSETS

Current Assets

Petty Cash	\$	350.00	
Truist Money Mkt. Acct.		690,332.03	
Payroll Account		542.16	
Checking Account		48,428.48	
Truist Business Advantage MM		43,013.15	
Cash on Hand		300.00	
Accounts Rec'ble Module		85.00	
		<hr/>	
Total Assets			\$ <u><u>783,050.82</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	14,150.00	
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	
Sam's Club		0.00	
Other P/R Deductions		0.00	
Medical Ins. Deduction		0.00	
Aflac		0.00	
		<hr/>	
Total Liabilities			14,150.00

Capital

Unassigned Fund Balance	413,902.11	
Clark Funds Assigned/FutureUse	38,542.57	
Current Earnings	0.00	
Net Income	316,456.14	
	<hr/>	
Total Capital		<u>768,900.82</u>
Total Liabilities & Capital		\$ <u><u>783,050.82</u></u>

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

		October 2022	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 527,312.75	1,054,625.50	2,109,251.00	50.00
4102	Washington County	0.00	25,500.00	102,000.00	25.00
4103	Interest Income	4.42	18.47	100.00	18.47
4104	Printing & Copying	938.55	3,973.79	10,000.00	39.74
4105	Lost & Damaged Charges	398.66	1,810.87	5,000.00	36.22
4106	Meeting Room Rental	85.00	950.00	4,000.00	23.75
4107	Hotspot Rental	562.00	2,218.00	8,000.00	27.73
41081	Miscellaneous	273.88	2,481.43	5,000.00	49.63
41082	Patron Supply Purchase	15.00	36.00	175.00	20.57
41083	JCPL Promotional Items	4.00	40.00	500.00	8.00
41084	Ongoing Book Sale	731.25	3,198.75	0.00	0.00
41085	Cashier Reconciliation	5.01	24.06	0.00	0.00
41091	Donations	2,311.62	4,453.79	22,000.00	20.24
41092	Memorials	675.00	1,800.00	2,000.00	90.00
41093	Friends of the Library	0.00	2,754.00	2,750.00	100.15
41095	LSTA Grant	0.00	71.91	17,470.00	0.41
41096	Other Grant Revenue	0.00	0.00	0.00	0.00
4110	E-rate Reimbursement	0.00	0.00	5,795.00	0.00
4111	Sale of Obsolete Equip.& Furn.	0.00	400.00	500.00	80.00
4112	Events and Promotions	0.00	0.00	0.00	0.00
	Total Revenues	<u>533,317.14</u>	<u>1,104,356.57</u>	<u>2,294,541.00</u>	48.13
Expenses					
Personnel					
51011	Salaried	53,644.08	227,203.19	737,000.00	30.83
51012	Hourly	47,731.18	189,331.40	631,500.00	29.98
5102	Social Security	7,755.25	31,864.95	104,690.00	30.44
5103	Medical Insurance	14,225.04	53,944.22	167,000.00	32.30
5104	Worker's Compensation	0.00	2,187.00	2,200.00	99.41
5105	State Unemployment	825.71	943.67	2,000.00	47.18
5106	Staff Development	2,562.32	11,174.58	12,500.00	89.40
5107	Staff Memberships	0.00	200.00	1,000.00	20.00
5108	Travel Expense	0.00	482.57	1,000.00	48.26
5110	TIAA Retirement	4,007.10	16,396.69	50,500.00	32.47
	Total Personnel Expenses	<u>130,750.68</u>	<u>533,728.27</u>	<u>1,709,390.00</u>	31.22
Support Services					
52011	General Supplies	770.71	1,188.01	5,000.00	23.76
52012	Circ. Supplies	0.00	147.28	4,000.00	3.68
52013	Public Service Dept(s)Supplies	161.67	677.67	3,000.00	22.59
52014	Printing/Copying Supplies	0.00	1,296.88	2,000.00	64.84
5202	Postage	431.00	431.00	2,000.00	21.55
5204	Telephone	110.44	331.40	1,400.00	23.67
5205	Miscellaneous Admin.	138.40	3,031.09	6,000.00	50.52
5206	Bank & CC Acceptance Fees	271.40	2,041.01	5,000.00	40.82
5207	Volunteer Services	21.54	152.95	1,000.00	15.30
52081	Audit	0.00	0.00	13,800.00	0.00
52083	Gen. Liab.& Contents Ins.	0.00	6,390.00	6,400.00	99.84

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

		October 2022	Year to Date	Budget	Percent
52084	Directors & Officers Ins.	0.00	2,165.00	2,165.00	100.00
5209	Library Memberships	139.00	1,213.00	1,500.00	80.87
5210	Public Relations	51.69	168.69	7,500.00	2.25
5211	Vehicle Expense	46.72	3,800.31	5,000.00	76.01
	Total Support Services	2,142.57	23,034.29	65,765.00	35.03
Building Operations					
5301	Gas	1,067.90	1,776.57	11,500.00	15.45
5302	Electricity	5,671.51	18,758.61	55,500.00	33.80
5303	Water	0.00	920.77	6,500.00	14.17
5304	Janitorial Supplies	1,056.67	5,147.91	14,800.00	34.78
53051	Routine Maint. & Repair	518.65	5,353.98	14,300.00	37.44
53052	Lighting	71.92	539.31	3,000.00	17.98
53053	Grounds Maintenance	9.01	2,254.53	10,000.00	22.55
53061	Equip. Maint./Contracts	148.00	2,454.00	8,500.00	28.87
53062	Contracted Building Services	478.57	1,495.80	11,000.00	13.60
5307	Building Improvements	0.00	0.00	10,000.00	0.00
5308	Clothing and PPE	331.31	606.00	1,500.00	40.40
	Total Building Operations	9,353.54	39,307.48	146,600.00	26.81
Technical Services					
5401	Processing Supplies	1,531.81	1,669.87	9,500.00	17.58
5402	Acquisitions	0.00	0.00	750.00	0.00
5403	Binding and preservation	0.00	0.00	500.00	0.00
	Total Technical Services	1,531.81	1,669.87	10,750.00	15.53
Materials and Services					
55011	Adult Books	5,314.62	15,057.96	37,700.00	39.94
55012	Children's Books	2,026.62	13,580.01	37,300.00	36.41
55013	Teen Books	1,611.87	4,668.39	10,000.00	46.68
5502	Serials	0.00	830.42	7,500.00	11.07
55031	Adult Non-Print	279.15	2,513.59	10,000.00	25.14
55032	Children's Non-Print	0.00	239.78	2,700.00	8.88
55033	Teen Non-Print	0.00	0.00	500.00	0.00
5504	Databases, Electronic	0.00	5,258.19	12,500.00	42.07
55051	Adult Programs	1,406.66	1,821.70	5,000.00	36.43
55052	Children's Programs	456.62	744.12	5,000.00	14.88
55053	Teen Programs	233.21	1,193.84	3,500.00	34.11
5506	Summer Reading Program (All)	0.00	2,571.08	13,500.00	19.05
55071	Adult Electronic Materials	1,803.64	10,074.61	37,100.00	27.16
55072	Children's Electronic Material	59.99	59.99	8,100.00	0.74
55073	Teen Electronic Materials	0.00	0.00	5,700.00	0.00
5508	FOL Materials	0.00	0.00	0.00	0.00
5509	FOL Programs	0.00	0.00	0.00	0.00
	Total Materials and Services	13,192.38	58,613.68	196,100.00	29.89

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

		October 2022	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	8.99	1,096.27	5,000.00	21.93
5602	Software	660.00	660.00	5,000.00	13.20
5603	Copier Maintenance	941.28	4,508.38	11,000.00	40.99
5604	ILS Maintenance	0.00	0.00	19,500.00	0.00
5605	Equip./Software Maint.	603.65	34,885.79	42,500.00	82.08
5606	Internet Access	804.68	3,328.04	10,100.00	32.95
5608	LSTA Grant	34,612.45	34,612.45	34,790.00	99.49
	Total Information Technology	<u>37,631.05</u>	<u>79,090.93</u>	<u>127,890.00</u>	61.84
Miscellaneous Expense					
5701	Miscellaneous	285.93	1,160.47	5,000.00	23.21
5702	Security	2,962.50	12,012.50	37,500.00	32.03
5703	Furniture	0.00	0.00	0.00	0.00
5705	Capital Projects-Building	0.00	0.00	0.00	0.00
5706	Capital Projects-Other	24,984.78	35,910.94	38,543.00	93.17
5708	Misc. Friends of the Library	0.00	3,372.00	3,375.00	99.91
5709	ETSU Elevates Grant Expense	0.00	0.00	0.00	0.00
	Total Miscellaneous Expense	<u>28,233.21</u>	<u>52,455.91</u>	<u>84,418.00</u>	62.14
	Total Expenses	<u>222,835.24</u>	<u>787,900.43</u>	<u>2,340,913.00</u>	33.66
	Net Income	<u>\$ 310,481.90</u>	<u>316,456.14</u>	<u>(46,372.00)</u>	(682.43)

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2022/2023

Balance Sheet

October 31, 2022

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		53,583.30
Accounts Receivable		0.00
		0.00
Total Current Assets		53,583.30

LIABILITIES AND CAPITAL

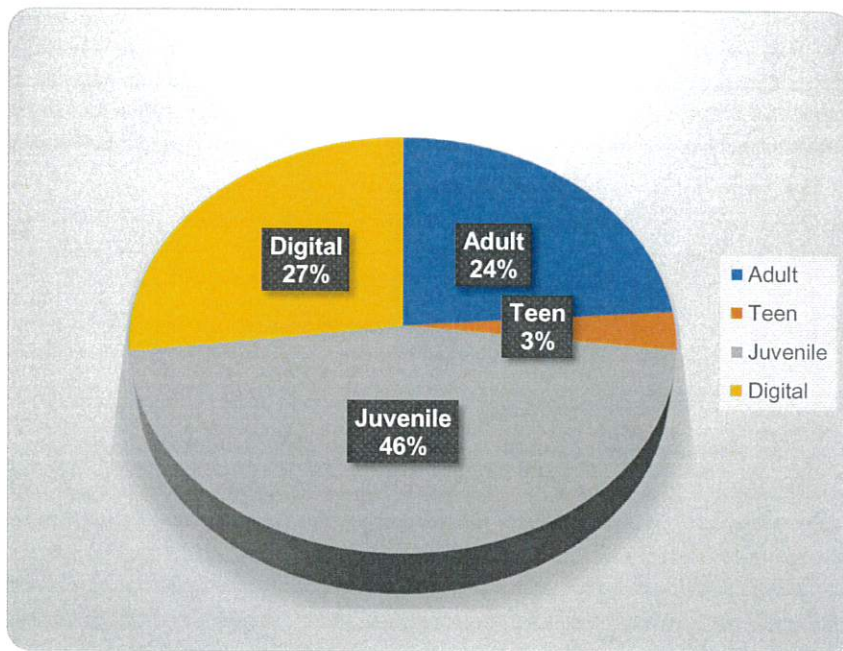
Current Liabilities		
Accounts Payable	\$	0.00
		0.00
Total Liabilities		0.00
Capital		
Reserved Balance		34,040.12
Journal Difference		0.00
Net Income		19,543.18
		19,543.18
Total Capital		53,583.30
Total Liabilities & Capital	\$	53,583.30

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

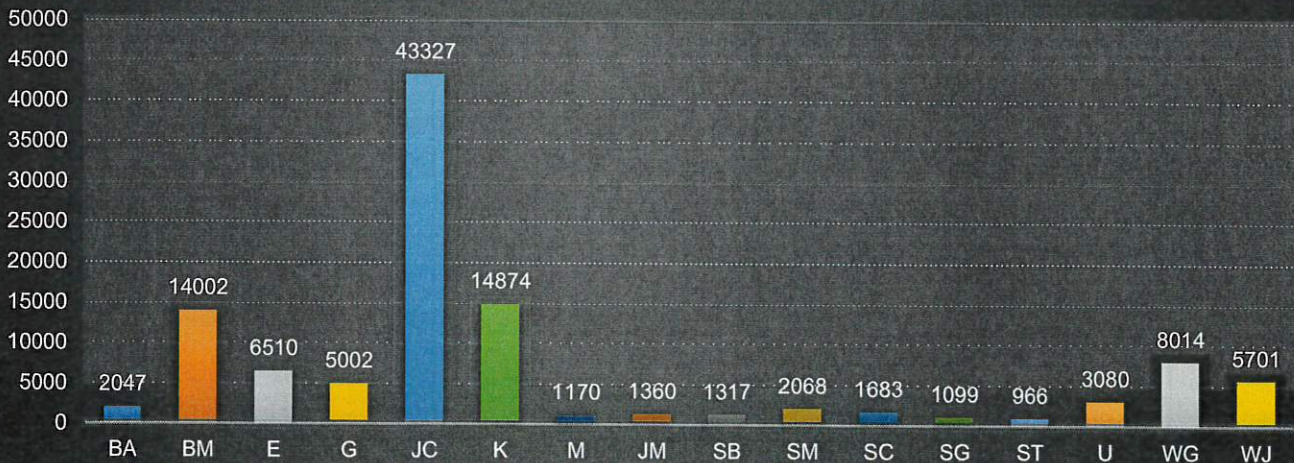
		October 2022	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 9,925.00	\$ 19,850.00	39,700.00	50.00
4102	Washington County	0.00	12,500.00	25,000.00	50.00
4103	Donations	100.00	9,155.28	400.00	2,288.82
4104	Miscellaneous Revenue	0.00	0.00	600.00	0.00
	Total Revenues	10,025.00	41,505.28	65,700.00	63.17
Expenses					
5101	Monthly Book Purchase	5,442.87	21,962.10	65,100.00	33.74
5102	Registration Materials	0.00	0.00	100.00	0.00
5103	Postage	0.00	0.00	400.00	0.00
5104	Bank Fees	0.00	0.00	25.00	0.00
5105	Travel Expense	0.00	0.00	50.00	0.00
5106	Miscellaneous Expense	0.00	0.00	25.00	0.00
	Total Expenses	5,442.87	21,962.10	65,700.00	33.43
	Net Income	\$ 4,582.13	\$ 19,543.18	0.00	0.00

Circulation Report for October 2022

	Oct-22	Sep-22	% Change	Oct-21	% Change	Oct-19	% Change
Library							
Adult	13796	13569	1.67%	12947	7%	17389	-21%
Teen	1725	2116	-18.48%	2310	-25.32%	2254	-23%
Juvenile	26739	27203	-1.71%	22443	19.14%	22260	20%
Digital	15646	15385	1.70%	14156	10.53%	11740	33%
Total	57906	58273	-0.63%	51856	11.67%	53643	8%
Courier Loans							
Borrowed	1169	1173	-0.34%	2148	-45.58%	2059	-43%
Loaned	399	520	-23.27%	837	-52.33%	921	-57%
Other							
Self Checkouts	13499	13946	-3.21%	11518	17.20%	12282	10%
Borrowers added	304	351	-13.39%	271	12.18%		
Door Count	16924	14001	20.88%	9666	75.09%	22609	-25%



OWL CIRC, October 2022



Section: Attendance and Leave	Subject: Personal Business Leave
Effective Date: July 1, 2007	Page: 1 of 1
Revision Date: October 8, 2013	Approved: May 8, 2007

Purpose:

~~This section describes available time for library staff members to be used for personal business.~~

Policy:

In addition to the regular holidays and vacation leave, ~~full-time~~ staff members will be allowed time for personal business. ~~Full-time~~ Staff members will be allowed two (2) days or sixteen (16) hours of personal business leave. ~~Eligible part-time staff members will receive personal business leave in proportion to the hours scheduled.~~ Personal business leave should be requested in advance and shall be used in at least one-half (1/2) hour increments.

Personal business leave is granted on a calendar year basis and pro-rated for eligible staff members hired during the year. Personal business leave is not carried over to the next calendar year. Unused personal business leave is forfeited.