

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
Gwynn Mettetal
Suzy Williams

Johnson City Public Library Board of Directors Regular Meeting Agenda February 21, 2023 4:30 PM

1. Call to order
2. Approval of January minutes – **Action**
3. Treasurer’s Report
 - a. January report -- **Action**
 - b. January 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. 2023/2024 Imagination Library Budget Proposal - **Action**
9. Adjournment

- Action items indicated in red

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
January 17, 2023

The Board of Directors of the Johnson City Public Library met January 17, 2023 at 4:30 p.m. in the library's Jones Meeting Center. Members present were Vice President David Gemar, Secretary Georgita Washington, Treasurer Scott Jeffress, Daryl Carter, John Hunter, Thomas Kendall, Gwynn Mettetal, and Suzy Williams. President Jennifer Dixon was absent from the meeting. Also present were Holston River Regional Library Administrative Services Assistant Sarah Egan, Library Director Julia Turpin, and Assistant Director and Recording Secretary Cathy Griffith.

- I. Call of meeting to order. Secretary Washington called the meeting to order at 4:35 p.m.
- II. Approval of November minutes. Upon the motion of Ms. Williams, seconded by Mr. Jeffress, the minutes of the November 15, 2022 meeting were approved as submitted.
- III. Treasurer's Report.
 - a. November Operating Account report. At the end of November, revenues are at 49.5% and expenditures are at 42% of budgeted amounts. Line item 5105, Staff Development, is over budget because of opportunities for staff development in many areas of the library. An amended budget will be proposed before the end of the third quarter that will resolve this overage. The LSTA grant expense, line item 5608, went slightly over budget. This will also be resolved with an amended budget. All other expense line items are under budget. Upon the motion of Mr. Hunter, seconded by Ms. Mettetal, it was unanimously resolved to approve the November 2022 Operating Account report as submitted.
 - b. November Washington County Imagination Library Report. At the end of November, total revenue is at 67.2% and total expenditures are at 42.2% of budgeted amounts. A new revenue line item was created to track funds received from the sale of the Dolly Parton Imagination Library license plate in Washington County. The initial payment received went into donations but has been moved to the new line item. An additional \$2,660 was received for the first quarter of the fiscal year. The second quarter appropriation from the City of Johnson City has been received. In November 2022, 5,169 Washington County children under the age of five were enrolled in the program. Upon the motion of Ms. Williams, seconded by Mr. Kendall, it was unanimously resolved to approve the November 2022 Imagination Library report as submitted.
 - c. December Operating Account report. At the end of December, revenues are at 50.3% and expenditures are at 49.3% of budgeted amounts. The two line items that are over budget were discussed in the November report. Overall, we are in a good position to begin the second half of the fiscal year. Upon the

motion of Mr. Kendall, seconded by Mr. Hunter, it was unanimously resolved to approve the December 2022 Operating Account report as submitted.

- d. December Imagination Library account. At the end of the December, total revenue is at 67.2% and total expenditures are at 50.4% of budgeted amounts. Currently, 5,190 Washington County children under the age of five are enrolled in the program. Upon the motion of Mr. Gemar, seconded by Mr. Hunter, it was unanimously resolved to approve the December 2022 Imagination Library report as submitted.

- IV. Director's Report. Ms. Turpin said that in December, statistics in all categories were up over 2019 figures. She added that this continued growth is what we want to see. Ms. Turpin commented on discussions with staff about collections and services. She said that a product called Edelweiss has been scrapped in favor of reports generated from our ILS (Integrated Library System). Edelweiss cost money and at no additional cost, our ILS reports will allow us to look at detailed sections of the collection. Ms. Turpin said that we are seeing an influx of families coming to JCPL and these reports will be very beneficial in supporting this growth. She commented on a project in which she is involved where she gives feedback on the framework of a Libraries Serving Communities project funded by the IMLS (Institute of Museum and Library Services). This project runs through June and looks at the DEI (Diversity, Equity, and Inclusion) in our communities. Ms. Turpin added that this project has a strong ROI for JCPL. Ms. Turpin said that Eric Greene is the employee of the month. She reported on the NETN Holocaust Education Council's "The Holocaust Bearing Witness" poster exhibit on the second floor of the library that features people who live in Tennessee. Katie Murphy is the new artist featured in the Galleria and a reception will be held on January 20. A new system has been installed to accommodate our featured artist's work. Concluding her report, Ms. Turpin said that she is waiting for the ARPA (American Rescue Plan Act) committee to schedule a meeting to discuss a proposed project that will turn the library's Polly Peterson Room into a new workforce development space. Ms. Williams said that Ms. Turpin made a great presentation on the proposed project to the Washington County HEW (Health, Education and Welfare) committee.
- V. President's Report. No report.
- VI. Holston River Regional Library (HORL) Report. Ms. Egan commented on upcoming TEL (Tennessee Electronic Library) updates as well and training opportunities offered by the Regional Library. She said that upcoming training sessions will be offered virtually only. Ms. Egan said that HORL offices will be closed January 30 for a staff development trip to Nashville. Concluding, Ms. Egan offered a mid-year training tracker review for library staff. Ms. Turpin expressed her appreciation that some of the hours JCPL staff have spent cross training will count toward their total required training as it falls into the State-approved category of core competencies.

VII. Old Business. There was no old business.

VIII. New Business.

- a. Attendance Policy. Ms. Turpin initiated discussion. Mr. Hunter commented on gender referenced in the policy and it was determined that the use of "their" is appropriate for this policy. Ms. Turpin will verify the use of "their" in a policy with the City's attorney. Upon the motion of Mr. Jeffress, seconded by Mr. Hunter, it was unanimously resolved to approve the Attendance Policy as submitted.
- b. Code of Conduct. Ms. Turpin said that a discussion on food in the library led to a greater review of our Code of Conduct. She gave an overview of the policy and explained proposed changes. Upon the motion of Mr. Hunter, seconded by Mr. Carter, it was unanimously resolved to approve the Code of Conduct as submitted.
- c. 2022/2023 Budget Amendment. Upon the motion of Mr. Jeffress, seconded by Mr. Kendall, it was unanimously resolved to approve the proposed 2022/2023 Budget Amendment as presented. As part of this amendment, Mr. Hunter moved, and Mr. Jeffress seconded, to increase Ms. Turpin's salary by 2.5%, the same increase given to all other staff members. The motion passed unanimously. It was noted that this increase is retroactive.
- d. 2023/2024 Budget Proposal. Ms. Turpin explained that this was added to the agenda because this morning she received notice that our budget will be presented to the City staff before the next Library Board meeting. She said that the proposal includes a 5% raise for staff that could be a combination of COLA (Cost of Living Allowance) and merit. Ms. Turpin explained the reintroduction of a line item for fines. She said that fines have been forgiven as a courtesy during Covid. However, with the increase in library usage and no additional funds for materials, money received from fines will go directly into the collection. Ms. Turpin added that we are backing down projected donations so that we are not spending money before we get it. The Board discussed the reintroduction of fines and how to best implement it. Upon the motion of Ms. Washington, seconded by Ms. Williams, it was unanimously resolved to approve the 2023/2024 Budget Proposal as submitted.

IV. Adjournment. Mr. Gemar, who took charge of the meeting upon his arrival, welcomed new member Gwynn Mettetal to the Board. Ms. Mettetal said that she is glad to be here and part of such a fun group. By acclamation, the meeting was adjourned at 5:23 p.m.

Respectfully submitted,


Georgita Washington, Secretary

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

ASSETS

Current Assets

Petty Cash	\$	350.00	
Truist Money Mkt. Acct.		687,548.79	
Payroll Account		479.16	
Checking Account		142,490.47	
Truist Business Advantage MM		43,014.24	
Cash on Hand		300.00	
Accounts Rec'ble Module		1,245.00	
		<hr/>	
Total Assets	\$		<u><u>875,427.66</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	4,663.01	
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			4,663.01

Capital

Unassigned Fund Balance	413,902.11	
Clark Funds Assigned/FutureUse	38,542.57	
Current Earnings	0.00	
Net Income	418,319.97	
	<hr/>	
Total Capital		<u>870,764.65</u>
Total Liabilities & Capital	\$	<u><u>875,427.66</u></u>

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

		January 2023	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 527,312.75	1,581,938.25	2,147,276.00	73.67
4102	Washington County	25,500.00	76,500.00	102,000.00	75.00
4103	Interest Income	5.29	33.08	100.00	33.08
4104	Printing & Copying	1,267.47	7,319.88	10,000.00	73.20
4105	Lost & Damaged Charges	414.70	2,721.98	5,000.00	54.44
4106	Meeting Room Rental	785.00	2,745.00	4,000.00	68.63
4107	Hotspot Rental	580.00	3,994.00	8,000.00	49.93
41081	Miscellaneous	153.17	3,169.15	5,000.00	63.38
41082	Patron Supply Purchase	12.25	84.25	175.00	48.14
41083	JCPL Promotional Items	8.00	59.00	500.00	11.80
41084	Ongoing Book Sale	741.65	5,010.15	0.00	0.00
41085	Cashier Reconciliation	(2.09)	22.24	0.00	0.00
41091	Donations	13,547.48	33,187.06	22,000.00	150.85
41092	Memorials	0.00	2,515.00	2,000.00	125.75
41093	Friends of the Library	3,000.00	5,754.00	2,750.00	209.24
41095	LSTA Grant	17,395.00	17,466.91	17,470.00	99.98
41096	Other Grant Revenue	0.00	0.00	0.00	0.00
4110	E-rate Reimbursement	0.00	923.30	5,795.00	15.93
4111	Sale of Obsolete Equip.& Furn.	750.00	1,580.00	500.00	316.00
4112	Events and Promotions	0.00	0.00	0.00	0.00
	Total Revenues	591,470.67	1,745,023.25	2,332,566.00	74.81
Expenses					
Personnel					
51011	Salaried	56,695.40	393,702.01	737,000.00	53.42
51012	Hourly	46,346.42	339,723.07	631,500.00	53.80
5102	Social Security	7,882.69	56,068.81	104,690.00	53.56
5103	Medical Insurance	13,558.84	93,092.16	167,000.00	55.74
5104	Worker's Compensation	0.00	2,187.00	2,200.00	99.41
5105	State Unemployment	144.98	2,138.26	2,000.00	106.91
5106	Staff Development	125.66	13,082.36	12,500.00	104.66
5107	Staff Memberships	0.00	200.00	1,000.00	20.00
5108	Travel Expense	0.00	492.17	1,000.00	49.22
5110	TIAA Retirement	4,104.31	28,611.81	50,500.00	56.66
	Total Personnel Expenses	128,858.30	929,297.65	1,709,390.00	54.36
Support Services					
52011	General Supplies	388.24	2,159.71	5,000.00	43.19
52012	Circ. Supplies	0.00	331.11	4,000.00	8.28
52013	Public Service Dept(s)Supplies	342.32	3,005.96	3,000.00	100.20
52014	Printing/Copying Supplies	0.00	1,476.77	2,000.00	73.84
5202	Postage	0.00	431.00	2,000.00	21.55
5204	Telephone	106.08	649.64	1,400.00	46.40
5205	Miscellaneous Admin.	401.07	4,116.60	6,000.00	68.61
5206	Bank & CC Acceptance Fees	251.82	2,821.52	5,000.00	56.43
5207	Volunteer Services	22.36	395.42	1,000.00	39.54
52081	Audit	0.00	13,700.00	13,800.00	99.28
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

		January 2023	Year to Date	Budget	Percent
52084	Directors & Officers Ins.	0.00	2,165.00	2,165.00	100.00
5209	Library Memberships	192.50	1,405.50	1,500.00	93.70
5210	Public Relations	0.00	4,170.84	7,500.00	55.61
5211	Vehicle Expense	0.00	3,888.08	5,000.00	77.76
	Total Support Services	1,704.39	47,107.15	65,765.00	71.63
Building Operations					
5301	Gas	0.00	5,806.45	11,500.00	50.49
5302	Electricity	3,808.54	31,387.07	55,500.00	56.55
5303	Water	405.80	2,369.13	6,500.00	36.45
5304	Janitorial Supplies	1,609.49	9,183.07	14,800.00	62.05
53051	Routine Maint. & Repair	1,767.56	7,836.31	14,300.00	54.80
53052	Lighting	180.20	719.51	3,000.00	23.98
53053	Grounds Maintenance	0.00	2,811.61	10,000.00	28.12
53061	Equip. Maint./Contracts	1,467.40	4,217.40	8,500.00	49.62
53062	Contracted Building Services	478.57	7,799.23	11,000.00	70.90
5307	Building Improvements	0.00	2,978.93	10,000.00	29.79
5308	Clothing and PPE	0.00	1,045.15	1,500.00	69.68
	Total Building Operations	9,717.56	76,153.86	146,600.00	51.95
Technical Services					
5401	Processing Supplies	74.91	2,720.17	9,500.00	28.63
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	74.91	2,720.17	10,750.00	25.30
Materials and Services					
55011	Adult Books	1,529.06	21,695.64	37,700.00	57.55
55012	Children's Books	1,393.62	18,434.93	37,300.00	49.42
55013	Teen Books	1,082.92	7,987.24	10,000.00	79.87
5502	Serials	4,358.20	5,686.22	7,500.00	75.82
55031	Adult Non-Print	781.78	4,347.85	10,000.00	43.48
55032	Children's Non-Print	479.02	1,488.45	2,700.00	55.13
55033	Teen Non-Print	100.00	296.28	500.00	59.26
5504	Databases, Electronic	0.00	5,950.23	12,500.00	47.60
55051	Adult Programs	155.88	2,895.04	5,000.00	57.90
55052	Children's Programs	28.44	2,117.41	5,000.00	42.35
55053	Teen Programs	0.00	1,857.44	3,500.00	53.07
5506	Summer Reading Program (All)	0.00	2,571.08	13,500.00	19.05
55071	Adult Electronic Materials	0.00	24,652.95	37,100.00	66.45
55072	Children's Electronic Material	0.00	2,559.99	8,100.00	31.60
55073	Teen Electronic Materials	0.00	1,639.43	5,700.00	28.76
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	9,908.92	104,180.18	196,100.00	53.13

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

		January 2023	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	467.65	2,539.57	5,000.00	50.79
5602	Software	0.00	1,160.89	5,000.00	23.22
5603	Copier Maintenance	1,005.22	7,685.19	11,000.00	69.87
5604	ILS Maintenance	16,647.40	16,647.40	19,500.00	85.37
5605	Equip./Software Maint.	898.29	35,840.89	42,500.00	84.33
5606	Internet Access	804.68	5,742.08	10,100.00	56.85
5608	LSTA Grant	0.00	34,906.40	34,790.00	100.33
	Total Information Technology	<u>19,823.24</u>	<u>104,522.42</u>	<u>127,890.00</u>	81.73
Miscellaneous Expense					
5701	Miscellaneous	385.01	2,213.91	5,000.00	44.28
5702	Security	2,593.75	21,225.00	37,500.00	56.60
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	0.00	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>2,978.76</u>	<u>62,721.85</u>	<u>84,418.00</u>	74.30
	Total Expenses	<u>173,066.08</u>	<u>1,326,703.28</u>	<u>2,340,913.00</u>	56.67
	Net Income	<u>\$ 418,404.59</u>	<u>418,319.97</u>	<u>(8,347.00)</u>	(5,011.62)

Washington County Imagination Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2022/2023
Balance Sheet
 January 31, 2023

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		61,798.65
Accounts Receivable		0.00
		61,798.65
Total Current Assets		61,798.65

LIABILITIES AND CAPITAL

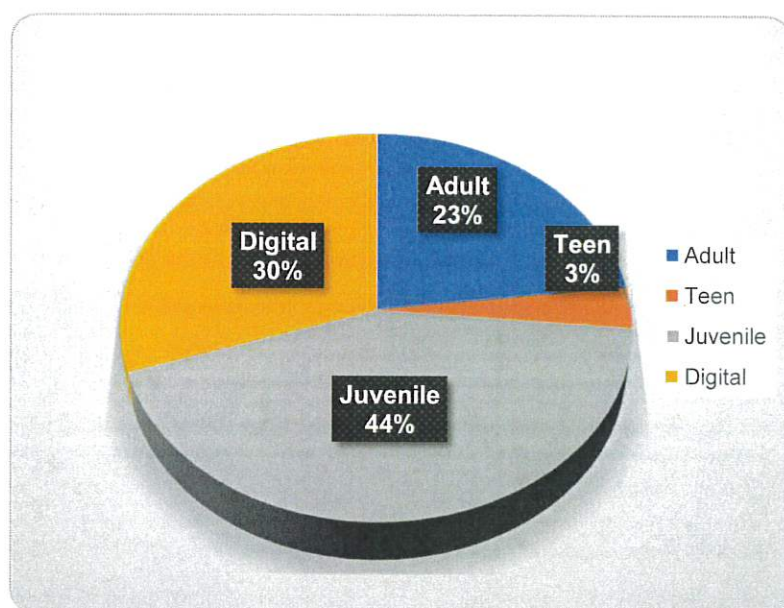
Current Liabilities		
Accounts Payable	\$	0.00
		0.00
Total Liabilities		0.00
Capital		
Reserved Balance		34,040.12
Journal Difference		0.00
Net Income		27,758.53
		61,798.65
Total Capital		61,798.65
Total Liabilities & Capital	\$	61,798.65

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

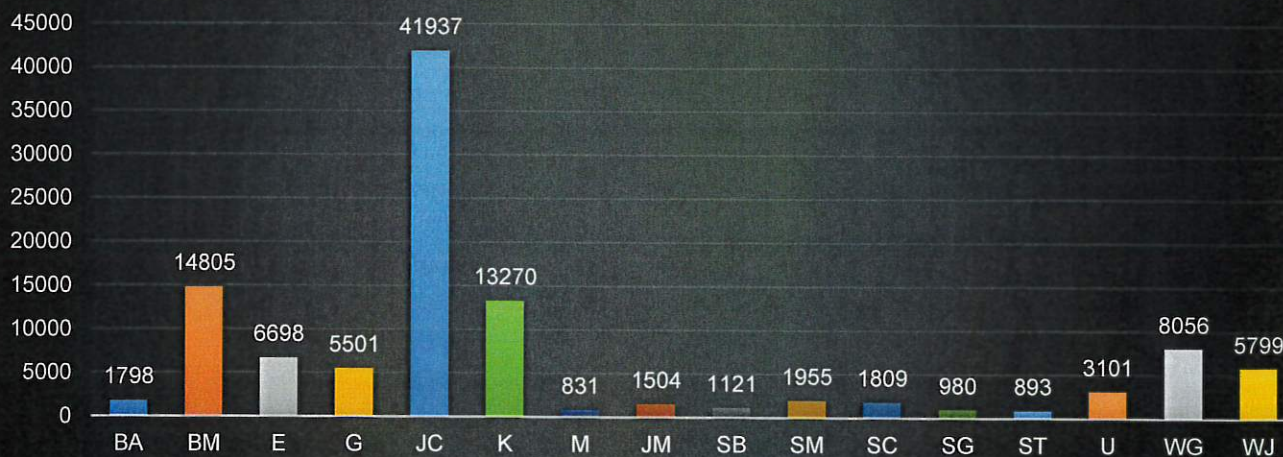
		January 2023	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 9,925.00	\$ 29,775.00	39,700.00	75.00
4102	Washington County	12,500.00	25,000.00	25,000.00	100.00
4103	Donations	0.00	484.00	400.00	121.00
4104	Miscellaneous Revenue	0.00	0.00	600.00	0.00
4105	DPIL License Plate Revenue	0.00	11,331.53	0.00	0.00
	Total Revenues	<u>22,425.00</u>	<u>66,590.53</u>	<u>65,700.00</u>	101.36
Expenses					
5101	Monthly Book Purchase	5,685.31	38,832.00	65,100.00	59.65
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	<u>5,685.31</u>	<u>38,832.00</u>	<u>65,700.00</u>	59.11
	Net Income	<u>\$ 16,739.69</u>	<u>\$ 27,758.53</u>	<u>0.00</u>	0.00

Circulation Report for January 2023

	Jan-23	Dec-22	% Change	Jan-22	% Change	Jan-20	% Change
Library							
Adult	13508	13434	0.55%	13628	-1%	17457	-23%
Teen	1975	1819	8.58%	2089	-5.46%	1824	8%
Juvenile	25459	22131	15.04%	19961	27.54%	19554	30%
Digital	17695	16248	8.91%	14520	21.87%	12829	38%
Total	58637	53632	9.33%	50198	16.81%	51664	13%
Courier Loans							
Borrowed	1300	1013	28.33%	1787	-27.25%	1883	-31%
Loaned	488	391	24.81%	876	-44.29%	887	-45%
Other							
Self Checkouts	14282	11371	25.60%	11326	26.10%	13046	9%
Borrowers added	349	226	54.42%	331	5.44%		
Door Count	16120	13334	20.89%	9109	76.97%	20100	-20%



OWL CIRC, JANUARY 2023



Johnson City Public Library
 Fiscal Year 2023-2024
 Proposed Imagination Library Budget

Approved by Board of Directors

	Actual	Budget	Proposed Budget	Change from	
	12/31/2022	2022/2023	2023/2024	prev. budget	% of total
REVENUES					
Acct. #					
4101 City of Johnson City	19,850	39,700	39,700	0	55.92%
4102 Washington County	12,500	25,000	25,000	0	35.21%
4103 Donations	484	400	500	100	0.70%
4104 Miscellaneous Revenue	0	600	500	-100	0.70%
4105 Miscellaneous Revenue	11,332	0	5,300	5,300	7.75%
41 TOTAL REVENUES	44,166	65,700	71,000	5,300	100%
EXPENDITURES					
Acct. #					
5101 Monthly Book Purchase	33,147	65,100	68,355	3,255	97.54%
5102 Registration Materials	0	100	300	200	0.43%
5103 Postage	0	400	400	0	0.57%
5104 Bank Fees	0	25	25	0	0.04%
5105 Travel/Training Expense	0	50	950	900	1.36%
5106 Miscellaneous Expense	0	25	50	25	0.07%
5 TOTAL EXPENSES	33,147	65,700	70,080	4,380	100%
Revenues less expenditures	11,019	0	920		