



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 September 20, 2022 4:30 PM

DRAFT

1. Call to order
2. Approval of August minutes – Action
3. Treasurer’s Report
 - a. August report -- Action
 - b. August Washington County Imagination Library report—Action
4. Director’s Report
 - a. Department report- Facility Manager, Mike Swartz
5. President’s Report
6. Holston River Regional Library Report
7. Old Business
8. New Business
9. Adjournment

- Action items indicated in red

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
August 16, 2022

The Board of Directors of the Johnson City Public Library met August 16, 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, Raven Honsaker, Suzy Williams, and newly appointed member Thomas Kendall. John Hunter was absent from the meeting. Also present were Holston River Regional Library Director Jennifer Breuer, Director Julia Turpin, Assistant Director and Recording Secretary Cathy Griffith, and JCPL Teen Services Manager Amy Taylor.

- I. Call of meeting to order. President Dixon called the meeting to order at 4:34 p.m. and welcomed attendees.
- II. Approval of June minutes. Upon the motion of Mr. Carter, seconded by Mr. Gemar, the minutes of the June 21, 2022 meeting were approved as submitted. (The Board of Directors did not meet in July.)
- III. Treasurer's Report. Mr. Jeffress gave a report.
 - a. June Operating Account. Mr. Jeffress said that we ended the fiscal year with revenues at 100% and expenditures at 96%. All account groups ended the year under budget. Line item 5110, TIAA Retirement ended the year 3% over budget. This is due to the adjusting entry at the end of the year to book all wages and benefits in the fiscal year in which they were earned. Under Building Operations, line item 5301, Gas, ended the year at about 1.5% over budget. All remaining line items ended the fiscal year under their budgeted amounts. The balance of assigned Clark Funds are earmarked for furniture and an upgrade to the library's Automated Materials Handler or AMH. These funds should be fully expended by the end of the second quarter of FY23. After subtracting the Net Income from the Unassigned Fund Balance, we ended the fiscal year with a total Unassigned Fund Balance of \$413,902. Upon the motion of Ms. Williams, seconded by Ms. Honsaker, it was unanimously resolved to approve the June Operating Account report as submitted.
 - b. June Washington County Imagination Library Account. The Imagination Library ended FY22 in a good position with revenues at 98.7% and expenditures at 97.8% of budgeted amounts. Net income was \$601 and the Reserved Balance \$33,439 at the end of the fiscal year. At the end of June, 5,110 Washington County children under the age of five were enrolled in the program. Upon the motion of Ms. Washington, seconded by Mr. Gemar, it was unanimously resolved to approve the June Imagination Library report as submitted.

- c. July Operating Account. At one month into the new fiscal year, total revenue is at 23.5% and total expense at 6.9%. Line item 5106 is over budget because we are catching up on professional development for our staff. Six staff members are registered for the ARSL (Association of Rural and Small Libraries) Conference in Chattanooga. Staff members Mandy Presnell and Hannah Kiger are also registered for professional development conferences. The usual line items for front-end one-time, paid early in the fiscal year items are included in the Support Services account group. We finished summer reading in July and payment to performers is reflected on line item 5506. Line item 5605 is where we paid Bibliotheca for yearly maintenance on our RFID equipment. Account code 5708 is the balance due for the new shade sails behind of the Children's Library. Upon the motion of Ms. Washington, seconded by Mr. Gemar, it was unanimously resolved to approve the July Operating Account report as submitted.
- d. July Washington County Imagination Library Report. The Imagination Library received a windfall of \$8,671 from the sale of the Imagination Library license plate in Washington County. This is the total amount due the WCIL since the plate became available in 2017. Currently, 5,162 Washington County children under the age of five are enrolled in the program. Upon the motion of Mr. Gemar, seconded by Ms. Honsaker, it was unanimously resolved to approve the July Washington County Imagination Library Report as submitted.

IV. Director's Report – Amy Taylor – Teen Services Manager.

- a. Ms. Turpin said that looking back on June and July it was a busy summer for us. She added that we are back to pre-covid numbers and beyond. June was a busier month than July and circulation was up 14% from 2019. Ms. Turpin noted that we consistently repeat the pattern of what we lose in adult materials circulation we gain in electronic circulation. She said that it is a difficult decision to purchase fewer physical materials because we want to "buy it all" but we understand that we cannot. Ms. Turpin continued by saying that we are looking into another electronic service to diversify content. She said that DVD's circs are still strong, however this format is being phased out and we need to look at ways to provide streaming services. Ms. Turpin reported that our door count is still down while circulation has increased. She attributed this to a change in our seating pattern post-Covid and that patrons who come into the building are here to check out materials instead of staying for a good part of the day and going in and out of the building several times during their stay. Ms. Turpin added that we are watching our door count closely and, in a manner similar to what City Manager Cathy Ball is doing, we are looking at our infrastructure to be better prepared for current and future growth. She said that growth is great, but we need to be prepared for it. Ms. Turpin noted that one thing she is considering is the placement of pickup lockers at strategic locations throughout the City. Concluding her report, Ms. Turpin gave three highlights with the first being that we registered over 1,800 patrons for our summer reading program. She invited

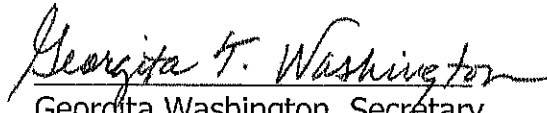
Board members to check out the new shade sails behind the Children's department, and she acknowledged Kristy Davis as the employee of the month.

Ms. Turpin introduced Teen Services Manager Amy Taylor to the group. Ms. Taylor gave a presentation that included the purpose of her department, how she manages collection development, programming, summer reading, the Teen Volunteer Program, and the Teen Advisory Board. She explained that the age group represented is twelve to eighteen and she highlighted the Adulting 101 programs for teens. Ms. Taylor said that she welcomes community involvement and has fostered partnerships with area agencies such as A Step Ahead Tri-Cities. She spoke on community involvement such as pet adoption events, blood drives and the Teen Volunteer Program that allows participants to earn service hours for school and become involved in their community. Ms. Taylor concluded by noting that she and her staff member Kiwi Nieves-Noel, who began work in June, are figuring out how things work together. Board members asked questions and thanked Ms. Taylor for her hard work and for her presentation.

- V. President's Report. Ms. Dixon said that Ms. Hunsaker has submitted her resignation because she is moving to Marietta, Georgia for work. Board members expressed their appreciation for Ms. Hunsaker and Ms. Hunsaker said that while she is sad to be leaving, she already has her new library card, and she lives only short walk away from the library in Marietta. Johnson City Commissioners appoint board members to agencies with vacancies only twice per year with the next appointments being made in December.
- VI. Holston River Regional Library (HORL) Report. Ms. Breuer said that it was good to see everyone, and she introduced herself to the group. She reported on upcoming training opportunities and said that the Trustee Workshop is scheduled for Wednesday, October 19 at the Jefferson City library. Ms. Breuer added that library directors may attend the workshop if at least one Board member attends. Ms. Breuer said that there are no more Regional Library Boards and quarterly meetings of all the library board chairs in each region will replace these boards. She said that the first HORL meeting is scheduled for September 29 and meeting agendas will be topical in nature. Ms. Breuer said that reports from other regions show that the chairs were happy to talk to one another at these quarterly meetings. Ms. Breuer noted that round tables are coming back, trustee certification is available, and that she received JCPL's Maintenance of Effort report. She concluded by saying that she is taking over the non-fiction Overdrive collection for the state and she will also be attending the ARSL conference next month.
- VII. Old Business. There was no old business.
- VIII. New Business.

- a. Circulation Policy Revision – Ms. Turpin said that this policy was up for revision in early 2020, pre Covid, and was then postponed until we switched to the new ILS (Integrated Library System). She said that this is a clean policy and had been workshopped with many incarnations. Upon the motion of Mr. Jeffress, seconded by Mr. Gemar, it was unanimously resolved to approve the proposed Circulation Policy as submitted.
 - b. Public Comment Policy (new) – Ms. Turpin said that this policy was vetted by the City attorney and allows us to adapt our meeting agenda to provide for public comment as is needed or is necessary. Upon the motion of Mr. Carter, seconded by Ms. Honsaker, it was unanimously resolved to approve the Public Comment Policy as submitted.
- IV. Adjournment. Prior to adjournment, new Board member Thomas Kendall was welcomed and asked to talk about himself. Mr. Kendall said that he has lived in Johnson City for six years and he has two daughters ages one and two and a half. He said that he runs a small construction company, and he is looking to become more involved with the library. Ms. Dixon welcomed Mr. Kendall and appointed him to the library's Building Advisory Committee. Upon the motion of Ms. Williams, seconded by Mr. Jeffress, it was unanimously resolved to adjourn the meeting at 5:41 p.m.

Respectfully submitted,


Georgita Washington, Secretary

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

ASSETS

Current Assets

Petty Cash	\$	350.00	
SunTrust Money Mkt. Acct.		520,698.01	
Payroll Account		39,771.87	
Checking Account		79,905.32	
SunTrust Business Advantage MM		43,012.43	
Cash on Hand		300.00	
Accounts Rec'ble Module		395.00	
East TN Foundation		0.00	
		<hr/>	
Total Assets	\$		<u><u>684,432.63</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	10,471.54	
Accrued Wages		0.00	
Federal Income Tax		(3,366.68)	
OASDI-M/Care W/H Employee		(3,941.73)	
OASDI-M/Care W/H Employer		(3,941.73)	
FUTA		0.00	
SUTA		0.00	
Sales Tax Payable		0.00	
TIAA/CREF		0.00	
NW Retirement Solutions		(440.00)	
Credit Union		(1,250.00)	
Staff Orders Account		(31.93)	
Court Ordered Deductions		(201.00)	
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			(2,701.53)

Capital

Unassigned Fund Balance	413,902.11		
Restricted FB Artful Age Grant	0.00		
Restricted for ETSU Elevates	0.00		
Clark Funds Assigned/FutureUse	38,542.57		
Current Earnings	0.00		
Net Income	234,689.48		
	<hr/>		
Total Capital		<u>687,134.16</u>	
Total Liabilities & Capital	\$		<u><u>684,432.63</u></u>

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

		August 2022	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	527,312.75	2,109,251.00	25.00
4102	Washington County	25,500.00	25,500.00	102,000.00	25.00
4103	Interest Income	5.56	9.90	100.00	9.90
4104	Printing & Copying	1,105.17	2,076.14	8,000.00	25.95
4105	Lost & Damaged Charges	431.92	853.38	5,000.00	17.07
4106	Meeting Room Rental	235.00	640.00	4,000.00	16.00
4107	Hotspot Rental	550.00	1,132.00	8,000.00	14.15
41081	Miscellaneous	1,137.00	1,812.48	5,000.00	36.25
41082	Patron Supply Purchase	3.00	9.00	175.00	5.14
41083	JCPL Promotional Items	13.75	26.75	500.00	5.35
41084	Ongoing Book Sale	654.40	1,682.95	0.00	0.00
41085	Cashier Reconciliation	16.02	18.09	0.00	0.00
41091	Donations	1,224.94	1,791.04	22,000.00	8.14
41092	Memorials	100.00	1,100.00	2,000.00	55.00
41093	Friends of the Library	0.00	0.00	0.00	0.00
41095	LSTA Grant	71.91	71.91	0.00	0.00
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.	400.00	400.00	500.00	80.00
4112	Events and Promotions	0.00	0.00	0.00	0.00
	Total Revenues	31,448.67	564,436.39	2,272,321.00	24.84
Expenses					
Personnel					
51011	Salaried	57,497.22	86,847.71	737,000.00	11.78
51012	Hourly	45,957.34	71,574.83	638,400.00	11.21
5102	Social Security	7,914.27	12,119.32	105,218.00	11.52
5103	Medical Insurance	12,654.84	26,465.10	167,000.00	15.85
5104	Worker's Compensation	0.00	2,187.00	2,500.00	87.48
5105	State Unemployment	0.00	0.00	2,000.00	0.00
5106	Staff Development	708.56	6,454.69	5,000.00	129.09
5107	Staff Memberships	0.00	200.00	1,000.00	20.00
5108	Travel Expense	0.00	0.00	1,000.00	0.00
5110	TIAA Retirement	4,067.36	6,223.10	50,500.00	12.32
	Total Personnel Expenses	128,799.59	212,071.75	1,709,618.00	12.40
Support Services					
52011	General Supplies	225.99	398.88	5,000.00	7.98
52012	Circ. Supplies	134.99	134.99	4,000.00	3.37
52013	Public Service Dept(s)Supplies	38.86	200.12	3,000.00	6.67
52014	Printing/Copying Supplies	1,020.10	1,020.10	1,500.00	68.01
5202	Postage	0.00	0.00	2,000.00	0.00
5204	Telephone	110.52	110.52	1,400.00	7.89
5205	Miscellaneous Admin.	355.50	845.22	5,000.00	16.90
5206	Bank & CC Acceptance Fees	1,305.24	1,539.85	5,000.00	30.80
5207	Volunteer Services	109.05	113.05	1,000.00	11.31
52081	Audit	0.00	0.00	13,500.00	0.00
52083	Gen. Liab.& Contents Ins.	0.00	6,390.00	6,500.00	98.31

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

		August 2022	Year to Date	Budget	Percent
52084	Directors & Officers Ins.	0.00	2,165.00	2,150.00	100.70
5209	Library Memberships	0.00	1,074.00	1,500.00	71.60
5210	Public Relations	0.00	117.00	7,500.00	1.56
5211	Vehicle Expense	53.95	3,673.20	5,000.00	73.46
	Total Support Services	3,354.20	17,781.93	64,050.00	27.76
Building Operations					
5301	Gas	708.67	708.67	11,500.00	6.16
5302	Electricity	6,269.85	6,269.85	55,500.00	11.30
5303	Water	455.16	455.16	6,500.00	7.00
5304	Janitorial Supplies	997.40	2,759.70	13,000.00	21.23
53051	Routine Maint. & Repair	2,980.24	3,910.10	14,300.00	27.34
53052	Lighting	223.78	297.16	3,000.00	9.91
53053	Grounds Maintenance	0.00	828.48	10,000.00	8.28
53061	Equip. Maint./Contracts	148.00	2,010.00	8,500.00	23.65
53062	Contracted Building Services	290.73	769.30	11,000.00	6.99
5307	Building Improvements	0.00	0.00	10,000.00	0.00
5308	Clothing and PPE	0.00	274.69	1,000.00	27.47
	Total Building Operations	12,073.83	18,283.11	144,300.00	12.67
Technical Services					
5401	Processing Supplies	49.98	49.98	9,500.00	0.53
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	49.98	49.98	10,750.00	0.46
Materials and Services					
55011	Adult Books	3,371.87	6,388.20	37,700.00	16.94
55012	Juvenile Books	4,073.11	7,860.11	37,300.00	21.07
55013	Young Adult Books	1,014.82	2,011.30	10,000.00	20.11
5502	Serials	0.00	729.22	7,500.00	9.72
55031	Adult Non-Print	732.77	753.40	10,000.00	7.53
55032	Juvenile Non-Print	110.95	194.84	2,700.00	7.22
55033	Young Adult Non-Print	0.00	0.00	500.00	0.00
5504	Databases, Electronic	350.00	5,258.19	12,500.00	42.07
55051	Adult Services Programs	4.98	4.98	5,000.00	0.10
55052	Youth Services Programs	147.07	220.26	5,000.00	4.41
55053	YA Services Programs	602.82	716.81	3,500.00	20.48
5506	Summer Reading Program (All)	0.00	2,571.08	13,500.00	19.05
55071	Adult Electronic Materials	6,000.00	8,270.97	37,100.00	22.29
55072	Juvenile Electronic Materials	0.00	0.00	8,100.00	0.00
55073	YA 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	16,408.39	34,979.36	196,100.00	17.84

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

		August 2022	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	768.98	784.26	12,500.00	6.27
5602	Software	0.00	0.00	5,000.00	0.00
5603	Copier Maintenance	1,009.57	2,344.52	11,000.00	21.31
5604	ILS Maintenance	0.00	0.00	24,000.00	0.00
5605	Equip./Software Maint.	3,815.35	33,105.06	42,500.00	77.89
5606	Internet Access	804.68	1,718.68	10,000.00	17.19
5608	LSTA Grant	0.00	0.00	0.00	0.00
	Total Information Technology	<u>6,398.58</u>	<u>37,952.52</u>	<u>105,000.00</u>	36.15
Miscellaneous Expense					
5701	Miscellaneous	322.22	681.26	5,000.00	13.63
5702	Security	2,837.50	4,575.00	37,500.00	12.20
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	0.00	43,000.00	0.00
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>3,159.72</u>	<u>8,628.26</u>	<u>88,875.00</u>	9.71
	Total Expenses	<u>170,244.29</u>	<u>329,746.91</u>	<u>2,318,693.00</u>	14.22
	Net Income	<u>\$ (138,795.62)</u>	<u>234,689.48</u>	<u>(46,372.00)</u>	(506.10)

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2022/2023

Balance Sheet

August 31, 2022

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		54,210.94
Accounts Receivable		0.00
		54,210.94
 Total Current Assets		 54,210.94

LIABILITIES AND CAPITAL

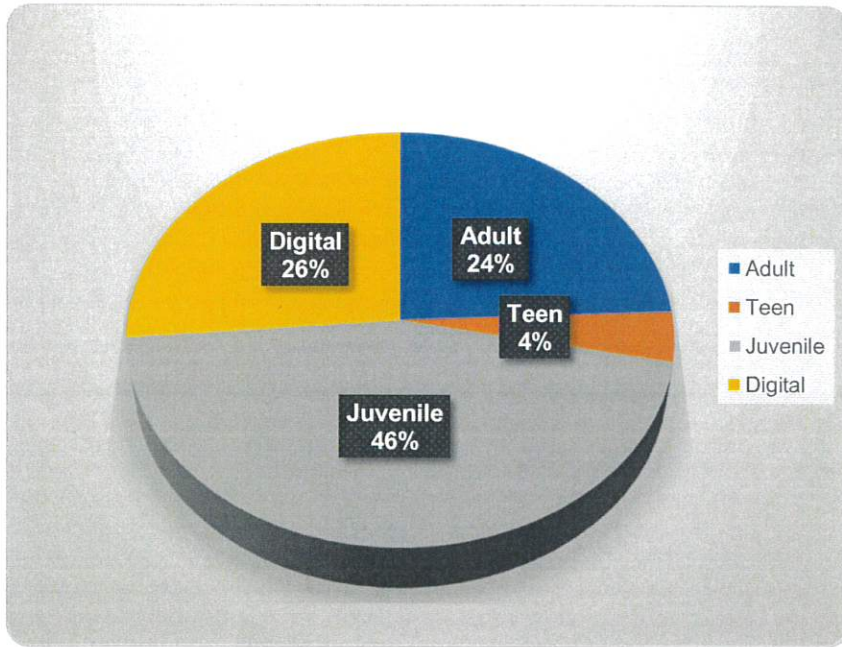
Current Liabilities		
Accounts Payable	\$	0.00
		0.00
 Total Liabilities		 0.00
 Capital		
Reserved Balance		34,040.12
Journal Difference		0.00
Net Income		20,170.82
		54,210.94
 Total Capital		 54,210.94
 Total Liabilities & Capital	 \$	 54,210.94

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

		August 2022	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	\$ 9,925.00	39,700.00	25.00
4102	Washington County	12,500.00	12,500.00	25,000.00	50.00
4103	Donations	0.00	8,671.28	400.00	2,167.82
4104	Miscellaneous Revenue	0.00	0.00	600.00	0.00
	Total Revenues	<u>12,500.00</u>	<u>31,096.28</u>	<u>65,700.00</u>	47.33
Expenses					
5101	Monthly Book Purchase	5,373.91	10,925.46	65,100.00	16.78
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>5,373.91</u>	<u>10,925.46</u>	<u>65,700.00</u>	16.63
	Net Income	<u>\$ 7,126.09</u>	<u>\$ 20,170.82</u>	<u>0.00</u>	0.00

Circulation Report for August 2022

	Aug-22	Aug-21	% Change	Aug-21	% Change	Aug-19	% Change
Library							
Adult	14959	14829	0.88%	13354	12%	17887	-16%
Teen	2370	2944	-19.50%	2446	-3.11%	2336	1%
Juvenile	28005	28760	-2.63%	22111	26.66%	19812	41%
Digital	16224	15946	1.74%	14948	8.54%	12000	35%
Total	61558	62479	-1.47%	52859	16.46%	52035	18%
Courier Loans							
Borrowed	1227	1079	13.72%	2085	-41.15%	1967	-38%
Loaned	564	473	19.24%	950	-40.63%	826	-32%
Other							
Self Checkouts	14642	16144	-9.30%	11277	29.84%	12749	15%
Borrowers added	374	476	-21.43%	367	1.91%		
Door Count	12769	15179	-15.88%	12103	5.50%	19638	-35%



OWL CIRC, August 2022

