

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 May 16, 2023 4:30 PM

1. Call to order
2. Approval of April minutes – **Action**
3. Treasurer's Report
 - a. April JCPL report -- **Action**
 - b. April Washington County Imagination Library report—**Action**
4. Director's Report
5. President's Report
6. Old Business
7. New Business
 - a. New board member recommendation committee
8. Adjournment

- Action items indicated in red

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
April 18, 2023

The Board of Directors of the Johnson City Public Library met April 18, 2023, at 4:30 p.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Vice President David Gemar, Treasurer Scott Jeffress, Secretary Georgita Washington, John Hunter, Thomas Kendall, and Gwynn Mettetal and Suzy Williams. Daryl Carter was absent from the meeting. Also present were Holston River Regional Library Director Jennifer Breuer, Library Director Julia Turpin, Assistant Director and Recording Secretary Cathy Griffith, and guests Rob Davis and Jim Reid.

- I. Call of meeting to order. President Dixon called the meeting to order at 4:34 p.m.
- II. Approval of March minutes. Upon the motion of Ms. Mettetal, seconded by Mr. Jeffress, the minutes of the March 21, 2023, meeting were approved as submitted.
- III. Treasurer's Report.
 - a. Operating Account report. Mr. Jeffress reported that at three fourths into the fiscal year, revenues and expenditures are where you would expect them to be. Total revenue is at 74.7% and total expenditure is at 73.5% of budgeted amounts. One revenue line item, 4110 E-rate reimbursement, is under budget. A request for \$5,522 has been submitted to the Universal Service Administrative Company. USAC administers the Universal Service Fund under the direction of the Federal Communications Commission, or FCC. This reimbursement is for internet connectivity and maintenance on Meraki equipment and will be reflected in the April financial statement. One expense line item, 5105 State Unemployment, is slightly over budget. Upon the motion of Mr. Kendall, seconded by Ms. Washington, it was unanimously resolved to approve the March 2023 Operating Account report as presented.
 - b. Imagination Library Account report. At the end of March, total revenue was 86.9% and total expenditure was 73.1% of budgeted amounts. Currently, 5,173 Washington County children under the age of five are enrolled in the program. Upon the motion of Ms. Washington, seconded by Ms. Mettetal, it was unanimously resolved to approve the March 2023 Imagination Library report as submitted.

Ms. Dixon asked Ms. Turpin if she had an update on the City's plans to put auditing services out for bid. Ms. Turpin said that she had contacted Assistant City Manager Randy Trivette about being included as they move forward.

- IV. Director's Report. Ms. Turpin noted that the door count for March was up 4% from March 2019. This is the first time we exceeded pre-covid numbers. She added that she believes this is reflective of new patrons coming into the library. Digital checkouts remain steady, and we continue to see increases in children's physical materials circulation. Ms. Turpin said that we may be at the tipping point with shelf space and staff. Our healthy digital circulation helps with the lack of space for materials; however, we are at capacity with staff and have nowhere to put anyone new. Ms. Turpin noted

that we received \$1,000 in overdue fines in March and that we will be fine free in May in support of the backpack feeding for kids and to help mitigate the increase in long overdue materials. Concluding her report, Ms. Turpin noted:

- New Children's Department Manager Suzy Bomgardner starts Monday. Suzy brings with her a lot of creativity and enthusiasm.
- Thursday is our volunteer soup luncheon for our super volunteers. So far this year, 71 adult volunteers have donated 1,477 hours of their time.
- Ms. Turpin encouraged Board members to check out the Mark Mahoney photo exhibit in The Galleria. Every piece has a story and Mr. Mahoney will give a talk on his work this Sunday, April 23, at 2:00 p.m. in the Jones Meeting Center.

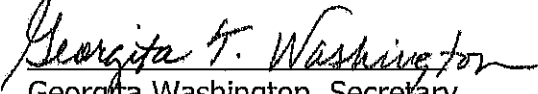
Board members discussed measures to help support library staff during this very busy time. Ms. Turpin said that with respect to the Children's Library, it may be time for a conversation on the amount of programming that they are providing. The National average number of programs is 9.01 by population and we are at 15.73 per 1,000 and the State average is 6.48. She added that we must think about quality over quantity and consider moving programs to the Jones Meeting Center. Using volunteers, first-time find rates, and customer experience were discussed as well.

- V. President's Report. Ms. Dixon asked Board members watch their email for a Google form to evaluate Ms. Turpin. She reminded them that Ms. Turpin is their one employee and that she would like to have this evaluation completed by the end of the fiscal year.
- VI. Holston River Regional Library (HORL) Report. Ms. Breuer noted that she had shared the HORL monthly newsletter and encouraged Board members to reach out to her if they have questions.
- VII. Old Business. There was no old business.
- VIII. New Business.
 - a. June 3, 2023, discussion. Board members discussed closing the library on June 3 during the Blue Plum Festival. Because of the work being done at Founders Park, the festival will be held in King Commons Park. The major concern with being open is the toll on the facility and lack of ample parking for library patrons. Board members were also concerned about missed opportunities for engagement with the public if we are closed. It was the consensus of the Board to support the staff and library resources, and to consider having a presence at the festival if it is possible to do so. Upon the motion of Mr. Hunter, seconded by Mr. Jeffress, it was unanimously resolved to close the library Saturday, June 3, due to the logistics with the Blue Plum Festival.
 - b. New board member recommendation committee. It was noted that Mr. Gemar is at the end of his second term and Mr. Carter and Ms. Washington are eligible for reappointment to a second term. Mr. Hunter said that the deadline for applications to serve on a City board is June 2. Board members tabled their discussion of establishing this recommendation committee to their June 16 meeting, after the

window for applications has closed. Additional discussion ensued, and Ms. Turpin said that she will be out of town in the middle of July, and she would like Board members to consider an early in the month meeting. July 6, 2023 was determined to be a potential date and Ms. Turpin said that she would send a doodle poll to establish the availability of Board members.

- IV. Adjournment. Upon the motion of Ms. Williams, seconded by Mr. Gemar, it was unanimously resolved to adjourn the meeting at 5:19 p.m.

Respectfully submitted,


Georgita Washington, Secretary

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 Balance Sheet
 April 30, 2023

ASSETS

Current Assets

Petty Cash	\$	554.14	
Truist Money Mkt. Acct.		739,116.56	
Payroll Account		410.16	
Checking Account		162,394.91	
Truist Business Advantage MM		7,111.97	
Cash on Hand		300.00	
Accounts Rec'ble Module		345.00	
		<hr/>	
Total Assets	\$		<u><u>910,232.74</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	9,138.39	
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			9,138.39

Capital

Unassigned Fund Balance	449,813.05	
Clark Funds Assigned/FutureUse	2,631.63	
Current Earnings	0.00	
Net Income	448,649.67	
	<hr/>	
Total Capital		<u>901,094.35</u>
Total Liabilities & Capital	\$	<u><u>910,232.74</u></u>

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

		April 2023	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 565,338.75	2,147,277.00	2,147,276.00	100.00
4102	Washington County	25,500.00	102,000.00	102,000.00	100.00
4103	Interest Income	848.37	891.08	100.00	891.08
4104	Printing & Copying	1,181.59	10,597.49	11,000.00	96.34
4105	Lost & Damaged Charges	574.60	4,050.90	4,000.00	101.27
4106	Meeting Room Rental	345.00	4,027.50	4,500.00	89.50
4107	Hotspot Rental	416.00	5,332.00	6,000.00	88.87
41081	Miscellaneous	1,062.66	7,637.48	6,000.00	127.29
41082	Patron Supply Purchase	37.25	171.50	150.00	114.33
41083	JCPL Promotional Items	6.00	85.00	100.00	85.00
41084	Ongoing Book Sale	680.40	7,210.35	8,000.00	90.13
41085	Cashier Reconciliation	8.24	25.54	0.00	0.00
41091	Donations	2,456.20	42,610.20	36,000.00	118.36
41092	Memorials	0.00	2,515.00	3,000.00	83.83
41093	Friends of the Library	0.00	5,754.00	5,800.00	99.21
41095	LSTA Grant	0.00	17,466.91	17,470.00	99.98
41096	Other Grant Revenue	0.00	0.00	0.00	0.00
4110	E-rate Reimbursement	4,828.08	5,751.38	5,795.00	99.25
4111	Sale of Obsolete Equip.& Furn.	0.00	2,930.00	2,900.00	101.03
4112	Events and Promotions	0.00	0.00	0.00	0.00
	Total Revenues	603,283.14	2,366,333.33	2,360,091.00	100.26
Expenses					
Personnel					
51011	Salaried	62,440.27	598,034.66	737,000.00	81.14
51012	Hourly	50,748.86	511,345.32	631,500.00	80.97
5102	Social Security	8,658.97	84,829.40	104,690.00	81.03
5103	Medical Insurance	13,994.35	134,495.20	167,000.00	80.54
5104	Worker's Compensation	0.00	2,187.00	2,200.00	99.41
5105	State Unemployment	0.00	2,138.26	2,000.00	106.91
5106	Staff Development	28.41	13,913.83	14,500.00	95.96
5107	Staff Memberships	0.00	200.00	1,000.00	20.00
5108	Travel Expense	0.00	484.61	1,000.00	48.46
5110	TIAA Retirement	3,842.02	42,689.52	50,500.00	84.53
	Total Personnel Expenses	139,712.88	1,390,317.80	1,711,390.00	81.24
Support Services					
52011	General Supplies	1,243.96	4,020.00	5,000.00	80.40
52012	Circ. Supplies	494.59	825.70	4,000.00	20.64
52013	Public Service Dept(s)Supplies	59.50	3,520.88	5,000.00	70.42
52014	Printing/Copying Supplies	392.20	1,868.97	2,500.00	74.76
5202	Postage	0.00	867.75	2,000.00	43.39
5204	Telephone	106.08	967.88	1,400.00	69.13
5205	Miscellaneous Admin.	444.11	6,128.32	7,000.00	87.55
5206	Bank & CC Acceptance Fees	470.27	4,946.70	5,500.00	89.94
5207	Volunteer Services	289.32	720.64	1,000.00	72.06
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
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 FY 2022/2023 Operating Account
 Financial Report

		April 2023	Year to Date	Budget	Percent
52084	Directors & Officers Ins.	0.00	2,165.00	2,165.00	100.00
5209	Library Memberships	0.00	1,405.50	1,500.00	93.70
5210	Public Relations	176.00	5,658.66	7,500.00	75.45
5211	Vehicle Expense	80.18	3,957.76	5,000.00	79.16
	Total Support Services	<u>3,756.21</u>	<u>57,143.76</u>	<u>69,765.00</u>	81.91
Building Operations					
5301	Gas	0.00	10,623.32	14,000.00	75.88
5302	Electricity	3,929.30	43,760.56	57,000.00	76.77
5303	Water	523.83	5,306.35	7,500.00	70.75
5304	Janitorial Supplies	1,787.17	13,471.37	15,800.00	85.26
53051	Routine Maint. & Repair	309.83	9,667.09	14,300.00	67.60
53052	Lighting	159.95	1,425.76	3,000.00	47.53
53053	Grounds Maintenance	937.93	5,552.86	9,000.00	61.70
53061	Equip. Maint./Contracts	1,784.79	6,353.19	8,500.00	74.74
53062	Contracted Building Services	671.37	9,506.46	12,000.00	79.22
5307	Building Improvements	1,560.00	9,612.05	10,000.00	96.12
5308	Clothing and PPE	0.00	1,127.46	2,500.00	45.10
	Total Building Operations	<u>11,664.17</u>	<u>116,406.47</u>	<u>153,600.00</u>	75.79
Technical Services					
5401	Processing Supplies	3,324.00	7,099.90	9,500.00	74.74
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	<u>3,324.00</u>	<u>7,099.90</u>	<u>10,750.00</u>	66.05
Materials and Services					
55011	Adult Books	4,595.58	30,369.94	37,700.00	80.56
55012	Children's Books	4,015.00	29,133.33	37,300.00	78.11
55013	Teen Books	706.30	9,766.10	12,000.00	81.38
5502	Serials	0.00	5,686.22	7,500.00	75.82
55031	Adult Non-Print	798.49	5,761.23	10,000.00	57.61
55032	Children's Non-Print	20.95	1,509.40	2,700.00	55.90
55033	Teen Non-Print	0.00	296.28	500.00	59.26
5504	Databases, Electronic	0.00	5,950.23	8,500.00	70.00
55051	Adult Programs	241.87	3,639.95	5,000.00	72.80
55052	Children's Programs	303.27	3,238.95	5,000.00	64.78
55053	Teen Programs	334.39	3,203.18	3,500.00	91.52
5506	Summer Reading Program (All)	1,770.06	6,402.57	13,500.00	47.43
55071	Adult Electronic Materials	2,682.16	34,298.62	37,100.00	92.45
55072	Children's Electronic Material	0.00	3,059.99	8,100.00	37.78
55073	Teen Electronic Materials	644.86	2,915.47	3,700.00	78.80
5508	FOL Materials	0.00	2,721.12	2,725.00	99.86
5509	FOL Programs	0.00	0.00	0.00	0.00
	Total Materials and Services	<u>16,112.93</u>	<u>147,952.58</u>	<u>194,825.00</u>	75.94

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

		April 2023	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	830.43	6,718.20	7,500.00	89.58
5602	Software	0.00	6,098.59	7,000.00	87.12
5603	Copier Maintenance	952.34	10,502.51	11,000.00	95.48
5604	ILS Maintenance	0.00	16,647.40	16,700.00	99.69
5605	Equip./Software Maint.	1,296.51	40,070.48	43,500.00	92.12
5606	Internet Access	804.68	8,156.12	10,100.00	80.75
5608	LSTA Grant	0.00	34,906.40	35,000.00	99.73
	Total Information Technology	<u>3,883.96</u>	<u>123,099.70</u>	<u>130,800.00</u>	94.11
Miscellaneous Expense					
5701	Miscellaneous	791.87	3,505.51	5,000.00	70.11
5702	Security	3,162.50	32,875.00	37,500.00	87.67
5703	Furniture	0.00	0.00	4,500.00	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
	Total Miscellaneous Expense	<u>3,954.37</u>	<u>75,663.45</u>	<u>88,918.00</u>	85.09
	Total Expenses	<u>182,408.52</u>	<u>1,917,683.66</u>	<u>2,360,048.00</u>	81.26
	Net Income	<u>\$ 420,874.62</u>	<u>448,649.67</u>	<u>43.00</u>	1,043,371.3

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2022/2023

Balance Sheet

April 30, 2023

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		56,496.44
Accounts Receivable		0.00
		<hr/>
Total Current Assets		56,496.44

LIABILITIES AND CAPITAL

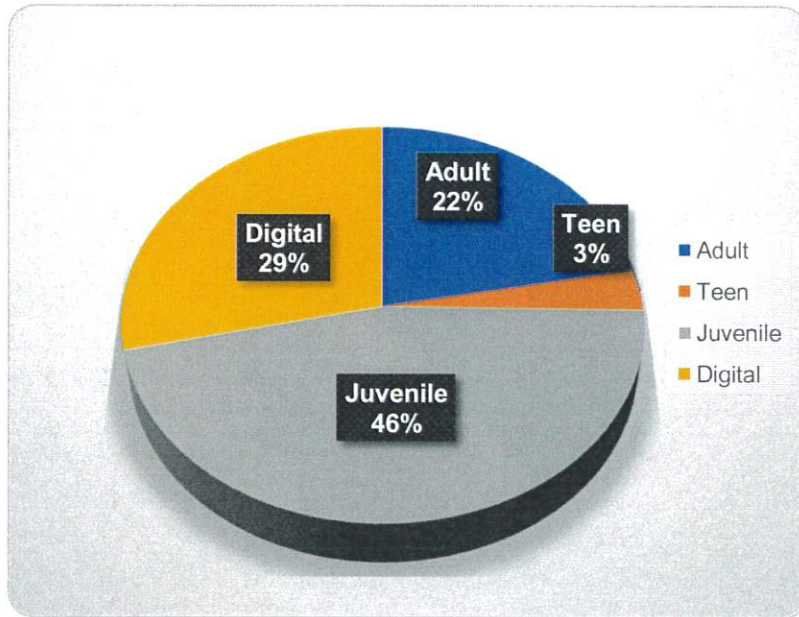
Current Liabilities		
Accounts Payable	\$	0.00
		<hr/>
Total Liabilities		0.00
Capital		
Reserved Balance		34,040.12
Journal Difference		0.00
Net Income		22,456.32
		<hr/>
Total Capital		56,496.44
Total Liabilities & Capital	\$	<hr/> <hr/> 56,496.44

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

		April 2023	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 9,905.00	\$ 39,700.00	39,700.00	100.00
4102	Washington County	0.00	25,000.00	25,000.00	100.00
4103	Donations	2,020.00	2,504.00	550.00	455.27
4104	Miscellaneous Revenue	0.00	24.00	100.00	24.00
4105	DPIIL License Plate Revenue	0.00	11,331.53	11,350.00	99.84
	Total Revenues	<u>11,925.00</u>	<u>78,559.53</u>	<u>76,700.00</u>	102.42
Expenses					
5101	Monthly Book Purchase	5,512.77	55,803.21	68,400.00	81.58
5102	Registration Materials	0.00	0.00	100.00	0.00
5103	Postage	0.00	300.00	400.00	75.00
5104	Bank Fees	0.00	0.00	25.00	0.00
5105	Travel Expense	0.00	0.00	250.00	0.00
5106	Miscellaneous Expense	0.00	0.00	25.00	0.00
	Total Expenses	<u>5,512.77</u>	<u>56,103.21</u>	<u>69,200.00</u>	81.07
	Net Income	<u>\$ 6,412.23</u>	<u>\$ 22,456.32</u>	<u>7,500.00</u>	299.42

Circulation Report for April 2023

	Apr-23	Mar-23	% Change	Apr-22	% Change	Apr-19	% Change
Library							
Adult	12483	13489	-7.46%	13300	-6%	17407	-28%
Teen	1867	1970	-5.23%	2325	-19.70%	2380	-22%
Juvenile	26263	28107	-6.56%	23548	11.53%	19673	33%
Digital	16230	15308	6.02%	13683	18.61%	10134	60%
Total	56843	58874	-3.45%	52856	7.54%	49594	15%
Courier Loans							
Borrowed	1128	1520	-25.79%	839	34.45%	1829	-38%
Loaned	375	566	-33.75%	314	19.43%	673	-44%
Other							
Self Checkouts	11823	13519	-12.55%	11823	0.00%	11653	1%
Borrowers added	338	327	3.36%	296	14.19%		
Door Count	19025	23121	-17.72%	14489	31.31%	20097	-5%



OWL CIRCS

