



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 July 18, 2023 4:30 PM

1. Call to order
2. Public Comment
3. Approval of June minutes – **Action**
4. Treasurer’s Report
Year-end incomplete- no action
5. Director’s Report
6. President’s Report
7. Old Business
8. New Business
 - a. Adoption of FY 2023/2024 JCPL Budget– **Action**
 - b. Adoption of FY 2023/2023 Washington County Imagination Library Budget– **Action**
9. Adjournment

- Action items indicated in red

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
June 20, 2023

The Board of Directors of the Johnson City Public Library met June 20, 2023, at 4:30 p.m. in the library's Jones Meeting Center. Members present were Vice President David Gemar, Secretary Georgita Washington, Thomas Kendall, and Gwynn Mettetal and Suzy Williams. President Jennifer Dixon, Treasurer Scott Jeffress, Daryl Carter, and John Hunter were absent from the meeting. Also present were Holston River Regional (HORL) Assistant Director Selena Harmon, Library Director Julia Turpin, Assistant Director and Recording Secretary Cathy Griffith.

- I. Call of meeting to order. Vice President Gemar called the meeting to order at 4:34 p.m.
- II. Approval of May minutes. Upon the motion of Ms. Mettetal, seconded by Ms. Williams, the minutes of the May 16, 2023, meeting were approved as submitted.
- III. Treasurer's Report.
 - a. Operating Account report. Ms. Griffith reported that at the end of May, total revenue was just under 101% and total expenditures are at 88.6% of budgeted amounts. She added that total expenditures are 3% under budget. The new interest rate on the library's money market account netted \$2,556 in interest for the month of May. A final proposed amended budget will correct line items and account groups that are over their budgeted amounts. Upon the motion of Ms. Williams, seconded by Mr. Gemar, it was unanimously resolved to approve the May 2023 Operating Account report as presented.
 - b. Imagination Library (IL) Account report. At the end of May, total revenue was 102.4% and total expenditure was 89% of budgeted amounts. A proposed amended budget will correct the one line item that is over budget. Currently, 5,213 Washington County children under the age of five are enrolled in the program. Ms. Williams said that she really likes the IL program and she suggested that we promote the Dolly Parton Imagination Library license plate. A portion of the proceeds from the sale of each plate goes to the local affiliate. Upon the motion of Ms. Mettetal, seconded by Mr. Kendall, it was unanimously resolved to approve the May 2023 Imagination Library report as submitted.
- IV. Director's Report. Ms. Turpin said summer reading officially started on June 5 and the kickoff event held that evening was a hugely successful event. She noted that this event was coming off Blue Plum weekend and a small amount of debris was left over from the festival. Ms. Turpin said that attendees liked the footprint better than the one at Founders Park and she anticipates that the festival will be held at King Commons again next year. Current summer reading program enrollment is at 864 will 444 registering on day one. Outreach enrollment in summer reading is also good with 290 registrations. Ms. Turpin said that it is hectic, but we are keeping afloat. At the request of library patrons and working parents, evening programs were added this year and attendance is good and Saturday programming is working for families. On the May circulation report,

we are showing good leaps over 2019 and 2022 numbers. Ms. Turpin said that this growth translates to a greater demand on staff time and the facility.

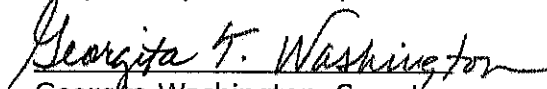
Ms. Turpin reported on the Polly Peterson Room project. She said that she is trying to get funding secured and that to date, \$65,832 in ARPA (American Rescue Plan Act) funds and \$62,483 in Opioid money (National Opioids Settlement) has been secured for the project. Washington County is requiring a City of Johnson City match on both funding sources. Ms. Turpin has contacted City of Johnson City Budget Director Dustin Thompson and City Manager Cathy Ball and City Commissioners to discuss potential matching funds. It was noted that Suzy Williams, who is also a County Commissioner, verified that these matching funds can be in-kind contributions. Ms. Turpin said that she has a proposal for architectural drawings from the Clark Nexsen Architect Engineering Design firm who worked with McCarty Holsaple McCarty, the firm who designed this building. Ms. Turpin said that until the City of Johnson City makes a decision, we are "dead in the water." She added that she is required to report to the County Commission on the progress of the project. Ms. Turpin concluded that she wants to make the most of the space we have with the demands on the facility.

Concluding her report, Ms. Turpin said that Teen Services Manager Kip Polmanteer is the employee of the month. She is very proud of the job Kip is doing and already fifty-eight teens are registered for summer reading.

- V. President's Report. No report.
- VI. Old Business. There was no old business.
- VII. New Business.
 - a. 2022/2023 Budget Revision. Ms. Griffith gave an overview of proposed changes to both the Operating Budget and Imagination Library Budget. Upon the motion of Ms. Washington, seconded by Ms. Williams, it was unanimously resolved to approve the proposed 2022/2023 Operating Account Budget revision. Upon the motion of Ms. Mettetal, seconded by Ms. Williams, it was unanimously resolved to approve the proposed 2022/2023 Washington County Imagination Library Budget revision.
 - b. Recognition of David Gemar. Ms. Turpin presented Mr. Gemar with three books that were donated to the library's collection in his honor, as well as a gift card to the Black Olive in appreciation for his six years of service on the board.
- IV. Adjournment. Prior to adjournment, Mr. Gemar asked Ms. Harmon if she would like to give a report. Ms. Harmon presented Board member Tom Kendall with his Trustee Certification certificate. She said that having certified Board member has a bearing on grant awards from the State. Ms. Harmon said that training had ended for the year. The Standards Survey and Title VI certification are due on or before July 14. Requests for LSTA grant funding are due by July 7. The next Trustee Workshop will take place on Wednesday, September 27 in Jefferson City. Ms. Williams asked about a virtual option and Ms. Harmon said that the Clinch River Regional Library is hosting, and it will be up to them to offer this as an option. A recorded session that could be watched later was

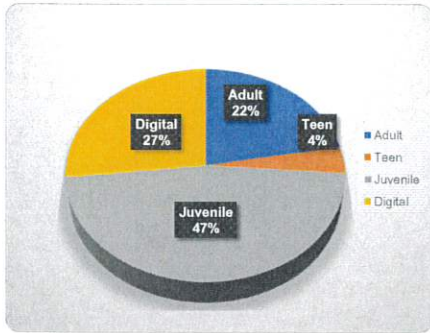
discussed and Ms. Harmon noted that there is an issue with accountability. Ms. Harmon concluded by asking for new board members to complete the HORL new board member form. Upon the motion of Ms. Washington, seconded by Mr. Kendall, it was unanimously resolved to adjourn the meeting at 5:14 p.m.

Respectfully submitted,

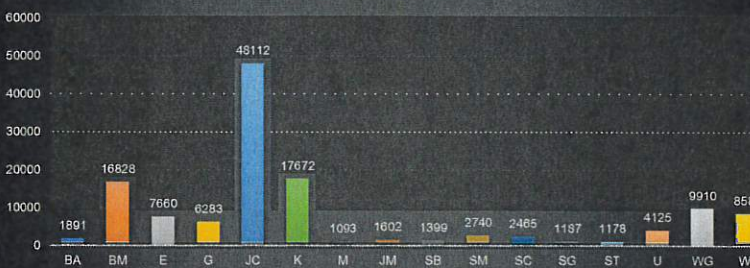

Georgita Washington, Secretary

Circulation Report for June 2023

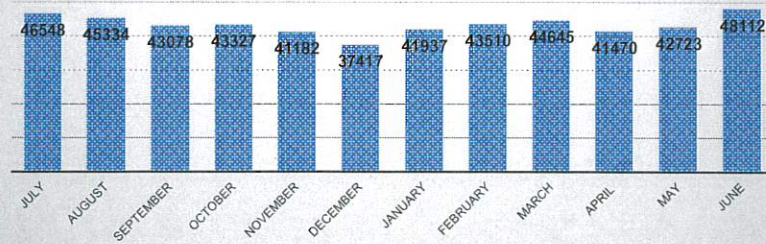
	Jun-23	May-23	% Change	Jun-22	% Change	Jun-19	% Change
Library							
Adult	14526	13514	7.49%	14838	-2%	17372	-16%
Teen	2660	2025	31.36%	2767	-3.87%	2772	-4%
Juvenile	30926	26341	17.41%	30730	0.64%	25065	23%
Digital	17598	17608	-0.06%	15446	13.93%	10809	63%
Total	65710	59488	10.46%	63781	3.02%	56018	17%
Courier Loans							
Borrowed	1274	1139	11.85%	1060	20.19%	1524	-16%
Loaned	543	445	22.02%	423	28.37%	785	-31%
Other							
Self Checkouts	17494	13007	34.50%	17494	0.00%	15387	14%
Borrowers added	454	397	14.36%	550	-17.45%		
Door Count	18198	15996	13.77%	16553	9.94%	23229	-22%



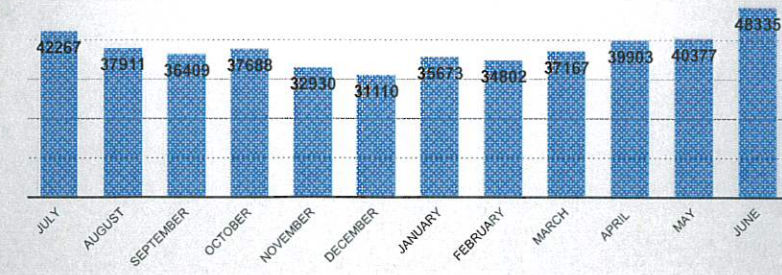
OWL CIRC, JUNE 2023



JCPL Monthly Comparison 22/23 519,283 physical items



JCPL Monthly Comparison 21/22 454,572 physical items



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

Approved by Board of Directors
 Tuesday, January 17, 2023

REVENUES Acct. #	Actual	Approved	Proposed	Change from	
	Year to Date 12/31/2022	Budget 2022/2023	Budget 2023/2024	prev. budget	% of total
Governmental and Interest Income					
4101 City of Johnson City	1,054,626	2,147,276	2,201,275	53,999	93.10%
4102 Washington County	51,000	102,000	105,000	3,000	4.44%
4103 Interest income	28	100	100	0	0.00%
Fees for Services					
4104 Printing and copying	6,052	10,000	12,000	2,000	0.51%
4105 Lost & damaged item charges	2,307	5,000	5,000	0	0.21%
4106 Meeting room fees	1,960	4,000	4,000	0	0.17%
4107 Fines	0	0	3,000	3,000	0.13%
Miscellaneous Revenue					
41081 Miscellaneous	3,016	5,000	5,000	0	0.21%
41082 Patron supply purchase	72	175	175	0	0.01%
41083 JCPL promotional items	51	500	500	0	0.02%
41084 Ongoing Book Sale	4,269	0	0	0	0.00%
41085 Cashier reconciliation	24	0	0	0	
Contributions					
41091 Donations	19,640	22,000	12,000	-10,000	0.51%
41092 Memorials	2,515	2,000	2,000	0	0.08%
41093 Friends of the Library	2,754	2,750	0	-2,750	0.00%
Grants					
41095 LSTA Grant	72	17,470	0	-17,470	0.00%
41096 Other Grant Revenue	0	0	0	0	0.00%
Other Income					
4110 E-rate reimbursement	923	5,795	5,795	0	0.25%
4111 Sale of Obsolete Equip./Furn.	830	500	500	0	0.02%
4112 Events	0	0	0	0	0.00%
4113 Hotspot rental	3,414	8,000	8,000	0	0.34%
41 TOTAL REVENUES	1,153,553	2,332,566	2,364,345	31,779	100.00%
EXPENDITURES					
Personnel					
51011 Salaried	337,007	737,000	767,800	30,800	
51012 Hourly	293,377	631,500	681,500	50,000	
5102 Social Security	48,183	104,690	110,871	6,181	
5103 Medical insurance	79,533	167,000	167,000	0	
5104 Worker's compensation	2,187	2,200	2,500	300	
5105 State unemployment	1,993	2,000	2,000	0	
5106 Staff development	12,957	12,500	5,000	-7,500	
5107 Staff memberships	200	1,000	1,000	0	
5108 Travel expense	492	1,000	1,000	0	
5110 TIAA/CREF retirement	24,508	50,500	55,650	5,150	
51 Total Personnel expenses	800,437	1,709,390	1,794,321	84,931	75.89%

	Actual	Approved	Proposed	Change from prev. budget % of total	
	Year to Date 12/31/2022	Budget 2022/2023	Budget 2023/2024		
5504 Databases, Electronic	5,950	12,500	12,500	0	
55051 Adult Services Programs	2,739	5,000	5,000	0	
55052 Youth Services Programs	2,089	5,000	5,000	0	
55053 Teen Services Programs	1,857	3,500	3,500	0	
5506 Summer Reading Program (all depts.)	2,571	13,500	13,500	0	
55071 Adult Electronic Materials	24,653	37,100	37,100	0	
55072 Juvenile Electronic Materials	2,560	8,100	8,100	0	
55073 YA Electronic Materials	1,639	5,700	5,700	0	
5508 FOL Materials	0	0	0	0	
5509 FOL Programs	0	0	0	0	
5510 Purchase Discount	0	0	0	0	
55 Total Materials & services	94,269	196,100	199,100	3,000	8.42%
<u>Information Technology</u>					
5601 Equipment	2,072	5,000	12,500	7,500	
5602 Software	1,161	5,000	5,000	0	
5603 Printer/Copier maint	6,680	11,000	11,000	0	
5604 ILS maintenance	0	19,500	24,000	4,500	
5605 Equip./Software maint.	34,943	42,500	42,500	0	
5606 Internet access	4,937	10,100	10,000	-100	
5607 LSTA Grant	34,906	34,790	0	-34,790	
56 Total Information technol.	84,699	127,890	105,000	-22,890	4.44%
<u>Miscellaneous</u>					
5701 Miscellaneous	1,829	5,000	5,000	0	
5702 Security	18,631	37,500	37,500	0	
5703 Furniture	0	0	4,200	4,200	
5705 Capital Projects- Building	0	0	0	0	
5706 Capital Projects- Other	35,911	38,543	0	-38,543	
5708 Misc. Friends of the Library	3,372	3,375	0	-3,375	
5709 ETSU Elevates Grant	0	0	0	0	
57 Total Miscellaneous	59,743	84,418	46,700	-37,718	1.98%
5 TOTAL EXPENDITURES	1,153,634	2,340,913	2,364,221	23,308	100.00%
Revenues less expenditures	-81	-8,347	124		

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

Approved by Board of Directors

Acct. #	Actual 5/31/2023	Budget 2022/2023	Proposed Budget 2023/2024	Change from prev. budget	% of total
REVENUES					
4101 City of Johnson City	39,700	39,700	39,700	0	52.72%
4102 Washington County	25,000	25,000	25,000	0	33.20%
4103 Donations	2,504	2,550	500	-2,050	0.66% (avg year we see about \$500 in donations)
4104 Miscellaneous Revenue	24	100	100	0	0.13%
4105 Miscellaneous Revenue	11,332	11,350	10,000	-1,350	13.92% (FY23 backlog license plate revenue)
41 TOTAL REVENUES	78,560	78,700	75,300	-3,400	101%
EXPENDITURES					
5101 Monthly Book Purchase	61,246	68,400	71,820	3,420	95.38% (I added 5% for growth of the Wash. Co. IL)
5102 Registration/PR Materials	0	100	2,000	1,900	2.66% (We need some extra \$ for promotion)
5103 Postage	300	400	500	100	0.66% (Growth needs more postage)
5104 Bank Fees	0	25	25	0	0.03%
5105 Travel/Training Expense	0	250	850	600	1.13% (Maybe Homecoming will happen in 2024)
5106 Miscellaneous Expense	0	25	100	75	0.13%
5 TOTAL EXPENSES	61,546	69,200	75,295	6,095	100%
Revenues less expenditures	17,014	9,500	5		