

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

2023/2024 Board of Directors:

Jennifer Dixon, President
Daryl Carter, Vice-President
Scott Jeffress, Treasurer
Georgita Washington, Secretary
Rob Davis
John Hunter
Thomas Kendall
Gwynn Mettetal
Suzy Williams

Johnson City Public Library Board of Directors October 17, 2023 4:30 PM

1. Call to order
2. Public Comment
3. Approval of September minutes –
Action
4. Treasurer's Report
 - a. Presentation and approval of the 2022/2023 Audit- **Action**
 - b. Presentation and approval of the 2022/2023 Form 990 - **Action**
 - c. September JCPL report — **Action**
 - d. September WCIL report—**Action**
5. Director's Report
6. President's Report
7. Holston River Regional Library Report
8. Old Business
9. New Business
 - a. December 1, 2023 early closure request -**Action**
10. Adjournment

- Action items indicated in red

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
September 19, 2023

The Board of Directors of the Johnson City Public Library met September 19, 2023, at 4:30 p.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Vice President Daryl Carter, Secretary Georgita Washington, Treasurer Scott Jeffress, Rob Davis, Thomas Kendall, and Suzy Williams. John Hunter, and Gwynn Mettetal were absent from the meeting. Also present were Holston River Regional (HORL) Administrative Services Assistant Sarah Egan, Director Julia Turpin, Assistant Director and Recording Secretary Cathy Griffith, community member Kay Copp and library staff member Kip Polmanteer.

- I. Call of meeting to order. President Dixon called the meeting to order at 4:37 p.m.
- II. Public Comment. None.
- III. Approval of August minutes. Upon the motion of Ms. Williams, seconded by Mr. Carter, the minutes of the August 15, 2023, meeting were approved as submitted.
- IV. Treasurer's Report.
 - a. August JCPL report. Revenue is in great shape at 29% of budgeted amounts. An anonymous donor made a \$100,000 contribution to be used where it is most needed. Worker's Compensation is over budget because the annual worker's comp audit showed that we had underpaid the premium. Final premiums are based on actual amounts reported on quarterly federal and state tax returns. The Support Services account group is over budget because of the one-time start of the new fiscal year expenses. The same goes for the Information Technology account group, as reported last month. Total expenses are one half percent under budget. Discussion included potential use of the generous anonymous gift, proposed changes to the Polly Peterson Room and the subsequent relocation of the Friends ongoing book sale, and other potential changes when the fiction collection is relocated to the second floor. Upon the motion of Ms. Washington, seconded by Mr. Davis, it was unanimously resolved to approve the August JCPL report as submitted.
 - b. August WCIL report. We are still waiting for the first half of the year's allocation from Washington County to arrive. At the end of August, total revenue is at 13% and expenditures are at 15% of budgeted amounts. Currently, 5,089 Washington County children under the age of five are enrolled in the program. Upon the motion of Mr. Carter, seconded by Ms. Washington, it was unanimously resolved to approve the August JCPL report as submitted.
- IV. Director's Report. Ms. Turpin reported that August was a busy month. She said that we saw a decrease in physical circulation and an increase in digital circulation. Ms. Turpin added that the trend is what is in demand and the challenge is figuring out how to pay for what is trending. Digital materials are more expensive, and some are metered, and if they are still popular, we may have to purchase them a second time. Ms. Turpin said

that we participate in READS, the State provided Regional eBook & Audiobook Download System, and we can spend State money on READS Advantage titles. She explained the READS Advantage plan as well as "Lucky Day" items in the Libby app that are popular titles for immediate check out for seven days. These "Lucky Day" titles are ones that we purchased and are only available to JCPL cardholders. Ms. Turpin said that the Friends have helped pay for the digital service HOOPLA, which is not costing about \$3,500 per month. She added that in the coming fiscal year, it may be time to ask the City for money to fund collections. Ms. Turpin noted that the door count for August was 17,000 and we added an unusually high for August 365 new borrowers.

Ms. Turpin said that the staff will hold another Trick or Treat competition on October 31st from 3:00 to 5:00 p.m. She said that voting will be slightly different this year and will take place in the meeting room. She added that in three recent focus groups of caretakers of children twelve and under, families indicated that they like going into non-public space at the library and last year's Halloween event was a favorite. Ms. Turpin said that the focus group experience was great and that another takeaway was that families enjoyed programs in the library's outdoor amphitheater. Concluding her report, Ms. Turpin said that interviews for a new children's library will take place next week and Jule Miley is the employee of the month. She said that Jule is an all-around great person and responsible for the lovely printing on the information boards in the vestibule as well as the questions posted on the white board in Adult Services.

V. President's Report. Ms. Dixon did not have a report.

VI. Old Business. There was no old business.

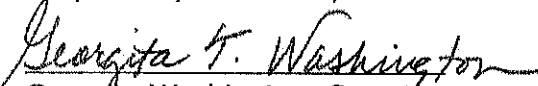
VII. New Business.

a. Policy updates.

- i. FMLA Policy. Ms. Turpin said that the proposed change in the FMLA policy reflects changes made by the State and ETSU that increases parental leave from four weeks to six weeks for eligible staff members. She noted that pronouns were updated in the proposed revision. Upon the motion of Mr. Carter, seconded by Ms. Williams, it was unanimously resolved to approve the revised FMLA policy as submitted.

V. Adjournment. Upon the motion of Mr. Jeffress, seconded by Mr. Kendall, it was unanimously resolved to adjourn the meeting at 5:09 p.m.

Respectfully submitted,


Georgita Washington, Secretary

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

ASSETS

Current Assets

Petty Cash	\$	350.00	
Trust Money Mkt. Acct.		603,304.66	
Payroll Account		509.16	
Checking Account		68,139.29	
Cash on Hand		300.00	
Accounts Rec'ble Module		930.00	
		<hr/>	
Total Assets			\$ <u><u>673,533.11</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	6,248.12	
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	
Other P/R Deductions		0.00	
Medical Ins. Deduction		0.00	
Aflac		0.00	
		<hr/>	
Total Liabilities			6,248.12

Capital

Unassigned Fund Balance	518,858.90	
Clark Funds Assigned/FutureUse	0.00	
Current Earnings	0.00	
Net Income	148,426.09	
	<hr/>	
Total Capital		<u>667,284.99</u>
Total Liabilities & Capital		\$ <u><u>673,533.11</u></u>

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
FY 2023/2024 Operating Account
Financial Report

		September 2023	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	550,318.75	2,201,275.00	25.00
4102	Washington County	0.00	25,500.00	102,000.00	25.00
4103	Interest Income	2,332.65	7,743.92	10,000.00	77.44
4104	Printing & Copying	989.50	2,978.48	12,000.00	24.82
4105	Lost & Damaged Charges	338.49	1,509.19	5,000.00	30.18
4106	Meeting Room Rental	535.00	2,065.00	4,500.00	45.89
4107	Fines	1,542.21	4,868.38	5,000.00	97.37
41081	Miscellaneous	20.24	102.47	5,000.00	2.05
41082	Patron Supply Purchase	22.70	121.99	200.00	61.00
41083	JCPL Promotional Items	11.00	21.00	100.00	21.00
41084	Ongoing Book Sale	785.50	2,613.97	0.00	0.00
41085	Cashier Reconciliation	(1.98)	(34.62)	0.00	0.00
41091	Donations	1,682.50	102,313.62	12,000.00	852.61
41092	Memorials	25.00	25.00	2,250.00	1.11
41093	Friends of the Library	0.00	0.00	0.00	0.00
41095	LSTA Grant	0.00	0.00	0.00	0.00
41096	Other Grant Revenue	0.00	0.00	0.00	0.00
4110	E-rate Reimbursement	0.00	0.00	7,097.00	0.00
4111	Sale of Obsolete Equip.& Furn.	0.00	0.00	500.00	0.00
4112	Events and Promotions	0.00	0.00	0.00	0.00
4113	Hotspot Rental	388.00	1,291.00	8,000.00	16.14
	Total Revenues	8,670.81	701,438.15	2,374,922.00	29.54
Expenses					
Personnel					
51011	Salaried	61,481.98	185,544.91	804,000.00	23.08
51012	Hourly	45,836.76	140,891.04	642,500.00	21.93
5102	Social Security	8,209.80	24,972.16	110,657.00	22.57
5103	Medical Insurance	12,284.54	37,282.66	172,000.00	21.68
5104	Worker's Compensation	0.00	2,295.00	2,000.00	114.75
5105	State Unemployment	0.00	0.00	1,000.00	0.00
5106	Staff Development	994.41	1,242.41	5,000.00	24.85
5107	Staff Memberships	200.00	200.00	1,000.00	20.00
5108	Travel Expense	0.00	485.75	1,000.00	48.58
5110	TIAA Retirement	4,045.42	12,407.36	55,650.00	22.30
	Total Personnel Expenses	133,052.91	405,321.29	1,794,807.00	22.58
Support Services					
52011	General Supplies	221.77	705.91	5,000.00	14.12
52012	Circ. Supplies	0.00	103.96	3,000.00	3.47
52013	Public Service Dept(s)Supplies	177.69	1,276.62	6,000.00	21.28
52014	Printing/Copying Supplies	0.00	146.47	2,500.00	5.86
5202	Postage	0.00	(3.00)	2,000.00	(0.15)
5204	Telephone	106.08	318.24	1,400.00	22.73
5205	Miscellaneous Admin.	1,719.83	2,834.44	7,000.00	40.49
5206	Bank & CC Acceptance Fees	306.57	2,094.93	5,500.00	38.09
5207	Volunteer Services	29.88	86.33	1,000.00	8.63
52081	Audit	0.00	0.00	14,700.00	0.00
52083	Gen. Liab.& Contents Ins.	0.00	6,780.00	6,800.00	99.71
52084	Directors & Officers Ins.	0.00	2,165.00	2,165.00	100.00
5209	Library Memberships	0.00	1,242.50	1,500.00	82.83

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
FY 2023/2024 Operating Account
Financial Report

		September 2023	Year to Date	Budget	Percent
5210	Public Relations	0.00	154.13	7,500.00	2.06
5211	Vehicle Expense	82.74	4,434.87	6,000.00	73.91
	Total Support Services	<u>2,644.56</u>	<u>22,340.40</u>	<u>72,065.00</u>	31.00
Building Operations					
5301	Gas	0.00	352.45	12,500.00	2.82
5302	Electricity	5,589.95	10,962.29	57,000.00	19.23
5303	Water	558.54	558.54	6,500.00	8.59
5304	Janitorial Supplies	2,108.81	5,286.93	14,800.00	35.72
53051	Routine Maint. & Repair	550.29	5,978.29	14,300.00	41.81
53052	Lighting	343.20	519.45	2,000.00	25.97
53053	Grounds Maintenance	0.00	171.68	7,500.00	2.29
53061	Equip. Maint./Contracts	148.00	3,527.00	8,500.00	41.49
53062	Contracted Building Services	300.60	1,190.26	11,300.00	10.53
5307	Building Improvements	0.00	2,055.57	10,000.00	20.56
5308	Clothing and PPE	675.75	728.70	1,500.00	48.58
	Total Building Operations	<u>10,275.14</u>	<u>31,331.16</u>	<u>145,900.00</u>	21.47
Technical Services					
5401	Processing Supplies	357.46	1,270.07	9,500.00	13.37
5402	Acquisitions	0.00	364.00	750.00	48.53
5403	Binding and preservation	0.00	0.00	500.00	0.00
	Total Technical Services	<u>357.46</u>	<u>1,634.07</u>	<u>10,750.00</u>	15.20
Materials and Services					
55011	Adult Books	2,014.45	8,788.12	37,700.00	23.31
55012	Children's Books	4,337.92	7,813.82	37,300.00	20.95
55013	Teen Books	1,881.40	3,627.62	12,000.00	30.23
5502	Serials	0.00	782.72	6,000.00	13.05
55031	Adult Non-Print	656.75	1,594.70	9,000.00	17.72
55032	Children's Non-Print	0.00	738.36	2,700.00	27.35
55033	Teen Non-Print	0.00	0.00	1,000.00	0.00
5504	Databases, Electronic	0.00	4,416.98	6,000.00	73.62
55051	Adult Programs	1,061.19	1,378.76	5,000.00	27.58
55052	Children's Programs	698.87	1,696.07	5,000.00	33.92
55053	Teen Programs	52.60	509.95	4,000.00	12.75
5506	Summer Reading Program (All)	0.00	2,026.30	13,500.00	15.01
55071	Adult Electronic Materials	2,951.92	8,345.16	42,100.00	19.82
55072	Children's Electronic Material	402.54	1,766.45	8,100.00	21.81
55073	Teen Electronic Materials	0.00	532.42	4,500.00	11.83
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	<u>14,057.64</u>	<u>44,017.43</u>	<u>193,900.00</u>	22.70
Information Technology					
5601	Equipment	0.00	2,119.60	17,000.00	12.47
5602	Software	16.43	49.29	7,000.00	0.70

Johnson City Public Library
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 FY 2023/2024 Operating Account
 Financial Report

		September 2023	Year to Date	Budget	Percent
5603	Copier Maintenance	1,040.23	2,940.06	12,000.00	24.50
5604	ILS Maintenance	0.00	0.00	24,000.00	0.00
5605	Equip./Software Maint.	3,746.37	31,306.38	42,500.00	73.66
5606	Internet Access	724.68	2,174.04	10,000.00	21.74
5608	LSTA Grant	0.00	0.00	0.00	0.00
	Total Information Technology	<u>5,527.71</u>	<u>38,589.37</u>	<u>112,500.00</u>	34.30
Miscellaneous Expense					
5701	Miscellaneous	232.86	812.11	4,000.00	20.30
5702	Security	2,593.75	8,831.25	39,500.00	22.36
5703	Furniture	134.98	134.98	1,500.00	9.00
5704	Children's STEM Program	0.00	0.00	10,000.00	0.00
5706	Capital Projects-Other	0.00	0.00	0.00	0.00
5708	Misc. Friends of the Library	0.00	0.00	0.00	0.00
	Total Miscellaneous Expense	<u>2,961.59</u>	<u>9,778.34</u>	<u>55,000.00</u>	17.78
	Total Expenses	<u>168,877.01</u>	<u>553,012.06</u>	<u>2,384,922.00</u>	23.19
	Net Income	<u>\$ (160,206.20)</u>	<u>148,426.09</u>	<u>(10,000.00)</u>	(1,484.26)

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2023/2024

Balance Sheet

September 30, 2023

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		53,667.49
Accounts Receivable		0.00
		<hr/>
Total Current Assets		53,667.49

LIABILITIES AND CAPITAL

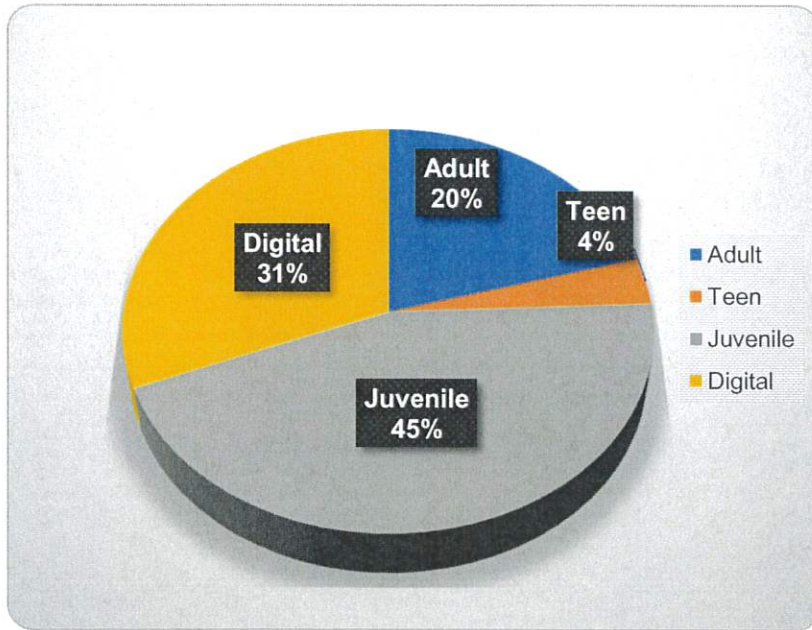
Current Liabilities		
Accounts Payable	\$	0.00
		<hr/>
Total Liabilities		0.00
Capital		
Reserved Balance		48,437.15
Journal Difference		0.00
Net Income		5,230.34
		<hr/>
Total Capital		53,667.49
		<hr/>
Total Liabilities & Capital	\$	53,667.49
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Washington County Imagination Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2023/2024
 Financial Report

		September 2023	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	0.00	500.00	0.00
4104	Miscellaneous Revenue	0.00	0.00	100.00	0.00
4105	DPIL License Plate Revenue	0.00	0.00	10,000.00	0.00
	Total Revenues	<u>12,500.00</u>	<u>22,425.00</u>	<u>75,300.00</u>	<u>29.78</u>
Expenses					
5101	Monthly Book Purchase	5,756.22	17,194.66	71,820.00	23.94
5102	Registration Materials	0.00	0.00	2,000.00	0.00
5103	Postage	0.00	0.00	500.00	0.00
5104	Bank Fees	0.00	0.00	25.00	0.00
5105	Travel Expense	0.00	0.00	850.00	0.00
5106	Miscellaneous Expense	0.00	0.00	100.00	0.00
	Total Expenses	<u>5,756.22</u>	<u>17,194.66</u>	<u>75,295.00</u>	<u>22.84</u>
	Net Income	<u>\$ 6,743.78</u>	<u>\$ 5,230.34</u>	<u>5.00</u>	<u>104,606.80</u>

Circulation Report for September 2023

	Sep-23	Aug-23	% Change	Sep-22	% Change	Sep-19	% Change
Library							
Adult	12223	13831	-11.63%	13569	-10%	16390	-25%
Teen	2202	2413	-8.74%	2116	4.06%	1920	15%
Juvenile	26507	27502	-3.62%	27203	-2.56%	19949	33%
Digital	18416	18497	-0.44%	15385	19.70%	11800	56%
Total	59348	62243	-4.65%	58273	1.84%	50059	19%
Courier Loans							
Borrowed	1246	1301	-4.23%	1173	6.22%	1759	-29%
Loaned	542	617	-12.16%	520	4.23%	827	-34%
Other							
Self Checkouts	13946	14642	-4.75%	13946	0.00%	11703	19%
Borrowers added	344	365	-5.75%	351	-1.99%		
Door Count	21260	17026	24.87%	14001	51.85%	20560	3%



OWL CIRC, SEPT. 2023

