



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 November 21, 2023 4:30 PM

1. Call to order
2. Public Comment
3. Approval of October minutes –
Action
4. Treasurer's Report
 - a. October JCPL report -- **Action**
 - b. October WCIL report—**Action**
5. Director's Report
6. President's Report
7. Holston River Regional Library Report
8. Old Business
9. New Business
10. Adjournment

- Action items indicated in red

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

The Board of Directors of the Johnson City Public Library met October 17, 2023, at 4:30 p.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Secretary Georgita Washington, Treasurer Scott Jeffress, Rob Davis, Thomas Kendall, Gwynn Mettetal, and Suzy Williams. Vice President Daryl Carter and John Hunter were absent from the meeting. Also present were Holston River Regional (HORL) Director Jennifer Breuer, Director Julia Turpin, Assistant Director and Recording Secretary Cathy Griffith, Kevin Peters, a Partner at Blackburn Childers and Steagall, and library staff member Celeste Smedley.

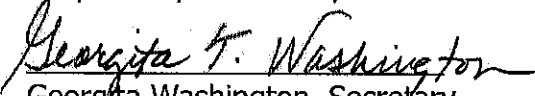
- I. Call of meeting to order. President Dixon called the meeting to order at 4:31 p.m.
- II. Public Comment. None.
- III. Approval of August minutes. Upon the motion of Mr. Jeffress, seconded by Ms. Mettetal, the minutes of the September 19, 2023, meeting were approved as submitted.
- IV. Treasurer's Report.
 - a. Presentation and approval of the 2022/2023 Audit. Mr. Peters introduced himself to the Board. He is a Partner at the CPA firm Blackburn Childers & Steagall who, on October 2, finalized the library's FY23 Audit Report and Form 990. Mr. Peters highlighted the work done on the 990 and then gave an overview of the audit report. He commented on the communication letters that were provided for Board members and said that they are issued even when there are no findings. The reports are informational and note the responsibilities of the auditor and the board. Mr. Peters said that there were no disagreements during the performance of the audit, and he did not encounter any problems or issues. All requested documents were provided in a timely manner and staff were forthcoming with all the information he requested. Mr. Peters stated that he issued a clean, unmodified opinion and the financial statements were materially correct and fairly stated. He said that the Management Discussion and Analysis (MD&A) is written by library administrators and compares FY22 with FY23. Mr. Peters noted that page twelve of the report ties everything together on a full accrual basis. He noted that the library had adopted GASB Statement No. 96 which is new this year and recognizes the library's Integrated Library System as a right-to-use software arrangement. Mr. Peters said both the asset and the related liability had been booked. He said that the library had ended the fiscal year in a very strong financial position, and it is important to end the year strong. He commented on the Imagination Library fund and said that it has been consistent from year to year and is now receiving funds from the sale of the Imagination Library license plate in Washington County. Mr. Peters said that the audit report as a whole has been consistent for a good number of years and on page 34 it is noted that there

- were no findings. A motion to approve the 2022/2023 audit report was made by Mr. Kendall and seconded by Mr. Davis. The motion passed by unanimous vote.
- b. Presentation and approval of the 2022/2023 Form 990. Mr. Peters indicated in his report that no tax is due and the 990 is an informational return for the IRS. He noted that the IRS asks a series of questions of best practices, and all boxes were checked yes. Mr. Peters said that Board members are listed in the return. The return is due by November 15 and will be filed electronically. Upon the motion of Ms. Mettetal, and seconded by Mr. Kendall, it was unanimously resolved to approve the 2022/2023 Form 990.
 - c. September JCPL report. Mr. Jeffress said that on the Balance Sheet, all payroll liabilities are at zero. At the end of the first quarter of FY24, total revenue is at 29.5% and total expenditures are at 23.2% of budgeted amounts. Account groups are in good shape with only the Support Services and Information Technology account groups slightly ahead of where they should be at the end of the first quarter. As reported earlier, this is due to one-time expenses at the first of the fiscal year. Upon the motion of Ms. Williams, and seconded by Mr. Davis, it was unanimously resolved to approve the September JCPL report as submitted.
 - d. September WCIL report. At the end of September, total revenue is at 29.8% and expenditures are at 22.8% of budgeted amounts. Currently, 5,073 Washington County children under the age of five are enrolled in the program. Upon the motion of Mr. Davis, seconded by Ms. Mettetal, it was unanimously resolved to approve the September WCIL report as submitted.
- IV. Director's Report. Ms. Turpin reported that circulation numbers for September were good, and October is looking strong. She noted that the circulation of teen materials is up 4% over last year and that staff are working hard to get the teens reenergized. She said that Cathy Griffith is the employee of the month for September, and she presented Ms. Griffith with five books that have been placed in the library in honor of her years of service. Ms. Griffith is set to retire in November.
- V. President's Report. Ms. Dixon did not have a report.
- VI. Holston River Regional Library Report. Ms. Breuer commented on upcoming training opportunities and the November 5 Level V library director summit taking place in November. She noted that the library's MOE (Maintenance of Effort) form had been reviewed and no issues were found.
- VII. Old Business. There was no old business.
- VIII. New Business.
- a. December 1, 2023 early closure request. Ms. Turpin asked that the Board approve an early closing for the annual staff holiday party. Upon the motion of Mr. Jeffress,

and seconded by Ms. Washington, it was unanimously resolved to approve the request to close the library at 4:00 p.m. on Friday, December 1.

- b. New organizational chart. Ms. Turpin gave an overview of the proposal. She said that due to the unique nature of what Ms. Griffith does, this proposal reflects a strategy to better utilize the pool of staff talent after Ms. Griffith retires. Ms. Turpin noted that there will be three assistant directors who will lead committees and are empowered to make decisions. She said that Celeste Smedley will be the library's Business Manager and handle library finances and some human resources. Ms. Turpin will be backup on library finances and will also be responsible for human resources. Upon the motion of Mr. Jeffress, and seconded by Ms. Williams, it was unanimously resolved to approve the new organizational chart as presented.
- V. Adjournment. Prior to adjournment, Board members confirmed that the judging for the library's Halloween decorations competition will take place from 3:00 to 5:00 p.m. on Tuesday, October 31. Ms. Turpin will tally the votes shortly after the judging ends and announce the winner the next morning. Ms. Turpin reminded Board members of the reception for Ms. Griffith on Wednesday, October 25 at 3:00 p.m. Upon the motion of Ms. Washington, seconded by Ms. Mettetal, it was unanimously resolved to adjourn the meeting at 5:05 p.m.

Respectfully submitted,


Georgita Washington, Secretary

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

		October 2023	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 550,318.75	1,100,637.50	2,201,275.00	50.00
4102	Washington County	0.00	25,500.00	102,000.00	25.00
4103	Interest Income	2,986.92	10,730.84	10,000.00	107.31
4104	Printing & Copying	1,036.12	4,014.60	12,000.00	33.46
4105	Lost & Damaged Charges	858.04	2,367.23	5,000.00	47.34
4106	Meeting Room Rental	145.00	2,210.00	4,500.00	49.11
4107	Fines	2,126.81	6,995.19	5,000.00	139.90
41081	Miscellaneous	38.05	140.52	5,000.00	2.81
41082	Patron Supply Purchase	15.00	136.99	200.00	68.50
41083	JCPL Promotional Items	12.00	33.00	100.00	33.00
41084	Ongoing Book Sale	910.00	3,523.97	0.00	0.00
41085	Cashier Reconciliation	(7.69)	(42.31)	0.00	0.00
41091	Donations	2,640.25	104,953.87	12,000.00	874.62
41092	Memorials	0.00	25.00	2,250.00	1.11
41093	Friends of the Library	1,500.00	1,500.00	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	352.00	1,643.00	8,000.00	20.54
	Total Revenues	562,931.25	1,264,369.40	2,374,922.00	53.24
Expenses					
Personnel					
51011	Salaried	57,821.92	243,366.83	804,000.00	30.27
51012	Hourly	48,514.01	189,405.05	642,500.00	29.48
5102	Social Security	8,134.65	33,106.81	110,657.00	29.92
5103	Medical Insurance	12,725.46	50,008.12	172,000.00	29.07
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	641.00	1,883.41	5,000.00	37.67
5107	Staff Memberships	201.00	401.00	1,000.00	40.10
5108	Travel Expense	0.00	485.75	1,000.00	48.58
5110	TIAA Retirement	4,019.91	16,427.27	55,650.00	29.52
	Total Personnel Expenses	132,057.95	537,379.24	1,794,807.00	29.94
Support Services					
52011	General Supplies	0.00	705.91	5,000.00	14.12
52012	Circ. Supplies	27.35	131.31	3,000.00	4.38
52013	Public Service Dept(s)Supplies	280.87	1,557.49	6,000.00	25.96
52014	Printing/Copying Supplies	1,028.25	1,174.72	2,500.00	46.99
5202	Postage	740.00	737.00	2,000.00	36.85
5204	Telephone	106.08	424.32	1,400.00	30.31
5205	Miscellaneous Admin.	1,354.52	4,188.96	7,000.00	59.84
5206	Bank & CC Acceptance Fees	408.44	2,571.37	5,500.00	46.75
5207	Volunteer Services	26.10	112.43	1,000.00	11.24
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	1.39	1,243.89	1,500.00	82.93

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

		October 2023	Year to Date	Budget	Percent
5210	Public Relations	5,503.37	5,657.50	7,500.00	75.43
5211	Vehicle Expense	34.03	4,468.90	6,000.00	74.48
	Total Support Services	9,510.40	31,918.80	72,065.00	44.29
Building Operations					
5301	Gas	475.90	828.35	12,500.00	6.63
5302	Electricity	5,243.04	16,205.33	57,000.00	28.43
5303	Water	570.68	1,129.22	6,500.00	17.37
5304	Janitorial Supplies	424.46	5,711.39	14,800.00	38.59
53051	Routine Maint. & Repair	0.00	5,978.29	14,300.00	41.81
53052	Lighting	394.71	914.16	2,000.00	45.71
53053	Grounds Maintenance	31.57	203.25	7,500.00	2.71
53061	Equip. Maint./Contracts	148.00	3,675.00	8,500.00	43.24
53062	Contracted Building Services	635.15	1,825.41	11,300.00	16.15
5307	Building Improvements	0.00	2,055.57	10,000.00	20.56
5308	Clothing and PPE	0.00	728.70	1,500.00	48.58
	Total Building Operations	7,923.51	39,254.67	145,900.00	26.91
Technical Services					
5401	Processing Supplies	0.00	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	0.00	1,634.07	10,750.00	15.20
Materials and Services					
55011	Adult Books	2,848.67	11,636.79	37,700.00	30.87
55012	Children's Books	2,952.61	10,766.43	37,300.00	28.86
55013	Teen Books	756.21	4,383.83	12,000.00	36.53
5502	Serials	40.00	822.72	6,000.00	13.71
55031	Adult Non-Print	558.95	2,153.65	9,000.00	23.93
55032	Children's Non-Print	7.70	746.06	2,700.00	27.63
55033	Teen Non-Print	451.72	451.72	1,000.00	45.17
5504	Databases, Electronic	0.00	4,416.98	6,000.00	73.62
55051	Adult Programs	2,283.34	3,662.10	5,000.00	73.24
55052	Children's Programs	463.45	2,159.52	5,000.00	43.19
55053	Teen Programs	177.13	687.08	4,000.00	17.18
5506	Summer Reading Program (All)	0.00	2,026.30	13,500.00	15.01
55071	Adult Electronic Materials	3,874.22	12,219.38	42,100.00	29.02
55072	Children's Electronic Material	438.51	2,204.96	8,100.00	27.22
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	1,500.00	1,500.00	0.00	0.00
	Total Materials and Services	16,352.51	60,369.94	193,900.00	31.13
Information Technology					
5601	Equipment	94.40	2,214.00	17,000.00	13.02
5602	Software	16.43	65.72	7,000.00	0.94

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5603	Copier Maintenance	912.71	3,852.77	12,000.00	32.11
5604	ILS Maintenance	0.00	0.00	24,000.00	0.00
5605	Equip./Software Maint.	3,781.45	35,087.83	42,500.00	82.56
5606	Internet Access	724.68	2,898.72	10,000.00	28.99
5608	LSTA Grant	0.00	0.00	0.00	0.00
	Total Information Technology	<u>5,529.67</u>	<u>44,119.04</u>	<u>112,500.00</u>	39.22
Miscellaneous Expense					
5701	Miscellaneous	350.91	1,163.02	4,000.00	29.08
5702	Security	2,781.25	11,612.50	39,500.00	29.40
5703	Furniture	0.00	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>3,132.16</u>	<u>12,910.50</u>	<u>55,000.00</u>	23.47
	Total Expenses	<u>174,506.20</u>	<u>727,586.26</u>	<u>2,384,922.00</u>	30.51
	Net Income	<u>\$ 388,425.05</u>	<u>536,783.14</u>	<u>(10,000.00)</u>	(5,367.83)

Washington County Imagination Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2023/2024
Balance Sheet
 October 31, 2023

ASSETS

Current Assets			
Petty Cash	\$	0.00	
Checking Account		58,149.22	
Accounts Receivable		0.00	
Total Current Assets			58,149.22

LIABILITIES AND CAPITAL

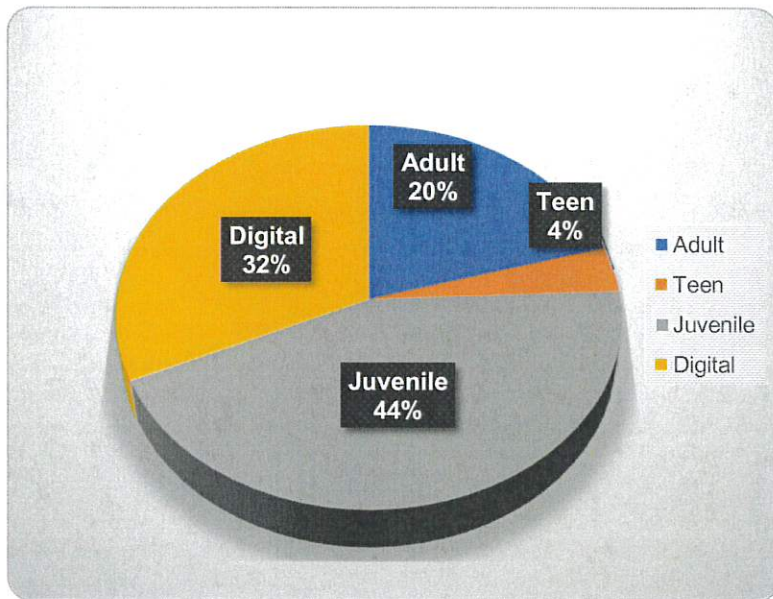
Current Liabilities			
Accounts Payable	\$	0.00	
Total Liabilities			0.00
Capital			
Reserved Balance		48,437.15	
Journal Difference		0.00	
Net Income		9,712.07	
Total Capital			58,149.22
Total Liabilities & Capital	\$		58,149.22

Washington County Imagination Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2023/2024
 Financial Report

		October 2023	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 9,925.00	\$ 19,850.00	39,700.00	50.00
4102	Washington County	0.00	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>9,925.00</u>	<u>32,350.00</u>	<u>75,300.00</u>	42.96
Expenses					
5101	Monthly Book Purchase	5,443.27	22,637.93	71,820.00	31.52
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>5,443.27</u>	<u>22,637.93</u>	<u>75,295.00</u>	30.07
	Net Income	<u>\$ 4,481.73</u>	<u>\$ 9,712.07</u>	<u>5.00</u>	194,241.40

Circulation Report for October 2023

	Oct-23	Sep-23	% Change	Oct-22	% Change	Oct-19	% Change
Library							
Adult	12715	12223	4.03%	13796	-8%	17389	-27%
Teen	2348	2202	6.63%	1725	36.12%	2254	4%
Juvenile	27257	26507	2.83%	26739	1.94%	22260	22%
Digital	19704	18416	6.99%	15646	25.94%	11740	68%
Total	62024	59348	4.51%	57906	7.11%	53643	16%
Courier Loans							
Borrowed	1266	1246	1.61%	1169	8.30%	2059	-39%
Loaned	588	542	8.49%	399	47.37%	921	-36%
Other							
Self Checkouts	13499	13946	-3.21%	13499	0.00%	12282	10%
Borrowers added	356	344	3.49%	304	17.11%		
Door Count	30428	21260	43.12%	16924	79.79%	22609	35%



OWL CIRC, October 2023

