

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
January 19, 2024
11:00 a.m.

1. Call to order
2. Public Comment
3. Approval of December minutes –
Action
4. Treasurer's Report
 - a. December JCPL report -- **Action**
 - b. December 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
December 19, 2023

The Board of Directors of the Johnson City Public Library met December 19, 2023, at 4:30 p.m. in the library's Jones Meeting Center. Members present were Vice President Daryl Carter, Secretary Georgita Washington, Treasurer Scott Jeffress, Rob Davis, and Gwynn Mettetal. Jennifer Dixon, John Hunter, Thomas Kendall, and Suzy Williams were absent from the meeting. Also present were Holston River Regional (HORL) Director Jennifer Breuer, Director Julia Turpin, Assistant Director of User Services Lisa Livesay, and Business Manager Celeste Smedley.

- I. Call of meeting to order. Vice President Daryl Carter called the meeting to order at 4:30 p.m.
- II. Public Comment. None.
- III. Approval of November minutes. Upon the motion of Ms. Mettetal, seconded by Mr. Jeffress, the minutes of the November 21, 2023, meeting were approved as submitted.
- IV. Treasurer's Report.
 - a. November JCPL report. Mr. Jeffress noted that on the balance sheet are some items that were not zeroed. When Celeste Smedley changed from hourly to salaried, there was need to make correction. That total will be reflected in the financials. Revenue remains in good shape, just over 55% budgeted amounts. Both city and county allocations are at 50%. Total expenses are at 38.3%. Aside from support services, all line items are on or below expected. Line 5703 includes a furniture credit for \$2199, which Ms. Turpin explained reflects a desk that was ordered last fiscal year but the vendor was unable to supply, so the amount was returned. Upon the motion of Mr. Davis, and seconded by Ms. Washington it was unanimously resolved to approve the November JCPL report as submitted.
 - b. November WCIL report. Mr. Jeffress stated that the total revenue is just under 43%, with no issues. The Dolly Parton Imagination Library license plate revenue is expected to be under \$3200. Enrollment is currently down 20 children (5,145 according to the latest report). Upon the motion of Ms. Washington, seconded by Ms. Mettetal, it was unanimously resolved to approve the November WCIL report as submitted.
- V. Director's Report. Ms. Turpin reported that November was an average month based on consumption of materials. Door count dipped compared to October, which was elevated from the bigger events held in that month. Overall, there are no concerns about library traffic. The employee of the Month is Neyland Kilpatrick, and staff eagerly and publicly expressed appreciation for all that Ms. Kipatrick does for the library's social media. Ms. Turpin introduced Jonathan Burchett as the new Adult Services programming librarian.

She stated that since his start, he is settling in well with the library staff. Lisa Livesay, Assistant Director of User Services, is leaving the library for Kingsport Public Library at the beginning of January 2024. Ms. Turpin announced that Wendy Day will take over as interim manager to keep the department moving forward. Ms. Turpin reminded the board of the review of charts reflecting collection need and use at the board retreat. Using this data, library staff have discarded over 7,000 print items from the collection (over 5,300 or those items are from the adult collections). This is to anticipate a project for the Polly Peterson Room that is still in development. Ms. Turpin reported that the leadership team is exploring alternative ideas for this space that will put it to good use. Ms. Washington asked what happens with items removed from the collections. Ms. Turpin explained that items in good shape go to the Friends of the Library book sale, while others that are outdated or in poor condition are processed for removal from the collection. Mr. Carter asked whether there would be a search for the Assistant Director of User Services position. Ms. Turpin reported that Wendy Day is more than capable of keeping that role going now, and there will be a plan next month regarding whether there will be a search. Regardless, User Services will be short a full-time librarian in the department and will need to fill that vacancy.

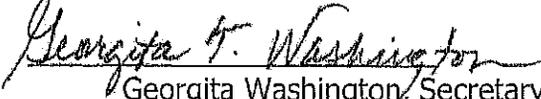
- VI. President's Report. In Ms. Dixon's absence, there was nothing to report from Mr. Carter.
- VII. Holston River Regional Library Report. Ms. Breuer shared the HRRL monthly newsletter and indicated that the offices will be closed Friday this week, Monday and Friday next week, and the following Monday for the holidays. Ms. Breuer will be on vacation, but other staff will be present if needed next week.
- VIII. Old Business. There was no old business.
- IX. New Business.
 - a. Proposed JCPL Operating Budget Revisions for Fiscal Year 2023-2024. Ms. Turpin reviewed the proposed revisions to the fiscal year 2023-2024 budget, highlighting the actual year to date versus the proposed budget. As of Nov 30, \$4125 in ongoing book sale is moving from revenue to expenditure. The Friends of the Library have given \$5950, and the library would like to budget for that. LSTA funds have not yet arrived, but the library will receive \$12150 to spend. The total revenue change is \$22225. Under Support Services, line 5210 was overbudget due to the welcome packets costing \$5500. To balance, the library moved funds from general, circ, and public service supplies. It is best practice to code in the appropriate line item for better budget accuracy moving forward. Ms. Turpin reported on new revenue streams including \$4000 from ongoing booksale to cover hoopla costs under electronic materials. Line 2250 from Friends of the Library programs includes an expense of \$1500 for underwriting program promotion. Since the LSTA grant is a matching grant, the library is moving \$12150 from equipment to match for a total of \$25000. Funds from Misc. Friends of the Library had been given to the library and are budgeted to cover staff conference travel. Total expenditures match revenue changes: \$22225.

A question was raised regarding what had originally been budgeted for the \$12000 coming out of equipment. Ms. Turpin explained that the previous Assistant Director had called this a placeholder, and that these are the funds she would have used towards the local LSTA match. Ms. Turpin will work with the city's budget director, and she would prefer to start the library's budget next year with the planned LSTA match included. Upon the motion of Mr. Jeffress, seconded by Ms. Mettetal, it was unanimously resolved to approve the proposed operating budget revisions.

- b. Vacation leave policy review. Ms. Turpin reviewed revisions to the library's vacation leave policy. Full-time staff earn 6.15 hours each pay period. Revisions change the minimum amount for new hires from 12 to 15 days. Part-time staff working 20-25 hours earn 3.08 hours per pay period. Currently they do not earn sick time, so this change would give them some time off work without losing a paycheck. Ms. Turpin clarified that part-time staff working 30 hours or more earn vacation leave and removed wording about salaried employees as there are no part-time salaried staff currently working at the library. Ms. Washington asked what part-time staff currently do when they are sick. Ms. Turpin explained that FMLA (up to 4 weeks paid) would apply for extended leave, but this vacation time or their floating holiday or otherwise making up their time could be used now. Mr. Jeffress stated it seemed like a positive change. Upon the motion of Ms. Mettetal, and seconded by Ms. Washington, it was unanimously resolved to approve the new revisions to the vacation leave policy.

- X. Adjournment. Mr. Carter stated that this has been a long, good year for the library. Julia, and he expressed appreciation for what Ms. Turpin and the library staff do to make this such a wonderful library. He wished all a wonderful Christmas and New Years. Upon the motion of Mr. Jeffress, seconded by Ms. Mettetal, it was unanimously resolved to adjourn the meeting at 4:53 p.m.

Respectfully submitted,


Georgita Washington, Secretary

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 Balance Sheet
 December 31, 2023

ASSETS

Current Assets

Petty Cash	\$	350.00	
Truist Money Mkt. Acct.		695,305.73	
Payroll Account		329.16	
Checking Account		15,905.63	
Cash on Hand		300.00	
Accounts Receivable Module		605.00	
		<hr/>	
Total Assets			\$ <u><u>712,995.52</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	0.00	
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			0.00

Capital

Unassigned Fund Balance	518,858.90	
Clark Funds Assigned/Future Use	0.00	
Current Earnings	0.00	
Net Income	194,136.62	
	<hr/>	
Total Capital		712,995.52
		<hr/>
Total Liabilities & Capital		\$ <u><u>712,995.52</u></u>

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

		December 2023	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	1,100,637.50	2,201,275.00	50.00
4102	Washington County	0.00	51,000.00	102,000.00	50.00
4103	Interest Income	2,527.87	16,294.46	10,000.00	162.94
4104	Printing & Copying	703.41	5,556.04	12,000.00	46.30
4105	Lost & Damaged Charges	143.69	2,724.63	5,000.00	54.49
4106	Meeting Room Rental	520.00	2,745.00	4,500.00	61.00
4107	Fines	1,695.48	10,191.68	5,000.00	203.83
41081	Miscellaneous	7.95	150.47	5,000.00	3.01
41082	Patron Supply Purchase	11.50	183.64	200.00	91.82
41083	JCPL Promotional Items	0.00	71.00	100.00	71.00
41084	Ongoing Book Sale	473.50	4,598.47	0.00	0.00
41085	Cashier Reconciliation	5.50	(32.52)	0.00	0.00
41091	Donations	7,233.98	113,785.97	12,000.00	948.22
41092	Memorials	0.00	5,125.00	2,250.00	227.78
41093	Friends of the Library	0.00	5,950.00	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	296.00	2,279.80	8,000.00	28.50
	Total Revenues	13,618.88	1,321,261.14	2,374,922.00	55.63
Expenses					
Personnel					
51011	Salaried	65,415.87	369,409.71	804,000.00	45.95
51012	Hourly	56,232.14	291,501.70	642,500.00	45.37
5102	Social Security	9,305.95	50,559.25	110,657.00	45.69
5103	Medical Insurance	14,278.95	77,224.22	172,000.00	44.90
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	32.00	2,290.80	5,000.00	45.82
5107	Staff Memberships	(81.00)	320.00	1,000.00	32.00
5108	Travel Expense	0.00	725.13	1,000.00	72.51
5110	TIAA Retirement	4,335.91	24,762.74	55,650.00	44.50
	Total Personnel Expenses	149,519.82	819,088.55	1,794,807.00	45.64
Support Services					
52011	General Supplies	415.06	1,530.13	5,000.00	30.60
52012	Circ. Supplies	12.98	144.29	3,000.00	4.81
52013	Public Service Dept(s)Supplies	169.57	1,795.60	6,000.00	29.93
52014	Printing/Copying Supplies	0.00	1,249.27	2,500.00	49.97
5202	Postage	0.00	737.00	2,000.00	36.85
5204	Telephone	116.72	648.16	1,400.00	46.30
5205	Miscellaneous Admin.	732.90	5,594.39	7,000.00	79.92
5206	Bank & CC Acceptance Fees	708.80	3,715.61	5,500.00	67.56
5207	Volunteer Services	8.70	164.63	1,000.00	16.46
52081	Audit	0.00	14,700.00	14,700.00	100.00

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

		December 2023	Year to Date	Budget	Percent
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	1,372.89	1,500.00	91.53
5210	Public Relations	239.62	10,016.91	7,500.00	133.56
5211	Vehicle Expense	27.25	4,551.35	6,000.00	75.86
	Total Support Services	<u>2,431.60</u>	<u>55,165.23</u>	<u>72,065.00</u>	76.55
Building Operations					
5301	Gas	946.03	3,062.42	12,500.00	24.50
5302	Electricity	4,291.49	24,951.01	57,000.00	43.77
5303	Water	349.78	1,861.84	6,500.00	28.64
5304	Janitorial Supplies	2,109.74	9,881.50	14,800.00	66.77
53051	Routine Maint. & Repair	330.59	7,029.36	14,300.00	49.16
53052	Lighting	46.99	1,566.54	2,000.00	78.33
53053	Grounds Maintenance	9.48	530.75	7,500.00	7.08
53061	Equip. Maint./Contracts	148.00	3,823.00	8,500.00	44.98
53062	Contracted Building Services	5,548.42	7,628.34	11,300.00	67.51
5307	Building Improvements	588.32	7,632.06	10,000.00	76.32
5308	Clothing and PPE	0.00	728.70	1,500.00	48.58
	Total Building Operations	<u>14,368.84</u>	<u>68,695.52</u>	<u>145,900.00</u>	47.08
Technical Services					
5401	Processing Supplies	33.03	1,675.92	9,500.00	17.64
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>33.03</u>	<u>2,039.92</u>	<u>10,750.00</u>	18.98
Materials and Services					
55011	Adult Books	1,400.33	15,992.84	37,700.00	42.42
55012	Children's Books	776.57	13,009.93	37,300.00	34.88
55013	Teen Books	454.49	6,271.06	12,000.00	52.26
5502	Serials	0.00	1,122.72	6,000.00	18.71
55031	Adult Non-Print	837.99	3,643.33	9,000.00	40.48
55032	Children's Non-Print	0.00	930.22	2,700.00	34.45
55033	Teen Non-Print	0.00	451.72	1,000.00	45.17
5504	Databases, Electronic	0.00	4,416.98	6,000.00	73.62
55051	Adult Programs	400.54	4,327.21	5,000.00	86.54
55052	Children's Programs	247.63	2,673.83	5,000.00	53.48
55053	Teen Programs	194.22	1,101.92	4,000.00	27.55
5506	Summer Reading Program (All)	106.85	2,133.15	13,500.00	15.80
55071	Adult Electronic Materials	4,204.80	20,741.71	42,100.00	49.27
55072	Children's Electronic Material	654.36	3,525.02	8,100.00	43.52
55073	Teen Electronic Materials	509.97	1,412.15	4,500.00	31.38
5508	FOL Materials	0.00	0.00	0.00	0.00
5509	FOL Programs	600.00	2,100.00	0.00	0.00
	Total Materials and Services	<u>10,387.75</u>	<u>83,853.79</u>	<u>193,900.00</u>	43.25

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

		December 2023	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	7,841.02	10,420.33	17,000.00	61.30
5602	Software	2,880.00	3,135.15	7,000.00	44.79
5603	Copier Maintenance	849.88	5,811.94	12,000.00	48.43
5604	ILS Maintenance	17,048.20	17,048.20	24,000.00	71.03
5605	Equip./Software Maint.	486.00	35,677.22	42,500.00	83.95
5606	Internet Access	724.68	4,348.08	10,000.00	43.48
5608	LSTA Grant	3,765.07	3,765.07	0.00	0.00
	Total Information Technology	<u>33,594.85</u>	<u>80,205.99</u>	<u>112,500.00</u>	71.29
Miscellaneous Expense					
5701	Miscellaneous	110.43	1,551.07	4,000.00	38.78
5702	Security	2,543.75	16,812.50	39,500.00	42.56
5703	Furniture	0.00	(2,064.02)	1,500.00	(137.60)
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	1,040.00	1,775.97	0.00	0.00
	Total Miscellaneous Expense	<u>3,694.18</u>	<u>18,075.52</u>	<u>55,000.00</u>	32.86
	Total Expenses	<u>214,030.07</u>	<u>1,127,124.52</u>	<u>2,384,922.00</u>	47.26
	Net Income	<u>\$ (200,411.19)</u>	<u>194,136.62</u>	<u>(10,000.00)</u>	(1,941.37)

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 Balance Sheet
 December 31, 2023

ASSETS

Current Assets

Petty Cash	\$	350.00	
Trust Money Mkt. Acct.		695,505.73	
Payroll Account		329.16	
Checking Account		15,905.63	
Cash on Hand		300.00	
Accounts Rec'ble Module		605.00	
		<hr/>	
Total Assets			\$ <u><u>712,995.52</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	0.00	
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			0.00

Capital

Unassigned Fund Balance	518,858.90	
Clark Funds Assigned/FutureUse	0.00	
Current Earnings	0.00	
Net Income	194,136.62	
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Total Capital		<u>712,995.52</u>
Total Liabilities & Capital	\$	<u><u>712,995.52</u></u>

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

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		49,753.62
Accounts Receivable		0.00
		49,753.62
Total Current Assets		49,753.62

LIABILITIES AND CAPITAL

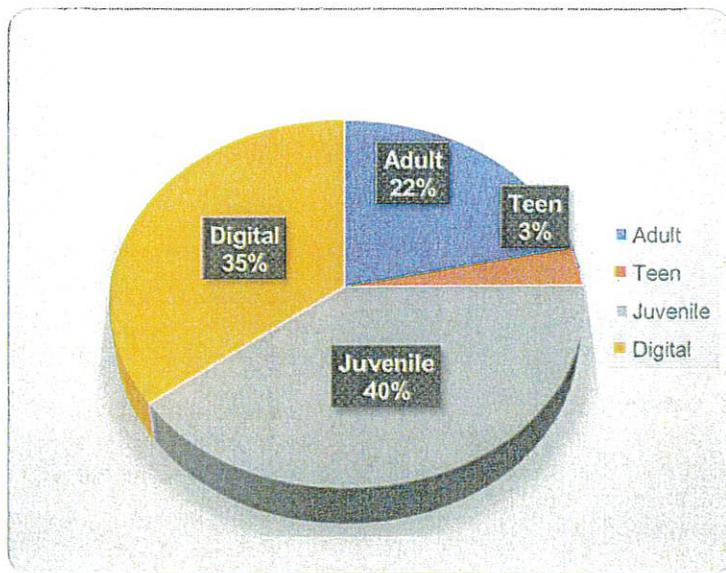
Current Liabilities		
Accounts Payable	\$	0.00
		0.00
Total Liabilities		0.00
Capital		
Reserved Balance		48,437.15
Journal Difference		0.00
Net Income		1,316.47
		49,753.62
Total Capital		49,753.62
Total Liabilities & Capital	\$	49,753.62

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

		December 2023	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	\$ 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	DPII License Plate Revenue	3,208.45	3,208.45	10,000.00	32.08
	Total Revenues	<u>3,208.45</u>	<u>35,558.45</u>	<u>75,300.00</u>	47.22
Expenses					
5101	Monthly Book Purchase	5,837.99	34,241.98	71,820.00	47.68
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>5,837.99</u>	<u>34,241.98</u>	<u>75,295.00</u>	45.48
	Net Income	<u>\$ (2,629.54)</u>	<u>\$ 1,316.47</u>	<u>5.00</u>	26,329.40

Circulation Report for December 2023

	Nov-23	Nov-23	% Change	Dec-22	% Change	Dec-19	% Change
Library							
Adult	11516	11582	-0.57%	13434	-14%	12316	-6%
Teen	1837	1903	-3.47%	1819	0.99%	1810	1%
Juvenile	21293	24318	-12.44%	22131	-3.79%	20616	3%
Digital	19014	18391	3.39%	16248	17.02%	11501	65%
Total	53660	56194	-4.51%	53632	0.05%	46243	16%
Courier Loans							
Borrowed	1112	1151	-3.39%	1013	9.77%	1503	-26%
Loaned	474	648	-26.85%	391	21.23%	683	-31%
Other							
Self Checkouts	10830	13095	-17.30%	11371	-4.76%	10073	8%
Borrowers added	246	275	-10.55%	226	8.85%		
Door Count	66718	14115	372.67%	13334	400.36%	17551	280%



OWL CIRC, DECEMBER 2023

