



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 February 20, 2024 4:30 PM

1. Call to order
2. Public Comment
3. Approval of January minutes –
Action
4. Treasurer's Report
 - a. January JCPL report -- **Action**
 - b. January 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
January 19, 2024

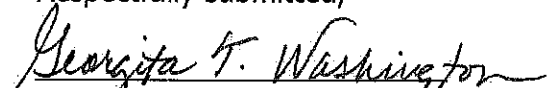
The Board of Directors of the Johnson City Public Library met January 19, 2024, at 11:00 a.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Rob Davis, Thomas Kendall, and Gwynn Mettetal. Vice President Daryl Carter, Secretary Georgita Washington, Treasurer Scott Jeffress, John Hunter, and Suzy Williams were absent from the meeting. Also present were Director Julia Turpin, Assistant Director Tyler Wilmoth, Business Manager Celeste Smedley, and library staff member Gabriella Ammiano.

- I. Call of meeting to order. President Dixon called the meeting to order at 11:03 a.m.
- II. Public Comment. None.
- III. Approval of December minutes. Approval of the December minutes were deferred until the next meeting in February.
- IV. Treasurer's Report.
 - a. December Report. Ms. Smedley reported that the budget has been updated after the budget revision was approved in December. Line 5210 still shows an overage until that can be moved. Ms. Smedley also reported that the ILS subscription to TLC had been paid from 5604 at the amount of \$17,000. Ms. Dixon inquired about the reinstatement of fines and Ms. Turpin reported that it has been going well with little to no pushback and is helping to supplement the collections budget. Mr. Davis asked about Food for Fines and Ms. Turpin reported that it went well although not as well as the previous year and that she would have totals for the next meeting.
 - b. WCIL Report. Ms. Smedley reported that the license plate money at the amount of \$3208.45 has been received for the period of April-September. It was also reported that there are 5231 children registered as of December.
- V. Director's Report. Ms. Turpin stated that December was overall a good month and typical compared to most months and that compared to 2022, we saw increases in digital and dips in adult physical materials. Ms. Turpin also reported that Hoopla was almost \$4000 for the month of December and that the Collection Management team will continue to look at options as well as meet with our Hoopla representative. With the changes in how Advantage collections now work in READS, one option is to redirect funds there as well as present a case to the City for a collections increase. Other options were also discussed. Ms. Dixon asked about connection to READS. Ms. Turpin replied that content would be lost if JCPL wasn't a part of READS. Ms. Mettetal asked how comparable libraries handle Hoopla and Ms. Turpin stated that there are options to limit checkouts per month or limit certain titles that cost more. Ms. Turpin also reported that some staff will attend PLA and speak with vendors to explore other options. In the month of December, 246 borrowers were added, which is a good amount for this

month. There is also a new jumbo library card for photo-ops for new cardholders. Lisa Livesay left her position to work at Kingsport Public Library and Wendy Day has been hired as the new User Services Manager. Wendy is also December's Employee of month and has stepped up in that department. The Collection Development Librarian position has been posted internally. Ms. Dixon asked about leadership opportunities for Wendy and Ms. Turpin discussed training with the leadership team as well as the Johnson City Chamber Leadership program. Mr. Kendall asked about the door count and Ms. Turpin reported that the gate door counters are still not working as expected and are being investigated by Bibliotheca as they believe it is a software issue. Mr. Kendall asked about procedures for weather closures and Ms. Turpin explained the process of checking several local organizations as well as thinking about staffing.

- VI. President's Report. Ms. Dixon did not have a report.
- VII. Holston River Regional Library Report. A representative from HRRL was not present but Ms. Turpin reported that staff did receive the monthly HRRL newsletter.
- VIII. Old Business. Ms. Dixon inquired about the status of the Polly Peterson Room project. Ms. Turpin reported that there are plans for a soft closure and separation of space for a programming room with a reconfiguration of the fiction area to include dynamic collection of thematic items like cookbooks and pots/pans for example. Ms. Turpin also reported that new flooring has been funded and hopes to have dates for that soon.
- IX. New Business. There was no new business. Ms. Turpin mentioned that a budget draft would be presented at the next meeting.
- X. Adjournment. The meeting was adjourned at 11:39 by group consent with all action deferred until the next meeting in February.

Respectfully submitted,


Georgita F. Washington, Secretary

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
Balance Sheet
January 31, 2024

ASSETS

Current Assets

Petty Cash	\$	350.00	
Truist Money Mkt. Acct.		1,040,208.49	
Payroll Account		41,486.31	
Checking Account		21,491.52	
Cash on Hand		300.00	
Accounts Rec'ble Module		655.00	
		<hr/>	
Total Assets			\$ <u><u>1,104,491.32</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	8,388.45	
Accrued Wages		0.00	
Federal Income Tax		(3,123.65)	
OASDI-M/Care W/H Employee		(3,975.75)	
OASDI-M/Care W/H Employer		(3,975.75)	
FUTA		0.00	
SUTA		0.00	
Sales Tax Payable		0.00	
TIAA/CREF		8,540.99	
NW Retirement Solutions		240.00	
Credit Union		(700.00)	
Staff Orders Account		0.00	
Court Ordered Deductions		(201.00)	
Dependent Coverage		0.00	
Other P/R Deductions		0.00	
Medical Ins. Deduction		0.00	
Aflac		0.00	
		<hr/>	
Total Liabilities			5,193.29

Capital

Unassigned Fund Balance		518,858.90	
Clark Funds Assigned/FutureUse		0.00	
Current Earnings		0.00	
Net Income		580,439.13	
		<hr/>	
Total Capital			<u>1,099,298.03</u>
Total Liabilities & Capital			\$ <u><u>1,104,491.32</u></u>

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

		January 2024	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 550,318.75	1,650,956.25	2,201,275.00	75.00
4102	Washington County	0.00	51,000.00	102,000.00	50.00
4103	Interest Income	2,595.33	18,889.79	10,000.00	188.90
4104	Printing & Copying	935.77	6,491.81	12,000.00	54.10
4105	Lost & Damaged Charges	286.29	3,010.92	5,000.00	60.22
4106	Meeting Room Rental	1,020.00	3,845.00	4,500.00	85.44
4107	Fines	2,455.31	12,646.99	5,000.00	252.94
41081	Miscellaneous	39.96	190.43	5,000.00	3.81
41082	Patron Supply Purchase	24.25	207.89	200.00	103.95
41083	JCPL Promotional Items	0.00	71.00	100.00	71.00
41084	Ongoing Book Sale	1,242.80	5,841.27	4,125.00	141.61
41085	Cashier Reconciliation	0.62	(31.90)	0.00	0.00
41091	Donations	5,305.20	119,091.17	12,000.00	992.43
41092	Memorials	0.00	5,125.00	2,250.00	227.78
41093	Friends of the Library	3,617.64	9,567.64	5,950.00	160.80
41095	LSTA Grant	0.00	0.00	12,150.00	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	431.00	2,710.80	8,000.00	33.89
	Total Revenues	568,272.92	1,889,614.06	2,397,147.00	78.83
Expenses					
Personnel					
51011	Salaried	61,292.98	430,702.69	804,000.00	53.57
51012	Hourly	44,981.43	336,483.13	642,500.00	52.37
5102	Social Security	8,129.86	58,689.11	110,657.00	53.04
5103	Medical Insurance	15,092.95	92,317.17	172,000.00	53.67
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	205.12	2,495.92	5,000.00	49.92
5107	Staff Memberships	110.00	430.00	1,000.00	43.00
5108	Travel Expense	0.00	725.13	1,000.00	72.51
5110	TIAA Retirement	4,140.98	28,903.72	55,650.00	51.94
	Total Personnel Expenses	133,953.32	953,041.87	1,794,807.00	53.10
Support Services					
52011	General Supplies	210.07	1,740.20	2,500.00	69.61
52012	Circ. Supplies	0.00	144.29	2,000.00	7.21
52013	Public Service Dept(s)Supplies	76.70	1,872.30	4,000.00	46.81
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	0.00	648.16	1,400.00	46.30
5205	Miscellaneous Admin.	85.73	5,680.12	7,000.00	81.14
5206	Bank & CC Acceptance Fees	476.00	4,191.61	5,500.00	76.21
5207	Volunteer Services	52.20	216.83	1,000.00	21.68
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

		January 2024	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	192.50	1,565.39	1,500.00	104.36
5210	Public Relations	60.00	10,076.91	13,000.00	77.51
5211	Vehicle Expense	97.46	4,648.81	6,000.00	77.48
	Total Support Services	1,250.66	56,415.89	72,065.00	78.28
Building Operations					
5301	Gas	1,353.02	4,415.44	12,500.00	35.32
5302	Electricity	4,043.61	28,994.62	57,000.00	50.87
5303	Water	350.92	2,212.76	6,500.00	34.04
5304	Janitorial Supplies	810.61	10,692.11	14,800.00	72.24
53051	Routine Maint. & Repair	988.18	8,017.54	14,300.00	56.07
53052	Lighting	(307.23)	1,259.31	2,000.00	62.97
53053	Grounds Maintenance	139.22	669.97	7,500.00	8.93
53061	Equip. Maint./Contracts	345.10	4,168.10	8,500.00	49.04
53062	Contracted Building Services	372.84	8,001.18	11,300.00	70.81
5307	Building Improvements	0.00	7,632.06	10,000.00	76.32
5308	Clothing and PPE	0.00	728.70	1,500.00	48.58
	Total Building Operations	8,096.27	76,791.79	145,900.00	52.63
Technical Services					
5401	Processing Supplies	149.64	1,825.56	9,500.00	19.22
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	149.64	2,189.56	10,750.00	20.37
Materials and Services					
55011	Adult Books	2,827.85	18,820.69	37,700.00	49.92
55012	Children's Books	3,181.91	16,191.84	37,300.00	43.41
55013	Teen Books	1,225.48	7,496.54	12,000.00	62.47
5502	Serials	4,193.63	5,316.35	6,000.00	88.61
55031	Adult Non-Print	0.00	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	274.16	4,601.37	5,000.00	92.03
55052	Children's Programs	203.17	2,877.00	5,000.00	57.54
55053	Teen Programs	502.85	1,604.77	4,000.00	40.12
5506	Summer Reading Program (All)	0.00	2,133.15	13,500.00	15.80
55071	Adult Electronic Materials	5,065.16	25,806.87	46,225.00	55.83
55072	Children's Electronic Material	707.84	4,232.86	8,100.00	52.26
55073	Teen Electronic Materials	500.99	1,913.14	4,500.00	42.51
5508	FOL Materials	0.00	0.00	0.00	0.00
5509	FOL Programs	0.00	2,100.00	2,550.00	82.35
	Total Materials and Services	18,683.04	102,536.83	200,575.00	51.12

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

		January 2024	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	(6,373.92)	4,046.41	4,850.00	83.43
5602	Software	153.29	3,288.44	7,000.00	46.98
5603	Copier Maintenance	761.89	6,573.83	12,000.00	54.78
5604	ILS Maintenance	0.00	17,048.20	24,000.00	71.03
5605	Equip./Software Maint.	1,432.32	37,109.54	42,500.00	87.32
5606	Internet Access	841.40	5,189.48	10,000.00	51.89
5608	LSTA Grant	20,534.13	24,299.20	24,300.00	100.00
	Total Information Technology	<u>17,349.11</u>	<u>97,555.10</u>	<u>124,650.00</u>	78.26
Miscellaneous Expense					
5701	Miscellaneous	475.10	2,026.17	4,000.00	50.65
5702	Security	1,500.00	18,312.50	39,500.00	46.36
5703	Furniture	419.00	(1,645.02)	1,500.00	(109.67)
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	174.27	1,950.24	3,400.00	57.36
	Total Miscellaneous Expense	<u>2,568.37</u>	<u>20,643.89</u>	<u>58,400.00</u>	35.35
	Total Expenses	<u>182,050.41</u>	<u>1,309,174.93</u>	<u>2,407,147.00</u>	54.39
	Net Income	<u>\$ 386,222.51</u>	<u>580,439.13</u>	<u>(10,000.00)</u>	(5,804.39)

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2023/2024

Balance Sheet

January 31, 2024

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		54,261.61
Accounts Receivable		0.00
		<hr/>
Total Current Assets		54,261.61

LIABILITIES AND CAPITAL

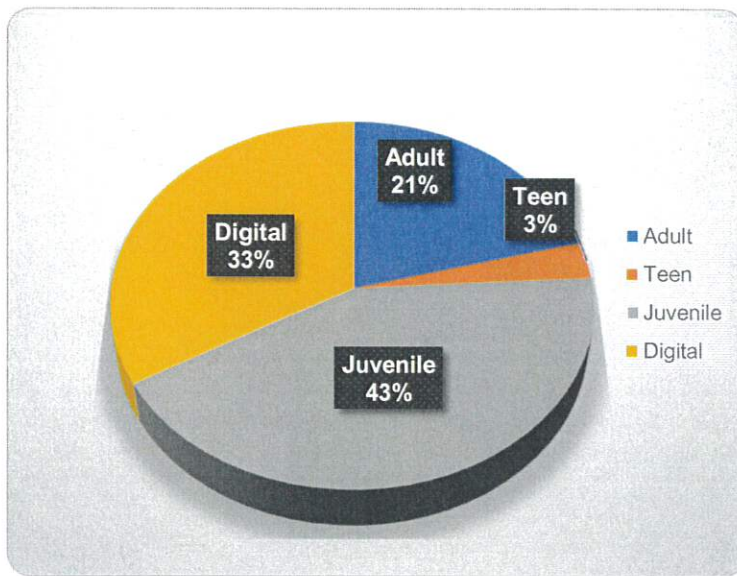
Current Liabilities		
Accounts Payable	\$	0.00
		<hr/>
Total Liabilities		0.00
Capital		
Reserved Balance		48,437.15
Journal Difference		0.00
Net Income		5,824.46
		<hr/>
Total Capital		54,261.61
		<hr/>
Total Liabilities & Capital	\$	54,261.61
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Washington County Imagination Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2023/2024
 Financial Report

		January 2024	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 9,925.00	\$ 29,775.00	39,700.00	75.00
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	3,208.45	10,000.00	32.08
	Total Revenues	<u>9,925.00</u>	<u>45,483.45</u>	<u>75,300.00</u>	60.40
Expenses					
5101	Monthly Book Purchase	5,417.01	39,658.99	71,820.00	55.22
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>5,417.01</u>	<u>39,658.99</u>	<u>75,295.00</u>	52.67
	Net Income	<u>\$ 4,507.99</u>	<u>\$ 5,824.46</u>	<u>5.00</u>	116,489.20

Circulation Report for January 2024

	Jan-24	Dec-23	% Change	Jan-23	% Change	Jan-19	% Change
Library							
Adult	13197	11516	14.60%	13508	-2%	18336	-28%
Teen	2004	1837	9.09%	1975	1.47%	2047	-2%
Juvenile	26933	21293	26.49%	25459	5.79%	19079	41%
Digital	21113	19014	11.04%	17695	19.32%	10469	102%
Total	63247	53660	17.87%	58637	7.86%	49931	27%
Courier Loans							
Borrowed	1181	1112	6.21%	1300	-9.15%	1979	-40%
Loaned	559	474	17.93%	488	14.55%	728	-23%
Other							
Self Checkouts	15522	10830	43.32%	14282	8.68%	13083	19%
Borrowers added	418	246	69.92%	349	19.77%	19898	
Door Count	15479	66718	-76.80%	16120	-3.98%	17551	-12%



OWL CIRC, JANUARY 2024

