

# 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  
April 16, 2024  
4:30 PM  
Memorial Park Community Center  
Senior Center**

1. Call to order
2. Public Comment
3. Approval of March minutes – **Action**
4. Treasurer’s Report
  - a. March JCPL report – **Action**
  - b. March WCIL report—**Action**
5. Director’s Report
6. President’s Report
7. Holston River Regional Library Report
8. Old Business
9. New Business
  - a. Board recommendation committee (applications close 5/31)
10. Adjournment

- Action items indicated in red

JOHNSON CITY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
March 19, 2024

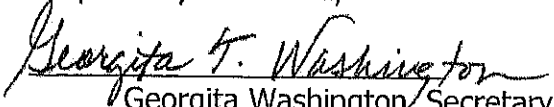
The Board of Directors of the Johnson City Public Library met March 19, 2023, at 4:30 p.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Vice President Daryl Carter, Secretary Georgita Washington, Treasurer Scott Jeffress, Rob Davis, John Hunter, Thomas Kendall, and Gwynn Mettetal. Suzy Williams was absent from the meeting. Also present were Holston River Regional (HORL) Assistant Director Selena Harmon, 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 4:33 p.m and extended a special welcome to participants in the LIT program.
- II. Public Comment. Public comments were made by one library patron on the library not providing masks to the public as well as on the availability of tax forms.
- III. Approval of February minutes. Upon the motion of Mr. Jeffress, seconded by Mr. Kendall, the minutes of the February 20, 2024, meeting were approved as submitted.
- IV. Treasurer's Report.
  - a. February JCPL report. Mr. Jeffress noted that the payroll processed on February 28th was actually paid 1st March, and will clear next month. Mr. Jeffress also stated that total revenue is at 80.26% and that we have received the third allocation for the year from Washington County and that total expenditures are at 61.45% of budgeted amounts and with the exception of IT, all lines are at or below budget. Mr. Jeffress also brought attention to Line 5301, which is building operations and that the reason for 0 charges for gas were due to a short month and the auto draft cleared the bank in March. In summary, Mr. Jeffress stated that we are ahead of where we should be with revenues and that expenses are slightly lower, which is expected as it's just a matter of payroll. Upon the motion of Ms. Mettetal, and seconded by MS. Washington, it was unanimously resolved to approve the February JCPL report as submitted.
  - b. February WCIL report. Mr. Jeffress stated that at the end of February, total revenue is at 60.4% and expenditures are at 60.06% of budgeted amounts. And that this also does not yet reflect the county's third allocation. Currently, 5187 Washington County children under the age of five are enrolled in the program, which is an increase of 39. Upon the motion of Mr. Davis, seconded by Mr. Carter, it was unanimously resolved to approve the February WCIL report as submitted.
- V. Director's Report. Ms. Turpin reported that in February we enjoyed more growth and that we are up 7% overall. Ms. Turpin also reported that we have taken measures to

limit certain materials in Hoopla to help cut costs. Ms. Turpin also reported that Teen programs are going well and that Kip Polmanteer is doing really well in the Young Adult Librarian role. It was also reported that the door counter was not accurate last year at this time, but is much more accurate this year. The security gates will be upgraded alongside the flooring project. Ms. Turpin will also drop the 2019 statistics from the circulation report moving forward. Mirissa Walters is the employee of month and also won the Pi Day contest with her Chicken Pot Pie. Ms. Dixon asked about communication with patrons regarding Hoopla and Ms. Turpin stated she had talked with circulation staff to be sure they were discussing with patrons to start with Libby then check Hoopla as a secondary resource.

- VI. President's Report. Ms. Dixon did not have a report.
- VII. Holston River Regional Library Report. Ms. Harmon stated that a grant for next fiscal year is open for technology including solar charge tables and cabling, etc. She also stated the the HRRL office would be Closed March 29, and that staff would be in Nashville on April 8th. Ms. Harmon also mentioned upcoming trainings including customer service, collection development, grant writing, and fundraising.
- VIII. Old Business. There was no old business.
- IX. New Business.
  - a. Employee Cyber Security Policy. Ms. Turpin reported that this policy would replace an outdated staff internet usage policy. Upon the motion of Mr. Carter, seconded by Ms. Mettetal, the policy was approved as submitted.
  - b. 2024/2025 Budget Proposal. Ms. Turpin reported that this proposal reflects 5% raises for staff as well as the difference in security officers costs. Upon the motion of Mr. Jeffress, seconded by Mr. Kendall, the budget proposal was approved as submitted.
  - c. 2024/2025 IL Budget Proposal. Upon the motion of Ms. Washington, seconded by Mr. Jeffress, the budget proposal was approved as submitted.
- X. Adjournment. Upon the motion of Ms. Mettetal, seconded by Mr. Davis, it was unanimously resolved to adjourn the meeting at 4:58 p.m.

Respectfully submitted,

  
Georgita Washington, Secretary

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

## ASSETS

## Current Assets

Petty Cash	\$	350.00	
Trust Money Mkt. Acct.		701,636.76	
Payroll Account		329.16	
Checking Account		49,750.66	
Cash on Hand		300.00	
Accounts Rec'ble Module		115.00	
Total Assets			\$ <u>752,481.58</u>

## LIABILITIES AND CAPITAL

## Current Liabilities

Accounts Payable Module	\$	16,772.42	
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	
Total Liabilities			16,772.42

## Capital

Unassigned Fund Balance	518,858.90	
Clark Funds Assigned/FutureUse	0.00	
Current Earnings	0.00	
Net Income	216,850.26	
Total Capital		<u>735,709.16</u>
Total Liabilities & Capital		\$ <u>752,481.58</u>

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

		March 2024	Year to Date	Budget	Percent
<b>Revenues</b>					
4101	City of Johnson City	\$ 0.00	1,650,956.25	2,201,275.00	75.00
4102	Washington County	0.00	76,500.00	102,000.00	75.00
4103	Interest Income	2,684.21	24,610.47	10,000.00	246.10
4104	Printing & Copying	1,164.67	8,759.06	12,000.00	72.99
4105	Lost & Damaged Charges	435.31	3,481.10	5,000.00	69.62
4106	Meeting Room Rental	(160.00)	4,205.00	4,500.00	93.44
4107	Fines	1,959.04	16,600.63	5,000.00	332.01
41081	Miscellaneous	32.00	313.82	5,000.00	6.28
41082	Patron Supply Purchase	24.25	273.69	200.00	136.85
41083	JCPL Promotional Items	6.00	77.00	100.00	77.00
41084	Ongoing Book Sale	1,137.50	8,265.77	4,125.00	200.38
41085	Cashier Reconciliation	(1.38)	(35.37)	0.00	0.00
41091	Donations	3,146.62	123,080.44	12,000.00	1,025.67
41092	Memorials	0.00	5,125.00	2,250.00	227.78
41093	Friends of the Library	0.00	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	3,043.66	7,097.00	42.89
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	326.00	3,398.80	8,000.00	42.49
	<b>Total Revenues</b>	<b>10,754.22</b>	<b>1,938,222.96</b>	<b>2,397,147.00</b>	<b>80.86</b>
<b>Expenses</b>					
<b>Personnel</b>					
51011	Salaried	87,019.14	574,750.31	804,000.00	71.49
51012	Hourly	70,318.59	454,276.23	642,500.00	70.70
5102	Social Security	12,036.24	78,719.71	110,657.00	71.14
5103	Medical Insurance	13,271.16	121,726.77	172,000.00	70.77
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	0.00	5,495.92	5,000.00	109.92
5107	Staff Memberships	100.00	530.00	1,000.00	53.00
5108	Travel Expense	0.00	725.13	1,000.00	72.51
5110	TIAA Retirement	9,964.94	42,818.05	55,650.00	76.94
	<b>Total Personnel Expenses</b>	<b>192,710.07</b>	<b>1,281,337.12</b>	<b>1,794,807.00</b>	<b>71.39</b>
<b>Support Services</b>					
52011	General Supplies	55.37	2,122.91	2,500.00	84.92
52012	Circ. Supplies	0.00	144.29	2,000.00	7.21
52013	Public Service Dept(s)Supplies	110.58	2,182.29	4,000.00	54.56
52014	Printing/Copying Supplies	188.89	1,438.16	2,500.00	57.53
5202	Postage	0.00	1,761.83	2,000.00	88.09
5204	Telephone	116.72	881.60	1,400.00	62.97
5205	Miscellaneous Admin.	136.57	6,115.64	7,000.00	87.37
5206	Bank & CC Acceptance Fees	490.37	5,217.24	5,500.00	94.86
5207	Volunteer Services	8.70	286.43	1,000.00	28.64
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

		March 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	0.00	1,565.39	1,500.00	104.36
5210	Public Relations	0.00	10,212.91	13,000.00	78.56
5211	Vehicle Expense	75.08	4,723.89	6,000.00	78.73
	<b>Total Support Services</b>	<b>1,182.28</b>	<b>60,297.58</b>	<b>72,065.00</b>	<b>83.67</b>
<b>Building Operations</b>					
5301	Gas	2,186.55	6,601.99	12,500.00	52.82
5302	Electricity	4,638.74	37,902.36	57,000.00	66.50
5303	Water	567.51	3,967.41	6,500.00	61.04
5304	Janitorial Supplies	1,058.95	13,513.80	14,800.00	91.31
53051	Routine Maint. & Repair	1,343.14	9,541.30	14,300.00	66.72
53052	Lighting	738.57	1,997.88	2,000.00	99.89
53053	Grounds Maintenance	2,265.66	2,962.61	7,500.00	39.50
53061	Equip. Maint./Contracts	202.95	4,574.05	8,500.00	53.81
53062	Contracted Building Services	231.79	8,866.91	11,300.00	78.47
5307	Building Improvements	0.00	7,632.06	10,000.00	76.32
5308	Clothing and PPE	0.00	936.70	1,500.00	62.45
	<b>Total Building Operations</b>	<b>13,233.86</b>	<b>98,497.07</b>	<b>145,900.00</b>	<b>67.51</b>
<b>Technical Services</b>					
5401	Processing Supplies	9.90	2,590.17	9,500.00	27.26
5402	Acquisitions	0.00	364.00	750.00	48.53
5403	Binding and preservation	0.00	0.00	500.00	0.00
	<b>Total Technical Services</b>	<b>9.90</b>	<b>2,954.17</b>	<b>10,750.00</b>	<b>27.48</b>
<b>Materials and Services</b>					
55011	Adult Books	2,763.09	24,215.11	37,700.00	64.23
55012	Children's Books	3,911.22	21,576.49	37,300.00	57.85
55013	Teen Books	500.25	8,454.88	12,000.00	70.46
5502	Serials	0.00	5,316.35	6,000.00	88.61
55031	Adult Non-Print	1,519.25	5,562.44	9,000.00	61.80
55032	Children's Non-Print	484.97	1,962.52	2,700.00	72.69
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	113.91	4,960.70	5,000.00	99.21
55052	Children's Programs	646.53	4,234.80	5,000.00	84.70
55053	Teen Programs	73.66	2,779.74	4,000.00	69.49
5506	Summer Reading Program (All)	225.74	2,563.73	13,500.00	18.99
55071	Adult Electronic Materials	541.87	32,964.42	46,225.00	71.31
55072	Children's Electronic Material	0.00	6,094.39	8,100.00	75.24
55073	Teen Electronic Materials	379.99	3,523.37	4,500.00	78.30
5508	FOL Materials	0.00	0.00	0.00	0.00
5509	FOL Programs	250.00	2,350.00	2,550.00	92.16
	<b>Total Materials and Services</b>	<b>11,410.48</b>	<b>131,427.64</b>	<b>200,575.00</b>	<b>65.53</b>

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

		March 2024	Year to Date	Budget	Percent
<b>Information Technology</b>					
5601	Equipment	0.00	4,293.87	4,850.00	88.53
5602	Software	0.00	5,236.20	7,000.00	74.80
5603	Copier Maintenance	902.10	8,403.36	12,000.00	70.03
5604	ILS Maintenance	0.00	17,048.20	24,000.00	71.03
5605	Equip./Software Maint.	12,938.58	50,696.12	42,500.00	119.28
5606	Internet Access	724.68	6,638.84	10,000.00	66.39
5608	LSTA Grant	1,144.02	25,443.22	24,300.00	104.70
	<b>Total Information Technology</b>	<u>15,709.38</u>	<u>117,759.81</u>	<u>124,650.00</u>	94.47
<b>Miscellaneous Expense</b>					
5701	Miscellaneous	181.87	2,792.20	4,000.00	69.81
5702	Security	3,211.25	25,521.25	39,500.00	64.61
5703	Furniture	0.00	(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	532.08	2,165.32	3,400.00	63.69
	<b>Total Miscellaneous Expense</b>	<u>3,925.20</u>	<u>28,833.75</u>	<u>58,400.00</u>	49.37
	<b>Total Expenses</b>	<u>238,181.17</u>	<u>1,721,107.14</u>	<u>2,407,147.00</u>	71.50
	<b>Net Income</b>	<u>\$ (227,426.95)</u>	<u>217,115.82</u>	<u>(10,000.00)</u>	(2,171.16)

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

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		55,478.17
Accounts Receivable		0.00
		<hr/>
Total Current Assets		55,478.17

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		7,041.02
		<hr/>
Total Capital		55,478.17
		<hr/>
Total Liabilities & Capital	\$	<u>55,478.17</u>

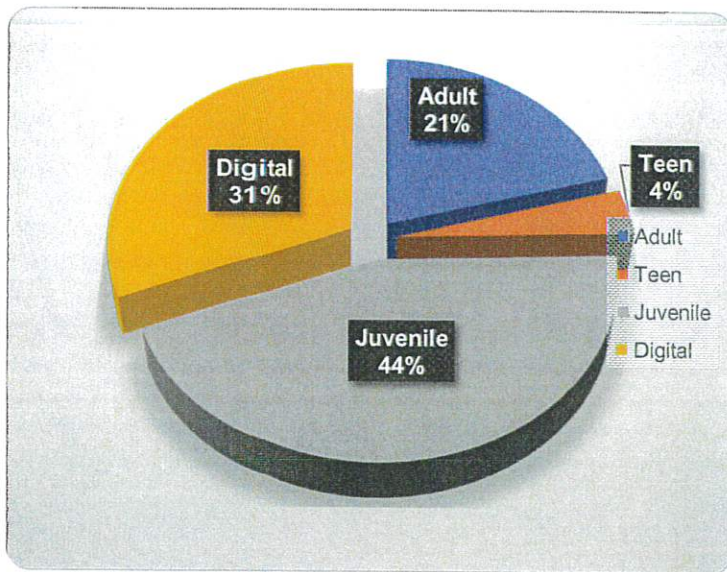


Washington County Imagination Library  
 100 West Millard Street, Johnson City, TN 37604  
 FY 2023/2024  
 Financial Report

		March 2024	Balance YTD	Budget	Percent
<b>Revenues</b>					
4101	City of Johnson City	\$ 0.00	\$ 29,775.00	39,700.00	75.00
4102	Washington County	12,500.00	25,000.00	25,000.00	100.00
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
	<b>Total Revenues</b>	<u>12,500.00</u>	<u>57,983.45</u>	<u>75,300.00</u>	<u>77.00</u>
<b>Expenses</b>					
5101	Monthly Book Purchase	5,720.27	50,942.43	71,820.00	70.93
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
	<b>Total Expenses</b>	<u>5,720.27</u>	<u>50,942.43</u>	<u>75,295.00</u>	<u>67.66</u>
	<b>Net Income</b>	<u>\$ 6,779.73</u>	<u>\$ 7,041.02</u>	<u>5.00</u>	<u>140,820.40</u>

## Circulation Report for March 2024

	Mar-24	Feb-24	% Change	Mar-23	% Change
<b>Library</b>					
Adult	12955	12771	1.44%	13489	-4%
Teen	2473	2269	8.99%	1970	25.53%
Juvenile	27891	27894	-0.01%	28107	-0.77%
Digital	19640	19272	1.91%	15308	28.30%
<b>Total</b>	<b>62959</b>	<b>62206</b>	<b>1.21%</b>	<b>58874</b>	<b>6.94%</b>
<b>Courier Loans</b>					
Borrowed	1337	1337	0.00%	1520	-12.04%
Loaned	612	612	0.00%	566	8.13%
<b>Other</b>					
Self Checkouts	13519	14654	-7.75%	13519	0.00%
Borrowers added	376	370	1.62%	327	14.98%
Door Count	18292	16608	10.14%	23121	-20.89%



## OWL CIRC, March 2024

