



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 June 18, 2024 4:30 PM

1. Call to order
2. Public Comment
3. Approval of May minutes – Action
4. Treasurer’s Report
 - a. May JCPL report -- Action
 - b. May 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
May 21, 2024

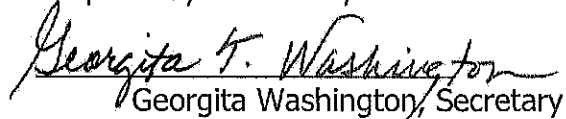
The Board of Directors of the Johnson City Public Library met May 21, 2024, at 4:30 p.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Secretary Georgita Washington, Treasurer Scott Jeffress, Thomas Kendall, and Gwynn Mettetal. Vice President Daryl Carter, Rob Davis, John Hunter, and Suzy Williams were absent from the meeting. Also present were Holston River Regional (HORL) Representative Sarah Egan, Director Julia Turpin, Assistant Director Tyler Wilmoth, and library staff member Gabriella Ammiano.

- I. Call of meeting to order. President Dixon called the meeting to order at 4:32 p.m. and extended a special welcome to visitors and prospective board members.
- II. Public Comment. There was no public comment.
- III. Approval of March and April minutes. Upon the motion of Mr. Jeffress and seconded by Ms. Mettetal, the minutes of the March 19, 2024 and April 16, 2024 meetings were approved as submitted.
- IV. Treasurer's Report.
 - a. April JCPL report. Mr. Jeffress reported that revenues are over 100% for the year, and this does not include the fourth quarter funds from the county, which are expected next month. It was also reported that the Book Sale revenue is lower than usual as a result of the renovation. Mr. Jeffress also noted that we received a \$5000 donation from a local family. Expenses currently stand at 78.6% and Mr. Jeffress noted that the building operations line is currently well over budget due to the sculpture project which will be resolved with a budget revision later. Upon the motion of Ms. Washington, and seconded by Ms. Mettetal, it was unanimously resolved to approve the April JCPL report as submitted.
 - b. April WCIL report. Mr. Jeffress reported that revenues are currently at 90.18% and expenditures are currently at 75.78%. Currently, 5224 Washington County children under 5 are enrolled in the program which is not an increase or decrease from the previous month but is still an increase of 65 from 3 months prior. Upon the motion of Mr. Kendall, seconded by Ms. Mettetal, it was unanimously resolved to approve the April WCIL report as submitted.
- V. Director's Report. Ms. Turpin reported that April numbers were lower than average due to the 3 week closure for flooring renovations. Even though we were closed we still circulated more materials than any other OWL library during the month of April. During the closure, we had Staff Training sessions and worked on completing projects including the new Connect Magazine. Our Employee of the Month is Damon Giannattasio, a member of our facilities staff who keeps the building looking great and always goes the

extra mile. Ms. Turpin also reported that pre-registration for the Summer Reading Program began May 15th and we already have 251 registrants with our kickoff program happening June 3rd from 5-7pm. Ms. Turpin also reported there will be a bookmark design contest in which patrons can submit their bookmark designs and the board will judge the designs to determine a winner.

- VI. President's Report. Ms. Dixon reminded the board to check their email for Julia's annual evaluation and submit by May 22.
- VII. Holston River Regional Library Report. Ms. Egan stated the HORL offices would be closed May 27th for Memorial Day, and that training trackers were due by July 19th by email in Excel format. Ms. Egan also reported that Tuesday September 24th is the Trustee Workshop in Jefferson City and the Level V Summit will be held November 19th & 20th. It was also reported that Jennifer Breuer and Selena Harmon at HORL will begin providing online trustee regional orientation sessions which are virtual and will last about an hour with the first session being held July 11th. This information can also be found on the HORL LibGuide.
- VIII. Old Business. There was no old business.
- IX. New Business.
 - a. Budget revision. A budget revision was presented to cover the cost of stone sculpture, facilities and grounds maintenance, and lighting from fund balance, new tables for the Polly Peterson Room from Interest Income, \$12,000 from fines and fees to go back into Collections, and another \$4475 from the Book Sale to cover Hoopla. Upon the motion of Ms. Mettetal, seconded by Mr. Jeffress, the budget revision was approved as submitted.
 - b. Collection Development Policy. The Collection Development Policy was presented with changes to reflect general updates as well as changes to the library service agreement. After discussion, upon the motion of Mr. Kendall, seconded by Ms. Washington, the policy was approved as submitted.
- X. Adjournment. Before adjournment, Ms. Turpin noted that she would continue to send Board Applications to the board as they are received. After discussion, the board decided they would meet June 3rd at 4:00pm to review applications. Upon the motion of Mr. Jeffress, seconded by Mr. Kendall, it was unanimously resolved to adjourn the meeting at 5:17 p.m.

Respectfully submitted,


Georgita Washington, Secretary

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

ASSETS

Current Assets

Petty Cash	\$	350.00	
Truist Money Mkt. Acct.		956,064.18	
Payroll Account		329.16	
Checking Account		39,854.89	
Cash on Hand		300.00	
Accounts Rec'ble Module		0.00	
		<hr/>	
Total Assets	\$		<u>996,898.23</u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	8,273.63	
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		8,394.72	
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			16,668.35

Capital

Unassigned Fund Balance	508,958.90	
Clark Funds Assigned/FutureUse	0.00	
Current Earnings	0.00	
Net Income	471,270.98	
	<hr/>	
Total Capital		980,229.88
		<hr/>
Total Liabilities & Capital	\$	<u>996,898.23</u>

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

		May 2024	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	2,201,275.00	2,201,275.00	100.00
4102	Washington County	25,500.00	102,000.00	102,000.00	100.00
4103	Interest Income	3,453.77	31,463.72	14,000.00	224.74
4104	Printing & Copying	1,007.85	10,375.09	12,000.00	86.46
4105	Lost & Damaged Charges	869.93	4,541.52	5,000.00	90.83
4106	Meeting Room Rental	30.00	4,280.00	4,500.00	95.11
4107	Fines	2,093.40	19,915.85	17,000.00	117.15
41081	Miscellaneous	52.00	435.06	5,000.00	8.70
41082	Patron Supply Purchase	27.00	312.69	200.00	156.35
41083	JCPL Promotional Items	6.00	83.00	100.00	83.00
41084	Ongoing Book Sale	698.75	9,286.27	8,600.00	107.98
41085	Cashier Reconciliation	0.60	(34.07)	0.00	0.00
41091	Donations	2,042.96	130,969.80	12,000.00	1,091.42
41092	Memorials	150.00	5,275.00	2,250.00	234.44
41093	Friends of the Library	0.00	10,017.64	10,017.00	100.01
41095	LSTA Grant	12,150.00	12,150.00	12,150.00	100.00
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.	280.00	280.00	500.00	56.00
4112	Events and Promotions	0.00	0.00	0.00	0.00
4113	Hotspot Rental	342.00	3,894.80	8,000.00	48.69
	Total Revenues	48,704.26	2,549,565.03	2,421,689.00	105.28
Expenses					
Personnel					
51011	Salaried	60,015.16	691,646.27	804,000.00	86.03
51012	Hourly	46,803.85	546,538.17	642,500.00	85.06
5102	Social Security	8,157.73	94,706.29	110,657.00	85.59
5103	Medical Insurance	13,132.80	145,313.55	172,000.00	84.48
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	0.00	530.00	1,000.00	53.00
5108	Travel Expense	0.00	725.13	1,000.00	72.51
5110	TIAA Retirement	3,992.73	48,463.95	55,650.00	87.09
	Total Personnel Expenses	132,102.27	1,535,714.28	1,794,807.00	85.56
Support Services					
52011	General Supplies	23.45	2,188.16	2,500.00	87.53
52012	Circ. Supplies	168.87	313.16	2,000.00	15.66
52013	Public Service Dept(s)Supplies	219.99	2,513.08	4,000.00	62.83
52014	Printing/Copying Supplies	0.00	1,651.12	2,500.00	66.04
5202	Postage	(2.04)	1,757.75	2,000.00	87.89
5204	Telephone	116.72	1,115.04	1,400.00	79.65
5205	Miscellaneous Admin.	230.17	6,732.23	7,000.00	96.17
5206	Bank & CC Acceptance Fees	500.69	6,123.37	5,500.00	111.33
5207	Volunteer Services	0.00	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

		May 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	0.00	4,794.40	6,000.00	79.91
	Total Support Services	1,257.85	62,898.04	72,065.00	87.28
Building Operations					
5301	Gas	489.50	7,903.07	12,500.00	63.22
5302	Electricity	4,101.18	46,467.53	57,000.00	81.52
5303	Water	647.47	5,200.28	6,500.00	80.00
5304	Janitorial Supplies	1,898.69	15,412.49	16,300.00	94.56
53051	Routine Maint. & Repair	48.48	9,908.26	14,300.00	69.29
53052	Lighting	0.00	2,120.38	3,500.00	60.58
53053	Grounds Maintenance	292.32	11,860.45	14,400.00	82.36
53061	Equip. Maint./Contracts	203.00	6,999.05	8,500.00	82.34
53062	Contracted Building Services	155.65	9,352.83	11,300.00	82.77
5307	Building Improvements	0.00	8,071.06	10,000.00	80.71
5308	Clothing and PPE	46.93	1,138.62	1,500.00	75.91
	Total Building Operations	7,883.22	124,434.02	155,800.00	79.87
Technical Services					
5401	Processing Supplies	2,895.59	6,141.73	9,500.00	64.65
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	2,895.59	6,505.73	10,750.00	60.52
Materials and Services					
55011	Adult Books	5,534.22	32,807.23	40,700.00	80.61
55012	Children's Books	9,387.73	33,620.43	40,300.00	83.43
55013	Teen Books	958.77	10,160.93	12,000.00	84.67
5502	Serials	37.00	5,353.35	6,000.00	89.22
55031	Adult Non-Print	1,003.28	7,783.46	9,000.00	86.48
55032	Children's Non-Print	2,593.36	5,191.59	5,700.00	91.08
55033	Teen Non-Print	0.00	997.38	1,000.00	99.74
5504	Databases, Electronic	0.00	4,416.98	6,000.00	73.62
55051	Adult Programs	(90.53)	4,870.17	5,000.00	97.40
55052	Children's Programs	284.00	4,647.23	5,000.00	92.94
55053	Teen Programs	149.03	3,181.66	4,000.00	79.54
5506	Summer Reading Program (All)	2,316.01	7,326.44	13,500.00	54.27
55071	Adult Electronic Materials	3,447.56	41,720.06	53,700.00	77.69
55072	Children's Electronic Material	551.47	7,976.43	8,100.00	98.47
55073	Teen Electronic Materials	972.93	4,496.30	4,500.00	99.92
5508	FOL Materials	0.00	0.00	0.00	0.00
5509	FOL Programs	0.00	2,800.00	2,800.00	100.00
	Total Materials and Services	27,144.83	177,349.64	217,300.00	81.62

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

		May 2024	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	38.61	5,061.01	4,850.00	104.35
5602	Software	124.73	5,422.72	7,000.00	77.47
5603	Copier Maintenance	1,169.19	10,511.36	12,000.00	87.59
5604	ILS Maintenance	0.00	17,048.20	24,000.00	71.03
5605	Equip./Software Maint.	0.00	50,696.12	42,500.00	119.28
5606	Internet Access	724.68	8,088.20	10,000.00	80.88
5608	LSTA Grant	0.00	24,282.69	24,300.00	99.93
	Total Information Technology	<u>2,057.21</u>	<u>121,110.30</u>	<u>124,650.00</u>	97.16
Miscellaneous Expense					
5701	Miscellaneous	248.25	3,671.96	4,000.00	91.80
5702	Security	2,100.00	29,432.50	39,500.00	74.51
5703	Furniture	6,632.88	5,419.86	5,500.00	98.54
5704	Children's STEM Program	0.00	4,739.50	10,000.00	47.40
5706	Capital Projects-Other	0.00	0.00	0.00	0.00
5708	Misc. Friends of the Library	3,400.33	7,018.22	7,217.00	97.25
	Total Miscellaneous Expense	<u>12,381.46</u>	<u>50,282.04</u>	<u>66,217.00</u>	75.94
	Total Expenses	<u>185,722.43</u>	<u>2,078,294.05</u>	<u>2,441,589.00</u>	85.12
	Net Income	<u>\$ (137,018.17)</u>	<u>471,270.98</u>	<u>(19,900.00)</u>	(2,368.20)

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2023/2024

Balance Sheet

May 31, 2024

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		54,617.45
Accounts Receivable		0.00
		<hr/>
Total Current Assets		54,617.45

LIABILITIES AND CAPITAL

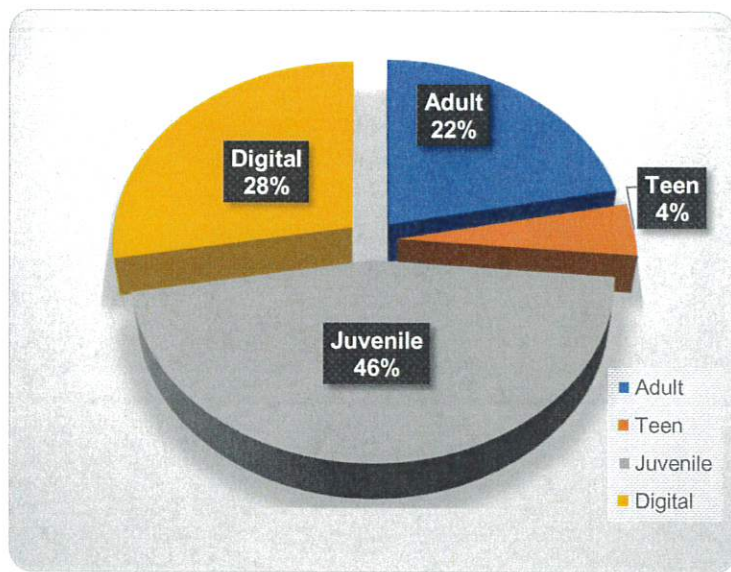
Current Liabilities		
Accounts Payable	\$	0.00
		<hr/>
Total Liabilities		0.00
Capital		
Reserved Balance		48,437.15
Journal Difference		0.00
Net Income		6,180.30
		<hr/>
Total Capital		54,617.45
		<hr/>
Total Liabilities & Capital	\$	54,617.45
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Washington County Imagination Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2023/2024
 Financial Report

		May 2024	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	\$ 39,700.00	39,700.00	100.00
4102	Washington County	0.00	25,000.00	25,000.00	100.00
4103	Donations	0.00	0.00	500.00	0.00
4104	Miscellaneous Revenue	1,000.00	1,000.00	100.00	1,000.00
4105	DPIL License Plate Revenue	0.00	3,208.45	10,000.00	32.08
	Total Revenues	<u>1,000.00</u>	<u>68,908.45</u>	<u>75,300.00</u>	91.51
Expenses					
5101	Monthly Book Purchase	5,666.93	62,234.51	71,820.00	86.65
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	493.64	850.00	58.08
5106	Miscellaneous Expense	0.00	0.00	100.00	0.00
	Total Expenses	<u>5,666.93</u>	<u>62,728.15</u>	<u>75,295.00</u>	83.31
	Net Income	<u>\$ (4,666.93)</u>	<u>\$ 6,180.30</u>	<u>5.00</u>	123,606.00

Circulation Report for May 2024

	May-24	Apr-24	% Change	May-23	% Change	May-19	% Change
Library							
Adult	15996	5716	179.85%	13514	18%	17421	-8%
Teen	3358	984	241.26%	2025	65.83%	2484	35%
Juvenile	33679	12314	173.50%	26341	27.86%	20288	66%
Digital	20394	19074	6.92%	17608	15.82%	10641	92%
Total	73427	38088	92.78%	59488	23.43%	50834	44%
Courier Loans							
Borrowed	719	408	76.23%	1139	-36.87%	1711	
Loaned	396	188	110.64%	445	-11.01%	637	
Other							
Self Checkouts	16920	11823	43.11%	13007	30.08%	12922	
Borrowers added	459	122	276.23%	397	15.62%		
Door Count	16729	7684	117.71%	15996	4.58%	19020	



OWL CIRC, May 2024

