



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

2024/2025 Board of Directors:

Jennifer Dixon, President
Daryl Carter, Vice-President
Scott Jeffress, Treasurer
Georgita Washington, Secretary
Rob Davis
John Hunter
Thomas Kendall
Ashley Newton

Johnson City Public Library Board of Directors September 17, 2024 3:00 PM Regular Meeting Agenda

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

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
August 20, 2024

The Board of Directors of the Johnson City Public Library met August 20, 2024, 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, and Ashley Newton. John Hunter and Thomas Kendall were absent from the meeting. Also present were Holston River Regional (HORL) Representative Sarah Egan, Director Julia Turpin, and Assistant Director Tyler Wilmoth.

Annual Meeting

- I. Election of Officers. President Dixon called the meeting to order at 4:32 p.m and opened the floor for nominations. Ms. Dixon was nominated for President by Mr. Carter and seconded by Mr. Jeffress. Mr. Carter was nominated for Vice President by Ms. Washington and seconded by Mr. Davis. Mr. Jeffress was nominated as Treasurer by Mr. Carter and seconded by Mr. Davis. Ms. Washington was nominated as Secretary by Mr. Jeffress and seconded by Mr. Davis. It was decided to keep the current slate of officers for FY25 and was approved unanimously.
- II. By-laws review and update. After some discussion, the By-laws were approved unanimously as presented.
- III. Adjournment. Upon the motion of Mr. Jeffress, seconded by Mr. Carter, it was unanimously resolved to adjourn the annual meeting at 4:42 pm.

Monthly Meeting

- I. Call of meeting to order. President Dixon called the meeting to order at 4:42 pm.
- II. Public Comment. There was no public comment.
- III. Approval of July minutes. Upon the motion of Mr. Davis and seconded by Mr. Jeffress, the minutes of the July 16, 2024 meeting were approved as submitted.
- IV. Treasurer's Report.
 - a. June JCPL report. Mr. Jeffress reported that there are no issues with the balance sheet and that all payments were made to close out the year with revenues at 106.8% and expenditures at 95.9% with all account groups under budget. Upon the motion of Mr. Carter, seconded by Ms. Washington, it was unanimously resolved to approve the June JCPL report as submitted.
 - b. June WCIL report. Mr. Jeffress reported that revenues were at 96% as we did not receive budgeted revenues from Dolly license plate and expenditures at

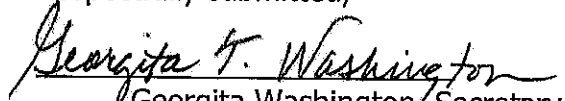
91.9%. Upon the motion of Ms. Washington, seconded by Ms. Newton, it was unanimously resolved to approve the June WCIL report as submitted.

- c. July JCPL report. Mr. Jeffress reported that three payrolls were processed in July but that things will correct themselves. Capital earnings were moved into fund balance and Washington County revenues will be received in August. Mr. Jeffress also pointed out that many yearly subscriptions are paid in July. Ms. Dixon inquired about staff development budget being mostly utilized and Ms. Turpin explained that conferences, etc. are scheduled and paid for at the beginning of the year with a large portion going to Chamber Leadership for three staff members, which is a year-long program. Ms. Turpin also pointed out that the Friends of the Library often sponsor conference funding for staff throughout the year. Upon the motion of Ms. Washington, seconded by Mr. Davis, it was unanimously resolved to approve the July JCPL report as submitted.
 - d. July WCIL report. Mr. Jeffress reported that there is nothing significant right now. We have not yet received Washington County funds yet but we did receive an anonymous donation. Mr. Jeffress reported that expenses are right on track and that in June there were 5252 participants and in July there were month 5272 which is an increase. Upon the motion of Mr. Davis, seconded by Mr. Carter, it was unanimously resolved to approve the July WCIL report as submitted.
- V. Director's Report. Ms. Turpin stated that a Washington County appointment for the board would be coming soon, most likely after their September meeting. Ms. Turpin reported that July was a fantastic month and that it is unusual for July to do better than June but that did happen this year. The Scholastic Book Fair generated \$11,000 in sales and we had our highest Summer Reading Program numbers ever. Ms. Turpin also noted that Circulation was short staffed in July and still managed to maintain a high level of service. We also have a new administrative assistant starting on Monday, Kate O'Guynn. Ms. Turpin also reported that we did lose 3 clerks who were leaving to start grad school. It was also reported that Celeste Anders has announced her retirement in December. Kip Polmanteer was employee of the month last month, Kip does an amazing job with the teens as teen program attendance is great and teens remain super engaged. Ms. Turpin also reported that the large plants throughout the building have been adopted by Terrarium who will let us exchange them out for smaller more manageable plants.
- VI. President's Report. Nothing to report.
- VII. Holston River Regional Library Report. Sarah Egan from HRRL noted that all state and HRRL employees have upgraded to new TnSOS cloud email. Ms. Egan also mentioned upcoming training including the Trustee Workshop on September 24 in Jefferson City which Ms. Washington is already registered for. It was also stated that MOE forms are due October 18.
- VIII. Old Business. There was no old business.

IX. New Business.

- a. Policy Update–Teen Space Policy. After discussion and upon the motion of, Mr. Carter, seconded by Ms. Washington, the budget revision was approved as submitted.
 - b. Policy Review–Internet Access Policy. It was stated that this must be reviewed annually but no action was needed. There were no questions or discussion.
- X. Adjournment. Upon the motion of Mr. Jeffress, seconded by Ms. Newton, it was unanimously resolved to adjourn the meeting at 5:15 p.m.

Respectfully submitted,


Georgita Washington, Secretary

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

ASSETS

Current Assets

Petty Cash	\$	350.00	
Truist Money Mkt. Acct.		969,407.02	
Payroll Account		136.66	
Checking Account		20,924.05	
Cash on Hand		300.00	
Accounts Rec'ble Module		505.00	
Total Assets			\$ 991,622.73

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	17,243.41	
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			17,243.41

Capital

Unassigned Fund Balance	755,406.48	
Clark Funds Assigned/FutureUse	0.00	
Current Earnings	0.00	
Net Income	209,072.84	
Total Capital		964,479.32
Total Liabilities & Capital		\$ 981,722.73

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2024/2025 Operating Account
 Financial Report

		August 2024	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	572,637.75	2,290,551.00	25.00
4102	Washington County	25,500.00	25,500.00	102,000.00	25.00
4103	Interest Income	3,608.74	7,291.29	10,000.00	72.91
4104	Printing & Copying	1,733.86	3,020.99	12,000.00	25.17
4105	Lost & Damaged Charges	481.29	936.22	5,000.00	18.72
4106	Meeting Room Rental	525.00	1,260.00	5,000.00	25.20
4107	Fines	1,798.26	4,419.50	12,000.00	36.83
41081	Miscellaneous	28.15	185.79	0.00	0.00
41082	Patron Supply Purchase	36.20	65.03	300.00	21.68
41083	JCPL Promotional Items	0.00	0.00	100.00	0.00
41084	Ongoing Book Sale	864.50	1,650.50	8,000.00	20.63
41085	Cashier Reconciliation	1.18	2.14	0.00	0.00
41091	Donations	2,079.46	2,661.33	12,000.00	22.18
41092	Memorials	0.00	0.00	2,250.00	0.00
41093	Friends of the Library	0.00	0.00	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	9,496.00	0.00
4111	Sale of Obsolete Equip.& Furn.	0.00	0.00	0.00	0.00
4112	Events and Promotions	0.00	0.00	0.00	0.00
4113	Hotspot Rental	168.00	420.00	4,000.00	10.50
	Total Revenues	36,824.64	620,050.54	2,472,697.00	25.08
Expenses					
Personnel					
51011	Salaried	76,497.30	107,089.17	670,000.00	15.98
51012	Hourly	93,317.55	119,767.69	838,500.00	14.28
5102	Social Security	12,990.81	17,354.44	115,400.25	15.04
5103	Medical Insurance	13,926.12	27,035.77	172,000.00	15.72
5104	Worker's Compensation	0.00	483.00	2,000.00	24.15
5105	State Unemployment	0.00	0.00	1,000.00	0.00
5106	Staff Development	319.20	4,904.20	5,000.00	98.08
5107	Staff Memberships	80.00	80.00	1,000.00	8.00
5108	Travel Expense	0.00	0.00	1,000.00	0.00
5110	TIAA Retirement	6,552.79	8,745.55	62,383.00	14.02
	Total Personnel Expenses	203,683.77	285,459.82	1,868,283.25	15.28
Support Services					
52011	General Supplies	523.91	1,007.99	2,800.00	36.00
52012	Circ. Supplies	0.00	38.97	2,000.00	1.95
52013	Public Service Dept(s)Supplies	0.00	0.00	3,000.00	0.00
52014	Printing/Copying Supplies	254.84	306.34	2,500.00	12.25
5202	Postage	347.81	691.41	3,000.00	23.05
5204	Telephone	115.88	232.60	1,400.00	16.61
5205	Miscellaneous Admin.	432.63	856.89	7,000.00	12.24
5206	Bank & CC Acceptance Fees	717.98	1,447.74	6,700.00	21.61
5207	Volunteer Services	147.25	147.25	1,000.00	14.73
52081	Audit	0.00	0.00	14,700.00	0.00

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
FY 2024/2025 Operating Account
Financial Report

		August 2024	Year to Date	Budget	Percent
52083	Gen. Liab.& Contents Ins.	786.00	10,567.00	6,800.00	155.40
52084	Directors & Officers Ins.	(175.00)	2,008.00	2,165.00	92.75
5209	Library Memberships	79.00	1,321.50	1,500.00	88.10
5210	Public Relations	3,864.90	3,864.90	13,000.00	29.73
5211	Vehicle Expense	76.07	234.07	5,000.00	4.68
	Total Support Services	<u>7,171.27</u>	<u>22,724.66</u>	<u>72,565.00</u>	<u>31.32</u>
Building Operations					
5301	Gas	0.00	0.00	12,500.00	0.00
5302	Electricity	5,911.51	5,911.51	57,000.00	10.37
5303	Water	0.00	0.00	6,500.00	0.00
5304	Janitorial Supplies	1,416.68	3,592.34	16,300.00	22.04
53051	Routine Maint. & Repair	70.03	481.74	14,300.00	3.37
53052	Lighting	0.00	0.00	4,000.00	0.00
53053	Grounds Maintenance	364.54	436.55	4,000.00	10.91
53061	Equip. Maint./Contracts	2,403.95	2,671.85	8,500.00	31.43
53062	Contracted Building Services	95.70	473.82	11,300.00	4.19
5307	Building Improvements	0.00	0.00	10,000.00	0.00
5308	Clothing and PPE	919.58	919.58	1,500.00	61.31
	Total Building Operations	<u>11,181.99</u>	<u>14,487.39</u>	<u>145,900.00</u>	<u>9.93</u>
Technical Services					
5401	Processing Supplies	2,973.93	3,263.74	8,000.00	40.80
5402	Acquisitions	374.92	374.92	750.00	49.99
5403	Binding and preservation	0.00	0.00	500.00	0.00
	Total Technical Services	<u>3,348.85</u>	<u>3,638.66</u>	<u>9,250.00</u>	<u>39.34</u>
Materials and Services					
55011	Adult Books	3,567.30	4,262.83	31,000.00	13.75
55012	Children's Books	3,001.34	3,502.54	35,300.00	9.92
55013	Teen Books	765.82	1,197.44	13,950.00	8.58
5502	Serials	15.00	358.00	4,678.00	7.65
55031	Adult Non-Print	1,236.56	1,726.09	7,000.00	24.66
55032	Children's Non-Print	175.84	175.84	3,200.00	5.50
55033	Teen Non-Print	0.00	0.00	200.00	0.00
5504	Databases, Electronic	4,529.58	4,529.58	5,000.00	90.59
55051	Programs for Adults	435.77	550.49	5,500.00	10.01
55052	Programs for Children	405.68	440.69	5,500.00	8.01
55053	Programs for Teens	608.57	633.32	4,900.00	12.92
5506	Summer Reading Program (All)	850.27	1,878.65	13,500.00	13.92
55071	Adult Electronic Materials	4,600.96	8,220.31	54,000.00	15.22
55072	Children's Electronic Material	1,061.35	1,324.81	6,975.00	18.99
55073	Teen Electronic Materials	509.97	509.97	3,500.00	14.57
5508	FOL Materials	0.00	0.00	0.00	0.00
5509	FOL Programs	0.00	0.00	0.00	0.00
	Total Materials and Services	<u>21,764.01</u>	<u>29,310.56</u>	<u>194,203.00</u>	<u>15.09</u>

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2024/2025 Operating Account
 Financial Report

		August 2024	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	54.97	103.47	7,700.00	1.34
5602	Software	0.00	7,300.97	29,996.00	24.34
5603	Copier Maintenance	1,119.26	2,137.40	12,000.00	17.81
5604	ILS Maintenance	0.00	0.00	18,000.00	0.00
5605	Equipment Maintenance	128.28	27,004.23	30,000.00	90.01
5606	Internet Access	724.68	1,449.36	10,000.00	14.49
5608	LSTA Grant	0.00	0.00	14,000.00	0.00
	Total Information Technology	<u>2,027.19</u>	<u>37,995.43</u>	<u>121,696.00</u>	31.22
Miscellaneous Expense					
5701	Miscellaneous	359.11	698.92	4,000.00	17.47
5702	Security	4,725.00	7,192.50	55,300.00	13.01
5703	Furniture	0.00	0.00	1,500.00	0.00
5706	Capital Projects-Other	0.00	0.00	0.00	0.00
5707	TOP Grant	8,572.81	8,572.81	0.00	0.00
5708	Misc. Friends of the Library	896.95	896.95	0.00	0.00
	Total Miscellaneous Expense	<u>24,023.63</u>	<u>26,830.94</u>	<u>60,800.00</u>	44.13
	Total Expenses	<u>273,200.71</u>	<u>420,447.46</u>	<u>2,472,697.25</u>	17.00
	Net Income	<u>\$ (236,376.07)</u>	<u>199,603.08</u>	<u>(0.25)</u>	<u>(79,841,232)</u>

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2023/2024

Balance Sheet

August 31, 2024

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		49,886.49
Accounts Receivable		0.00
		<hr/>
Total Current Assets		49,886.49

LIABILITIES AND CAPITAL

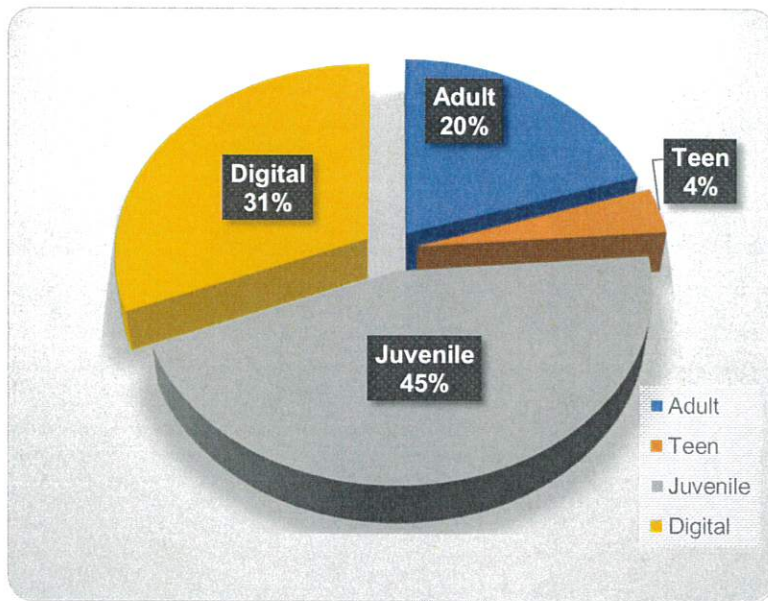
Current Liabilities		
Accounts Payable	\$	0.00
		<hr/>
Total Liabilities		0.00
Capital		
Reserved Balance		51,544.09
Journal Difference		0.00
Net Income		(1,657.60)
		<hr/>
Total Capital		49,886.49
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Total Liabilities & Capital	\$	<u>49,886.49</u>

Washington County Imagination Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2024/2025
 Financial Report

		August 2024	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	\$ 9,925.00	39,700.00	25.00
4102	Washington County	0.00	0.00	25,000.00	0.00
4103	Donations	0.00	192.00	100.00	192.00
4104	Miscellaneous Revenue	0.00	0.00	0.00	0.00
4105	DPIL License Plate Revenue	0.00	0.00	5,300.00	0.00
	Total Revenues	<u>0.00</u>	<u>10,117.00</u>	<u>70,100.00</u>	14.43
Expenses					
5101	Monthly Book Purchase	5,934.12	11,774.60	68,355.00	17.23
5102	Registration Materials	0.00	0.00	300.00	0.00
5103	Postage	0.00	0.00	420.00	0.00
5104	Bank Fees	0.00	0.00	25.00	0.00
5105	Travel Expense	0.00	0.00	950.00	0.00
5106	Miscellaneous Expense	0.00	0.00	50.00	0.00
	Total Expenses	<u>5,934.12</u>	<u>11,774.60</u>	<u>70,100.00</u>	16.80
	Net Income	<u>\$ (5,934.12)</u>	<u>\$ (1,657.60)</u>	<u>0.00</u>	0.00

Circulation Report for August 2024

	Aug-24	Jul-24	% Change	Aug-23	% Change
Library					
Adult	12670	12929	-2.00%	13831	-8%
Teen	2349	2522	-6.86%	2413	-2.65%
Juvenile	28631	33704	-15.05%	27502	4.11%
Digital	19679	19799	-0.61%	18497	6.39%
Total	63329	68954	-8.16%	62243	1.74%
Courier Loans					
Borrowed	981	1079	-9.08%	1301	-24.60%
Loaned	635	514	23.54%	617	2.92%
Other					
Self Checkouts	14642	17494	-16.30%	14642	0.00%
Borrowers added	339	369	-8.13%	365	-7.12%
Door Count	18277	25712	-28.92%	17026	7.35%



OWL CIRC, August 2024

