



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 October 15, 2024 4:30 PM Regular Meeting Agenda

1. Call to order
2. Approval of September minutes –
Action
3. Treasurer's Report
 - a. September JCPL report - **Action**
 - b. September WCIL report - **Action**
4. Director's Report
5. President's Report
6. Holston River Regional Library
Report
7. Old Business
8. New Business
 - a. Presentation of the 2023/2024
Audit- **Action**
9. Adjournment

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
September 17, 2024

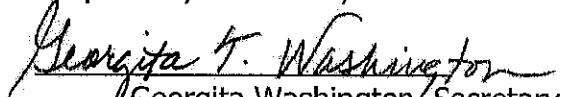
The Board of Directors of the Johnson City Public Library met September 17, 2024, at 3:00 p.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Secretary Georgita Washington, Treasurer Scott Jeffress, Rob Davis, John Hunter, and Ashley Newton. Thomas Kendall and Vice President Daryl Carter were absent from the meeting. Also present were Holston River Regional (HORL) Sarah Egan, Director Julia Turpin, Assistant Director Suzy Bomgardner, Business Manager Celeste Smedley, and Kate O'Guynn.

- I. Call of meeting to order. President Dixon called the meeting to order at 3:01 p.m.
- II. Public Comment. None.
- III. Approval of August minutes. Upon the motion of Mr. Hunter, seconded by Mr. Davis, the minutes of the August 19, 2024 meeting were approved as submitted.
- IV. Treasurer's Report.
 - a. August JCPL report. Mr. Jeffress stated that the total revenues are at 25.08%, which is ahead of projections. Expenses are at 17%, which is right on target for this time of year. The library has reassessed its cybersecurity insurance, upon the advice of our annual auditors, and has added extra measures. The library also received the TOP Grant to upgrade some technical materials, such as a server, switches, and some laptops. Upon the motion of Mr. Davis, seconded by Mr. Hunter, it was unanimously resolved to approve the August JCPL report as submitted.
 - b. August WCIL report. Mr. Jeffress stated funding from Washington County should be in later this month, before October 1. The participation number is down by 79 children, but that could be due to new technology that the hospitals are using. Upon the motion of Ms. Washington, seconded by Mr. Davis, it was unanimously resolved to approve the August WCIL report as submitted.
- V. Director's Report. Ms. Turpin reported that August was an average month and she is monitoring Sundays in September to make sure it is a good use of library staffing time. An automatically generated report has been initiated to track new cardholders in September, as well as materials checked out on Sundays. Library Assistant Hannah Lily Angus, who works in the Children's Library, is employee of the month and Ms. Turpin shared what a wonderful staff member she is. A new sculpture of an owl has been installed outside the library. Funded by donations, it is made of limestone and is visually striking, especially when sunlight hits it. A dedication ceremony is planned for April. Ms. Turpin met with the city's homeless outreach coordinator and talked about various issues. The biggest take away is that we continue to feel empowered to enforce our library policies on loitering and behavioral challenges. Ms. Turpin also announced that

Tyler Wilmoth, the Assistant Director of Collections and Metadata, is relocating to Charlotte this month. His position was posted today as a management job. The fall issue of the library magazine just came out. It doubles as the annual report.

- VI. President's Report. Ms. Dixon did not have a report.
- VII. Holston River Regional Library Report. Ms. Egan spoke about the Annual Trustee Workshop this coming Tuesday at the Jefferson City Library. Mr. Jeffers, Ms. Newton, Ms. Washington, and Ms. Dixon will all be in attendance. Ms. Egan mentioned other various training opportunities and that the MOE is due Friday, the 18th of October.
- VIII. Old Business. There was no old business.
- IX. New Business. There was no new business.
- X. Adjournment. Upon the motion of Mr. Jeffress, seconded by Mr. Davis, it was unanimously resolved to adjourn the meeting at 3:26 p.m.

Respectfully submitted,


Georgita Washington, Secretary

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
Balance Sheet
September 30, 2024

ASSETS

Current Assets

Petty Cash	\$	350.00	
Trust Money Mkt. Acct.		761,572.75	
Payroll Account		294.16	
Checking Account		33,139.44	
Cash on Hand		300.00	
Accounts Rec'ble Module		740.00	
		<hr/>	
Total Assets			\$ <u><u>796,396.35</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	3,065.27	
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			3,065.27

Capital

Unassigned Fund Balance	755,406.48	
Clark Funds Assigned/FutureUse	0.00	
Current Earnings	0.00	
Net Income	28,024.60	
	<hr/>	
Total Capital		783,431.08
		<hr/>
Total Liabilities & Capital		\$ <u><u>786,496.35</u></u>

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

		September 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	0.00	25,500.00	102,000.00	25.00
4103	Interest Income	2,809.64	10,100.93	10,000.00	101.01
4104	Printing & Copying	1,153.75	4,174.74	12,000.00	34.79
4105	Lost & Damaged Charges	501.31	1,437.53	5,000.00	28.75
4106	Meeting Room Rental	575.00	1,750.00	5,000.00	35.00
4107	Fines	2,209.04	6,628.54	12,000.00	55.24
41081	Miscellaneous	49.02	234.81	0.00	0.00
41082	Patron Supply Purchase	27.50	92.53	300.00	30.84
41083	JCPL Promotional Items	0.00	0.00	100.00	0.00
41084	Ongoing Book Sale	707.50	2,358.00	8,000.00	29.48
41085	Cashier Reconciliation	5.08	7.22	0.00	0.00
41091	Donations	3,205.80	5,867.13	12,000.00	48.89
41092	Memorials	0.00	0.00	2,250.00	0.00
41093	Friends of the Library	5,494.86	5,494.86	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	1,542.50	1,542.50	9,496.00	16.24
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	324.00	744.00	4,000.00	18.60
	Total Revenues	18,605.00	638,570.54	2,472,697.00	25.82
Expenses					
Personnel					
51011	Salaried	55,380.24	162,469.41	670,000.00	24.25
51012	Hourly	62,101.15	181,868.84	838,500.00	21.69
5102	Social Security	8,987.29	26,341.73	115,400.25	22.83
5103	Medical Insurance	13,732.69	40,768.46	172,000.00	23.70
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	(2,656.00)	2,248.20	5,000.00	44.96
5107	Staff Memberships	100.00	180.00	1,000.00	18.00
5108	Travel Expense	0.00	0.00	1,000.00	0.00
5110	TIAA Retirement	4,569.68	13,315.23	62,383.00	21.34
	Total Personnel Expenses	142,215.05	427,674.87	1,868,283.25	22.89
Support Services					
52011	General Supplies	43.12	1,051.11	2,800.00	37.54
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	0.00	306.34	2,500.00	12.25
5202	Postage	213.86	905.27	3,000.00	30.18
5204	Telephone	115.88	348.48	1,400.00	24.89
5205	Miscellaneous Admin.	568.59	1,425.48	7,000.00	20.36
5206	Bank & CC Acceptance Fees	582.83	1,710.57	6,700.00	25.53
5207	Volunteer Services	8.70	155.95	1,000.00	15.60
52081	Audit	0.00	0.00	14,700.00	0.00

Johnson City Public Library
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Financial Report

		September 2024	Year to Date	Budget	Percent
52083	Gen. Lab.& Contents Ins.	0.00	10,567.00	6,800.00	155.40
52084	Directors & Officers Ins.	0.00	2,008.00	2,165.00	92.75
5209	Library Memberships	0.00	1,321.50	1,500.00	88.10
5210	Public Relations	126.10	3,991.00	13,000.00	30.70
5211	Vehicle Expense	36.72	270.79	5,000.00	5.42
	Total Support Services	1,695.80	24,100.46	72,565.00	33.21
Building Operations					
5301	Gas	397.83	397.83	12,500.00	3.18
5302	Electricity	5,974.02	11,885.53	57,000.00	20.85
5303	Water	325.84	325.84	6,500.00	5.01
5304	Janitorial Supplies	1,714.84	5,307.18	16,300.00	32.56
53051	Routine Maint. & Repair	445.09	926.83	14,300.00	6.48
53052	Lighting	0.00	0.00	4,000.00	0.00
53053	Grounds Maintenance	8,156.61	8,593.16	4,000.00	214.83
53061	Equip. Maint./Contracts	207.95	2,879.80	8,500.00	33.88
53062	Contracted Building Services	90.00	563.82	11,300.00	4.99
5307	Building Improvements	12,200.00	12,200.00	10,000.00	122.00
5308	Clothing and PPE	159.99	919.58	1,500.00	61.31
	Total Building Operations	29,672.17	43,999.57	145,900.00	30.16
Technical Services					
5401	Processing Supplies	1,903.24	5,166.98	8,000.00	64.59
5402	Acquisitions	0.00	374.92	750.00	49.99
5403	Binding and preservation	0.00	0.00	500.00	0.00
	Total Technical Services	1,903.24	5,541.90	9,250.00	59.91
Materials and Services					
55011	Adult Books	2,916.90	7,179.73	31,000.00	23.16
55012	Children's Books	1,490.30	4,992.84	35,300.00	14.14
55013	Teen Books	500.92	1,698.36	13,950.00	12.17
5502	Serials	0.00	358.00	4,678.00	7.65
55031	Adult Non-Print	449.05	2,175.14	7,000.00	31.07
55032	Children's Non-Print	0.00	175.84	3,200.00	5.50
55033	Teen Non-Print	0.00	0.00	200.00	0.00
5504	Databases, Electronic	0.00	4,529.58	5,000.00	90.59
55051	Programs for Adults	1,229.07	1,779.56	5,500.00	32.36
55052	Programs for Children	635.41	1,076.10	5,500.00	19.57
55053	Programs for Teens	682.35	1,315.67	4,900.00	26.85
5506	Summer Reading Program (All)	0.00	1,878.65	13,500.00	13.92
55071	Adult Electronic Materials	4,181.35	12,401.66	54,000.00	22.97
55072	Children's Electronic Material	532.99	1,857.80	6,975.00	26.64
55073	Teen Electronic Materials	548.98	1,058.95	3,500.00	30.26
5508	FOL Materials	0.00	0.00	0.00	0.00
5509	FOL Programs	1,000.00	1,000.00	0.00	0.00
	Total Materials and Services	14,167.32	43,477.88	194,203.00	22.39

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

		September 2024	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	0.00	103.47	7,700.00	1.34
5602	Software	1,574.91	8,875.88	29,996.00	29.59
5603	Copier Maintenance	1,051.29	3,188.69	12,000.00	26.57
5604	ILS Maintenance	0.00	0.00	18,000.00	0.00
5605	Equipment Maintenance	273.45	27,277.68	30,000.00	90.93
5606	Internet Access	724.68	2,174.04	10,000.00	21.74
5608	LSTA Grant	0.00	0.00	14,000.00	0.00
	Total Information Technology	<u>3,624.33</u>	<u>41,619.76</u>	<u>121,696.00</u>	34.20
Miscellaneous Expense					
5701	Miscellaneous	340.32	1,039.24	4,000.00	25.98
5702	Security	3,430.00	10,622.50	55,300.00	19.21
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	0.00	8,572.81	0.00	0.00
5708	Misc. Friends of the Library	3,000.00	3,896.95	0.00	0.00
	Total Miscellaneous Expense	<u>9,770.32</u>	<u>36,601.26</u>	<u>60,800.00</u>	60.20
	Total Expenses	<u>203,048.23</u>	<u>623,015.70</u>	<u>2,472,697.25</u>	25.20
	Net Income	<u>\$ (184,443.23)</u>	<u>15,554.84</u>	<u>(0.25)</u>	(6,221,936.

Washington County Imagination Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2023/2024
Balance Sheet
 September 30, 2024

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		44,105.82
Accounts Receivable		0.00
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Total Current Assets		44,105.82

LIABILITIES AND CAPITAL

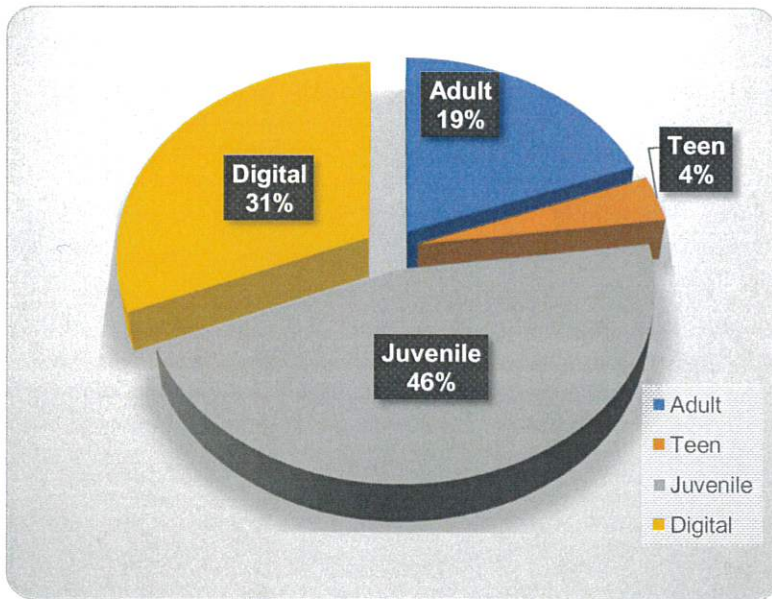
Current Liabilities		
Accounts Payable	\$	0.00
		<hr/>
Total Liabilities		0.00
Capital		
Reserved Balance		51,544.09
Journal Difference		0.00
Net Income		(7,438.27)
		<hr/>
Total Capital		44,105.82
		<hr/>
Total Liabilities & Capital	\$	<u><u>44,105.82</u></u>

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

		September 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	5,780.67	17,555.27	68,355.00	25.68
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>5,780.67</u>	<u>17,555.27</u>	<u>70,100.00</u>	25.04
	Net Income	<u>\$ (5,780.67)</u>	<u>\$ (7,438.27)</u>	<u>0.00</u>	0.00

Circulation Report for September 2024

	Sep-24	Aug-24	% Change	Sep-23	% Change
Library					
Adult	11656	12670	-8.00%	12223	-5%
Teen	2247	2349	-4.34%	2202	2.04%
Juvenile	27929	28631	-2.45%	26507	5.36%
Digital	19023	19679	-3.33%	18416	3.30%
Total	60855	63329	-3.91%	59348	2.54%
Courier Loans					
Borrowed	833	981	-15.09%	1246	-33.15%
Loaned	512	635	-19.37%	542	-5.54%
Other					
Self Checkouts	13946	14642	-4.75%	13946	0.00%
Borrowers added	309	339	-8.85%	344	-10.17%
Door Count	16765	18277	-8.27%	21260	-21.14%



OWL CIRC, September 2024

