



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
Jodi Jones
Thomas Kendall
Ashley Newton

Johnson City Public Library Board of Directors January 21, 2025 4:30 PM Regular Meeting Agenda

1. Call to order
2. Approval of December minutes –
Action
3. Treasurer's Report
 - a. December JCPL report
 - b. December WCIL report
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
December 17, 2024

The Board of Directors of the Johnson City Public Library met December 17, 2024, at 4:30 p.m. at the Johnson City Public Library. Members present were President Jennifer Dixon, Secretary Georgita Washington, Treasurer Scott Jeffress, Rob Davis, Thomas Kendall, Ashley Newton, and Jodi Jones. Vice President Daryl Carter and John Hunter were absent from the meeting. Also present were Director Julia Turpin, Assistant Director of User Services Wendy Day, Business Manager Celeste Smedley, and Administrative Assistant Kate O'Guynn.

- I. Call of meeting to order. President Dixon called the meeting to order at 4:38 p.m.
- II. Approval of October minutes. Upon the motion of Mr. Jeffress, seconded by Mr. Kendall, the minutes of the October 15, 2024 meeting were approved as submitted.
- III. Treasurer's Report.
 - a. October JCPL report. Mr. Jeffress reported that the library is at 49.4% of the fiscal year budget. The city's second quarter allocation was received, contributing to the revenue. Expenses were on track with 32.69%, but personnel expenses were lower due to vacancy savings. Support services expenses were higher due to a \$15,000 audit cost charged in October. Ms. Newton asked about the audit costs and whether they will continue to rise. Ms. Smedley noted that audit costs have been incrementally increasing, with a significant jump in the last cycle. Upon the motion of Mr. Kendall, seconded by Ms. Newton, it was unanimously resolved to approve the October JCPL report as submitted.
 - b. October WCIL report. Mr. Jeffress stated that the city's quarterly funding and county semi-annual funding were received in October leaving revenue at 46.4% and expenses at 34.5%. 5,239 children under the age of 5 are enrolled in WCIL; up by three in October. Ms. Washington inquired whether the hospitals are maintaining statistics on enrollment while using library iPads. Ms. Smedley and Ms. O'Guynn explained that enrolling children in WCIL has a six to 8 week lag in receiving books. Ms. Smedley confirmed she has a contact with the hospitals and will check in about statistics. Ms. Turpin and Ms. Smedley attended the Governor's Early Literacy Foundation's 20th anniversary celebration in Nashville. Upon the motion of Ms. Washington, seconded by Mr. Davis, it was unanimously resolved to approve the October WCIL report as submitted.
 - c. November JCPL report. Mr. Jeffress reported that the November balance sheet showed a negative amount in the accountability section for TIAA-CREF due to a double submission of contributions. Revenue increased slightly at 51.34%, with the second quarter allocation from Washington County in November, and nearly \$9,000 contribution from the Friends of the Library.

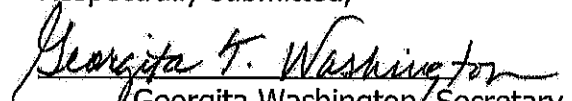
Expenses were slightly lower in November at 39.56%. Mr. Jeffress noted three negative monthly expense line balances in Support Services and Materials and Services, due to payment going to the wrong vendor. This has been corrected. Ms. Dixon inquired about the FOL ongoing Book Sale. Ms. Turpin explained the book sale is doing well at about \$1,000 a month. Upon the motion of Mr. Davis, seconded by Mr. Kendell, it was unanimously resolved to approve the November JCPL report as submitted.

- d. November WCIL report. Revenue up at 51.6% and expenses are at 43.4%. License plate revenue of \$3,042. Dollywood Foundation program will raise from \$2.20 to \$2.60 per child, which will go into effect next month, resulting in \$1,000. Child enrollment was down by 8 children to 5,231, but still consistent. Upon the motion of Ms. Jones, seconded by Mr. Davis, it was unanimously resolved to approve the November WCIL report as submitted.

- IV. Director's Report. Ms. Turpin reported that in October and November circulation was strong, in particular in October, with digital collections performing well in November. Ms. Turpin began onboarding new board member Jodi Jones. The library placed 3rd at the Johnson City Christmas Parade with a book cart drill team. Employee of the month for November was Elizabeth Stillwell and for December is Mike Swartz. Ms. Dixon inquired about the traffic in the Polly Peterson Room. Ms. Turpin explained the Polly Peterson Room's use as a secondary programming space and the potential need for additional seating during busy times. Ms. Turpin and Ms. Day met with Aaron Scott who is heading the homelessness plan for the city. Ms. Smedley will be out of work for surgery beginning Friday, December 20. Ms. Turpin will assume Ms. Smedley's work in her absence, along with the help of O'Guynn. Ms. Turpin attended Level V Directors Summit in November. Ms. Turpin said since the cost of the Imagination Library will go up about 15%, we will be asking the city and the county for an increase to match. Ms. Turpin said \$8,100 went toward the owl sculpture, which is not revenue but equity from 53053 Grounds Maintenance. We will host a dedication to the sculpture in April. Ms. Turpin said there is new revenue from the FOL money at \$14,000. Some of the money was used toward a program with Megan Wells in October, which was well attended and a good investment. The FOL money will also go toward staff travel for conferences, recycling bins and trash cans for public spaces, and a new software program (Library IQ) that is a deep dive of library and county wide data. Ms. Turpin said we moved some funds from Building Operations, due to the resurfacing of the parking lot. Ms. Turpin explained that the 5401 Processing Supplies is over budget, because last year our invoice from Ingram did not separate out processing, but was taken from the materials budget. We have since separated out the processing costs and it's considerably more expensive than we realized now that it's isolated. Eventually, funds from materials will have to be moved around. Mr. Kendall asked about building improvements and how long it has remained at \$10,000. Ms. Dixon said these funds may need to increase in the future.
- V. President's Report. Ms. Dixon noted that a Needs Assessment Survey was emailed and asked that everyone complete the survey by the end of the month.

- VI. Holston River Regional Library Report. There was no HRRL report.
- VII. Old Business. There was no old business.
- VIII. New Business.
 - a. Amendment to the 2024/2025 JCPL operating budget. Ms. Turpin said a new budget amendment, including a \$8,100 fund balance transfer to Grounds Maintenance. The Friends of the Library have contributed \$14,270 since the budget turnover, which will be allocated to various programs, staff travel and conferences, new recycling trash bins, and a data analysis program. Ms. Turpin discussed the increased costs of processing supplies and the need for additional funding to cover these expenses. The budget amendments also include moving money from materials and services to cover processing costs and adjusting the building improvements allocation. Upon the motion of Mr. Kendall, seconded by Ms. Jones, it was unanimously resolved to approve the Budget Amendment as submitted.
 - b. PTO Policy. Ms. Turpin explained that the library has acquired a new HR system, Sage, to replace LibraryTango and to integrate payroll. A new pay time off policy for part time staff will continue with 3.08 hours earned per pay period, but for clarification will be renamed PTO. Upon the motion of Mr. Jeffress, seconded by Ms. Jones, it was unanimously resolved to approve the PTO Policy Amendment as submitted.
 - c. Personal Business Leave Policy. Ms. Turpin explained that the new business leave policy is a front loaded type leave that all staff receive and are allowed to take without any advance notice. Upon the motion of Ms. Newton, seconded by Ms. Jones, it was unanimously resolved to approve the PTO Policy Amendment as submitted.
 - d. Vacation Leave Policy. Ms. Turpin explained that the new vacation policy has some new language to clarify and distinguish it from personal business leave, and that staff working 30 or more hours a week will be allowed this type. Upon the motion of Mr. Davis, seconded by Mr. Jeffress, it was unanimously resolved to approve the PTO Policy Amendment as submitted.
 - e. Long Range Plan. Ms. Turpin explained the process of developing the long range plan, including workshops with the board and leadership team. The plan includes specific goals, objectives, and activities. Ms. Turpin said the plan will be reviewed annually, with the next revision expected in October of 2025. Ms. Dixon inquired about the staff's buy-in and feedback on the strategic plan. Ms. Day talked about how the plan aligns with the library's goals and the process has included staff involvement and input. Upon the motion of Mr. Jeffress, seconded by Ms. Newton, it was unanimously resolved to approve the Long Range Plan as submitted.
- IX. Adjournment. The meeting was adjourned at 5:18 p.m. by group consent.

Respectfully submitted,


Georgita Washington, Secretary

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

ASSETS

Current Assets

Petty Cash	\$	350.00	
Truist Money Mkt. Acct.		809,009.26	
Payroll Account		42,361.14	
Checking Account		13,122.21	
Cash on Hand		300.00	
Accounts Rec'ble Module		180.00	
		<hr/>	
Total Assets	\$		<u><u>865,322.61</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	776.29	
Accrued Wages		0.00	
Federal Income Tax		(3,236.42)	
OASDI-M/Care W/H Employee		(4,088.12)	
OASDI-M/Care W/H Employer		(4,088.12)	
FUTA		0.00	
SUTA		0.00	
Sales Tax Payable		0.00	
TIAA/CREF		(1,199.52)	
NW Retirement Solutions		(240.00)	
Credit Union		(750.00)	
Staff Orders Account		0.00	
Court Ordered Deductions		(201.00)	
Dependent Coverage		0.00	
Other P/R Deductions		0.00	
Medical Ins. Deduction		840.00	
Aflac		0.04	
		<hr/>	
Total Liabilities			(12,186.85)

Capital

Unassigned Fund Balance	747,306.48	
Clark Funds Assigned/FutureUse	0.00	
Current Earnings	0.00	
Net Income	112,202.98	
	<hr/>	
Total Capital		<u>859,509.46</u>
Total Liabilities & Capital	\$	<u><u>847,322.61</u></u>

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

		December 2024	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	1,145,275.50	2,290,551.00	50.00
4102	Washington County	0.00	51,000.00	102,000.00	50.00
4103	Interest Income	2,559.21	19,331.38	10,000.00	193.31
4104	Printing & Copying	1,264.95	7,607.61	12,000.00	63.40
4105	Lost & Damaged Charges	674.23	2,876.39	5,000.00	57.53
4106	Meeting Room Rental	210.00	2,510.00	5,000.00	50.20
4107	Fines	2,030.47	12,890.60	12,000.00	107.42
41081	Miscellaneous	26.33	486.41	0.00	0.00
41082	Patron Supply Purchase	18.00	144.26	300.00	48.09
41083	JCPL Promotional Items	6.00	11.00	100.00	11.00
41084	Ongoing Book Sale	672.50	4,275.50	8,000.00	53.44
41085	Cashier Reconciliation	8.47	17.02	0.00	0.00
41091	Donations	5,050.85	18,587.18	12,000.00	154.89
41092	Memorials	200.00	200.00	2,250.00	8.89
41093	Friends of the Library	0.00	14,270.06	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	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	230.00	1,356.00	4,000.00	33.90
	Total Revenues	12,951.01	1,282,381.41	2,472,697.00	51.86
Expenses					
Personnel					
51011	Salaried	46,233.18	301,168.95	670,000.00	44.95
51012	Hourly	70,030.80	376,180.03	838,500.00	44.86
5102	Social Security	8,894.24	51,817.03	115,400.25	44.90
5103	Medical Insurance	14,565.40	80,964.17	172,000.00	47.07
5104	Worker's Compensation	0.00	483.00	2,000.00	24.15
5105	State Unemployment	365.56	365.56	1,000.00	36.56
5106	Staff Development	0.00	2,659.32	5,000.00	53.19
5107	Staff Memberships	204.00	409.00	1,000.00	40.90
5108	Travel Expense	0.00	341.29	1,000.00	34.13
5110	TIAA Retirement	12,262.64	33,701.31	62,383.00	54.02
	Total Personnel Expenses	152,555.82	848,089.66	1,868,283.25	45.39
Support Services					
52011	General Supplies	175.04	1,689.02	2,800.00	60.32
52012	Circ. Supplies	0.00	38.97	2,000.00	1.95
52013	Public Service Dept(s)Supplies	471.56	687.14	3,000.00	22.90
52014	Printing/Copying Supplies	443.11	1,305.75	2,500.00	52.23
5202	Postage	0.00	1,631.20	3,000.00	54.37
5204	Telephone	115.28	694.32	1,400.00	49.59
5205	Miscellaneous Admin.	1,027.89	4,592.55	7,000.00	65.61
5206	Bank & CC Acceptance Fees	712.99	3,557.04	6,700.00	53.09
5207	Volunteer Services	26.10	386.99	1,000.00	38.70
52081	Audit	0.00	15,050.00	14,700.00	102.38

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

		December 2024	Year to Date	Budget	Percent
52083	Gen. Liab.& 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	1,450.50	1,500.00	96.70
5210	Public Relations	216.50	6,953.63	13,000.00	53.49
5211	Vehicle Expense	76.80	427.58	5,000.00	8.55
	Total Support Services	<u>3,265.27</u>	<u>51,039.69</u>	<u>72,565.00</u>	<u>70.34</u>
Building Operations					
5301	Gas	2,117.31	3,604.50	12,500.00	28.84
5302	Electricity	4,570.32	26,858.64	57,000.00	47.12
5303	Water	646.42	2,467.08	6,500.00	37.96
5304	Janitorial Supplies	0.00	8,007.98	16,300.00	49.13
53051	Routine Maint. & Repair	187.33	2,384.54	14,300.00	16.68
53052	Lighting	0.00	860.92	4,000.00	21.52
53053	Grounds Maintenance	149.55	9,080.98	4,000.00	227.02
53061	Equip. Maint./Contracts	387.90	5,230.45	8,500.00	61.53
53062	Contracted Building Services	5,541.37	6,475.48	11,300.00	57.31
5307	Building Improvements	0.00	12,200.00	10,000.00	122.00
5308	Clothing and PPE	0.00	919.58	1,500.00	61.31
	Total Building Operations	<u>13,600.20</u>	<u>78,090.15</u>	<u>145,900.00</u>	<u>53.52</u>
Technical Services					
5401	Processing Supplies	461.48	9,462.42	8,000.00	118.28
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	<u>461.48</u>	<u>9,837.34</u>	<u>9,250.00</u>	<u>106.35</u>
Materials and Services					
55011	Adult Books	1,177.01	15,009.29	31,000.00	48.42
55012	Children's Books	168.71	13,361.80	35,300.00	37.85
55013	Teen Books	525.07	5,373.92	13,950.00	38.52
5502	Serials	0.00	5,022.17	4,678.00	107.36
55031	Adult Non-Print	446.85	3,943.64	7,000.00	56.34
55032	Children's Non-Print	0.00	219.80	3,200.00	6.87
55033	Teen Non-Print	0.00	0.00	200.00	0.00
5504	Databases, Electronic	0.00	4,901.58	5,000.00	98.03
55051	Programs for Adults	101.03	2,513.38	5,500.00	45.70
55052	Programs for Children	552.52	2,584.49	5,500.00	46.99
55053	Programs for Teens	0.00	2,435.53	4,900.00	49.70
5506	Summer Reading Program (All)	0.00	1,878.65	13,500.00	13.92
55071	Adult Electronic Materials	8,035.47	28,023.32	54,000.00	51.90
55072	Children's Electronic Material	1,598.78	3,955.47	6,975.00	56.71
55073	Teen Electronic Materials	522.08	1,581.03	3,500.00	45.17
5508	FOL Materials	0.00	0.00	0.00	0.00
5509	FOL Programs	0.00	1,000.00	0.00	0.00
	Total Materials and Services	<u>13,127.52</u>	<u>91,804.07</u>	<u>194,203.00</u>	<u>47.27</u>

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

		December 2024	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	0.00	103.47	7,700.00	1.34
5602	Software	715.20	13,542.16	29,996.00	45.15
5603	Copier Maintenance	969.79	6,115.83	12,000.00	50.97
5604	ILS Maintenance	0.00	0.00	18,000.00	0.00
5605	Equipment Maintenance	124.90	27,527.35	30,000.00	91.76
5606	Internet Access	724.68	4,348.08	10,000.00	43.48
5608	LSTA Grant	0.00	1,227.84	14,000.00	8.77
	Total Information Technology	<u>2,534.57</u>	<u>52,864.73</u>	<u>121,696.00</u>	43.44
Miscellaneous Expense					
5701	Miscellaneous	39.91	2,183.47	4,000.00	54.59
5702	Security	4,628.75	20,781.25	55,300.00	37.58
5703	Furniture	0.00	0.00	1,500.00	0.00
5704	Children's STEM Program	0.00	0.00	0.00	0.00
5705	Capital Projects-Building	0.00	0.00	0.00	0.00
5706	Capital Projects-Other	0.00	0.00	0.00	0.00
5707	TOP Grant	0.00	8,776.19	0.00	0.00
5708	Misc. Friends of the Library	1,869.16	6,711.88	0.00	0.00
	Total Miscellaneous Expense	<u>6,537.82</u>	<u>38,452.79</u>	<u>60,800.00</u>	63.24
	Total Expenses	<u>192,082.68</u>	<u>1,170,178.43</u>	<u>2,472,697.25</u>	47.32
	Net Income	<u>\$ (179,131.67)</u>	<u>112,202.98</u>	<u>(0.25)</u>	(44,881,192)

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2023/2024

Balance Sheet

December 31, 2024

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		51,336.24
Accounts Receivable		0.00
		<hr/>
Total Current Assets		51,336.24

LIABILITIES AND CAPITAL

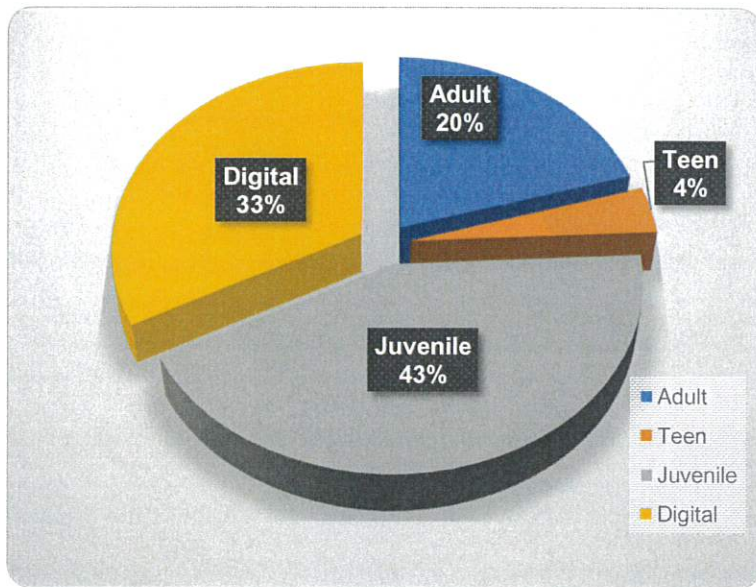
Current Liabilities		
Accounts Payable	\$	0.00
		<hr/>
Total Liabilities		0.00
Capital		
Reserved Balance		51,544.09
Journal Difference		0.00
Net Income		(207.85)
		<hr/>
Total Capital		51,336.24
		<hr/>
Total Liabilities & Capital	\$	<u>51,336.24</u>

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

		December 2024	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	\$ 19,850.00	39,700.00	50.00
4102	Washington County	0.00	12,500.00	25,000.00	50.00
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	3,642.00	5,300.00	68.72
	Total Revenues	<u>0.00</u>	<u>36,184.00</u>	<u>70,100.00</u>	51.62
Expenses					
5101	Monthly Book Purchase	5,968.15	35,751.44	68,355.00	52.30
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	640.41	950.00	67.41
5106	Miscellaneous Expense	0.00	0.00	50.00	0.00
	Total Expenses	<u>5,968.15</u>	<u>36,391.85</u>	<u>70,100.00</u>	51.91
	Net Income	<u>\$ (5,968.15)</u>	<u>\$ (207.85)</u>	<u>0.00</u>	0.00

Circulation Report for December 2024

	Dec-24	Nov-24	% Change	Dec-23	% Change
Library					
Adult	11560	12009	-3.74%	11516	0.4%
Teen	2114	2285	-7.48%	1837	15.08%
Juvenile	22426	25455	-11.90%	21293	5.32%
Digital	15574	19417	-19.79%	19014	-18.09%
Total	51674	59166	-12.66%	53660	-3.70%
Courier Loans					
Borrowed	828	843	-1.78%	1112	-25.54%
Loaned	400	430	-6.98%	474	-15.61%
Other					
Self Checkouts	11663	13096	-10.94%	10830	7.69%
Borrowers added	554	239	131.80%	246	125.20%
Door Count	14591	16958	-13.96%	66718	-78.13%



OWL CIRC, December 2024

