



JOHNSON CITY PUBLIC LIBRARY

Mission Statement:

Johnson City Public Library offers free and safe access to a multitude of learning opportunities and entertainment choices, through both traditional materials and emerging technologies, 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 February 18, 2025 4:30 PM Regular Meeting Agenda

1. Call to order
2. Approval of January minutes –Action
3. Treasurer’s Report
 - a. December JCPL report - Action
 - b. December WCIL report - Action
 - c. January JCPL report - Action
 - d. January WCIL report - Action
4. Director’s Report
5. President’s Report
6. Holston River Regional Library Report
7. Old Business
8. New Business
 - a. Mobile Phone Stipend Policy – Action
 - b. Budget draft FY 2025/2026- Action
9. Adjournment

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
January 21, 2025

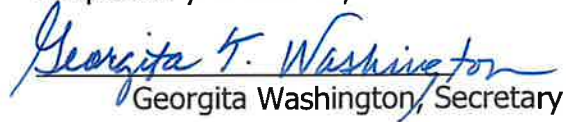
The Board of Directors of the Johnson City Public Library met on January 21, 2025, at 4:30 p.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Vice President Daryl Carter, Secretary Georgita Washington, Treasurer Scott Jeffress, Thomas Kendall, Rob Davis, Jodi Jones, Ashley Newton, and John Hunter. Also present were Holston River Regional (HORL) Ambrea Johnson, Director Julia Turpin, Assistant Director Suzy Bomgardner, and Administrative Assistant Kate O'Guynn.

- I. Call of meeting to order. President Dixon called the meeting to order at 4:35 p.m.
- II. Public Comment. None.
- III. Approval of December minutes. Upon the motion of Mr. Kendall, seconded by Mr. Carter, the minutes of the December 17, 2025, meeting were approved as submitted.
- IV. Treasurer's Report.
 - a. December JCPL report. December was a three payroll month, which was processed on 12/30 so that staff would be paid on 1/3/25. Several payroll and tax items didn't clear in December and will appear on the balance sheet. These should clear out next month. In addition, the budget amendments passed at the December 17th meeting are not reflected in the financial report. Ms. Newton asked for clarification on the eRate grant and Ms. Turpin explained this.
 - b. December WCIL report. Mr. Jeffress stated that 5,137 books were sent in December; 33 of which were bilingual.
 - c. No motion on the budget as it was not officially closed out. Business Manager Celeste Smedley will return February 2, 2025.
- V. Director's Report. Ms. Turpin reported all is well. Circulation is slightly down, but it has been a strong month with no concerns. Kalyn Webb is our employee of the month. She has been with us for a little over a year and is currently hosting the Librarian-In-Training program. Selena Harmon, our new Public Experience Manager, started today. She worked here previously in 2018 and has returned. We have begun integrating a time management system called Sage HR. Ms. Turpin talked about capacity issues in the Children's Library. On Sunday, we hosted a "Mad Hatter Tea Party" and had 140 people reserve a spot, with 100 people on a waitlist. She spoke about her work on the budget for the next fiscal year and giving the commission a conservative budget increase. Ms. Turpin also stated that Eric Job is retiring from the library at the end of the month with Xander Murray as his successor. Mr. Kendall asked for an update on the strategic plan and Ms. Turpin said she was working on a document for the board and that the strategic plan has been helpful for staff. Ms. Newton asked how the PTO revision for

part time staff was received and Ms. Turpin shared that it has been clarifying for staff, along with seeing their time reflected in Sage HR.

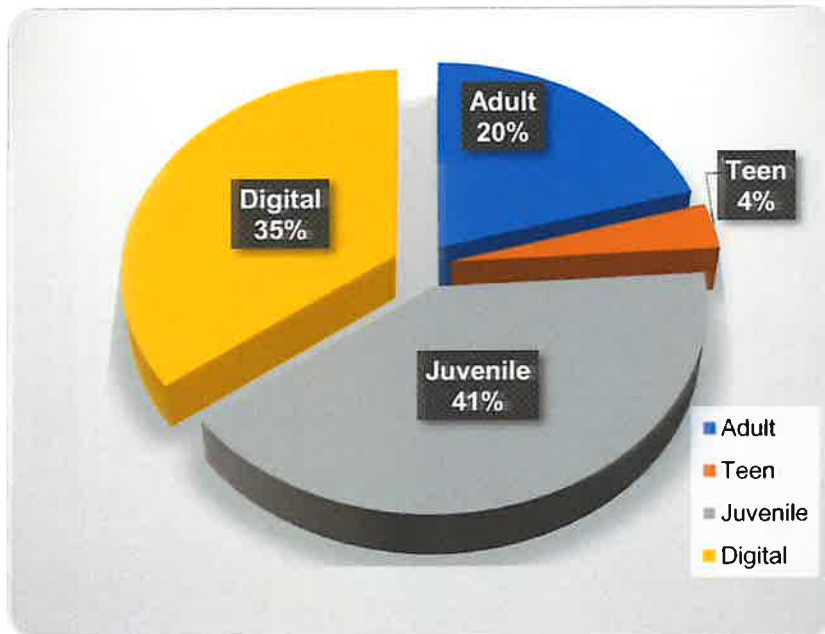
- VI. President's Report. Ms. Dixon did not have a report.
- VII. Holston River Regional Library Report. Ms. Johnson stated that we are at the midpoint of the LSTA Tech Grant. She spoke about the upcoming training at HORL; and also presented a board certification for Ms. Newton.
- VIII. Old Business. There was no old business.
- IX. New Business. Ms. Turpin stated that Ms. Dixon is rolling off the board this year and to begin thinking about who can commit to being the next board president.
- X. Adjournment. Upon the motion of Ms. Washington, and seconded by Ms. Jones, it was unanimously resolved to adjourn the meeting at 4:58 p.m.

Respectfully submitted,


Georgita Washington, Secretary

Circulation Report for January 2025

	Jan-25	Dec-24	% Change	Jan-24	% Change
Library					
Adult	12406	11560	7.32%	13197	-6.0%
Teen	2160	2114	2.18%	2004	7.78%
Juvenile	24685	22426	10.07%	26933	-8.35%
Digital	21486	15574	37.96%	21113	1.77%
Total	60737	51674	17.54%	63247	-3.97%
Courier Loans					
Borrowed	972	828	17.39%	1181	-17.70%
Loaned	628	400	57.00%	559	12.34%
Other					
Self Checkouts	11663	11663	0.00%	15522	-24.86%
Borrowers added	315	554	-43.14%	418	-24.64%
Door Count	16343	14591	12.01%	15479	5.58%



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	1,642.09	12,502.22	12,000.00	104.19
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	14,270.00	100.00
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	<u>12,562.63</u>	<u>1,281,993.03</u>	<u>2,486,967.00</u>	51.55
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	13,725.36	80,124.13	172,000.00	46.58
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	<u>151,715.78</u>	<u>847,249.62</u>	<u>1,868,283.25</u>	45.35
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.	1,027.91	4,592.57	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	0.00	350.78	5,000.00	7.02
	Total Support Services	<u>3,188.49</u>	<u>50,962.91</u>	<u>72,565.00</u>	<u>70.23</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	12,100.00	19.71
53052	Lighting	0.00	860.92	4,000.00	21.52
53053	Grounds Maintenance	149.55	9,080.98	12,100.00	75.05
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	12,200.00	100.00
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>154,000.00</u>	<u>50.71</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	6,795.00	58.21
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	1,000.00	100.00
	Total Materials and Services	<u>13,127.52</u>	<u>91,804.07</u>	<u>195,023.00</u>	<u>47.07</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	718.19	13,545.15	29,996.00	45.16
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>2,537.56</u>	<u>52,867.72</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	13,270.00	50.58
	Total Miscellaneous Expense	<u>6,537.82</u>	<u>38,452.79</u>	<u>74,070.00</u>	51.91
	Total Expenses	<u>191,168.85</u>	<u>1,169,264.60</u>	<u>2,494,887.25</u>	46.87
	Net Income	<u>\$ (178,606.22)</u>	<u>112,728.43</u>	<u>(7,920.25)</u>	(1,423.29)

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		42,554.64	
Checking Account		12,678.62	
Cash on Hand		300.00	
Accounts Rec'ble Module		180.00	
		<u> </u>	
Total Assets	\$		<u><u>865,072.52</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		(1,080.00)	
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		0.00	
		<u> </u>	
Total Liabilities			(13,026.89)

Capital

Unassigned Fund Balance	747,306.48	
Fund Balance Surplus	18,000.00	
Current Earnings	0.00	
Net Income	112,792.93	
	<u> </u>	
Total Capital		<u>878,099.41</u>
Total Liabilities & Capital	\$	<u><u>865,072.52</u></u>

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
		51,336.24
Total Current Assets		51,336.24

LIABILITIES AND CAPITAL

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

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

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
Balance Sheet
January 31, 2025

ASSETS

Current Assets

Petty Cash	\$	350.00	
Truist Money Mkt. Acct.		1,217,197.25	
Payroll Account		293.97	
Checking Account		(9,948.86)	
Cash on Hand		300.00	
Accounts Rec'ble Module		725.00	
Total Assets	\$		1,208,917.36

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	11,012.00	
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		10,819.90	
NW Retirement Solutions		(840.00)	
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		66.72	
Total Liabilities			21,058.62

Capital

Unassigned Fund Balance		747,306.48	
Fund Balance Surplus		18,000.00	
Current Earnings		0.00	
Net Income		422,552.26	
Total Capital			1,187,858.74
Total Liabilities & Capital	\$		1,208,917.36

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

		January 2025	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 572,637.75	1,717,913.25	2,290,551.00	75.00
4102	Washington County	0.00	51,000.00	102,000.00	50.00
4103	Interest Income	2,832.16	22,163.54	10,000.00	221.64
4104	Printing & Copying	1,136.81	8,744.42	12,000.00	72.87
4105	Lost & Damaged Charges	332.83	3,209.22	5,000.00	64.18
4106	Meeting Room Rental	860.00	3,370.00	5,000.00	67.40
4107	Fines	2,744.15	15,246.37	12,000.00	127.05
41081	Miscellaneous	74.97	561.38	0.00	0.00
41082	Patron Supply Purchase	33.00	177.26	300.00	59.09
41083	JCPL Promotional Items	2.00	13.00	100.00	13.00
41084	Ongoing Book Sale	882.60	5,158.10	8,000.00	64.48
41085	Cashier Reconciliation	7.91	24.93	0.00	0.00
41091	Donations	13,973.82	32,561.00	12,000.00	271.34
41092	Memorials	0.00	200.00	2,250.00	8.89
41093	Friends of the Library	2,293.96	16,564.02	14,270.00	116.08
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.	3.00	3.00	0.00	0.00
4112	Events and Promotions	0.00	0.00	0.00	0.00
4113	Hotspot Rental	183.00	1,539.00	4,000.00	38.48
	Total Revenues	<u>597,997.96</u>	<u>1,879,990.99</u>	<u>2,486,967.00</u>	<u>75.59</u>
Expenses					
Personnel					
51011	Salaried	66,559.49	367,728.44	670,000.00	54.88
51012	Hourly	90,101.84	466,281.87	838,500.00	55.61
5102	Social Security	11,984.55	63,801.58	115,400.25	55.29
5103	Medical Insurance	12,458.62	92,582.75	172,000.00	53.83
5104	Worker's Compensation	1,384.00	1,867.00	2,000.00	93.35
5105	State Unemployment	913.90	1,279.46	1,000.00	127.95
5106	Staff Development	199.00	2,858.32	5,000.00	57.17
5107	Staff Memberships	0.00	409.00	1,000.00	40.90
5108	Travel Expense	0.00	341.29	1,000.00	34.13
5110	TIAA Retirement	8,302.90	42,004.21	62,383.00	67.33
	Total Personnel Expenses	<u>191,904.30</u>	<u>1,039,153.92</u>	<u>1,868,283.25</u>	<u>55.62</u>
Support Services					
52011	General Supplies	116.56	1,805.58	2,800.00	64.49
52012	Circ. Supplies	0.00	38.97	2,000.00	1.95
52013	Public Service Dept(s)Supplies	0.00	687.14	3,000.00	22.90
52014	Printing/Copying Supplies	211.63	1,517.38	2,500.00	60.70
5202	Postage	0.00	1,631.20	3,000.00	54.37
5204	Telephone	115.28	809.60	1,400.00	57.83
5205	Miscellaneous Admin.	208.49	4,801.06	7,000.00	68.59
5206	Bank & CC Acceptance Fees	1,289.90	4,782.24	6,700.00	71.38
5207	Volunteer Services	26.10	413.09	1,000.00	41.31
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

		January 2025	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	192.50	1,643.00	1,500.00	109.53
5210	Public Relations	0.00	6,953.63	13,000.00	53.49
5211	Vehicle Expense	118.04	468.82	5,000.00	9.38
	Total Support Services	2,278.50	53,176.71	72,565.00	73.28
Building Operations					
5301	Gas	1,737.94	5,342.44	12,500.00	42.74
5302	Electricity	4,420.69	31,279.33	57,000.00	54.88
5303	Water	662.19	3,129.27	6,500.00	48.14
5304	Janitorial Supplies	1,862.41	9,870.39	16,300.00	60.55
53051	Routine Maint. & Repair	1,679.20	4,063.74	12,100.00	33.58
53052	Lighting	0.00	860.92	4,000.00	21.52
53053	Grounds Maintenance	0.00	9,080.98	12,100.00	75.05
53061	Equip. Maint./Contracts	207.95	5,438.40	8,500.00	63.98
53062	Contracted Building Services	952.86	7,428.34	11,300.00	65.74
5307	Building Improvements	0.00	12,200.00	12,200.00	100.00
5308	Clothing and PPE	0.00	919.58	1,500.00	61.31
	Total Building Operations	11,523.24	89,613.39	154,000.00	58.19
Technical Services					
5401	Processing Supplies	1,609.14	11,071.56	8,000.00	138.39
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	1,609.14	11,446.48	9,250.00	123.75
Materials and Services					
55011	Adult Books	3,554.42	18,563.71	31,000.00	59.88
55012	Children's Books	3,717.65	17,079.45	35,300.00	48.38
55013	Teen Books	1,134.20	6,508.12	13,950.00	46.65
5502	Serials	0.00	5,022.17	4,678.00	107.36
55031	Adult Non-Print	76.23	4,019.87	7,000.00	57.43
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	126.41	2,639.79	5,500.00	48.00
55052	Programs for Children	958.29	3,542.78	5,500.00	64.41
55053	Programs for Teens	470.04	2,905.57	4,900.00	59.30
5506	Summer Reading Program (All)	303.10	2,181.75	13,500.00	16.16
55071	Adult Electronic Materials	4,297.39	32,320.71	54,000.00	59.85
55072	Children's Electronic Material	441.08	4,396.55	6,795.00	64.70
55073	Teen Electronic Materials	0.00	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	1,000.00	100.00
	Total Materials and Services	15,078.81	106,882.88	195,023.00	54.81

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

		January 2025	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	0.00	103.47	7,700.00	1.34
5602	Software	8,834.17	22,379.32	29,996.00	74.61
5603	Copier Maintenance	1,863.06	7,978.89	12,000.00	66.49
5604	ILS Maintenance	17,048.20	17,048.20	18,000.00	94.71
5605	Equipment Maintenance	128.47	27,655.82	30,000.00	92.19
5606	Internet Access	724.68	5,072.76	10,000.00	50.73
5608	LSTA Grant	25,646.79	26,874.63	14,000.00	191.96
	Total Information Technology	<u>54,245.37</u>	<u>107,113.09</u>	<u>121,696.00</u>	<u>88.02</u>
Miscellaneous Expense					
5701	Miscellaneous	403.22	2,586.69	4,000.00	64.67
5702	Security	3,596.25	24,377.50	55,300.00	44.08
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	7,600.00	14,311.88	13,270.00	107.85
	Total Miscellaneous Expense	<u>11,599.47</u>	<u>50,052.26</u>	<u>74,070.00</u>	<u>67.57</u>
	Total Expenses	<u>288,238.83</u>	<u>1,457,438.73</u>	<u>2,494,887.25</u>	<u>58.42</u>
	Net Income	<u>\$ 309,759.13</u>	<u>422,552.26</u>	<u>(7,920.25)</u>	<u>(5,335.09)</u>

Johnson City Public Library Mobile Phone Stipend Policy

Purpose

To establish guidelines for the provision of a mobile phone stipend for employees who have documented an official Library business need for a mobile phone.

This policy applies to staff who, as a part of their official duties, have a constant and recurring need for using a mobile phone. The mobile phone stipend is intended to reimburse the employee for the business use of the device. The stipend is not intended to fund the cost of the device nor is it intended to pay the entire monthly bill.

Objective

To assist the Library in achieving maximum productivity and cost-effectiveness when employing wireless communication technology as a business solution; comply with IRS Regulations on wireless communication as described in special substantial rules applicable to listed property; and effectively manage the reimbursement of costs associated with the business use of personally owned wireless devices and plans.

Qualifying employees will receive a stipend to assist with the costs of wireless service to carry out Library business. This stipend provides the employee with compensation to help defray the cost of acquiring and maintaining wireless services that would be used in whole or in part to conduct Library business. This amount will be added to the employee's wages. The stipend compensation is not taxable income and is not subject to withholdings, which is allowable under the provisions of the Small Business Jobs Act of 2010 (IRS Notice 2011-72). Payments will be issued through the payroll system.

Stipends do not constitute an increase in base pay, and will not be included in any calculations utilizing base pay including but not limited to the calculation of percentage increases to base pay due to annual salary increases, job promotions or salary reclassifications, or retirement contributions.

Guidelines

Eligibility Requirements

To qualify for the mobile phone stipend, the employee must have a justified business need, defined and approved by the supervisor that includes one or more of the following:

- The duties of the position are such that immediate response is critical (e.g., executive, police, or emergency responder) or the employee is responsible for critical infrastructure or operational support and needs to be immediately accessible at all times (e.g., telecommunication, computer, or network responder).
- The duties of the position require a significant amount of travel during regular work hours or outside normal work hours for the purpose of conducting official Library business during which the employee requires access to information technology systems to render the employee more productive and/or the service the employee provides more effective.

- The duties of the position make it necessary that the employee be accessible to communicate with senior management at any time.

Responsibility of employee

When a wireless communication stipend has been approved and provided to an employee for the conduct of official business, the employee must comply with the following:

The employee must notify the Business Manager within 5 working days if the employee's wireless service has been cancelled. The employee agrees to reimburse the Library for any stipend received in violation of the terms of this policy.

The employee is responsible for all charges on their personal wireless plan. If the employee leaves the position, they continue to be responsible for the contractual obligations of their wireless plan. Johnson City Public Library assumes no liability for cancellation charges or any other charges associated with an employee's use of a mobile phone.

The employee is personally responsible for complying with international, federal, state, and municipal laws regarding the use of wireless phones and other communication devices, including but not limited to use while driving. Johnson City Public Library assumes no liability for employee's failure to observe applicable laws and regulations and the employee agrees to indemnify, hold harmless and defend Johnson City Public Library and its officers, agents and employees from all liability and/or claims in relation to any personal injuries to any person whatsoever, or any losses or expenses due to such personal injury or due to instances of or damage to personal property, arising from or related to the use of the employee's mobile phone for business purposes.

The employee should exercise discretion in transmitting confidential business- related information over any wireless network.

All official library correspondence is subject to open records requests. The Tennessee Public Records Act grants Tennessee citizens the right to access state, county and municipal public records. "Public Records" are defined as "all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental entity." Tenn. Code Ann. § 10-7-503(a)(1)(A)(i).

Stipend allowance

The Mobile Phone Stipend will be \$30 per month (\$15.00 per pay period).

MOBILE PHONE STIPEND REQUEST FORM

Employee Name (Print): _____ Employee Title: _____

Employee ID: _____ Department: _____

I have read and understand the Mobile Phone Stipend Procedure and I understand this is a taxable benefit.

Employee Signature: _____ Date: _____

Section A: Justification of Business needs to be completed by Supervisor. Please check applicable box(es).

The position duties require immediate emergency response or the employee is responsible for critical infrastructure or operational support and needs to be immediately accessible at all times.

The position duties require a significant amount of travel during regular work hours or outside normal hours but are related to official university business and needs access to information technology systems, in which the judgment of the university, render the employee more productive and/or the service the employee provides more effective.

The position duties make it necessary that the employee be accessible to senior management at any time.

The Library Director deems it necessary to ensure the flow of information and critical support of the university mission.

Monthly stipend: *The stipend is \$30.00 per month and prorated to \$15 per pay period*

Section B: Business Manager: Approved _____ Disapproved _____

Business Manager Signature: _____ Date: _____

Section C: Library Director Check one: Approved _____ Disapproved _____

Library Director Signature: _____ Date: _____

**Return Completed Request form to the
Business Manager**

Johnson City Public Library
 Fiscal Year 2025-2026
 Proposed Operating Budget

	Actual	Jul-05		Change from prev. budget	% change
	Year to Date 12/30/2024	Budget 2024	Budget 2025		
REVENUES					
4101 City of Johnson City	1,145,276	2,290,551	2,341,608	51,057	2.23%
4102 Washington County	51,000	102,000	102,000	0	0.00%
4103 Interest income	19,331	10,000	10,000	0	0.00%
Fees for Services				0	
4104 Printing and copying	7,608	12,000	12,000	0	0.00%
4105 Lost & damaged item charges	2,876	5,000	5,000	0	0.00%
4106 Meeting room fees	2,510	5,000	5,000	0	0.00%
4107 Fines	12,502	12,000	13,000	1,000	8.33%
Miscellaneous Revenue				0	
41081 Miscellaneous	486	0	0	0	#DIV/0!
41082 Patron supply purchase	144	300	300	0	0.00%
41083 JCPL promotional items	11	100	100	0	0.00%
41084 Ongoing Book Sale	4,276	8,000	8,000	0	0.00%
41085 Cashier reconciliation	17	0	0	0	
Contributions				0	
41091 Donations	18,587	12,000	15,000	3,000	25.00%
41092 Memorials	200	2,250	1,000	-1,250	-55.56%
41093 Friends of the Library	14,270	0	0	0	0.00%
Grants				0	
41095 LSTA Grant		0	0	0	#DIV/0!
41096 Other Grant Revenue		0	0	0	0.00%
Other Income				0	
4110 E-rate reimbursement	1,542	9,496	9,496	0	0.00%
4111 Sale of Obsolete Equip./Furn.		0	0	0	#DIV/0!
4112 Events		0	0	0	0.00%
4113 Hotspot rental	1,356	4,000	3,000	-1,000	0.00%
				0	
41 TOTAL REVENUES	1,281,993	2,472,697	2,525,504	52,807	2.12%
EXPENDITURES					
Personnel					
51011 Salaried	301,169	670,000	680,000	10,000	1.49%
51012 Hourly	376,180	838,500	875,000	36,500	4.35%
5102 Social Security	51,817	115,400.25	118,957.50	3,557	3.08%
5103 Medical insurance	80,124	172,000	172,000	0	0.00%
5104 Worker's compensation	483	2,000	2,400	400	20.00%
5105 State unemployment	366	1,000	1,000	0	0.00%
5106 Staff development	2,659	5,000	5,000	0	0.00%
5107 Staff memberships	409	1,000	1,000	0	0.00%
5108 Travel expense	341	1,000	1,000	0	0.00%
5110 TIAA/CREF retirement	33,701	62,383	63,383	1,000	1.60%
				0	
51 Total Personnel expenses	847,250	1,868,282.75	1,919,740.00	51,457	2.75%

		Proposed Budget	Proposed Budget	Change from prev. budget % change	
		2024/2025	2025/2026		
<u>Support Services</u>					
52011	General supplies	1,689	2,800	2,800	0 0.00%
52012	Circ. supplies	39	2,000	2,000	0 0.00%
52013	Public service dept.(s) supplies	687	3,000	3,000	0 0.00%
52014	Printing & copying supplies	1,306	2,500	2,500	0 0.00%
5202	Postage	1,631	3,000	3,000	0 0.00%
5204	Telephone	694	1,400	1,400	0 0.00%
5205	Miscellaneous - admin.	4,593	7,000	7,000	0 0.00%
5206	Bank fees	3,557	6,700	6,700	0 0.00%
5207	Volunteer Services	387	1,000	700	-300 100.00%
<u>Services & Insurance</u>					
52081	Audit	15,050	14,700	14,700	0 0.00%
52083	Liability & contents insur.	10,567	6,800	6,800	0 0.00%
52084	Directors & officers insur.	2,008	2,165	2,165	0 0.00%
5209	Memberships	1,451	1,500	1,500	0 0.00%
5210	Public relations	6,954	13,000	13,000	0 0.00%
5211	Vehicle Expense	351	5,000	4,000	-1,000 -20.00%
					0
52	Total Support Services	50,963	72,565	71,265	-1,300 -1.79%
<u>Building operations</u>					
5301	United Cities gas	3,605	12,500	12,500	0 0.00%
5302	JC Power Bd. electricity	26,859	57,000	57,000	0 0.00%
5303	JC Water & sewer	2,467	6,500	6,500	0 0.00%
5304	Janitorial Supplies	8,008	16,300	16,300	0 0.00%
53051	Routine maint./repair	2,385	14,300	12,100	-2,200 -18.18%
53052	Lighting	861	4,000	4,000	0 0.00%
53053	Grounds maintenance	9,081	4,000	4,000	0 0.00%
53061	Equipment service & inspections	5,230	8,500	8,500	0 0.00%
53062	Contracted building services	6,475	11,300	11,300	0 0.00%
5307	Building Improvements	12,200	10,000	10,000	0
5308	Clothing and PPE	920	1,500	1,000	-500 0.00%
					0
53	Total Building Operations	78,090	145,900	143,200	-2,700 -1.75%
<u>Technical Services</u>					
5401	Processing supplies	9,462	8,000	20,000	12,000 150.00%
5402	Acquisitions service	375	750	750	0 0.00%
5403	Binding and preservation	0	500	250	-250
					0
54	Total Technical Services	9,837	9,250	21,000	11,750 127.03%
<u>Materials and Services</u>					
55011	Adult books	15,009	31,000	26,500	-4,500 -14.52%
55012	Children's books	13,362	35,300	29,300	-6,000 -17.00%
55013	Teen books	5,374	13,950	13,450	-500 -3.58%
5502	Serials	5,022	4,678	4,678	0 0.00%
55031	Adult non-print	3,944	7,000	6,000	-1,000 -14.29%
55032	Children's non-print	220	3,200	3,200	0 0.00%
55033	Teen non-print	0	200	200	0 0.00%

	Current Budget 2024/2025	Proposed Budget 2025-2026	Change from prev. budget	% change
5504 Databases, Electronic	4,902	5,000	0	0.00%
55051 Programs for Adults	2,513	5,500	0	0.00%
55052 Programs for Children	2,584	5,500	0	0.00%
55053 Programs for Teens	2,436	4,900	0	0.00%
5506 Summer Reading Program	1,879	13,500	0	0.00%
55071 Adult Electronic Materials	28,023	54,000	0	0.00%
55072 Children's Electronic Materials	3,955	6,975	0	0.00%
55073 Teen Electronic Materials	1,581	3,500	0	0.00%
5508 FOL Materials	0	0	0	0.00%
5509 FOL Programs	1,000		0	0.00%
			0	
55 Total Materials & services	91,804	194,203	-12,000	-6.15%
<u>Information Technology</u>				
5601 Equipment	103	7,700	1,000	12.99%
5602 Software	13,545	29,996	3,100	10.33%
5603 Printer/Copier maint	6,116	12,000	0	0.00%
5604 ILS maintenance	0	18,000	0	0.00%
5605 Equipment maintenance	27,527	30,000	0	0.00%
5606 Internet access	4,348	10,000	0	0.00%
5607 LSTA Grant	1,228	14,000	1,000	0.00%
			0	
56 Total Information technol.	52,868	121,696	5,100	4.19%
			0	
<u>Miscellaneous</u>				
5701 Miscellaneous	2,183	4,000	0	0.00%
5702 Security	20,781	55,300	0	0.00%
5703 Furniture	0	1,500	500	
5706 Capital Projects- Other	0	0	0	
5707 TOP Grant	8,776	0	0	
5708 Misc. Friends of the Library	6,712	0	0	
			0	
57 Total Miscellaneous	38,453	60,800	500	0.68%
			0	
			0	
5 TOTAL EXPENDITURES	1,169,265	2,472,697	52,807	
Revenues less expenditures		0	0	