



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
Greg Cox
Rob Davis
Jodi Jones
Thomas Kendall
Ashley Newton

Johnson City Public Library Board of Directors March 18, 2025 4:30 PM Regular Meeting Agenda

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

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
February 18, 2025

The Board of Directors of the Johnson City Public Library met on February 18, 2025, at 4:35 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, and Rob Davis. Also present were Holston River Regional (HORL) Sarah Egan, Director Julia Turpin, Assistant Director Wendy Day, Business Manager Celeste Smedley, Administrative Assistant Kate O'Guynn, Children's Services Librarian Kalyn Webb, and Librarian-in-Training participants.

I . Call of meeting to order. President Dixon called the meeting to order at 4:35 p.m.

II . Approval of January minutes. Upon the motion of Mr. Davis, seconded by Mr. Kendall, the minutes of the January 21, 2025, meeting were approved as submitted.

III . Treasurer's Report.

- a. December JCPL report. Mr. Jeffress reported that December was a three payroll month, so additional liabilities appear. Revenue was at 51.55% and expenses were a little below glide path at 46.87% due to vacancy savings in personnel. Mr. Jeffress noted that 5401 Processing Supplies is already over 100% of the budget for the fiscal year, due to the cost of processing being high than expected. Mr. Jeffress reported that in Revenue, donations continue to come in nicely and above budget. Ms. Turpin elaborated that the library received a large unexpected monetary gift, lending to the increase in donation revenue. Upon the motion of Ms. Washington, seconded by Mr. Carter, the December JCPL report was approved as submitted.
- b. December WCIL report. Mr. Jeffress reported that revenue was at 51.6% and expenses at 51.91%, right on glide path for the year. In terms of enrollments, we were at 5260; 33 of which included bilingual books. Mr. Jeffress stated that after Ms. Smedley and Ms. O'Guynn met with Heather Logan, a representative from the Governor's Early Literacy Foundation, we are able to look at added data for enrollments and graduations. Upon the motion of Mr. Kendall, seconded by Mr. Davis, the December WCIL report was approved as submitted.
- c. January JCPL report. Mr. Jeffress reported that on the balance sheet there are three listings that are non-zeros and liabilities. These include TIAA CREF, the Nationwide entry that needs to be corrected, and an error in Aflac due to January being a three-payroll month. Revenue is at 75.6% due to receiving the City's

third quarterly fund. Mr. Jeffress reported that nearly \$14000 in donations was received in January, allowing us to be ahead of the year at 58.25%. Ms. Dixon inquired whether the large donations came with any restrictions, which Ms. Turpin confirmed they did not. Mr. Jeffress stated expenses were right on glide path. Upon the motion of Ms. Washington, seconded by Mr. Kendall, the January JCPL report was approved as submitted.

- d. January WCIL report. Mr. Jeffress reported that revenue was at 65.8% and expenses at 60.72%. Enrollment dropped to 5170, with 30 of them being new enrollees. 80 enrollees are receiving their last books because they will age out of the program. Bilingual books remain consistent at 33. Ms. Dixon inquired if there were conversations with WCIL representative Heather Logan about the increase in cost due to postage. Ms. Smedley stated that the meeting with Ms. Logan was more informational, but she does not anticipate the cost increasing frequently. Ms. Dixon also inquired about the Dolly Parton license plate portion we receive as an affiliate. Ms. Smedley explained that we do not receive all of the funds from the Washington County license plates, but is unsure of the exact breakdown. Upon the motion of Mr. Davis, seconded by Ms. Washington, the January WCIL report was approved as submitted.

IV. Director's Report. Ms. Turpin reported Ms. Smedley is back at work after recovering from shoulder. Ms. Turpin stated that January was a great month, notably, the door count was up compared to January 2024. Eric Job has left JCPL and Xander Murray has been promoted to IT Manager. The Building Advisory Committee met about the facilities and what should be put in the CIP for upcoming projects, including the AMH. The Building Advisory Committee also met with an architect from Shaw & Shanks to discuss drawings and pricing for the Polly Peterson renovation. Ms. Turpin also reported that our employee of the month is Amber Brophy; and four staff members are currently working on their MLS.

V. President's Report. Ms. Dixon did not have a report.

VI. Holston River Regional Library Report. Ms. Egan reported that we are halfway through the fiscal year and mandatory training will be due June 30. Certification modules have been completely revised. Ms. Egan stated that the next regional orientation session will be March 13.

VII. Old Business. There was no old business.

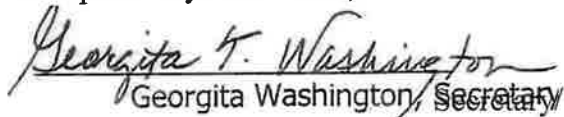
VIII . New Business.

a. Ms. Turpin presented a new Mobile Phone Stipend Policy for work related usage for specified staff (the management team, Celeste Smedley, and Hannah Kiger). The policy would provide a supplement of \$30 per month. Upon the motion of Mr. Kendall, seconded by Mr. Davis, the Mobile Phone Stipend Policy was approved.

b. Budget draft FY 2025/2026. Ms. Turpin stated that the budget draft will be asking for an increase for staff salaries. We are also looking to move moneys around, including increasing 5402 Processing Supplies closer to the \$20,000 range and putting additional money in 5602 Software in particular for annual payments. In order to move money out of vehicle expense into insurance Ms. Turpin will request an additional \$4000 from the City, with the caveat that it not affect personnel expenses. Upon the motion of Ms. Washington, seconded by Mr. Jeffress, and with the aforementioned stipulation, the Budget draft FY 2025/2026 was approved.

IX. Adjournment. Upon the motion of Ms. Washington, and seconded by Ms. Jones, it was unanimously resolved to adjourn the meeting at 5:10 p.m.

Respectfully submitted,


Georgita Washington, Secretary

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
Balance Sheet
February 28, 2025

ASSETS

Current Assets

Petty Cash	\$	350.00	
Truist Money Mkt. Acct.		1,054,874.80	
Payroll Account		587.97	
Checking Account		31,103.05	
Cash on Hand		300.00	
Accounts Rec'ble Module		530.00	
Total Assets	\$		1,087,745.82

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	10,488.40	
Accrued Wages		0.00	
Federal Income Tax		0.00	
OASDI-M/Care W/H Employee		(24.85)	
OASDI-M/Care W/H Employer		(24.85)	
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			10,438.70

Capital

Unassigned Fund Balance		747,306.48	
Fund Balance Surplus		18,000.00	
Current Earnings		0.00	
Net Income		312,000.64	
Total Capital			1,077,307.12
Total Liabilities & Capital	\$		1,087,745.82

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

		February 2025	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	1,717,913.25	2,290,551.00	75.00
4102	Washington County	25,500.00	76,500.00	102,000.00	75.00
4103	Interest Income	2,768.29	24,931.83	10,000.00	249.32
4104	Printing & Copying	782.25	9,526.67	12,000.00	79.39
4105	Lost & Damaged Charges	321.99	3,531.21	5,000.00	70.62
4106	Meeting Room Rental	482.50	3,852.50	5,000.00	77.05
4107	Fines	2,094.46	17,340.83	12,000.00	144.51
41081	Miscellaneous	60.40	621.78	0.00	0.00
41082	Patron Supply Purchase	39.00	216.26	300.00	72.09
41083	JCPL Promotional Items	41.00	54.00	100.00	54.00
41084	Ongoing Book Sale	758.25	5,916.35	8,000.00	73.95
41085	Cashier Reconciliation	0.00	24.93	0.00	0.00
41091	Donations	1,695.84	34,256.84	12,000.00	285.47
41092	Memorials	0.00	200.00	2,250.00	8.89
41093	Friends of the Library	0.00	16,564.02	14,270.00	116.08
41095	LSTA Grant	0.00	0.00	0.00	0.00
41096	Other Grant Revenue	6,689.52	6,689.52	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	3.00	0.00	0.00
4112	Events and Promotions	0.00	0.00	0.00	0.00
4113	Hotspot Rental	70.00	1,609.00	4,000.00	40.23
	Total Revenues	41,303.50	1,921,294.49	2,486,967.00	77.25
Expenses					
Personnel					
51011	Salaried	47,533.88	415,262.32	670,000.00	61.98
51012	Hourly	58,506.73	524,788.60	838,500.00	62.59
5102	Social Security	8,112.02	71,913.60	115,400.25	62.32
5103	Medical Insurance	10,491.65	103,914.40	172,000.00	60.42
5104	Worker's Compensation	0.00	1,867.00	2,000.00	93.35
5105	State Unemployment	182.78	1,462.24	1,000.00	146.22
5106	Staff Development	645.00	3,503.32	5,000.00	70.07
5107	Staff Memberships	25.00	434.00	1,000.00	43.40
5108	Travel Expense	0.00	341.29	1,000.00	34.13
5110	TIAA Retirement	3,728.31	34,902.97	62,383.00	55.95
	Total Personnel Expenses	129,225.37	1,158,389.74	1,868,283.25	62.00
Support Services					
52011	General Supplies	62.17	1,867.75	2,800.00	66.71
52012	Circ. Supplies	0.00	38.97	2,000.00	1.95
52013	Public Service Dept(s)Supplies	242.87	930.01	3,000.00	31.00
52014	Printing/Copying Supplies	360.00	1,877.38	2,500.00	75.10
5202	Postage	0.00	1,631.20	3,000.00	54.37
5204	Telephone	115.28	924.88	1,400.00	66.06
5205	Miscellaneous Admin.	424.07	5,225.13	7,000.00	74.64
5206	Bank & CC Acceptance Fees	834.14	5,616.38	6,700.00	83.83
5207	Volunteer Services	66.70	479.79	1,000.00	47.98
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

		February 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	0.00	1,643.00	1,500.00	109.53
5210	Public Relations	2,715.15	9,668.78	13,000.00	74.38
5211	Vehicle Expense	0.00	468.82	5,000.00	9.38
	Total Support Services	4,820.38	57,997.09	72,565.00	79.92
Building Operations					
5301	Gas	0.00	5,342.44	12,500.00	42.74
5302	Electricity	4,478.92	35,758.25	57,000.00	62.73
5303	Water	1,664.76	4,794.03	6,500.00	73.75
5304	Janitorial Supplies	2,411.57	12,281.96	16,300.00	75.35
53051	Routine Maint. & Repair	318.24	4,381.98	12,100.00	36.21
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	148.00	5,586.40	8,500.00	65.72
53062	Contracted Building Services	543.70	7,972.04	11,300.00	70.55
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	9,565.19	99,178.58	154,000.00	64.40
Technical Services					
5401	Processing Supplies	1,380.79	12,452.35	8,000.00	155.65
5402	Acquisitions	50.00	424.92	750.00	56.66
5403	Binding and preservation	0.00	0.00	500.00	0.00
	Total Technical Services	1,430.79	12,877.27	9,250.00	139.21
Materials and Services					
55011	Adult Books	3,189.86	21,753.57	31,000.00	70.17
55012	Children's Books	3,361.37	20,440.82	35,300.00	57.91
55013	Teen Books	754.98	7,263.10	13,950.00	52.07
5502	Serials	0.00	5,022.17	4,678.00	107.36
55031	Adult Non-Print	496.32	4,516.19	7,000.00	64.52
55032	Children's Non-Print	502.95	722.75	3,200.00	22.59
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	364.54	3,004.33	5,500.00	54.62
55052	Programs for Children	528.22	4,071.00	5,500.00	74.02
55053	Programs for Teens	214.70	3,120.27	4,900.00	63.68
5506	Summer Reading Program (All)	62.88	2,244.63	13,500.00	16.63
55071	Adult Electronic Materials	0.00	32,320.71	54,000.00	59.85
55072	Children's Electronic Material	0.00	4,396.55	6,975.00	63.03
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	9,475.82	116,358.70	195,203.00	59.61

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

		February 2025	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	1,840.38	2,147.23	7,700.00	27.89
5602	Software	353.99	22,733.31	29,996.00	75.79
5603	Copier Maintenance	640.13	8,619.02	12,000.00	71.83
5604	ILS Maintenance	0.00	17,048.20	18,000.00	94.71
5605	Equipment Maintenance	128.44	27,784.26	30,000.00	92.61
5606	Internet Access	724.68	5,797.44	10,000.00	57.97
5608	LSTA Grant	(77.01)	26,797.62	14,000.00	191.41
	Total Information Technology	<u>3,610.61</u>	<u>110,927.08</u>	<u>121,696.00</u>	91.15
Miscellaneous Expense					
5701	Miscellaneous	199.01	2,785.70	4,000.00	69.64
5702	Security	3,517.50	27,895.00	55,300.00	50.44
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	8,572.81	0.00	0.00
5708	Misc. Friends of the Library	0.00	14,311.88	13,270.00	107.85
	Total Miscellaneous Expense	<u>3,716.51</u>	<u>53,565.39</u>	<u>74,070.00</u>	72.32
	Total Expenses	<u>161,844.67</u>	<u>1,609,293.85</u>	<u>2,495,067.25</u>	64.50
	Net Income	<u>\$ (120,541.17)</u>	<u>312,000.64</u>	<u>(8,100.25)</u>	(3,851.74)

Washington County Imagination Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2024/2025
Balance Sheet
 February 28, 2025

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		48,787.65
Accounts Receivable		0.00
		0.00
Total Current Assets		48,787.65

LIABILITIES AND CAPITAL

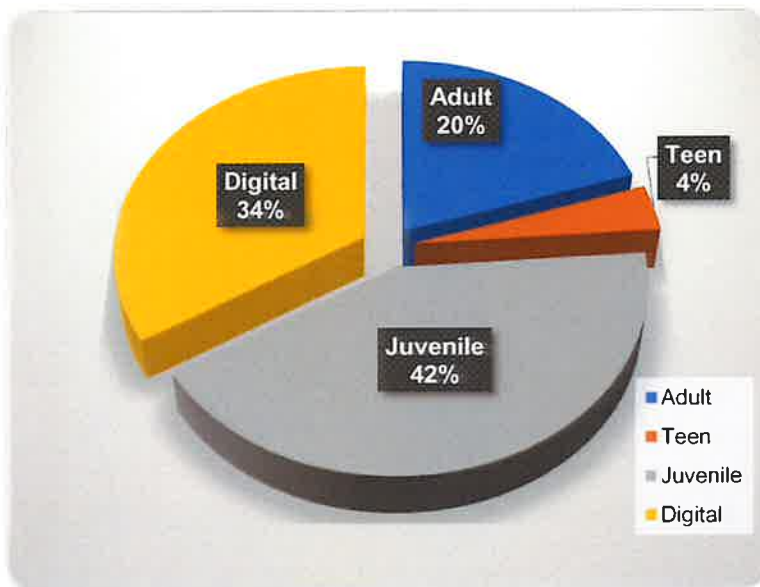
Current Liabilities		
Accounts Payable	\$	0.00
		0.00
Total Liabilities		0.00
Capital		
Reserved Balance		51,544.09
Journal Difference		0.00
Net Income		(2,756.44)
		0.00
Total Capital		48,787.65
Total Liabilities & Capital	\$	48,787.65

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

		February 2025	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	\$ 29,775.00	39,700.00	75.00
4102	Washington County	0.00	12,500.00	25,000.00	50.00
4103	Donations	0.00	206.40	100.00	206.40
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>46,123.40</u>	<u>70,100.00</u>	<u>65.80</u>
Expenses					
5101	Monthly Book Purchase	6,283.18	48,209.09	68,355.00	70.53
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	30.34	30.34	50.00	60.68
	Total Expenses	<u>6,313.52</u>	<u>48,879.84</u>	<u>70,100.00</u>	<u>69.73</u>
	Net Income	<u>\$ (6,313.52)</u>	<u>\$ (2,756.44)</u>	<u>0.00</u>	<u>0.00</u>

Circulation Report for February 2025

	Feb-25	Jan-25	% Change	Feb-24	% Change
Library					
Adult	11376	12406	-8.30%	12771	-10.9%
Teen	2178	2160	0.83%	2269	-4.01%
Juvenile	24071	24685	-2.49%	27894	-13.71%
Digital	19248	21486	-10.42%	19272	-0.12%
Total	56873	60737	-6.36%	62206	-8.57%
Courier Loans					
Borrowed	663	972	-31.79%	1337	-50.41%
Loaned	428	628	-31.85%	612	-30.07%
Other					
Self Checkouts	13595	14120	-3.72%	14654	-7.23%
Borrowers added	315	315	0.00%	370	-14.86%
Door Count	17918	16343	9.64%	16608	7.89%



OWL CIRC, FEBRUARY 2025

