



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
John Hunter
Rob Davis
Jodi Jones
Thomas Kendall
Ashley Newton

Johnson City Public Library Board of Directors July 15, 2025 4:30 PM Regular Meeting Agenda

1. Call to order
2. Public Comment
3. Approval of June minutes –**Action**
4. Treasurer's Report- no action
 - a. June JCPL report
 - b. June WCIL report
5. Director's Report
6. President's Report
7. Holston River Regional Library Report
8. Old Business
9. New Business
 - a. 2025-2026 Library Budget-**Action**
 - b. 2025-2026 Imagination Library Budget- –**Action**
 - c. 2025-2026- Director raise–**Action**
10. Adjournment

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
June 17, 2025

The Board of Directors of the Johnson City Public Library met on June 17, 2025, at 4:36 p.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Secretary Georgita Washington, Treasurer Scott Jeffress, Thomas Kendall, Ashley Newton, Jodi Jones and Rob Davis. Also present were Holston River Regional (HORL) Sarah Egan, Director Julia Turpin, Assistant Director Wendy Day, and Business Manager Celeste Smedley.

I .Call of meeting to order. Ms. Dixon called the meeting to order at 4:36 p.m.

II . Public Comment. There was no public comment.

III . Approval of January minutes. Upon the motion of Mr. Davis, seconded by Mr. Jeffress, the minutes of the May 20, 2025, meeting were approved as submitted.

III. Director's Report. Treasurer's Report.

a. May JCPL report. Mr. Jeffress reported a \$107,100 revenue in May, with expenses at 83.4% of the adjusted budget. The LSTA grant is reflected in the budget as well as a \$2,224 grant from the Governor's Early Literacy Foundation (GELF). Mr. Jeffress stated Ms. Smedley was able to identify a voided holiday gift check that resulted in Social Security Medicare liabilities of \$25. Mr. Jeffress noted a budget revision due to a cost associated with an author talk that was requested from the FOL and has since been received. Upon the motion of Ms. Jones, seconded by Ms. Newton, the May JCPL report was approved as submitted.

b. May WCIL report. Mr. Jeffress reported 5,264 enrolled children, with 47 being bilingual, and a 105.81% revenue. The library received some license plate revenue, slightly more than what was received at this time last year. Upon the motion of Ms. Washington, seconded by Mr. Davis, the May JCPL report was approved as submitted.

IV. Director's Report. Ms. Turpin reported that May 2025. June kicked off summer reading with over 1,800 participants. Storytime in the park has worked out well and program attendance has been great. Ms. Turpin reported that we will need to order more copies of Connect magazine to be printed since they are going out faster than last year. Employee of the month for June is Dianne Paskert-Wilson. Ms. Turpin stated that summer reading bookmark competition voting will be at the end of today's meeting. The library's audit is scheduled for August 13, 2025.

- V. President's Report. Ms. Dixon reported that last Tuesday, June 10 she and Ms. Turpin met to go over annual performance evaluation with both staff and board comments.
- VI. Holston River Regional Library Report. Ms. Egan reported they received the Official Service Area Population (OSAP) today, with maps being sent out around August 1. She stated HRRL is waiting on their training plan to be approved and she stated that the Title VI and training trackers will be due before the end of July.
- VIII . Old Business. There was no old business.
- IX. New Business. Ms. Turpin noted that today's meeting is Ms. Dixon's last board meeting. The library purchased the children's book *A to Yeezy: ABC's for the Future Sneakerheads* by Diaper Book Club in recognition of Ms. Dixon's service on the board.
- X. Adjournment. Upon the motion of Ms. Jones, and seconded by Ms. Washington, it was unanimously resolved to adjourn the meeting at 4:57 p.m.

Respectfully submitted,


Georgita Washington, Secretary

Circulation Report for June 2025

Library

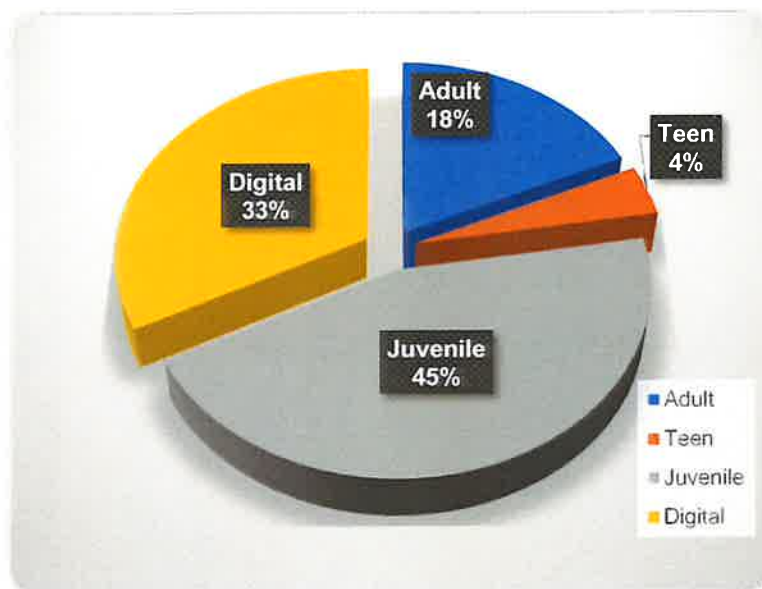
	Jun-25	May-25	% Change	Jun-24	% Change
Adult	12030	12332	-2.45%	12109	-0.7%
Teen	2782	2406	15.63%	2655	4.78%
Juvenile	29730	27252	9.09%	31137	-4.52%
Digital	21583	21331	1.18%	19373	11.41%
Total	66125	63321	4.43%	65274	1.30%

Courier Loans

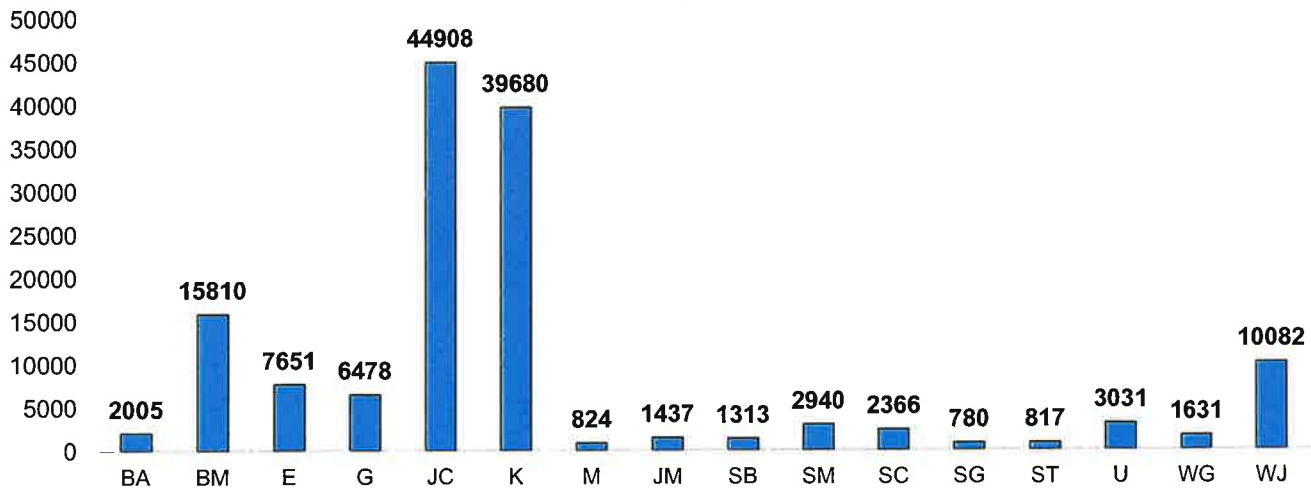
Borrowed	760	685	10.95%	804	-5.47%
Loaned	400	464	-13.79%	539	-25.79%

Other

Self Checkouts	17104	15629	9.44%	17494	-2.23%
Borrowers added	416	370	12.43%	410	1.46%
Door Count	18794	17832	5.39%		#DIV/0!



OWL CIRC, June 2025



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

	Approved	Proposed		
Budget	Budget	Budget	Change from	
2024/2025	2025/2026	2025/2026	prev. budget	% of total
REVENUES				
Acct. #				
4101 City of Johnson City	39,700	39,700	0	55.52%
4102 Washington County	25,000	25,000	0	34.97%
4103 Donations	100	100	200	0.42%
4104 Miscellaneous Revenue	0	0	0	0.00%
4105 License Plate Revenue	5,300	5,300	6,500	9.22%
41 TOTAL REVENUES	70,100	70,100	71,500	1,400 100%
EXPENDITURES				
Acct. #				
5101 Monthly Book Purchase	68,355	68,355	70,475	2,120 98.57%
5102 Registration Materials	300	300	250	-50 0.35%
5103 Postage	420	420	200	-220 0.28%
5104 Bank Fees	25	25	25	0 0.03%
5105 Travel/Training Expense	950	950	500	-450 0.70%
5106 Miscellaneous Expense	50	50	50	0 0.07%
5 TOTAL EXPENSES	70,100	70,100	71,500	1,400 100%
Revenues less				
expenditures	0	0	0	

Johnson City Public Library
Fiscal Year 2025-2025

	FY 25	Approved	Proposed
	Budget	Budget	Unapproved
	2024 2025	2025-2026	2025-2026
EQUITY	8,100		
REVENUES			
4101 City of Johnson City	2,290,551	2,333,136	2,333,136
4102 Washington County	102,000	102,000	102,000
4103 Interest income	30,000	10,000	15,000
Fees for Services			
4104 Printing and copying	12,000	12,000	12,000
4105 Lost & damaged item charges	4,200	5,000	5,000
4106 Meeting room fees	5,000	5,000	5,000
4107 Fines	23,000	13,000	20,000
Miscellaneous Revenue			
41081 Miscellaneous	0	0	0
41082 Patron supply purchase	300	300	300
41083 JCPL promotional items	100	100	100
41084 Ongoing Book Sale	8,000	8,000	8,500
41085 Cashier reconciliation	0	0	0
Contributions			
41091 Donations	35,000	15,000	20,000
41092 Memorials	200	1,000	500
41093 Friends of the Library	17,647	0	0
Grants			
41095 LSTA Grant	13,457	0	0
41096 Other Grant Revenue	8,914	0	0
Other Income			
4110 E-rate reimbursement	9,496	9,496	9,496
4111 Sale of Obsolete Equip./Furn.	0	0	0
4112 Events	0	0	0
4113 Hotspot rental	1,850	3,000	2,000
41 TOTAL REVENUES	2,561,715	2,517,032	2,533,032
EXPENDITURES			
Personnel			
51011 Salaried	670,000	664,500	664,500
51012 Hourly	838,500	872,040	872,040
5102 Social Security	115,400.25	117,545.31	117,545.31
5103 Medical insurance	172,000	172,000	172,000
5104 Worker's compensation	2,400	2,400	2,400
5105 State unemployment	1,500	1,000	1,000
5106 Staff development	6,000	11,000	11,000
5107 Staff memberships	500	1,000	1,000
5108 Travel expense	1,200	1,000	1,000
5110 TIAA/CREF retirement	62,383	64,382	64,382
51 Total Personnel expenses	1,869,882.75	1,906,867.31	1,906,867.31

	Approved	Approved	Proposed
	Budget	Budget	Budget
	2024/2025	2025/2026	2025/2026
<u>Support Services</u>			
52011 General supplies	2,800	2,800	2,800
52012 Circ. supplies	7,400	2,000	7,000
52013 Public service dept.(s) supplies	3,000	3,000	3,300
52014 Printing & copying supplies	3,000	2,500	2,500
5202 Postage	3,000	3,000	2,700
5204 Telephone	1,400	1,400	1,400
5205 Miscellaneous - admin.	8,000	7,000	8,000
5206 Bank fees	7,500	6,700	7,600
5207 Volunteer Services	1,000	700	1,000
<u>Services & Insurance</u>			
52081 Audit	15,050	14,700	15,500
52083 Liability & contents insur.	10,570	10,800	10,800
52084 Directors & officers insur.	2,165	2,165	2,165
5209 Memberships	1,650	1,500	1,500
5210 Public relations	15,000	13,000	13,000
5211 Vehicle Expense	3,000	4,000	3,000
52 Total Support Services	84,535	75,265	82,265
<u>Building operations</u>			
5301 United Cities gas	12,500	12,500	12,500
5302 JC Power Bd. electricity	57,000	57,000	57,000
5303 JC Water & sewer	6,500	6,500	6,500
5304 Janitorial Supplies	17,000	16,300	16,300
53051 Routine maint./repair	12,100	12,100	12,100
53052 Lighting	4,000	4,000	4,000
53053 Grounds maintenance	12,600	4,000	4,000
53061 Equipment service & inspections	8,500	8,500	8,700
53062 Contracted building services	11,300	11,300	11,300
5307 Building Improvements	12,200	10,000	10,000
5308 Clothing and PPE	2,500	1,000	1,000
53 Total Building Operations	156,200	143,200	143,400
<u>Technical Services</u>			
5401 Processing supplies	22,000	20,000	20,000
5402 Acquisitions service	750	750	750
5403 Binding and preservation	300	250	250
54 Total Technical Services	23,050	21,000	21,000
<u>Materials and Services</u>			
55011 Adult books	31,000	26,901	30,000
55012 Children's books	35,300	29,300	34,000
55013 Teen books	13,950	13,450	13,450
5502 Serials	5,100	4,678	4,678
55031 Adult non-print	9,000	6,000	6,000
55032 Children's non-print	4,200	3,200	3,200
55033 Teen non-print	500	200	200

5504 Databases, Electronic
 55051 Programs for Adults
 55052 Programs for Children
 55053 Programs for Teens
 5506 Summer Reading Program
 55071 Adult Electronic Materials
 55072 Children's Electronic Materials
 55073 Teen Electronic Materials
 5508 FOL Materials
 5509 FOL Programs

55 Total Materials & services

Information Technology

5601 Equipment
 5602 Software
 5603 Printer/Copier maint
 5604 ILS maintenance
 5605 Equipment maintenance
 5606 Internet access
 5607 LSTA Grant

56 Total Information technol.

Miscellaneous

5701 Miscellaneous
 5702 Security
 5703 Furniture
 5706 Capital Projects- Other
 5707 TOP Grant
 5708 Misc. Friends of the Library

57 Total Miscellaneous

5 TOTAL EXPENDITURES

Revenues less
 expenditures

Approved Budget 2024/2025	Approved Budget 2025-2026	Proposed Budget 2025-2026
5,000	5,000	5,000
5,500	5,500	5,500
7,724	5,500	5,500
4,900	4,900	4,900
14,500	13,500	14,500
58,000	54,000	54,000
9,000	6,975	6,976
5,000	3,500	3,500
0	0	0
2,100		
210,774	182,604	191,404
10,700	8,700	8,700
29,996	33,096	33,096
12,000	12,000	12,000
18,000	18,000	18,000
30,000	30,000	30,000
10,000	10,000	10,000
27,457	15,000	15,000
138,153	126,796	126,796
4,000	4,000	4,000
55,300	55,300	55,300
4,800	2,000	2,000
0	0	0
8,573	0	0
14,547	0	0
87,220	61,300	61,300
2,569,815	2,517,032	2,533,032
0	0	0