



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

2025/2026 Board of Directors:

Daryl Carter, President
Ashley Newton, Vice-President
Scott Jeffress, Treasurer
Georgita Washington, Secretary
Collin Brooks
Greg Cox
Rob Davis
Jodi Jones
Thomas Kendall

**Johnson City Public Library
Board of Directors
October 21, 2025
4:30 p.m.**

1. Call to order
 2. Public Comment
 3. Approval of September minutes –
Action
 4. Treasurer's Report
 - a. September JCPL report — **Action**
 - b. September WCIL report—**Action**
 5. Director's Report
 6. President's Report
 7. Holston River Regional Library Report
 8. Old Business
 9. New Business
 - a. Presentation of the FY25 Audit
 - b. Approval of the FY25 990—
Action
 10. Adjournment
- Action items indicated in red

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
September 16, 2025

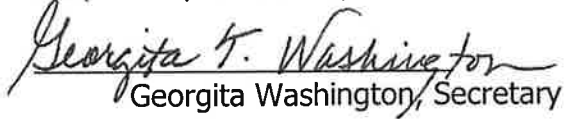
The Board of Directors of the Johnson City Public Library met on September 16, 2025, at 4:30 p.m. in the library's Jones Meeting Center. Members present were President Daryl Carter, Vice President Ashley Newton, Rob Davis, Jodi Jones, and Collin Brooks. Also present were Holston River Regional (HORL) Sarah Egan, Director Julia Turpin, Assistant Director Suzy Bomgardner, Business Manager Celeste Smedley, Administrative Assistant Maya Testerman, and Children's Librarian Mandy Presnell.

- I. Call of meeting to order. President Carter called the meeting to order at 4:32 p.m.
- II. Public Comment. None.
- III. Approval of August minutes. Upon the motion of Ms. Jones, seconded by Ms. Newton, the minutes of the August 19, 2025, meeting were approved as submitted.
- IV. Treasurer's Report.
 - a. JCPL report. Ms. Smedley reported no significant changes in the operating account balance and mentioned a large donation received. Upon the motion of Mr. Brooks, seconded by Mr. Davis, the August JCPL report was approved as submitted.
 - b. WCIL report. Ms. Smedley shared that 5207 children enrolled in August, with 57 bilingual children, and 108 new enrollments. Upon the motion of Mr. Brooks, seconded by Mr. Davis, the August WCIL report was approved as submitted.
- V. Director's Report. Ms. Turpin reported a strong August with increased digital circulation by 10% and overall circulation exceeding 20,000 items per month. She highlighted the high door count of 18,000 in August, indicating strong community engagement. Our employee of the month is a kind and creative clerk who serves in the Children's Library: Ms. April Bunch. Ms. Turpin also discussed the annual campaign and health insurance renewal. She shared a letter addressing concerns about using federal funds for materials promoting gender ideology, as advised by the Secretary of State. Emphasizing the library's commitment to a well-rounded collection without promoting any ideology, she stated that the library will not use federal funding to purchase titles that may be called into question.
- VI. President's Report. Mr. Carter warned about potential library phishing attempts and emphasized the library's role in promoting the value of reading and community support.
- VII. Holston River Regional Library Report. Ms. Egan gave Ms. Jones her board certificate and thanked Ms. Turpin for getting her M.O.E. submitted. She shared the upcoming training the regional office is hosting.
- VIII. Old Business. There was no old business.

IX. New Business.

- a. Circulation Policy. Upon the motion of Mr. Davis, seconded by Mr. Brooks, the updated Circulation Policy was approved as submitted.
 - b. Space Audit Approval. Upon the motion of Ms. Jones, seconded by Ms. Newton, the budget proposal for the audit fee and incidental costs, totaling \$11,500 for the space audit performed by Thirdway Space Planning Firm, was approved as submitted.
- X. Adjournment. Upon the motion of Mr. Carter, and seconded by Mr. Brooks, it was unanimously resolved to adjourn the meeting at 5:06 p.m.

Respectfully submitted,


Georgita Washington, Secretary

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
Balance Sheet
September 30, 2025

ASSETS

Current Assets

Petty Cash	\$ 350.00	
Truist Money Mkt. Acct.	996,285.82	
Payroll Account	574.97	
Checking Account	74,470.53	
Cash on Hand	300.00	
Accounts Rec'ble Module	833.75	
Total Assets		\$ 1,072,815.07

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$ 6,179.84	
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	
Credit Card	0.00	
Medical Ins. Deduction	0.00	
Aflac	0.00	
Total Liabilities		6,179.84

Capital

Unassigned Fund Balance	957,881.11	
Fund Balance Surplus	(6,500.00)	
Current Earnings	0.00	
Net Income	115,254.12	
Total Capital		1,066,635.23
Total Liabilities & Capital		\$ 1,072,815.07

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2025/2026 Operating Account
 Financial Report

		September 2025	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	583,284.00	2,333,136.00	25.00
4102	Washington County	0.00	25,500.00	102,000.00	25.00
4103	Interest Income	2,709.58	9,284.22	15,000.00	61.89
4104	Printing & Copying	1,586.16	4,026.14	12,000.00	33.55
4105	Lost & Damaged Charges	70.58	539.34	5,000.00	10.79
4106	Meeting Room Rental	453.75	2,313.75	5,000.00	46.28
4107	Fines	2,348.66	6,893.41	20,000.00	34.47
41081	Miscellaneous	135.76	205.72	0.00	0.00
41082	Patron Supply Purchase	57.00	152.00	300.00	50.67
41083	JCPL Promotional Items	428.00	470.00	100.00	470.00
41084	Ongoing Book Sale	667.10	2,561.10	8,500.00	30.13
41085	Cashier Reconciliation	(5.62)	5.82	0.00	0.00
41091	Donations	34,376.21	46,213.13	20,000.00	231.07
41092	Memorials	100.00	100.00	500.00	20.00
41093	Friends of the Library	400.00	750.00	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	0.00	9,496.00	0.00
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	20.00	112.00	2,000.00	5.60
	Total Revenues	43,347.18	682,410.63	2,533,032.00	26.94
Expenses					
Personnel					
51011	Salaried	51,202.42	150,285.58	664,500.00	22.62
51012	Hourly	62,346.82	185,918.36	872,040.00	21.32
5102	Social Security	8,665.90	25,647.76	117,545.31	21.82
5103	Medical Insurance	11,157.90	34,494.95	172,000.00	20.06
5104	Worker's Compensation	479.50	959.00	2,400.00	39.96
5105	State Unemployment	0.00	0.00	1,000.00	0.00
5106	Staff Development	813.20	6,564.70	11,000.00	59.68
5107	Staff Memberships	260.00	285.00	1,000.00	28.50
5108	Travel Expense	(2,050.00)	(1,403.83)	1,000.00	(140.38)
5110	TIAA Retirement	2,656.17	10,303.18	64,382.00	16.00
	Total Personnel Expenses	135,531.91	413,054.70	1,906,867.31	21.66
Support Services					
52011	General Supplies	432.18	903.12	2,800.00	32.25
52012	Circ. Supplies	0.00	250.70	7,000.00	3.58
52013	Public Service Dept(s)Supplies	219.73	456.34	3,300.00	13.83
52014	Printing/Copying Supplies	0.00	0.00	2,500.00	0.00
5202	Postage	105.96	325.08	2,700.00	12.04
5204	Telephone	115.28	345.84	1,400.00	24.70
5205	Miscellaneous Admin.	179.06	1,259.97	19,500.00	6.46
5206	Bank & CC Acceptance Fees	617.04	1,670.39	7,600.00	21.98
5207	Volunteer Services	17.40	26.10	1,000.00	2.61
52081	Audit	0.00	0.00	15,500.00	0.00

Johnson City Public Library
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 Financial Report

		September 2025	Year to Date	Budget	Percent
52083	Gen. Liab.& Contents Ins.	0.00	10,631.00	10,800.00	98.44
52084	Directors & Officers Ins.	0.00	2,241.00	2,165.00	103.51
5209	Library Memberships	192.50	477.50	1,500.00	31.83
5210	Public Relations	850.00	4,555.84	13,000.00	35.04
5211	Vehicle Expense	79.74	475.94	3,000.00	15.86
	Total Support Services	2,808.89	23,618.82	93,765.00	25.19
Building Operations					
5301	Gas	66.10	66.10	12,500.00	0.53
5302	Electricity	5,851.06	12,066.80	57,000.00	21.17
5303	Water	710.58	760.58	6,500.00	11.70
5304	Janitorial Supplies	1,660.15	4,690.56	16,300.00	28.78
53051	Routine Maint. & Repair	3,633.91	8,278.28	12,100.00	68.42
53052	Lighting	0.00	0.00	4,000.00	0.00
53053	Grounds Maintenance	140.61	245.24	4,000.00	6.13
53061	Equip. Maint./Contracts	1,907.09	2,599.54	8,700.00	29.88
53062	Contracted Building Services	158.70	655.02	11,300.00	5.80
5307	Building Improvements	4,967.70	4,967.70	10,000.00	49.68
5308	Clothing and PPE	0.00	220.00	1,000.00	22.00
	Total Building Operations	19,095.90	34,549.82	143,400.00	24.09
Technical Services					
5401	Processing Supplies	1,279.43	4,909.69	20,000.00	24.55
5402	Acquisitions	386.16	386.16	750.00	51.49
5403	Binding and preservation	54.97	54.97	250.00	21.99
	Total Technical Services	1,720.56	5,350.82	21,000.00	25.48
Materials and Services					
55011	Adult Books	2,097.75	3,183.85	30,000.00	10.61
55012	Children's Books	1,634.01	3,179.93	34,000.00	9.35
55013	Teen Books	1,291.20	1,867.71	13,450.00	13.89
5502	Serials	0.00	4,455.48	4,678.00	95.24
55031	Adult Non-Print	454.71	1,617.19	6,000.00	26.95
55032	Children's Non-Print	429.53	551.21	3,200.00	17.23
55033	Teen Non-Print	111.25	111.25	200.00	55.63
5504	Databases, Electronic	0.00	3,686.12	5,000.00	73.72
55051	Programs for Adults	288.70	742.47	5,500.00	13.50
55052	Programs for Children	771.55	1,118.49	5,500.00	20.34
55053	Programs for Teens	973.45	1,043.52	4,900.00	21.30
5506	Summer Reading Program (All)	0.00	977.54	14,500.00	6.74
55071	Adult Electronic Materials	3,696.62	7,762.67	54,000.00	14.38
55072	Children's Electronic Material	505.87	1,419.41	6,976.00	20.35
55073	Teen Electronic Materials	0.00	346.85	3,500.00	9.91
5508	FOL Materials	400.00	400.00	0.00	0.00
5509	FOL Programs	0.00	250.00	0.00	0.00
	Total Materials and Services	12,654.64	32,713.69	191,404.00	17.09

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2025/2026 Operating Account
 Financial Report

		September 2025	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	205.52	485.76	8,700.00	5.58
5602	Software	(37.41)	11,755.61	33,096.00	35.52
5603	Copier Maintenance	909.88	1,374.35	12,000.00	11.45
5604	ILS Maintenance	0.00	0.00	18,000.00	0.00
5605	Equipment Maintenance	0.00	28,219.75	30,000.00	94.07
5606	Internet Access	724.68	2,174.04	10,000.00	21.74
5608	LSTA Grant	0.00	0.00	15,000.00	0.00
	Total Information Technology	<u>1,802.67</u>	<u>44,009.51</u>	<u>126,796.00</u>	34.71
Miscellaneous Expense					
5701	Miscellaneous	317.22	886.88	4,000.00	22.17
5702	Security	1,715.00	7,560.00	55,300.00	13.67
5703	Furniture	0.00	873.15	2,000.00	43.66
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	4,539.12	0.00	0.00
5708	Misc. Friends of the Library	0.00	0.00	0.00	0.00
	Total Miscellaneous Expense	<u>2,032.22</u>	<u>13,859.15</u>	<u>61,300.00</u>	22.61
	Total Expenses	<u>175,646.79</u>	<u>567,156.51</u>	<u>2,544,532.31</u>	22.29
	Net Income	<u>\$ (132,299.61)</u>	<u>115,254.12</u>	<u>(11,500.31)</u>	(1,002.18)

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2025/2026

Balance Sheet

September 30, 2025

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		54,299.37
Accounts Receivable		0.00
Total Current Assets		54,299.37

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	0.00
Total Liabilities		0.00
Capital		
Reserved Balance		50,137.50
Journal Difference		0.00
Net Income		4,161.87
Total Capital		54,299.37
Total Liabilities & Capital	\$	54,299.37

Washington County Imagination Library
100 West Millard Street, Johnson City, TN 37604
FY 2025/2026
Financial Report

		September 2025	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	\$ 9,925.00	39,700.00	25.00
4102	Washington County	12,500.00	12,500.00	25,000.00	50.00
4103	Donations	0.00	0.00	300.00	0.00
4104	Miscellaneous Revenue	0.00	0.00	0.00	0.00
4105	DPIL License Plate Revenue	0.00	0.00	6,500.00	0.00
	Total Revenues	<u>12,500.00</u>	<u>22,425.00</u>	<u>71,500.00</u>	31.36
Expenses					
5101	Monthly Book Purchase	5,949.64	18,003.12	70,475.00	25.55
5102	Registration Materials	0.00	0.00	250.00	0.00
5103	Postage	0.00	0.00	200.00	0.00
5104	Bank Fees	0.00	0.00	25.00	0.00
5105	Travel Expense	0.00	260.01	500.00	52.00
5106	Miscellaneous Expense	0.00	0.00	50.00	0.00
	Total Expenses	<u>5,949.64</u>	<u>18,263.13</u>	<u>71,500.00</u>	25.54
	Net Income	<u>\$ 6,550.36</u>	<u>\$ 4,161.87</u>	<u>0.00</u>	0.00

Circulation Report for September 2025

Library

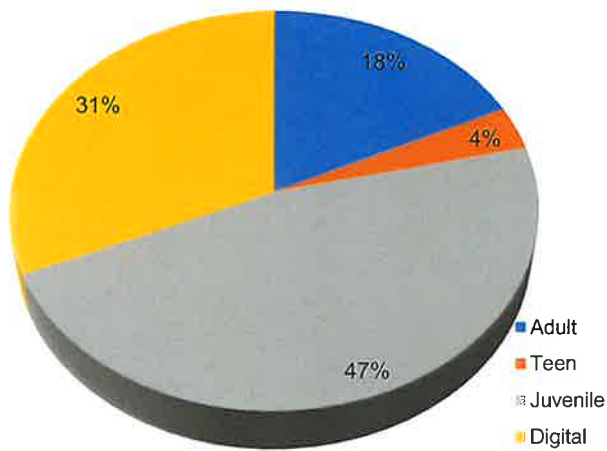
	Sep-25	Aug-25	% Change	Sep-24	% Change
Adult	11511	11865	-2.98%	11656	-1.2%
Teen	2247	2470	-9.03%	2247	0.00%
Juvenile	30224	28338	6.66%	27929	8.22%
Digital	20208	21783	-7.23%	19023	6.23%
Total	64190	64456	-0.41%	60855	5.48%

Courier Loans

Borrowed	1195	1078	10.85%	833	43.46%
Loaned	542	557	-2.69%	512	5.86%

Other

Self Checkouts	13715	15355	-10.68%	13946	-1.66%
Borrowers added	391	381	2.62%	309	26.54%
Door Count	17702	18787	-5.78%	16765	5.59%



OWL CIRC, September 2025

