

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

2022/2023 Board of Directors:

Jennifer Dixon, President
David Gemar, Vice-President
Scott Jeffress, Treasurer
Georgita Washington, Secretary
Daryl Carter
John Hunter
Thomas Kendall
Gwynn Mettetal
Suzy Williams

Regular Meeting Agenda April 18, 2023 4:30 PM

1. Call to order
2. Approval of March minutes – **Action**
3. Treasurer’s Report
 - a. March JCPL report -- **Action**
 - b. March Washington County Imagination Library report—**Action**
4. Director’s Report
5. President’s Report
6. Old Business
7. New Business
 - a. June 3, 2023 discussion
 - b. New board member recommendation committee
8. Adjournment

- Action items indicated in red

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
March 21, 2023

The Board of Directors of the Johnson City Public Library met March 21, 2023 at 4:30 p.m. in the library's Jones Meeting Center. Members present were President Jennifer Dixon, Vice President David Gemar, Treasurer Scott Jeffress, Daryl Carter, John Hunter, Thomas Kendall, and Gwynn Mettetal. Secretary Georgita Washington and Suzy Williams were absent from the meeting. Also present were Library Director Julia Turpin, Assistant Director and Recording Secretary Cathy Griffith, Children's Department Manager Betty Cobb, student participants in the Librarian in Training (LIT) program and LIT coordinator Jennifer Johnson.

- I. Call of meeting to order. President Dixon called the meeting to order at 4:31 p.m.
- II. Approval of February minutes. Upon the motion of Mr. Carter, seconded by Mr. Jeffress, the minutes of the February 17, 2023 meeting were approved as submitted.
- III. Treasurer's Report.
 - a. Operating Account report. The Staff Orders Account liability on the Balance Sheet is where staff paid for personal summer reading items in February and the invoice for these items was posted in March. This will zero out with the March financial statements. At the end of February, revenues are at 75% and expenditures are at 64.4% of budgeted amounts. Unanticipated revenue is shown in donations, memorials, Friends of the Library, and the sale of obsolete computer equipment and furniture. Unanticipated expenditures are the reason that several line items are currently over budget. Upon the motion of Mr. Kendall, seconded by Ms. Mettetal, it was unanimously resolved to approve the February 2023 Operating Account report as submitted.
 - b. Imagination Library Account report. At the end of the February, total revenue is at 101.4% and total expenditures are at 67.8% of budgeted amounts. Mr. Jeffress said that expenditures are where we expect them to be in a straight-line budget. There was discussion of a celebration when the one millionth book is mailed. Ms. Griffith said that this should happen in the first quarter of 2024. A proposed amended budget for the Imagination Library will correct overages in both revenues and expenditures. Currently, 5,199 Washington County children under the age of five are enrolled in the program. Upon the motion of Mr. Hunter, seconded by Mr. Kendall, it was unanimously resolved to approve the February 2023 Imagination Library report as submitted.
 - c. Presentation of the 2023 audit proposal. Ms. Dixon expressed her disappointment in the increased cost of FY23 audit considering the level of work required on the library's audit in comparison to other audits she has been a part of. Mr. Carter said that it is best practice to alternate auditing firms every three to four years. Mr. Hunter asked if we had looked at bidding out the audit and suggested contacting City Manager Cathy Ball to see if the City has plans to bid out auditing services. Ms. Griffith noted that because the library receives most of our funding from, and we are a component unit of, the City of Johnson City we

have used the same auditor as the City. She added that we could incur additional costs by using a firm different from the one the City uses.

- IV. Director's Report. Ms. Turpin recognized retiring Children's Library Manager Betty Cobb. She read some information about Ms. Cobb's tenure at JCPL. She also read staff member submissions to the Above and Beyond staff monthly award that told of the many wonderful things that Ms. Cobb did for the library in her nearly 25 years at JCPL. Ms. Turpin and Ms. Dixon presented a certificate of appreciation and a framed picture of the library to Ms. Cobb and Board members thanked her for all of her hard work and efforts on behalf of children and literacy.

Ms. Turpin reported that February was a very busy month with children's library circulation up 32% from 2020 and up 31% from last year. She noted a problem with the February door count number shown in the statistical report and said that this will be corrected by aggregating the total for February. Ms. Turpin reported that this Thursday the 23rd is the Washington County ARPA Committee meeting. At this meeting commissioners will decide on the best use of ARPA funds earmarked for workforce development. There was discussion on the cost of digital content compared to that of print materials. Ms. Dixon asked Ms. Turpin how the staff training day went and Ms. Turpin said that there was a lot of content but it went really well and staff got a lot out of the day. She noted that Facility Manager Mike Swartz is working on his CPR certification so that he can train smaller groups of staff members in first aid, AED, and CPR. This will eliminate the need to spend a full day for this training.

- V. President's Report. No report.

- VI. Holston River Regional Library (HORL) Report. No report.

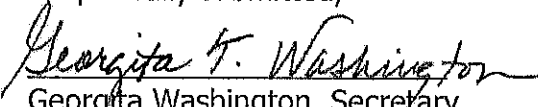
- VII. Old Business. There was no old business.

- VIII. New Business.

- a. 2022/2023 JCPL Budget amendment. Upon the motion of Mr. Hunter, seconded by Mr. Carter, it was unanimously resolved to approve the 2022/2023 JCPL Budget amendment as submitted.
- b. 2022/2023 Imagination Library Budget amendment. Upon the motion of Mr. Jeffress, seconded by Mr. Hunter, it was unanimously resolved to approve the 2022/2023 Imagination Library Budget amendment as submitted.

- IV. Adjournment. Upon the motion of Mr. Gemar, seconded by Mr. Carter, it was unanimously resolved to adjourn the meeting at 5:14 p.m.

Respectfully submitted,


Georgita Washington, Secretary

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
Balance Sheet
March 31, 2023

ASSETS

Current Assets

Petty Cash	\$	554.14	
Truist Money Mkt. Acct.		395,129.74	
Payroll Account		545.16	
Checking Account		40,423.25	
Truist Business Advantage MM		43,014.94	
Cash on Hand		300.00	
Accounts Rec'ble Module		320.00	
		<hr/>	
Total Assets	\$		<u><u>480,287.23</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	0.00	
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		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	
Sam's Club		0.00	
Other P/R Deductions		0.00	
Medical Ins. Deduction		0.00	
Aflac		0.00	
		<hr/>	
Total Liabilities			0.00

Capital

Unassigned Fund Balance	413,902.11	
Clark Funds Assigned/FutureUse	38,542.57	
Current Earnings	0.00	
Net Income	27,842.55	
	<hr/>	
Total Capital		<u>480,287.23</u>
Total Liabilities & Capital	\$	<u><u>480,287.23</u></u>

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2022/2023 Operating Account
 Financial Report

		March 2023	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 0.00	1,581,938.25	2,147,276.00	73.67
4102	Washington County	0.00	76,500.00	102,000.00	75.00
4103	Interest Income	4.47	42.71	100.00	42.71
4104	Printing & Copying	1,195.56	9,415.90	11,000.00	85.60
4105	Lost & Damaged Charges	523.08	3,476.30	4,000.00	86.91
4106	Meeting Room Rental	407.50	3,682.50	4,500.00	81.83
4107	Hotspot Rental	382.00	4,916.00	6,000.00	81.93
41081	Miscellaneous	2,241.12	6,574.82	6,000.00	109.58
41082	Patron Supply Purchase	32.00	134.25	150.00	89.50
41083	JCPL Promotional Items	16.00	79.00	100.00	79.00
41084	Ongoing Book Sale	688.95	6,529.95	8,000.00	81.62
41085	Cashier Reconciliation	(2.65)	17.30	0.00	0.00
41091	Donations	6,052.49	40,154.00	36,000.00	111.54
41092	Memorials	0.00	2,515.00	3,000.00	83.83
41093	Friends of the Library	0.00	5,754.00	5,800.00	99.21
41095	LSTA Grant	0.00	17,466.91	17,470.00	99.98
41096	Other Grant Revenue	0.00	0.00	0.00	0.00
4110	E-rate Reimbursement	0.00	923.30	5,795.00	15.93
4111	Sale of Obsolete Equip.& Furn.	120.00	2,930.00	2,900.00	101.03
4112	Events and Promotions	0.00	0.00	0.00	0.00
	Total Revenues	11,660.52	1,763,050.19	2,360,091.00	74.70
Expenses					
Personnel					
51011	Salaried	85,158.51	535,594.39	737,000.00	72.67
51012	Hourly	72,895.05	460,596.46	631,500.00	72.94
5102	Social Security	12,091.10	76,170.43	104,690.00	72.76
5103	Medical Insurance	13,474.35	120,500.85	167,000.00	72.16
5104	Worker's Compensation	0.00	2,187.00	2,200.00	99.91
5105	State Unemployment	0.00	2,138.26	2,000.00	106.91
5106	Staff Development	676.32	13,885.42	14,500.00	95.76
5107	Staff Memberships	0.00	200.00	1,000.00	20.00
5108	Travel Expense	0.00	484.61	1,000.00	48.46
5110	TIAA Retirement	6,129.48	38,847.50	50,500.00	76.93
	Total Personnel Expenses	190,424.81	1,250,604.92	1,711,390.00	73.08
Support Services					
52011	General Supplies	471.62	2,776.04	5,000.00	55.52
52012	Circ. Supplies	0.00	331.11	4,000.00	8.28
52013	Public Service Dept(s)Supplies	66.89	3,461.38	5,000.00	69.23
52014	Printing/Copying Supplies	0.00	1,476.77	2,500.00	59.07
5202	Postage	441.00	867.75	2,000.00	43.39
5204	Telephone	106.08	861.80	1,400.00	61.56
5205	Miscellaneous Admin.	813.30	5,684.21	7,000.00	81.20
5206	Bank & CC Acceptance Fees	292.77	4,408.93	5,500.00	80.16
5207	Volunteer Services	7.18	431.32	1,000.00	43.13
52081	Audit	0.00	13,700.00	13,800.00	99.28
52083	Gen. Liab.& Contents Ins.	0.00	6,390.00	6,400.00	99.84

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2022/2023 Operating Account
 Financial Report

		March 2023	Year to Date	Budget	Percent
52084	Directors & Officers Ins.	0.00	2,165.00	2,165.00	100.00
5209	Library Memberships	0.00	1,405.50	1,500.00	93.70
5210	Public Relations	(117.18)	5,482.66	7,500.00	73.10
5211	Vehicle Expense	0.00	3,877.58	5,000.00	77.55
	Total Support Services	2,081.66	53,320.05	69,765.00	76.43
Building Operations					
5301	Gas	2,528.76	10,623.32	14,000.00	75.88
5302	Electricity	4,405.54	39,831.26	57,000.00	69.88
5303	Water	397.82	4,782.52	7,500.00	63.77
5304	Janitorial Supplies	1,777.40	11,684.20	15,800.00	73.95
53051	Routine Maint. & Repair	694.37	9,357.26	14,300.00	65.44
53052	Lighting	0.00	1,265.81	3,000.00	42.19
53053	Grounds Maintenance	457.33	4,614.93	9,000.00	51.28
53061	Equip. Maint./Contracts	148.00	4,568.40	8,500.00	53.75
53062	Contracted Building Services	787.93	8,835.09	12,000.00	73.63
5307	Building Improvements	2,275.82	8,052.05	10,000.00	80.52
5308	Clothing and PPE	82.31	1,127.46	2,500.00	45.10
	Total Building Operations	13,555.28	104,742.30	153,600.00	68.19
Technical Services					
5401	Processing Supplies	21.90	3,775.90	9,500.00	39.75
5402	Acquisitions	0.00	0.00	750.00	0.00
5403	Binding and preservation	0.00	0.00	500.00	0.00
	Total Technical Services	21.90	3,775.90	10,750.00	35.12
Materials and Services					
55011	Adult Books	1,691.71	25,774.36	37,700.00	68.37
55012	Children's Books	2,179.31	25,118.33	37,300.00	67.34
55013	Teen Books	273.87	9,059.80	12,000.00	75.50
5502	Serials	0.00	5,686.22	7,500.00	75.82
55031	Adult Non-Print	348.22	4,962.74	10,000.00	49.63
55032	Children's Non-Print	0.00	1,488.45	2,700.00	55.13
55033	Teen Non-Print	0.00	296.28	500.00	59.26
5504	Databases, Electronic	0.00	5,950.23	8,500.00	70.00
55051	Adult Programs	203.08	3,398.08	5,000.00	67.96
55052	Children's Programs	181.83	2,935.68	5,000.00	58.71
55053	Teen Programs	328.32	2,868.79	3,500.00	81.97
5506	Summer Reading Program (All)	1,375.83	4,632.51	13,500.00	34.31
55071	Adult Electronic Materials	6,908.51	31,616.46	37,100.00	85.22
55072	Children's Electronic Material	500.00	3,059.99	8,100.00	37.78
55073	Teen Electronic Materials	631.18	2,270.61	3,700.00	61.37
5508	FOL Materials	0.00	2,721.12	2,725.00	99.86
5509	FOL Programs	0.00	0.00	0.00	0.00
	Total Materials and Services	14,621.86	131,839.65	194,825.00	67.67

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2022/2023 Operating Account
 Financial Report

		March 2023	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	30.29	5,887.77	7,500.00	78.50
5602	Software	0.00	6,098.59	7,000.00	87.12
5603	Copier Maintenance	943.98	9,550.17	11,000.00	86.82
5604	ILS Maintenance	0.00	16,647.40	16,700.00	99.69
5605	Equip./Software Maint.	112.57	38,773.97	43,500.00	89.14
5606	Internet Access	804.68	7,351.44	10,100.00	72.79
5608	LSTA Grant	0.00	34,906.40	35,000.00	99.73
	Total Information Technology	<u>1,891.52</u>	<u>119,215.74</u>	<u>130,800.00</u>	91.14
Miscellaneous Expense					
5701	Miscellaneous	355.25	2,713.64	5,000.00	54.27
5702	Security	5,193.75	29,712.50	37,500.00	79.23
5703	Furniture	0.00	0.00	4,500.00	0.00
5706	Capital Projects-Other	0.00	35,910.94	38,543.00	93.17
5708	Misc. Friends of the Library	0.00	3,372.00	3,375.00	99.91
	Total Miscellaneous Expense	<u>5,549.00</u>	<u>71,709.08</u>	<u>88,918.00</u>	80.65
	Total Expenses	<u>228,146.03</u>	<u>1,735,207.64</u>	<u>2,360,048.00</u>	73.52
	Net Income	<u>\$ (216,485.51)</u>	<u>27,842.55</u>	<u>43.00</u>	64,750.12

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2022/2023

Balance Sheet

March 31, 2023

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		50,084.21
Accounts Receivable		0.00
		50,084.21
Total Current Assets		50,084.21

LIABILITIES AND CAPITAL

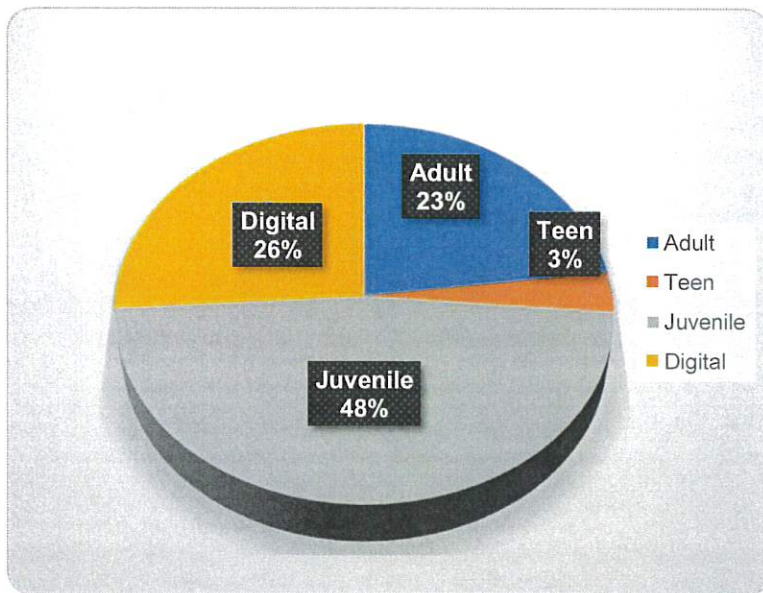
Current Liabilities		
Accounts Payable	\$	0.00
		0.00
Total Liabilities		0.00
Capital		
Reserved Balance		34,040.12
Journal Difference		0.00
Net Income		16,044.09
		50,084.21
Total Capital		50,084.21
Total Liabilities & Capital	\$	50,084.21

Washington County Imagination Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2022/2023
 Financial Report

		March 2023	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 20.00	\$ 29,795.00	39,700.00	75.05
4102	Washington County	0.00	25,000.00	25,000.00	100.00
4103	Donations	0.00	484.00	550.00	88.00
4104	Miscellaneous Revenue	0.00	24.00	100.00	24.00
4105	DPIL License Plate Revenue	0.00	11,331.53	11,350.00	99.84
	Total Revenues	<u>20.00</u>	<u>66,634.53</u>	<u>76,700.00</u>	<u>86.88</u>
Expenses					
5101	Monthly Book Purchase	5,746.19	50,290.44	68,400.00	73.52
5102	Registration Materials	0.00	0.00	100.00	0.00
5103	Postage	300.00	300.00	400.00	75.00
5104	Bank Fees	0.00	0.00	25.00	0.00
5105	Travel Expense	0.00	0.00	250.00	0.00
5106	Miscellaneous Expense	0.00	0.00	25.00	0.00
	Total Expenses	<u>6,046.19</u>	<u>50,590.44</u>	<u>69,200.00</u>	<u>73.11</u>
	Net Income	<u>\$ (6,026.19)</u>	<u>\$ 16,044.09</u>	<u>7,500.00</u>	<u>213.92</u>

Circulation Report for March 2023

	Mar-23	Feb-23	% Change	Mar-22	% Change	Mar-19	% Change
Library							
Adult	13489	13578	-0.66%	13269	2%	19297	-30%
Teen	1970	1790	10.06%	2202	-10.54%	2254	-13%
Juvenile	28107	27101	3.71%	21696	29.55%	21282	32%
Digital	15308	15404	-0.62%	14204	7.77%	10485	46%
Total	58874	57873	1.73%	51371	14.61%	53318	10%
Courier Loans							
Borrowed	1520	1312	15.85%	840	80.95%	1882	-19%
Loaned	566	442	28.05%	385	47.01%	610	-7%
Other							
Self Checkouts	13519	13793	-1.99%		#DIV/0!	13079	3%
Borrowers added	327	332	-1.51%	369	-11.38%		
Door Count	23121	43597	-46.97%	12595	83.57%	22127	4%



OWL CIRC, MARCH 2023

