

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

2019/2020 Board of Directors:

Kathy Hall, President
Tony Warner, Secretary
Sarah Davis, Treasurer
David Gemar
Jennifer Dixon
Suzy Williams
DJ Swatzell
Scott Jeffress

Board of Directors Regular Meeting Agenda Electronic Meeting via Zoom May 19, 2020 4:30 p.m.

1. Call to Order
2. Approval of April minutes – **Action**
3. Treasurer's Report
 - a. April report - **Action**
 - b. April Washington County Imagination Library report- **Action**
4. Director's Report
5. President's Report
6. Friends of the Library Report
7. Old Business
8. New Business
 - a. New board member recommendations
 1. Two new vacancies 7/1/2020
 2. One 2nd term; David Gemar
9. Adjournment

- Action items indicated in red

JOHNSON CITY PUBLIC LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING
April 21, 2020

The Board of Directors of the Johnson City Public Library met April 21, 2020 at 4:30 p.m. in an online meeting pursuant to the Governor's Executive Order No. 16, which provides that because governing bodies must continue to meet to carry out essential functions, governing bodies are authorized to meet electronically, under certain enumerated circumstances. Members present and acknowledging their presence at the online meeting by roll call were: President Kathy Hall, Secretary Tony Warner, Treasurer Sarah Davis, Jennifer Dixon, Suzy Williams, and Scott Jeffress. DJ Swatzell was present at the beginning of the meeting but did not answer the roll call and David Gemar joined the meeting after roll had been called. Also present were Director Julia Turpin and Assistant Director and recording secretary Cathy Griffith.

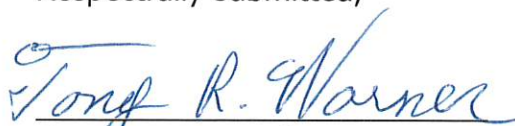
- I. Call of meeting to order. President Hall called the meeting to order at 4:34 p.m. and welcomed attendees.
- II. Approval of previous minutes. Upon the motion of Ms. Williams, and seconded by Ms. Dixon, the minutes of the February 18, 2020 meeting were approved as submitted.
- III. Treasurer's Report. Ms. Griffith gave an overview of each financial statement and answered questions from Board members.
 - Operating Account – February 2020
Upon the motion of Ms. Davis, and seconded by Mr. Warner, the February 2020 report was approved as submitted.
 - Imagination Library (IL) – February 2020
Upon the motion of Ms. Davis, and seconded by Ms. Williams, the February 2020 Imagination Library report was approved as submitted.
 - Operating Account – March 2020
Upon the motion of Mr. Warner, and seconded by Mr. Jeffress, the March 2020 report was approved as submitted.
 - Imagination Library (IL) – March 2020
Upon the motion of Ms. Williams, and seconded by Ms. Dixon, the March 2020 Imagination Library report was approved as submitted.
- IV. Director's Report. Ms. Turpin said that due to the Coronavirus pandemic, the library closed to the public on March 18. She said that staff have been putting out electronic programming and all library cards that expired after January 19 were renewed so that patron could access electronic materials. She noted that she and the library's management staff are looking at a tiered plan for opening the library and it will take time to prepare to open to the public. Ms. Turpin said that large group programs have been cancelled and this year's summer reading program will

focus heavily on "Covid slide" and summer slide. A new digital platform from the company Beanstack will be used for this year's summer reading program and staff are preparing to use this platform to keep up the energy throughout the summer. Ms. Turpin said that she is proud of the work the staff has done so far.

- V. President's Report. No report.
- VI. Friends of the Library Report. No report.
- VII. Holston River Regional Library Report (HORL). No report.
- VIII. Old Business.
 - a. Election of a Board Vice President. Mr. Gemar said that he is willing to serve as Vice President. Upon the motion of Mr. Warner, and seconded by Ms. Williams, it was unanimously resolved to elect David Gemar Vice President of the Johnson City Public Library Board of Directors.
- IX. New Business.
 - a. Budget Revision FY 2019/2020. Ms. Griffith gave an overview of the proposal and answered questions. Upon the motion of Mr. Warner, and seconded by Mr. Gemar, it was unanimously resolved to approve proposed revision to the FY 2019/2020 budget as submitted.
- X. Adjournment.

By acclamation, the meeting was adjourned at 5:12 p.m.

Respectfully submitted,


Tony R. Warner, Secretary

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
Balance Sheet
April 30, 2020

ASSETS

Current Assets

Petty Cash	\$	350.00	
SunTrust Money Mkt. Acct.		510,587.02	
Payroll Account		379.16	
Checking Account		105,532.87	
SunTrust Business Advantage MM		325,347.72	
Cash on Hand		300.00	
Accounts Rec'ble Module		415.00	
East TN Foundation		11,277.19	
		<hr/>	
Total Assets	\$		<u><u>954,188.96</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable Module	\$	9,735.97	
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	
United Way		0.00	
Staff Orders Account		(198.46)	
Dependent Coverage		0.00	
Sam's Club		0.00	
Other P/R Deductions		0.00	
Sunshine Fund		0.00	
Staff Donations		0.00	
Medical Ins. Deduction		0.00	
Aflac		0.00	
		<hr/>	
Total Liabilities			9,537.51

Capital

Unassigned Fund Balance	270,983.25		
Restricted FB Artful Age Grant	3,015.00		
Clark Funds Assigned/FutureUse	321,043.33		
East TN Foundation/Nonspendable	9,166.00		
East TN Foundation/Restricted	2,111.19		
Current Earnings	0.00		
Net Income	338,332.68		
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Total Capital		<u>944,651.45</u>	
Total Liabilities & Capital	\$		<u><u>954,188.96</u></u>

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
FY 2019/2020 Operating Account
Financial Report

		April 2020	Year to Date	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 470,206.25	1,880,825.00	1,880,825.00	100.00
4102	Washington County	25,000.00	100,000.00	100,000.00	100.00
4103	Interest Income	113.81	8,718.45	9,000.00	96.87
4104	Fines	0.00	14,080.20	15,500.00	90.84
4105	Lost & Damaged Charges	0.00	2,695.60	3,000.00	89.85
4106	Meeting Room Rental	0.00	3,672.50	4,000.00	91.81
4107	Hotspot Rental	0.00	5,949.79	6,500.00	91.54
41081	Miscellaneous	0.00	1,096.11	1,200.00	91.34
41082	Patron Supply Purchase	0.00	295.03	525.00	56.20
41083	JCPL Promotional Items	0.00	670.00	700.00	95.71
41084	Printing & Copying	126.85	10,908.78	12,000.00	90.91
41085	Cashier Reconciliation	0.00	50.56	0.00	0.00
41086	One-time City Assistance	0.00	0.00	0.00	0.00
41091	Donations	10.00	23,550.90	25,000.00	94.20
41092	Memorials	0.00	3,337.64	3,500.00	95.36
410931	LSTA Grant	0.00	0.00	19,250.00	0.00
410932	Other Grant Revenue	0.00	0.00	0.00	0.00
410933	ETSU Elevates Grant	0.00	5,000.00	5,000.00	100.00
41094	Ongoing Book Sale	0.00	2,523.35	3,500.00	72.10
41095	FOL Donations	0.00	4,711.13	15,500.00	30.39
4110	E-rate Reimbursement	0.00	0.00	12,500.00	0.00
4111	Sale of Obsolete Equip.& Furn.	0.00	0.00	500.00	0.00
4112	Events and Promotions	0.00	0.00	0.00	0.00
Total Revenues		495,456.91	2,068,085.04	2,118,000.00	97.64
Expenses					
Personnel					
51011	Salaried	67,723.23	477,516.88	573,000.00	83.34
51012	Hourly	65,004.90	518,949.68	630,000.00	82.37
5102	Social Security	10,153.63	76,019.37	92,000.00	82.63
5103	Medical Insurance	13,020.91	125,163.79	145,000.00	86.32
5104	Worker's Compensation	0.00	2,436.00	3,000.00	81.20
5105	State Unemployment	0.00	0.00	0.00	0.00
5106	Staff Development	0.00	2,622.70	3,000.00	87.42
5107	Staff Memberships	0.00	752.00	1,000.00	75.20
5108	Travel Expense	0.00	12,211.56	14,000.00	87.23
5110	TIAA/CREF	4,224.70	31,435.87	37,250.00	84.39
Total Personnel Expenses		160,127.37	1,247,107.85	1,498,250.00	83.24
Support Services					
52011	General Supplies	0.00	3,238.66	5,000.00	64.77
52012	Circ. Supplies	0.00	2,105.23	4,000.00	52.63
52013	Youth Services Supplies	0.00	1,605.61	1,700.00	94.45
52014	Printing/Copying Supplies	0.00	1,959.10	3,000.00	65.30
5202	Postage	100.00	788.79	1,500.00	52.59
5204	Telephone	214.79	3,461.76	4,500.00	76.93
5205	Miscellaneous Admin.	(50.00)	3,205.92	5,000.00	64.12
5206	Bank & CC Acceptance Fees	285.71	4,305.50	6,000.00	71.76

Johnson City Public Library
100 West Millard Street, Johnson City, TN 37604
FY 2019/2020 Operating Account
Financial Report

		April 2020	Year to Date	Budget	Percent
5207	Volunteer Services	0.00	525.43	1,000.00	52.54
52081	Audit	0.00	12,400.00	12,400.00	100.00
52083	Gen. Liab.& Contents Ins.	0.00	5,828.00	6,000.00	97.13
52084	Directors & Officers Ins.	0.00	1,868.00	1,900.00	98.32
5209	Library Memberships	490.00	1,304.00	1,500.00	86.93
5210	Public Relations	0.00	7,059.77	9,000.00	78.44
	Total Support Services	<u>1,040.50</u>	<u>49,655.77</u>	<u>62,500.00</u>	<u>79.45</u>
Building Operations					
5301	Gas	856.38	6,667.03	9,000.00	74.08
5302	Electricity	4,520.23	44,103.16	57,500.00	76.70
5303	Water	423.41	4,942.19	6,500.00	76.03
5304	Janitorial Supplies	638.58	10,906.60	12,000.00	90.89
53051	Routine Maint. & Repair	309.33	5,757.46	9,800.00	58.75
53052	Lighting	0.00	1,552.15	2,000.00	77.61
53053	Grounds Maintenance	960.00	4,212.53	7,000.00	60.18
53061	Equip. Maint./Contracts	2,929.81	7,063.84	7,000.00	100.91
53062	Building Security/Fleenor	33.00	900.00	900.00	100.00
53063	Pest Control	523.80	523.80	550.00	95.24
53064	Linnaea Gardens	139.93	1,399.30	1,800.00	77.74
53065	Janitorial Service	0.00	3,462.00	8,500.00	40.73
5307	Building Improvements	0.00	10,116.85	11,000.00	91.97
	Total Building Operations	<u>11,334.47</u>	<u>101,606.91</u>	<u>133,550.00</u>	<u>76.08</u>
Technical Services					
5401	Processing Supplies	0.00	4,300.06	8,500.00	50.59
5402	Acquisitions	8.69	1,697.90	3,000.00	56.60
5403	Binding and preservation	0.00	577.27	2,000.00	28.86
	Total Technical Services	<u>8.69</u>	<u>6,575.23</u>	<u>13,500.00</u>	<u>48.71</u>
Materials and Services					
55011	Adult Books	6,303.76	51,073.43	52,000.00	98.22
55012	Juvenile Books	1,690.07	23,796.52	27,000.00	88.14
55013	Young Adult Books	622.20	6,690.87	7,500.00	89.21
5502	Serials	79.00	7,253.82	8,000.00	90.67
55031	Adult Non-Print	763.14	17,107.40	18,000.00	95.04
55032	Juvenile Non-Print	537.71	2,803.69	5,000.00	56.07
55033	Young Adult Non-Print	35.99	1,063.86	2,500.00	42.55
5504	Electronic Materials	12,154.58	36,487.51	43,500.00	83.88
55051	General Programs	2,289.38	3,079.99	5,000.00	61.60
55052	Summer Reading Program	0.00	3,892.20	10,500.00	37.07
55053	Teen Programs	212.06	2,510.99	4,000.00	62.77
5506	Adult Services Programs	117.14	3,631.49	8,448.00	42.99
5508	FOL Materials	0.00	1,752.95	6,000.00	29.22
5509	FOL Programs	0.00	577.53	6,500.00	8.89
	Total Materials and Services	<u>24,805.03</u>	<u>161,722.25</u>	<u>203,948.00</u>	<u>79.30</u>

Johnson City Public Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2019/2020 Operating Account
 Financial Report

		April 2020	Year to Date	Budget	Percent
Information Technology					
5601	Equipment	0.00	6,924.48	8,000.00	86.56
5602	Software	466.41	4,410.40	9,000.00	49.00
5603	Copier Maintenance	692.23	8,713.94	12,000.00	72.62
5604	ILS Maintenance	0.00	0.00	22,000.00	0.00
5605	Equip./Software Maint.	0.00	37,794.46	38,000.00	99.46
5606	Internet Access	1,415.17	13,861.05	18,000.00	77.01
5608	LSTA Grant	30,926.70	38,240.00	38,250.00	99.97
	Total Information Technology	<u>33,500.51</u>	<u>109,944.33</u>	<u>145,250.00</u>	75.69
Miscellaneous Expense					
5701	Miscellaneous	42.00	3,597.77	5,000.00	71.96
5702	Security	0.00	24,512.50	28,650.00	85.56
5703	Furniture	0.00	1,695.00	2,000.00	84.75
5704	Art	0.00	0.00	0.00	0.00
5706	Lean Assessment	0.00	20,354.95	20,500.00	99.29
5708	Misc. Friends of the Library	0.00	2,654.31	3,000.00	88.48
5709	ETSU Elevates Grant Expense	145.98	325.49	5,000.00	6.51
	Total Miscellaneous Expense	<u>187.98</u>	<u>53,140.02</u>	<u>64,150.00</u>	82.84
	Total Expenses	<u>231,004.55</u>	<u>1,729,752.36</u>	<u>2,121,148.00</u>	81.55
	Net Income	<u>\$ 264,452.36</u>	<u>338,332.68</u>	<u>(3,148.00)</u>	(10,747.54)

Washington County Imagination Library

100 West Millard Street, Johnson City, TN 37604

FY 2019/2020

Balance Sheet

April 30, 2020

ASSETS

Current Assets		
Petty Cash	\$	0.00
Checking Account		47,238.57
Accounts Receivable		0.00
		<hr/>
Total Current Assets		47,238.57

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	0.00
		<hr/>
Total Liabilities		0.00
Capital		
Reserved Balance		32,001.72
Journal Difference		0.00
Net Income		15,236.85
		<hr/>
Total Capital		47,238.57
		<hr/>
Total Liabilities & Capital	\$	<u>47,238.57</u>

Washington County Imagination Library
 100 West Millard Street, Johnson City, TN 37604
 FY 2019/2020
 Financial Report

		April 2020	Balance YTD	Budget	Percent
Revenues					
4101	City of Johnson City	\$ 9,925.00	\$ 39,700.00	39,700.00	100.00
4102	Washington County	0.00	28,500.00	28,500.00	100.00
4103	Donations	50.00	263.20	2,000.00	13.16
4104	Miscellaneous Revenue	0.00	100.00	1,100.00	9.09
	Total Revenues	<u>9,975.00</u>	<u>68,563.20</u>	<u>71,300.00</u>	96.16
Expenses					
5101	Monthly Book Purchase	5,282.25	52,873.56	69,800.00	75.75
5102	Registration Materials	0.00	137.79	500.00	27.56
5103	Postage	0.00	300.00	750.00	40.00
5104	Bank Fees	0.00	15.00	50.00	30.00
5105	Travel Expense	0.00	0.00	100.00	0.00
5106	Miscellaneous Expense	0.00	0.00	100.00	0.00
	Total Expenses	<u>5,282.25</u>	<u>53,326.35</u>	<u>71,300.00</u>	74.79
	Net Income	<u>\$ 4,692.75</u>	<u>\$ 15,236.85</u>	<u>0.00</u>	0.00