



Board of Trustees Meeting
Thursday, November 16th, 5:30 p.m.
201 Nolichucky Ave, Erwin, TN

2023-2024 Board Members

Cathy Griffith, President

Jan Bowden, Vice President

Andy Frazier, Secretary

Shane O'Hare, Treasurer

Stana Donnelly

Jenna Lafever

Gail Snodgrass

Our Mission

Every day we enrich lives, empower citizens,
and connect community through our
collection of materials and people focused
programs.

Our Values

Community Focused

Service Oriented

Welcoming

Caring

AGENDA

1. Welcome & Roll Call
2. Public Comment
3. Approval Minutes
 - a. October 26th, 2023 – **Action**
4. Treasurer's Report
 - a. October financial statement – **Action**
5. Director's Report
6. Holston River Regional Library Report
7. Board President's Report
8. Foundation reports
 - a. Col. J.F. Toney Memorial Library report
 - b. UCPL Foundation report
9. Old Business
 - a. Policy Matrix
10. New Business
 - a. Internet Policy- **Action**
 - b. December Meeting- **Action**
11. Board Member Comments
12. Adjournment - **Action**

**Next Meeting Thursday, January 25 , 2023 –
6:00 p.m.**

UNICOI COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
October 26th, 2023

The Board of Trustees of the Unicoi County Public Library met October 26th, 2023, at the Unicoi County Public Library in Erwin, TN. Members present were President, Cathy Griffith, Vice President, Jan Bowden, Secretary, Andy Frazier, and members Jenna Lafever and Gail Snodgrass. Treasurer, Shane O'Hare, and member Stana Donnelly were absent.

Also present was UCPL Director Morgan Olson.

- I. Call of meeting to order. Ms. Griffith called the meeting to order at 6:07 pm.
- II. Public comment. None.
- III. Approval of September 28th, 2023 meeting minutes. Upon the motion of Ms. Snodgrass, seconded by Ms. Bowden, the minutes of the September 28th, 2023, meeting were unanimously approved as submitted.
- IV. Treasurer's report. Mr. O'Hare had submitted a report on the September financial statement, that Ms. Griffith commented on. Total assets as of time of the report were \$59,602.21. Net revenue was \$34,821.57. This still does not include budgeted funds from the Town of Unicoi or Unicoi County. Mr. Frazier asked about some overdraft fees on 9/14 listed in the detailed report. Ms. Olson shared that after clearing up a mistake with the bank, those fees were removed.
 - a. Approval of September 2023 financial report. Upon the motion of Ms. Lafever, seconded by Mr. Frazier, the September 2023 financial report was unanimously approved as submitted.
- V. Director's report. Ms. Olson shared some of the highlights of the past month. This month's report groups several items into categories. Training opportunities included her attending the Summer Reading Conference hosted at the King Family Library in Sevierville. Next year's Summer Reading Program theme will be Adventure, which presents a lot of compelling opportunities to highlight the outdoors and get local businesses and organizations involved.

Fundraising included the two-part event during the Apple Festival where over \$3500 was raised by parking cars and having a booth with crafts, books and baked good. Ms. Bowden shared that she was happy to provide the booth space in front of her store and it helped draw more people to her store. The monthly basement book sale raised about \$200, which is typical. The Town of Unicoi held their monthly Food Truck Rally and chose UCPL to donate just over \$300 to. The Clinchfield Sub Station fundraiser also raised just over \$300. The owners donated the entire amount they earned that day and a few people signed up for library cards. The United Way Fundraising Kickoff Breakfast was on 10/19 and Ms. Olson attended with Ms. Griffith. The UCPL proposal for this year was the same as last year, \$12,500 for senior programs and \$2,500 for Summer Reading Program, because the United Way is already very generous in their support for UCPL.

Programs and Events in the past month included the “Spooky Nights” events on Friday. There will be a local author talk with Courtnee Turner Hoyle and Joan Berry sharing about their new book on 10/27. The annual pumpkin painting event was a big hit again with about 40 participants submitting some very creative pumpkins for the community to vote on. This event was sponsored by Food City, Food Lion, and the Town of Erwin. The annual “Spooktacular” event will again be held on Halloween. UCPL also hosted a Narcan Training that was done by the Prevention Coalition, and Narcan is now in the Director’s office with staff trained how to use it in an emergency. Finally, the library hosted a homeschool program for children to learn about the solar eclipse and made viewers. Over 84 people participated and even more people are expected for the April eclipse.

Ms. Lafever mentioned that for next year’s Summer Reading Program it would be great to reach out to the group behind the Real Wild Unicoi County campaign who actively works to promote things like the outdoor resources of our community. Ms. Olson said she and the staff already have a lot of ideas about potential programs or events and local businesses or organizations they can reach out to and possibly partner with.

VI. Holston River Regional Library Report. No report.

VII. President’s Report.

Ms. Griffith commented on the 2022-2023 Annual Report that Ms. Olson had shared with the Board at the start of the meeting. This is a full color, 6-page document that highlights some key financial information, circulation statistics, event photos, local stories, and a thank you to our donors.

Ms. Griffith asked the Board to also review the annual giving letter that will be sent out to both current and potential donors. Board members are asked to submit names of those who might be interested in considering supporting the library.

VIII. Toney Foundation report. Ms. Griffith also shared that the Toney Foundation finally received the money from the United Way that had been lost in the mail. Fund balance is at \$10,562.78, but approximately \$2,600 will be spent on repairs to the building sprinkler system soon.

IX. Unicoi County Public Library Foundation report. No report, but Ms. Griffith was able to note that the Foundation has investment assets of \$277,991.58 and \$6,626.97 in the bank. They will hopefully be meeting again before our next meeting.

X. Old Business.

A. Policy Matrix. Ms. Olson shared a document in the Board packet that lists all current UCPL policies and includes information about when it was created, last updated, or when an update will likely be needed. The Internet Policy will need to be updated soon to comply with recent updates to our Library Services Agreement. Ms. Olson will also be looking ahead at what policies need to be added or updated and can alert the Board. Going forward, we will also include a list at the bottom of each policy document that shows the creation and revision history.

After some brief discussion, the Board agreed that since several of these policies were recently created or updated in the past couple of years, it should not be necessary to review and update all policies every year.

XI. New Business.

- A. Holiday Policy Review and Approval of Closures. Ms. Olson provided a copy of the Holiday Policy to review along with suggestions for upcoming closures based on the policy. A minor discrepancy in the second paragraph of the policy needs to be corrected. It states that part-time employees are paid for "six" hours of work then in parenthesis it says "(4)". The correct amount for both should be "four" and "(4)".

The main consideration of the policy is regarding upcoming closures. Per the policy, Ms. Olson proposes closure for Veteran's Day on both 11/10 & 11/11, since the holiday falls on at Saturday. She also proposes closure for Thanksgiving on 11/23 & 11/24, for Christmas on 12/25 & 12/26, and for New Year's Day on 1/1. Of note, Christmas Eve falls on a Sunday, but since Christmas Day is already a paid holiday on the Monday the proposal is to have Tuesday 12/26 as a paid holiday

a. Approval of Closures. Upon the motion by Ms. Snodgrass, seconded by Ms. Lafever, the motion to approve the Closures passed unanimously.

- XII. Board comments. Ms. Griffith shared her thanks to the Board and Staff for the various gifts and kind words she had received from them as she approaches her retirement from over 32 years of working at Johnson City Public Library. She is especially grateful for the opportunity to continue serving UCPL, perhaps even more after she officially retires.

- XIII. Adjournment. Upon the motion of Mr. Frazier, seconded by Ms. Bowden, all agree to adjourn the meeting at 6:42pm. Due to the Thanksgiving holiday, and some schedule conflicts for some Board members, the next meeting will be Thursday, November 16th, 2023 at 5:30pm at UCPL.

Respectfully submitted,



Andy Frazier, Secretary

Management Report

Unicoi County Public Library

For the period ended October 31, 2023

UNICOI COUNTY PUBLIC LIBRARY



Prepared on

November 7, 2023

For management use only

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Statement of Financial Position

As of October 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1100 Cash on Hand - Register	50.00
1110 Cash - MCB Operating	5,354.65
1111 Cash - MCB Payroll	6,671.72
1115 Savings - MCB	39,797.00
1140 Petty Cash	50.00
Total Bank Accounts	51,923.37
Other Current Assets	
Inventory Asset	162.43
Payments to deposit	30.00
Total Other Current Assets	192.43
Total Current Assets	52,115.80
TOTAL ASSETS	\$52,115.80
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable (A/P)	742.27
Total Accounts Payable	742.27
Other Current Liabilities	
2200 Payroll Liabilities	2,054.82
2220 SUTA Liability	12.41
BCBS Health Plan	607.10
Total 2200 Payroll Liabilities	2,674.33
Total Other Current Liabilities	2,674.33
Total Current Liabilities	3,416.60
Total Liabilities	3,416.60
Equity	
3000 Unassigned Fund Balance	16,832.25
Retained Earnings	2,675.41
Net Revenue	29,191.54
Total Equity	48,699.20
TOTAL LIABILITIES AND EQUITY	\$52,115.80

Statement of Activity YTD

October 2023

	Oct 2023	Jul - Oct, 2023 (YTD)	Total
REVENUE			
4100 Governmental Support			
4102 Town of Erwin Contribution			55,000.00
4102.1 Town of Erwin Additional Contributions			3,500.00
4103 Town of Unicoi Contribution	1,250.00		1,250.00
Total 4100 Governmental Support	1,250.00		59,750.00
4200 Direct Public Support - Unassigned			
4201 Unrestricted Donations	671.51		2,152.81
4202 UCPL Foundation			20,000.00
Total 4200 Direct Public Support - Unassigned	671.51		22,152.81
4250 Fundraising			
4251 Fundraising/Special Projects	3,787.84		3,787.84
4252 Concessions	27.50		145.00
Total 4250 Fundraising	3,815.34		3,932.84
4300 Direct Public Support - Assigned	9.00		204.05
4301 United Way Contributions	3,125.00		6,250.00
4307 Story (Library Cat) Donations	16.35		119.12
Total 4300 Direct Public Support - Assigned	3,150.35		6,573.17
4500 Service Fees			
4501 Fines & fees	164.72		719.24
4503 Print, Copy, & Fax Service Fees	427.50		1,402.50
4504 Service/Fee Revenue	70.00		180.00
Total 4500 Service Fees	662.22		2,301.74
4800 Sales			
4801 Sales of Product Revenue			230.00
Total 4800 Sales			230.00
4900 Miscellaneous			
4902 Books Sales	113.00		1,449.00
4903 Interest			4.17
Total 4900 Miscellaneous	113.00		1,453.17
Total Revenue	9,662.42		96,393.73
COST OF GOODS SOLD			
4801.1 Cost of Goods Sold			216.72
Total Cost of Goods Sold	0.00		216.72
GROSS PROFIT	9,662.42		96,177.01
EXPENDITURES			
5100 Personnel Expenditures			

	Oct 2023	Total Jul - Oct, 2023 (YTD)
5101 Salaries & wages	10,411.51	46,694.44
5103 Payroll Taxes (FICA)	777.89	3,497.82
5104 SUTA	12.21	91.27
5106 Health Insurance	809.44	2,873.50
Total 5100 Personnel Expenditures	12,011.05	53,157.03
5110 Other Personnel Expenditures		
5112 Travel/Mileage	239.14	346.56
Total 5110 Other Personnel Expenditures	239.14	346.56
5200 Administrative		
5201 Office supplies	47.63	474.97
5202 Postage & Shipping	6.99	94.48
5203 Tech Services/Processing Supplies	133.23	922.32
5204 Printing & photocopying		78.98
5211 Memberships & Fees		386.00
5281 Bank fees & service charges		0.00
5282 Merchant account fees	-175.60	64.57
5291 Miscellaneous Expenditures	59.99	160.74
5293 Story (Library Cat)		119.69
Total 5200 Administrative	72.24	2,301.75
5300 Occupancy		
5301.1 Utilities - Electric	431.54	2,162.89
5301.2 Utilities - Water	62.01	247.11
5301.3 Wastewater	18.50	72.20
5301.4 Internet	79.95	319.80
5302 Telephone	133.78	535.12
5303 Facilities & Grounds Maintenance	298.80	1,063.34
5304 Cleaning	307.50	1,818.21
5305 Small Furniture & Accessories		126.50
Total 5300 Occupancy	1,332.08	6,345.17
5400 Materials & Programs		
5401 Children's Books	165.85	373.02
5402 Teen Books	11.54	154.76
5403 Adult Books	468.59	911.05
5404 Youth Programs	20.41	102.13
5405 Teen Programs	177.89	291.64
5406 Adult Programs	34.34	118.69
5410 Summer Reading		1,466.57
5413 Homeschool Headquarters	40.00	40.00
5414 First Friday Performance		400.00
5415 Sponsored Events	352.77	352.77
Total 5400 Materials & Programs	1,271.39	4,210.63

	Oct 2023	Total Jul - Oct, 2023 (YTD)
5500 Information Technology		
5503 Copier Lease	39.39	157.56
5503.1 Copier Usage	43.16	198.86
5510 Accounting Software	284.00	267.91
Total 5500 Information Technology	366.55	624.33
Total Expenditures	15,292.45	66,985.47
NET OPERATING REVENUE	-5,630.03	29,191.54
NET REVENUE	\$ -5,630.03	\$29,191.54

Check Detail

October 2023

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
1110 Cash - MCB Operating						
10/03/2023	Bill Payment (Check)		Blue Shield		R	-809.44
						-809.44
10/11/2023	Bill Payment (Check)	1191	Mary Blankenship		R	-145.00
						-145.00
10/11/2023	Bill Payment (Check)	1192	Canon Solutions America		R	-133.06
						-133.06
10/11/2023	Bill Payment (Check)		B&T		R	-30.63
						-30.63
10/11/2023	Bill Payment (Check)	1194	Demco		R	-93.62
						-93.62
10/11/2023	Bill Payment (Check)	1195	Unbound Digital		R	-133.78
						-133.78
10/11/2023	Bill Payment (Check)	1193	East Tennessee Sprinkler Co.		R	-613.00
						-613.00
10/12/2023	Bill Payment (Check)		Erwin Utilities		R	-735.00
						-735.00

Date	Transaction Type	Num Name	Memo/Description	Clr	Amount
10/12/2023	Bill Payment (Check)	1196 Food Lion		R	-47.41
					-47.41
10/13/2023	Bill Payment (Check)	Amazon		R	-13.95
					-13.95
10/13/2023	Bill Payment (Check)	Amazon		R	-13.19
					-13.19
10/13/2023	Bill Payment (Check)	Amazon		R	-73.70
					-73.70
10/13/2023	Bill Payment (Check)	Intuit		R	-85.00
					-85.00
10/13/2023	Bill Payment (Check)	1190 Linda Poland		R	-200.00
					-200.00
10/16/2023	Bill Payment (Check)	Wal-Mart		R	-34.38
					-34.38
10/16/2023	Bill Payment (Check)	Amazon		R	-66.86
					-66.86
10/17/2023	Bill Payment (Check)	1189 Mary Blankenship		R	-30.00
					-30.00

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
10/17/2023	Bill Payment (Check)	1186	Mary Blankenship		R	-50.00
						-50.00
10/17/2023	Bill Payment (Check)		B&T		R	-37.27
						-37.27
10/20/2023	Bill Payment (Check)		Wal-Mart		R	-63.54
						-63.54
10/20/2023	Bill Payment (Check)		Amazon		R	-189.42
						-189.42
10/20/2023	Bill Payment (Check)		Amazon		R	-18.67
						-18.67
10/20/2023	Bill Payment (Check)	1197	Bristol Public Library		R	-59.99
						-59.99
10/20/2023	Bill Payment (Check)		Amazon		R	-232.81
						-232.81
10/23/2023	Bill Payment (Check)		Amazon		R	-155.35
						-155.35
10/25/2023	Bill Payment (Check)		Amazon		R	-67.97
						-67.97

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
10/25/2023	Bill Payment (Check)	1199	Mary Blankenship			-162.50
						-162.50
10/26/2023	Bill Payment (Check)		Amazon		R	-230.96
						-230.96
10/26/2023	Bill Payment (Check)	1198	Children of the American Revolution			-40.00
						-40.00
10/26/2023	Bill Payment (Check)		Wal-Mart		R	-37.60
						-37.60
10/26/2023	Bill Payment (Check)	1200	Barnes Exterminating Company Inc.		R	-125.00
						-125.00
10/26/2023	Bill Payment (Check)		Bellflower		R	-10.00
						-10.00
10/26/2023	Bill Payment (Check)		Groovy Smoothie		R	-12.22
						-12.22
10/26/2023	Bill Payment (Check)		Steel Rails Coffee House		R	-10.00
						-10.00
10/30/2023	Bill Payment (Check)	1201	Demco			-114.39
						-114.39

Date	Transaction Type	Num Name	Memo/Description	Clr	Amount
10/30/2023	Bill Payment (Check)	1202 Fire Extinguisher Co		C	-65.00
					-65.00
1111 Cash - MCB Payroll					
10/11/2023	Tax Payment	TN Dept of Labor and Workforce Development	Tax Payment for Period: 07/01/2023-09/30/2023		-79.07
			TN Quarterly Taxes		-79.07
			TN Quarterly Taxes		-0.01
			TN Quarterly Taxes		-0.01
10/12/2023	Payroll Check	DD Morgan Olson	Pay Period: 09/25/2023-10/08/2023	R	-1,407.30
			Direct Deposit		-1,407.30
10/12/2023	Payroll Check	DD Char P. Ogborn	Pay Period: 09/25/2023-10/08/2023	R	-300.13
			Direct Deposit		-300.13
10/12/2023	Payroll Check	DD Casey Groll	Pay Period: 09/25/2023-10/08/2023	R	-621.69
			Direct Deposit		-621.69
10/12/2023	Payroll Check	DD Elizabeth A. Kyker	Pay Period: 09/25/2023-10/08/2023	R	-307.07
			Direct Deposit		-307.07
10/12/2023	Payroll Check	DD Hannah R. Garst	Pay Period: 09/25/2023-10/08/2023	R	-960.29
			Direct Deposit		-960.29

Date	Transaction Type	Num Name	Memo/Description	Clr	Amount
10/12/2023	Payroll Check	DD Allison Fredricks	Pay Period: 09/25/2023-10/08/2023	R	-344.00
			Direct Deposit		-344.00
10/12/2023	Payroll Check	DD Laura Elliott	Pay Period: 09/25/2023-10/08/2023	R	-540.45
			Direct Deposit		-540.45
10/12/2023	Tax Payment	IRS	Tax Payment for Period: 09/01/2023-09/30/2023	R	-2,974.79
			Federal Taxes (941/943/944)		-2,974.79
10/26/2023	Payroll Check	DD Elizabeth A. Kyker	Pay Period: 10/09/2023-10/22/2023	R	-360.16
			Direct Deposit		-360.16
10/26/2023	Payroll Check	DD Allison Fredricks	Pay Period: 10/09/2023-10/22/2023	R	-320.92
			Direct Deposit		-320.92
10/26/2023	Payroll Check	DD Morgan Olson	Pay Period: 10/09/2023-10/22/2023	R	-1,531.75
			Direct Deposit		-1,531.75
10/26/2023	Payroll Check	DD Casey Groll	Pay Period: 10/09/2023-10/22/2023	R	-517.51
			Direct Deposit		-517.51
10/26/2023	Payroll Check	DD Laura Elliott	Pay Period: 10/09/2023-10/22/2023	R	-635.98
			Direct Deposit		-635.98

Date	Transaction Type	Num Name	Memo/Description	Clr	Amount
10/26/2023	Payroll Check	DD Char P. Ogborn	Pay Period: 10/09/2023- 10/22/2023	R	-247.05
			Direct Deposit		-247.05
10/26/2023	Payroll Check	DD Hannah R. Garst	Pay Period: 10/09/2023- 10/22/2023	R	-1,036.56
			Direct Deposit		-1,036.56

Budget vs Actual Total

July - October, 2023

	Actual	Budget	over Budget	% of Budget	Total
REVENUE					
4100 Governmental Support					
4101 Unicoi County Contribution		55,000.00	-55,000.00		
4101.1 Unicoi County Additional Contributions		0.00	0.00		
4102 Town of Erwin Contribution	55,000.00	55,000.00	0.00	100.00 %	
4102.1 Town of Erwin Additional Contributions	3,500.00	3,500.00	3,500.00		
4103 Town of Unicoi Contribution	1,250.00	5,000.00	-3,750.00	25.00 %	
Total 4100 Governmental Support	59,750.00	115,000.00	-55,250.00	51.96 %	
4200 Direct Public Support - Unassigned		0.00	0.00		
4201 Unrestricted Donations	2,152.81	2,500.00	-347.19	86.11 %	
4202 UCPL Foundation	20,000.00	40,000.00	-20,000.00	50.00 %	
Total 4200 Direct Public Support - Unassigned	22,152.81	42,500.00	-20,347.19	52.12 %	
4250 Fundraising					
4251 Fundraising/Special Projects	3,787.84	1,800.00	1,987.84	210.44 %	
4252 Concessions	145.00		145.00		
Total 4250 Fundraising	3,932.84	1,800.00	2,132.84	218.49 %	
4300 Direct Public Support - Assigned					
4301 United Way Contributions	204.05	12,500.00	-6,250.00	50.00 %	
4302 Homeschool Headquarters Donations		500.00	-500.00		
4307 Story (Library Cat) Donations	119.12		119.12		
Total 4300 Direct Public Support - Assigned	6,573.17	13,000.00	-6,426.83	50.56 %	
4500 Service Fees					
4501 Fines & fees	719.24	1,100.00	-380.76	65.39 %	
4502 Lost & Damaged Materials Fees		100.00	-100.00		
4503 Print, Copy, & Fax Service Fees	1,402.50	4,000.00	-2,597.50	35.06 %	
4504 Service/Fee Revenue	180.00		180.00		

	Actual	Budget	over Budget	Total % of Budget
Total 4500 Service Fees	2,301.74	5,200.00	-2,898.26	44.26 %
4800 Sales				
4801 Sales of Product Revenue	230.00	230.00	230.00	
Total 4800 Sales	230.00	230.00	230.00	
4900 Miscellaneous				
4901 Miscellaneous Revenue	100.00	100.00	-100.00	
4902 Books Sales	1,449.00	1,500.00	-51.00	96.60 %
4903 Interest	4.17	10.00	-5.83	41.70 %
Total 4900 Miscellaneous	1,453.17	1,610.00	-156.83	90.26 %
Total Revenue	96,393.73	179,110.00	-82,716.27	53.82 %
COST OF GOODS SOLD				
4801.1 Cost of Goods Sold	216.72		216.72	
Total Cost of Goods Sold	216.72	0.00	216.72	0.00%
GROSS PROFIT	96,177.01	179,110.00	-82,932.99	53.70 %
EXPENDITURES				
5100 Personnel Expenditures				
5101 Salaries & wages	46,694.44	136,934.00	-90,239.56	34.10 %
5102 Wages - Homeward Bound		0.00	0.00	
5103 Payroll Taxes (FICA)	3,497.82	10,475.00	-6,977.18	33.39 %
5104 SUTA	91.27	500.00	-408.73	18.25 %
5105 Workers Comp Insurance		500.00	-500.00	
5106 Health Insurance	2,873.50	7,000.00	-4,126.50	41.05 %
Total 5100 Personnel Expenditures	53,157.03	155,409.00	-102,251.97	34.20 %
5110 Other Personnel Expenditures				
5111 Staff Development		500.00	-500.00	
5112 Travel/Mileage	346.56	500.00	-153.44	69.31 %
Total 5110 Other Personnel Expenditures	346.56	1,000.00	-653.44	34.66 %
5200 Administrative		0.00	0.00	

	Actual	Budget	over Budget	% of Budget	Total
5201 Office supplies	474.97	2,500.00	-2,025.03	19.00 %	
5202 Postage & Shipping	94.48	100.00	-5.52	94.48 %	
5203 Tech Services/Processing Supplies	922.32	2,000.00	-1,077.68	46.12 %	
5204 Printing & photocopying	78.98		78.98		
5211 Memberships & Fees	386.00	1,400.00	-1,014.00	27.57 %	
5223 Directors & officers insurance		1,301.00	-1,301.00		
5281 Bank fees & service charges	0.00		0.00		
5282 Merchant account fees	64.57	120.00	-55.43	53.81 %	
5291 Miscellaneous Expenditures	160.74	250.00	-89.26	64.30 %	
5293 Story (Library Cat)	119.69		119.69		
Total 5200 Administrative	2,301.75	7,671.00	-5,369.25	30.01 %	
5300 Occupancy					
5301.1 Utilities - Electric	2,162.89	6,000.00	-3,837.11	36.05 %	
5301.2 Utilities - Water	247.11	720.00	-472.89	34.32 %	
5301.3 Wastewater	72.20		72.20		
5301.4 Internet	319.80	960.00	-640.20	33.31 %	
5302 Telephone	535.12	1,610.00	-1,074.88	33.24 %	
5303 Facilities & Grounds Maintenance	1,063.34	1,000.00	63.34	106.33 %	
5304 Cleaning	1,818.21	4,000.00	-2,181.79	45.46 %	
5305 Small Furniture & Accessories	126.50	500.00	-373.50	25.30 %	
Total 5300 Occupancy	6,345.17	14,790.00	-8,444.83	42.90 %	
5400 Materials & Programs					
5401 Children's Books	373.02	1,500.00	-1,126.98	24.87 %	
5402 Teen Books	154.76	1,000.00	-845.24	15.48 %	
5403 Adult Books	911.05	1,500.00	-588.95	60.74 %	
5404 Youth Programs	102.13	500.00	-397.87	20.43 %	
5405 Teen Programs	291.64	500.00	-208.36	58.33 %	
5406 Adult Programs	118.69	500.00	-381.31	23.74 %	
5407 Digital Materials		250.00	-250.00		

	Actual	Budget	over Budget	Total % of Budget
5408 A/V Media		0.00	0.00	
5409 Special Projects		0.00	0.00	
5410 Summer Reading	1,466.57	2,000.00	-533.43	73.33 %
5413 Homeschool Headquarters	40.00		40.00	
5414 First Friday Performance	400.00	2,000.00	-1,600.00	20.00 %
5415 Sponsored Events	352.77	1,500.00	-1,147.23	23.52 %
Total 5400 Materials & Programs	4,210.63	11,250.00	-7,039.37	37.43 %
5500 Information Technology				
5501 Integrated Library System		4,700.00	-4,700.00	
5502 Equipment		0.00	0.00	
5503 Copier Lease	157.56	473.00	-315.44	33.31 %
5503.1 Copier Usage	198.86	480.00	-281.14	41.43 %
5504 Equipment Maintenance		150.00	-150.00	
5505 Website Expenditure		250.00	-250.00	
5510 Accounting Software	267.91	1,080.00	-812.09	24.81 %
Total 5500 Information Technology	624.33	7,133.00	-6,508.67	8.75 %
Total Expenditures	66,985.47	197,253.00	-130,267.53	33.96 %
NET OPERATING REVENUE	29,191.54	-18,143.00	47,334.54	-160.90 %
NET REVENUE	\$29,191.54	\$ -18,143.00	\$47,334.54	-160.90 %

Director's Report

11/16/23

- Started Tech Drop-Ins directed towards seniors on Wednesdays at 11:30.
 - Seniors are encouraged to bring in their personal devices and get training or simple troubleshooting.
- Hosted our annual Spooktacular Event with additional games, crafts and activities, because it was sponsored by the Town of Erwin this year.
 - All materials can be reused for future Halloween events, because we won't be getting additional funds in the future.
- Hosted two events with local author, Courtnee Turner Hoyle.
 - One event for a book she helped ghost write with a local author.
 - A second event for NaNoWriMo about how to publish, self-publish and self-bind books.
- Hosted our first teen Dungeons and Dragons event
- Hosted Keeping the Valley Beautiful and Clinchfield Credit Union for a community cleanup in front of the library and the skatepark.
 - Everyone that came was entered to win tickets to Speedway in Lights this year.
- We will host our annual First Responder's Meal Sponsored by the Elk's Lodge on the 18th in the evening.
- Annual Shop Small event will be held November 25th all day and go throughout the Holiday Season.

BORROWERS ADDED & TOTAL CIRCS

Location	Borrower Maintenance Activity				TOTAL CIRCS
	Borrower Add	Check Out	In-house Use	Renewal Auto-Renewal	
BA	23	1,151	76	849	2,076
BM	130	8,625	178	6,892	16,163
E	104	4,186	38	2,840	7,325
G	151	4,328	1,354	15	5,697
JC	356	23,698	646	15,332	43,171
K	118	7,052	77	5,966	13,930
M	14	578	154	307	1,039
JM	15	1,048	3	19	1,380
SB	9	1,160	66	166	1,392
SM	65	1,758	94	473	2,325
SC	11	1,362	63	409	1,834
SG	18	795	33	166	996
ST	14	718	30	150	898
U	53	2,525	176	673	3,572
WG	56	6,878	8	2,394	9,480
WJ	47	7,703	351	2,770	11,130
Totals	1,184	73,565	1,479	39,421	122,408

OWL CIRC, SEPT. 2023



UCPL Policy Matrix

Policy	Created	Last Revision	Anticipated Revision	Notes
Cardholder Policy	10/18/22	6/22/23	10/1/24	
Inclement Weather Policy	1/17/23		1/1/26	
Patron Code of Conduct	1/20/22		1/1/25	
Internet Policy	4/5/23		11/1/23	Needs to be revised yearly to comply with LSA Agreement
Title VI Compliance Policy	6/22/23		6/1/26	
Bereavement Policy	7/22/21		7/1/24	
Discipline Policy	7/22/21		7/1/24	
Grievance Policy	7/22/21		7/1/24	
Paid Leave Policy	8/25/22	8/24/23	8/1/25	
Holiday Policy	8/25/22		8/1/24	
Pulic Comment Policy	8/25/22		8/1/25	
Volunteer Policy	8/25/22		8/1/25	
Conflict of Interest Policy	9/20/22		9/1/25	
Circulation Policy	11/17/22		11/1/24	
Hotspot Policy	11/17/22		11/1/24	
Collection Development Polic	11/19/20	7/27/23	8/1/23	Needs to be revised once per year per PLA

Unicoi County Public Library Internet Policy



Using the Internet

The internet offers access to a wealth of information that can be personally, professionally, and culturally enriching. However, the U. S. Congress and the courts have recognized that there is no single organization to govern, control, or select information for the internet.

The Unicoi County Public Library cannot be held responsible for the content of the internet, as the library has no control over this vast array of informational resources. The library specifically disclaims any warrant as to the information's accuracy, timeliness, authoritativeness, usefulness, or fitness for a particular purpose. The library will have no liability for direct, indirect, or consequential damages related to the use of information accessed through the library's internet service.

The library makes no guarantee of complete access to the internet from any computer workstation. Internet resources may vary according to the primary services supported in each area or department. The library will not monitor a user's internet session, except for length of time in order to ensure equal opportunity of access for everyone. The library will make a good faith effort to purge all patron originated information left on library computers. Information transmitted and received on the library's public computers is by no means guaranteed to be protected from interception by other parties inside or outside the library.

Users are cautioned that library computers are located in public areas where computer screens are visible to others, so they cannot be considered private. The user, or the parent/guardian of a minor user, is responsible for his or her internet session at all times. Library staff reserves the right to ensure compliance with this internet policy.

Filtering

In compliance with the Children's Internet Protection Act of 2000, the library uses filtering software or other technology protection measures on library computers and all other personal devices connected to the library's network. Filters are required to prevent minors from accessing visual depictions that are obscene, child pornography, or harmful to minors.

The library makes no claim that its filtering software or any filtering software is foolproof. Filtering software diminishes the likelihood that users will inadvertently retrieve text or images that they may find offensive but does not eliminate that possibility. Filters may block sites that users would consider both inoffensive and useful. Users aged 17 and older may ask a library staff member to disable the filters for bona fide research or other lawful purposes.

***Adopted by the Unicoi County Public Library Board of Directors on ~~March 30,~~
2022 November 16th 2023***

The library will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by users.

Internet Safety/Child Safety on the Internet

Parents/guardians are responsible for the internet information accessed by their children under the age of 18. Parents/guardians should be aware that the only way to monitor their children's internet use is for the adult to be present at the computer. At all times, while using the library or its internet access, children 10 and under must be accompanied by a parent/guardian or an adult caregiver.

User Responsibilities

All users of the internet at the library are expected to use this resource in a responsible and ethical manner, consistent with the library's educational and informational purposes, and to follow all internet related rules, regulations, and procedures established for its use including, but not limited to, those of the library.

Responsible use of the internet at the library includes:

- Complying with the library's posted Code of Conduct
- Using the library's computers for library designated purposes only
- Not abusing or misusing library computers or any other equipment; changes are not allowed to the setup or configuration of the software or hardware
- Not using someone else's library account to access the internet
- Respecting the sensibilities of others when accessing potentially offensive information and images.
- Refraining from illegal or unethical use of the internet, including the viewing of any material which depicts nudity, sexual contact, excess violence and which is harmful to minors per the Tennessee Code Annotated 39-17-911.
 - Refraining from so-called "hacking" and other unlawful activities.
 - Refraining from uses that compromise the safety and security of minors when using e-mail, chat rooms and other forms of direct electronic communications: Minors under age 17: Giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has "met" on the computer network or Internet without a parent's permission.

The library is not responsible for damage to users' storage medium or electronic devices or for any loss of data, damage, or liability that may occur from use of the library's computers.

The library provides free, unsecured, wireless internet access for public use. The library does not provide technical support for privately owned personal electronic devices. Security for personal wireless devices rests solely with the owner of the wireless device. Personal use of the library's public wireless access will conform to policies regulating other types of public internet access provided by the library.

***Adopted by the Unicoi County Public Library Board of Directors on ~~March 30,~~
2022 November 16th 2023***

Response to Violations

The library reserves the right to terminate an internet session that disrupts library services or that involves user behavior that violates this or any other library policy. Failure to comply with library policies may result in the temporary or permanent forfeiture of the user's privilege to access these computers or to use the library.

Confidentiality and Privacy

By law, records of patrons' Internet activity are to be kept confidential. Confidential library records are not to be released except pursuant to a properly executed warrant or subpoena.

Created March 30, 2022

Updated March 30, 2023

Updated November 16th, 2023

***Adopted by the Unicoi County Public Library Board of Directors on ~~March 30,~~
2022 November 16th 2023***



Dear UCPL Board,

I hope this message finds you well. I am writing to recommend the cancellation of the upcoming board meeting scheduled for December in accordance with our bylaws.

Considering the holiday season and potential scheduling conflicts for board members, staff, and community stakeholders, it seems prudent to allow everyone the opportunity to enjoy this festive time without the commitment of a board meeting. Additionally, canceling the December meeting aligns with the flexibility granted to us in the bylaws. I believe this decision will contribute to a positive work-life balance for everyone involved, which will allow us to reconvene in January with renewed energy and focus.

Thank you for your attention to this matter, and please feel free to reach out if you have any questions or if further clarification is needed.

Best regards,

Morgan Olson

Library Director

Unicoi County Public Library