



Board of Trustees Meeting

Thursday, September 25th, 2025 6:00 p.m.

201 Nolichucky Ave, Erwin, TN

2025-2026 Board Members

Cathy Griffith, President

Gail Snodgrass, Vice Chair

Andy Frazier, Secretary

Jan Bowden, Treasurer

Stana Donnelly

Jenna Lafever

Terry Wise

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- None
3. Approval of Minutes
 - a. August 2025 – **Action**
4. Treasurer’s Report– **Action**
 - a. August financial statement 2025–
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
10. New Business
 - a. Letter from Secretary of State Tre
Hargett
 - b. Review of Existing Policies:
Collection Development Policy-
Action
 - c. Review of Existing Policies: Holiday
Policy- **Action**
11. Board Member Comments
12. Adjournment - **Action**

Next Meeting October 23rd at 6:00pm

UNICOI COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
August 28th, 2025

The Board of Trustees of the Unicoi County Public Library met on August 28th, 2025, at the Unicoi County Public Library in Erwin, TN. Members present at the meeting were President, Cathy Griffith, Vice President, Gail Snodgrass, Treasurer, Jan Bowden, Secretary, Andy Frazier, Stana Donnelly and Terry Wise. Jenna Lafever was absent.

Also present were UCPL Director Morgan Olson, Holston River Regional Library Director Jennifer Breuer.

- I. Call of meeting to order. Ms. Griffith called the meeting to order at 6:00 pm.
- II. Public comment. None
- III. Approval of July 31st, 2025 meeting minutes.
 - a. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, the minutes of the July 31st, 2025, meeting were unanimously approved.
- IV. Treasurer's report. Ms. Bowden shared the July financial report. Total assets were \$15,924.92 with \$5,951.67 of revenue and \$20,651.16 of expenditures. Net revenue for the month was a loss of \$12,462.11, largely due to no significant income coming in yet.

It was noted that the Town of Unicoi final contribution from last fiscal year arrived late in July after the beginning of the new fiscal year. As a result, last year's books will show less than expected income and this year's books will show more than expected.

- a. Approval of the July 2025 financial report. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, the July 2025 financial report was approved unanimously.
- V. Director's report. Ms. Olson reported that August was a lighter transitional month after Summer Reading concluded. The staff is now returning to a focus on core programs with 2 new ones launched. One is a Tiny Tales Lap-Sit Storytime for babies ages 0-18 months on Mon at 9:45am. The second is a Family Crafternoon monthly drop-in craft for families to enjoy together. The Intent is to get more elementary age kids here in the library.

100th Anniversary on 9/19 plans are coming together. Ms. Olson would love for all Board members to attend in support of the library. The Apple Festival is coming up on Oct 3-4. The library will be closed and working the festival instead of normal hours. Carrie will be scheduling 2-hour time slots. Sassafras Moon Festival in parking lot adjacent to library on 9/20. Our facility will be used for some classes with a book sale happening the same day

Homeschool programs restarting in Sept, every 1st and 3rd Wed. with programs focused on Bubble Science and Storms, with meteorologist Jared Sellers from WJHL leading the latter.

Statistics showed 1817 door count, 90 at adult programs, 346 at youth programs, 142 at all ages programs, 216 at passive programs. Total circulation was 3,253 for the month, 1203 checkouts in READS (up from 681 last year), 10 new patrons (up from 9 last year)

- VI. Holston River Regional Library Report. Ms. Breuer shared that MOE forms are out and due back by 10/17. Ms. Olson is waiting on 1 more signature but will be submitting soon. The Public Library survey comes out on Monday and a regional library staff member is available if help is needed. They are still waiting for official approval of training plan, but several opportunities are coming up both online and in person. 9/16 will be offering an annual report workshop. 10/2 will be a Summer Reading workshop. 10/15 will be about tech planning and grant writing. 10/28 Jen will offer a session on managing change. The first LAMP session recently happened and went well. Next will be on 9/23. Trustee workshop will be on 9/24 in Jefferson City. We have a few people registered and planning to go.
- VII. President's Report. No report. Ms. Griffith shared a few brief comments on the encouraging things she has seen in our community as we all continue to recover from last year's flood event and approach the 1 year anniversary.
- VIII. Toney Foundation report. Ms. Griffith shared that this Board planned to meet on the 1st of the month but has been delayed. They hope to meet in the next few weeks. The local Chamber of Commerce has a new President that has expressed interest in serving on the Board. The foundation has a current balance of \$13,982.51 in the bank. No new updates on the recent request for an additional \$35,000 donation discussed last month.
- IX. Unicoi County Public Library Foundation report. Ms. Griffith shared that this foundation has \$5,960.98 in the bank and \$319,065.43 in the Raymond James investment account. They will be transferring \$15,000 from the investment account to bank account soon so they can submit the first donation of \$20,000 to the library soon. They also briefly discussed the annual letter campaign and would like to co-ordinate that with the UCPL annual report going out at the same time.
- X. Old Business.
 - 1. Circulation Policy. Ms. Olson shared that some language was added to indicate the already existing policy that Senior Citizens are exempt from overdue fees. Another change relates to the ability to place some restrictions on patrons who have a pattern of damaged materials. Board games were also added which is a new category of items
 - a. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, the updated Circulation Policy was approved unanimously.

2. Programming Policy. Ms. Olson shared that this is a new policy that was introduced last month. It now includes some changes suggested last month on item #6 regarding outside groups and partnerships.

a. Upon the motion of Mr. Wise, seconded by Ms. Donnelly, the Programming Policy was approved unanimously.

XI. New Business. None

XII. Board comments. None.

XIII. Adjournment. Upon the motion of Ms. Bowden, seconded by Mr. Wise, all agree to adjourn the meeting at 6:39pm. The next meeting will be Thursday, September 25th at 6:00pm at UCPL.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'A. J. Frazier', is written above a horizontal line.

Andy Frazier, Secretary

**Unicoi County Public Library
Director's Report to the UCPL Board
September 2025**

Programs

- Past Programs
 - 100-Year Anniversary Party- Went well. Sold several shirts and had around 50 patrons attend.
 - Big Kid Storytime and Lap-Sit Storytime are going well. We are averaging ~20 patrons at each program.
 - Homeschool Programs have also returned with 60-90 patrons attending.
- Upcoming Programs and Events
 - Apple Festival- still in search of volunteers to help out with parking cars October 3rd and 4th
 - Annual Pumpkin Painting will begin October 20th with sponsorships from Food City and Food Lion
 - We will be participating in Halloween on Nolichucky on November 1st. We will hand out candy and play a movie for the community during the event.

Facilities & Operations

- UCPL will be closed during the Apple Festival from October 3rd-4th

Staff & Administration

- I will be out of town for two weeks from October 6th-18th. The staff will be happy to help with any questions or concerns, or I will be available via text.
- Trainings
 - Cathy Griffith, Gail Snodgrass and myself attended the annual Trustee Workshop this week
 - The staff are excited about the training changes at the state, some have already chosen alternative books or training opportunities they are interested in.

August Statistics	2024	2025
Door Count	1715	1626
Adult Programming	42	65
Youth Programming	142	148
Outreach Programming	19	17
Passive Programming	142	169

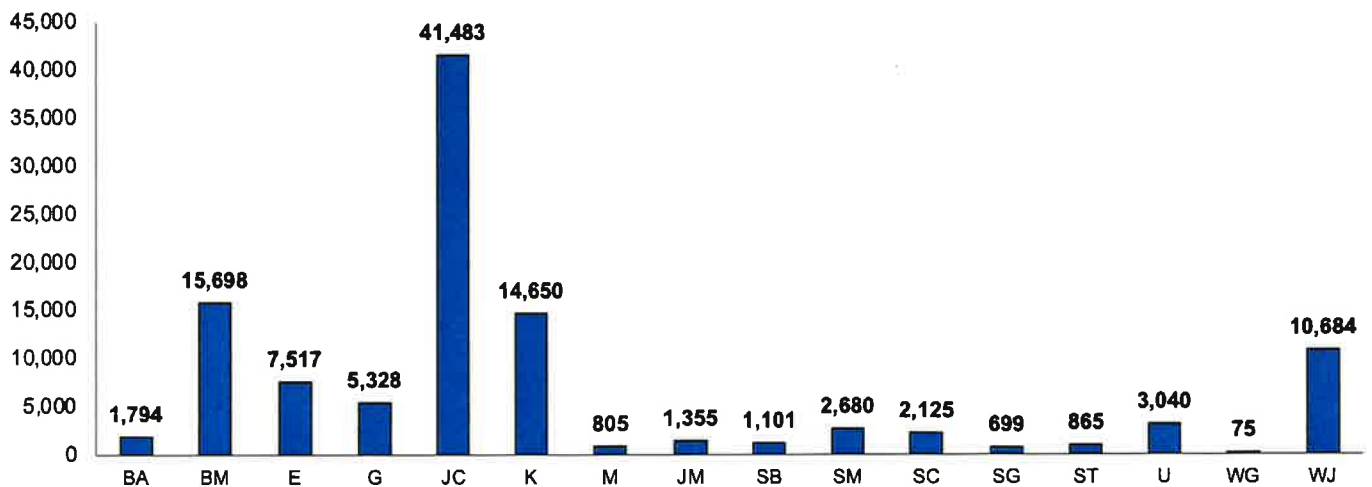
OWL Circulation Report August 2025

August 2025

BORROWERS ADDED & TOTAL CIRCS

		Borrower Maintenance Activity					TOTAL CIRC
Location		Borrower Add	Check Out	In-house Use	Renewal	Auto-Renewal	
BA	Bristol - Avoca	16	1,024		61	709	1,794
BM	Bristol - Main	180	8,995	245	341	6,117	15,698
E	ECCPL	111	4,676	22	231	2,588	7,517
G	Greeneville	108	3,881		1,431	16	5,328
JC	Johnson City	381	22,978	551	2,886	15,068	41,483
K	Kingsport	134	7,207	1	490	6,952	14,650
M	Mosheim Public	39	509		99	197	805
JM	Mtn City-Johnson Co	29	1,055	2	280	18	1,355
SB	SCPL-Bloomingtondale		927		14	160	1,101
SM	SCPL-Blountville	11	2,001		48	631	2,680
SC	SCPL-Colonial Hgts	1	1,638		95	392	2,125
SG	SCPL-Sullivan Gdns	8	538		27	134	699
ST	SCPL-Thomas Memoria	5	689		30	146	865
U	Unicoi Co Library	50	2,173	135	136	596	3,040
WG	WCPL-Gray				52	23	75
WJ	WCPL-Jonesborough	26	5,690	670	600	3,724	10,684
Totals	Totals	1,099	63,981	1,626	6,821	37,471	109,899

OWL CIRC, August 2025



HORL READS STATS FY 25-26

CHECKOUTS	Checkouts 8/2025	Checkouts 8/2024	Percentage Change from same month last year
Avoca Branch Library	844	735	14.83%
Bloomington Branch Library	337	305	10.49%
Bristol Public Library	6583	6836	-3.70%
Church Hill Branch Library	1576	1493	5.56%
Colonial Heights Branch Library	703	774	-9.17%
Cosby Community Library	292	189	54.50%
Elizabethton Carter County Public Library	4174	4340	-3.82%
Gray Branch Library	1655	1794	-7.75%
Greeneville-Greene County Public Library	5268	5472	-3.73%
H. B. Stamps Memorial Library	1778	1723	3.19%
Hancock County Public Library	375	274	36.86%
Johnson City Public Library	20286	18476	9.80%
Johnson County Public Library	1129	1292	-12.62%
Kingsport Public Library and Archives	15175	15266	-0.60%
Marie Ellison Memorial Library	143	103	38.83%
Morristown-Hamblen County Public Library	7339	6717	9.26%
Mosheim Public Library	467	367	27.25%
Mount Carmel Public Library	271	211	28.44%
Parrottsville Community Library	242	198	22.22%
Stokely Memorial Library	1543	1483	4.05%
Sullivan County Public Library	2592	2235	15.97%
Sullivan Gardens Branch Library	388	403	-3.72%
Surgoinsville Branch Library	216	162	33.33%
Thomas Memorial Branch Library	734	461	59.22%
Unicoi County Public Library	1250	1189	5.13%
Washington County-Jonesborough Library	4672	4423	5.63%
	80032	76921	4.04%
NEW USERS	New Patrons 8/2025	New Patrons 8/2024	Percentage Change from same month last year
Avoca Branch Library	11	6	83.33%
Bloomington Branch Library	3	4	-25.00%
Bristol Public Library	51	53	-3.77%
Church Hill Branch Library	10	15	-33.33%
Colonial Heights Branch Library	4	5	-20.00%
Cosby Community Library	0	2	-100.00%
Elizabethton Carter County Public Library	30	29	3.45%
Gray Branch Library	10	19	-47.37%
Greeneville-Greene County Public Library	44	66	-33.33%
H. B. Stamps Memorial Library	11	19	-42.11%
Hancock County Public Library	4	4	0.00%
Johnson City Public Library	164	166	-1.20%
Johnson County Public Library	9	11	-18.18%
Kingsport Public Library and Archives	87	111	-21.62%
Marie Ellison Memorial Library	2	2	0.00%
Morristown-Hamblen County Public Library	71	70	1.43%
Mosheim Public Library	2	1	100.00%
Mt. Carmel Public Library	4	2	100.00%
Parrottsville Community Library	1	2	-50.00%
Stokely Memorial Library	3	13	-76.92%
Sullivan County Public Library	32	31	3.23%
Sullivan Gardens Branch Library	4	2	100.00%
Surgoinsville Branch Library	2	1	100.00%
Thomas Memorial Branch Library	4	2	100.00%
Unicoi County Public Library	13	7	85.71%
Washington County-Jonesborough Library	41	36	13.89%
	617	679	-9.13%

Management Report

Unicoi County Public Library

For the period ended August 31, 2025

UNICOI COUNTY PUBLIC LIBRARY



Prepared on

September 23, 2025

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Statement of Financial Position

As of August 31, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
1100 Cash on Hand - Register	50.00
1110 Cash - MCB Operating	495.22
1111 Cash - MCB Payroll	12,577.07
1115 Savings - MCB	-14,748.36
1140 Petty Cash	50.00
Total Bank Accounts	-1,576.07
Accounts Receivable	
1300 Accounts Receivable (A/R)	293.44
Total Accounts Receivable	293.44
Other Current Assets	
Inventory Asset	-5.55
Payments to deposit	298.86
Total Other Current Assets	293.31
Total Current Assets	-989.32
TOTAL ASSETS	\$ -989.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable (A/P)	362.15
Total Accounts Payable	362.15
Other Current Liabilities	
2200 Payroll Liabilities	2,252.94
2220 SUTA Liability	32.37
BCBS Health Plan	3,521.18
Total 2200 Payroll Liabilities	5,806.49
Total Other Current Liabilities	5,806.49
Total Current Liabilities	6,168.64
Total Liabilities	6,168.64
Equity	
3000 Unassigned Fund Balance	16,929.05
Retained Earnings	3,612.21
Net Revenue	-27,699.22
Total Equity	-7,157.96
TOTAL LIABILITIES AND EQUITY	\$ -989.32

Statement of Activity YTD

August 2025

		Total
	Aug 2025	Jul - Aug, 2025 (YTD)
REVENUE		
4100 Governmental Support		
4103 Town of Unicoi Contribution		1,250.00
Total 4100 Governmental Support		1,250.00
4200 Direct Public Support - Unassigned		
4201 Unrestricted Donations	199.68	511.14
Total 4200 Direct Public Support - Unassigned	199.68	511.14
4300 Direct Public Support - Assigned		
4301 United Way Contributions		3,125.00
4307 Story (Library Cat) Donations	69.34	115.14
Total 4300 Direct Public Support - Assigned	69.34	3,240.14
4500 Service Fees		
4501 Fines & fees	266.21	610.37
4503 Print, Copy, & Fax Service Fees	635.35	1,052.85
4504 Service/Fee Revenue	10.00	40.00
Total 4500 Service Fees	911.56	1,703.22
4800 Sales		
4801 Sales of Product Revenue	618.02	829.02
Total 4800 Sales	618.02	829.02
4900 Miscellaneous		
4902 Books Sales	284.75	556.25
Total 4900 Miscellaneous	284.75	556.25
Total Revenue	2,083.35	8,089.77
GROSS PROFIT	2,083.35	8,089.77
EXPENDITURES		
5100 Personnel Expenditures		
5101 Salaries & wages	11,119.17	29,452.51
5103 Payroll Taxes (FICA)	832.02	2,206.67
5104 SUTA	12.57	32.18
5106 Health Insurance	2,167.76	3,091.32
Total 5100 Personnel Expenditures	14,131.52	34,782.68
5200 Administrative		
5201 Office supplies	64.99	154.00
5203 Tech Services/Processing Supplies		176.24
5211 Memberships & Fees		110.50
5282 Merchant account fees	19.04	35.65
5291 Miscellaneous Expenditures	49.29	113.31

		Total
	Aug 2025	Jul - Aug, 2025 (YTD)
5293 Story (Library Cat)	59.95	512.26
Total 5200 Administrative	193.27	1,101.96
5300 Occupancy		
5301.1 Utilities - Electric	785.26	1,537.43
5301.2 Utilities - Water	75.98	145.38
5301.3 Wastewater	35.81	59.29
5301.4 Internet	79.95	159.90
5302 Telephone	142.82	425.53
5303 Facilities & Grounds Maintenance	519.56	1,045.31
5304 Cleaning	547.89	935.61
5305 Small Furniture & Accessories	220.66	600.61
Total 5300 Occupancy	2,407.93	4,909.06
5400 Materials & Programs		
5401 Children's Books	67.50	67.50
5402 Teen Books	29.59	46.63
5403 Adult Books		10.00
5405 Teen Programs	73.36	99.67
5406 Adult Programs	100.51	100.51
5409 Special Projects		-7,500.00
5410 Summer Reading		1,553.36
5415 Sponsored Events		36.20
Total 5400 Materials & Programs	270.96	-5,586.13
5500 Information Technology		
5503 Copier Lease	78.78	118.17
5503.1 Copier Usage	184.25	246.25
5510 Accounting Software	108.50	217.00
Total 5500 Information Technology	371.53	581.42
Total Expenditures	17,375.21	35,788.99
NET OPERATING REVENUE	-15,291.86	-27,699.22
NET REVENUE	\$ -15,291.86	\$ -27,699.22

Check Detail

August 2025

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
1110 Cash - MCB Operating						
08/01/2025	Bill Payment (Check)		Amazon		R	-53.99
						-53.99
08/05/2025	Bill Payment (Check)		Wal-Mart		R	-21.58
						-21.58
08/05/2025	Bill Payment (Check)		Amazon		R	-192.99
						-192.99
08/06/2025	Check	1472	Mary Blankenship	Mary Blakenship- Payment for Cleaning	C	-160.00
				Mary Blakenship- Payment for Cleaning		160.00
08/06/2025	Bill Payment (Check)		Teach Them Diligently		R	-19.00
						-19.00
08/07/2025	Bill Payment (Check)		Amazon		R	-111.20
						-111.20
08/07/2025	Bill Payment (Check)		Amazon		R	-16.78
						-16.78
08/07/2025	Bill Payment (Check)		Amazon		R	-43.91
						-43.91

Date	Transaction Type	Num Name	Memo/Description	Clr	Amount
08/08/2025	Bill Payment (Check)	Amazon		R	-48.50
					-48.50
08/08/2025	Bill Payment (Check)	Amazon		R	-38.91
					-38.91
08/13/2025	Bill Payment (Check)	Food City		R	-26.31
					-26.31
08/15/2025	Bill Payment (Check)	Blue Shield		R	-1,137.32
					-1,137.32
08/15/2025	Bill Payment (Check)	Carrot-Top Industries		R	-282.57
					-282.57
08/15/2025	Bill Payment (Check)	Bristol Public Library		C	-19.97
					-19.97
08/15/2025	Bill Payment (Check)	Mary Blankenship		R	-176.00
					-176.00
08/15/2025	Bill Payment (Check)	Canon Solutions America		R	-101.39
					-101.39
08/15/2025	Bill Payment (Check)	Chewy		R	-11.71
					-11.71

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
08/15/2025	Bill Payment (Check)		Erwin Utilities		R	-925.00
						-925.00
08/15/2025	Bill Payment (Check)	1473	Chewy		C	-26.87
						-26.87
08/15/2025	Bill Payment (Check)		Intuit		R	-108.50
						-108.50
08/22/2025	Bill Payment (Check)		Allison Fredericks		C	-94.93
						-94.93
08/23/2025	Bill Payment (Check)		Olson			-22.81
						-22.81
08/23/2025	Bill Payment (Check)		Unbound Digital		R	-136.50
						-136.50
08/23/2025	Bill Payment (Check)		Mary Blankenship			-176.00
						-176.00
08/23/2025	Bill Payment (Check)		Erwin Utilities		C	-977.00
						-977.00
08/23/2025	Bill Payment (Check)		Canon Solutions America		C	-263.03
						-263.03

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
08/23/2025	Bill Payment (Check)		Tenn-Share		C	-302.00
						-302.00
08/23/2025	Bill Payment (Check)		Mary Blankenship			-154.00
						-154.00
08/26/2025	Bill Payment (Check)		Chewy		R	-11.79
						-11.79
08/29/2025	Bill Payment (Check)		Amazon		R	-156.79
						-156.79

1111 Cash - MCB Payroll

08/04/2025	Tax Payment		IRS	Tax Payment for Period: 07/01/2025-07/31/2025	R	-3,760.56
				Federal Taxes (941/943/944)		-3,760.56
08/14/2025	Payroll Check	DD	Michele Lamb	Pay Period: 07/28/2025- 08/10/2025	R	-281.89
				Direct Deposit		-281.89
08/14/2025	Payroll Check	DD	Char P. Ogborn	Pay Period: 07/28/2025- 08/10/2025	R	-263.15
				Direct Deposit		-263.15
08/14/2025	Payroll Check	DD	Elizabeth A. Kyker	Pay Period: 07/28/2025- 08/10/2025	R	-81.40
				Direct Deposit		-81.40

Date	Transaction Type	Num Name	Memo/Description	Clr	Amount
08/14/2025	Payroll Check	DD Morgan Olson	Pay Period: 07/28/2025-08/10/2025	R	-1,415.95
			Direct Deposit		-1,415.95
08/14/2025	Payroll Check	DD Allison Fredricks	Pay Period: 07/28/2025-08/10/2025	R	-423.88
			Direct Deposit		-423.88
08/14/2025	Payroll Check	DD Katelyn Jones	Pay Period: 07/28/2025-08/10/2025	R	-274.29
			Direct Deposit		-274.29
08/14/2025	Payroll Check	DD Hannah R. Garst	Pay Period: 07/28/2025-08/10/2025	R	-1,033.75
			Direct Deposit		-1,033.75
08/14/2025	Payroll Check	DD Casey Groll	Pay Period: 07/28/2025-08/10/2025	R	-771.97
			Direct Deposit		-771.97
08/28/2025	Payroll Check	DD Char P. Ogborn	Pay Period: 08/11/2025-08/24/2025	R	-303.83
			Direct Deposit		-303.83
08/28/2025	Payroll Check	DD Michele Lamb	Pay Period: 08/11/2025-08/24/2025	R	-226.03
			Direct Deposit		-226.03
08/28/2025	Payroll Check	DD Elizabeth A. Kyker	Pay Period: 08/11/2025-08/24/2025	R	-51.54
			Direct Deposit		-51.54

Date	Transaction Type	Num Name	Memo/Description	Clr	Amount
08/28/2025	Payroll Check	DD Hannah R. Garst	Pay Period: 08/11/2025-08/24/2025	R	-921.18
			Direct Deposit		-921.18
08/28/2025	Payroll Check	DD Katelyn Jones	Pay Period: 08/11/2025-08/24/2025	R	-319.26
			Direct Deposit		-319.26
08/28/2025	Payroll Check	DD Casey Groll	Pay Period: 08/11/2025-08/24/2025	R	-710.84
			Direct Deposit		-710.84
08/28/2025	Payroll Check	DD Allison Fredricks	Pay Period: 08/11/2025-08/24/2025	R	-611.56
			Direct Deposit		-611.56
08/28/2025	Payroll Check	DD Morgan Olson	Pay Period: 08/11/2025-08/24/2025	R	-1,670.90
			Direct Deposit		-1,670.90
08/28/2025	Payroll Check	DD Summer Fleenor	Pay Period: 08/11/2025-08/24/2025	R	-93.97
			Direct Deposit		-93.97

Budget vs Actual Total-2025

July 2024 - June 2025

	Actual	Budget	over Budget	Total % of Budget
REVENUE				
4100 Governmental Support				
4101 Unicoi County Contribution	65,000.00	65,000.00	0.00	100.00 %
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		0.00	0.00	
4103 Town of Unicoi Contribution	3,750.00	5,000.00	-1,250.00	75.00 %
Total 4100 Governmental Support	123,750.00	125,000.00	-1,250.00	99.00 %
4200 Direct Public Support - Unassigned				
4201 Unrestricted Donations	18,417.55	14,050.00	4,367.55	131.09 %
4202 UCPL Foundation	61,000.00	61,000.00	0.00	100.00 %
Total 4200 Direct Public Support - Unassigned	79,417.55	75,050.00	4,367.55	105.82 %
4250 Fundraising				
4251 Fundraising/Special Projects	28,307.25	28,300.00	7.25	100.03 %
4252 Concessions		50.00	-50.00	
Total 4250 Fundraising	28,307.25	28,350.00	-42.75	99.85 %
4300 Direct Public Support - Assigned	3,550.00	1,200.00	2,350.00	295.83 %
4301 United Way Contributions	12,500.00	12,500.00	0.00	100.00 %
4307 Story (Library Cat) Donations	398.02	350.00	48.02	113.72 %
Total 4300 Direct Public Support - Assigned	16,448.02	14,050.00	2,398.02	117.07 %
4400 Grants				
4404 ERATE - Cabling	1,362.59	1,360.00	2.59	100.19 %
Total 4400 Grants	1,362.59	1,360.00	2.59	100.19 %
4500 Service Fees				
4501 Fines & fees	2,401.20	2,200.00	201.20	109.15 %
4502 Lost & Damaged Materials Fees	24.99	25.00	-0.01	99.96 %
4503 Print, Copy, & Fax Service Fees	4,945.00	4,350.00	595.00	113.68 %
4504 Service/Fee Revenue	320.00	280.00	40.00	114.29 %
Total 4500 Service Fees	7,691.19	6,855.00	836.19	112.20 %
4800 Sales	164.00		164.00	
4801 Sales of Product Revenue	4,078.65	3,200.00	878.65	127.46 %
Total 4800 Sales	4,242.65	3,200.00	1,042.65	132.58 %
4900 Miscellaneous	-100.93		-100.93	
4902 Books Sales	1,633.55	1,500.00	133.55	108.90 %
4903 Interest	22.41	20.00	2.41	112.05 %
Total 4900 Miscellaneous	1,555.03	1,520.00	35.03	102.30 %
Total Revenue	262,774.28	255,385.00	7,389.28	102.89 %

COST OF GOODS SOLD

				Total
	Actual	Budget	over Budget	% of Budget
4801.1 Cost of Goods Sold	2,019.94	1,580.00	439.94	127.84 %
Total Cost of Goods Sold	2,019.94	1,580.00	439.94	127.84 %
GROSS PROFIT	260,754.34	253,805.00	6,949.34	102.74 %
EXPENDITURES				
5100 Personnel Expenditures				
5101 Salaries & wages	145,567.56	143,895.00	1,672.56	101.16 %
5103 Payroll Taxes (FICA)	10,913.00	11,059.00	-146.00	98.68 %
5104 SUTA	349.28	520.00	-170.72	67.17 %
5105 Workers Comp Insurance	1,812.99	1,850.00	-37.01	98.00 %
5106 Health Insurance	10,159.16	10,100.00	59.16	100.59 %
Total 5100 Personnel Expenditures	168,801.99	167,424.00	1,377.99	100.82 %
5110 Other Personnel Expenditures				
5111 Staff Development	207.63	250.00	-42.37	83.05 %
5112 Travel/Mileage		0.00	0.00	
Total 5110 Other Personnel Expenditures	207.63	250.00	-42.37	83.05 %
5200 Administrative				
5201 Office supplies	1,319.38	1,200.00	119.38	109.95 %
5202 Postage & Shipping	325.83	250.00	75.83	130.33 %
5203 Tech Services/Processing Supplies	2,141.04	2,200.00	-58.96	97.32 %
5204 Printing & photocopying	298.94	300.00	-1.06	99.65 %
5211 Memberships & Fees	2,951.35	2,600.00	351.35	113.51 %
5223 Directors & officers insurance	1,367.00	1,400.00	-33.00	97.64 %
5281 Bank fees & service charges	6.15	20.00	-13.85	30.75 %
5282 Merchant account fees	196.95	300.00	-103.05	65.65 %
5291 Miscellaneous Expenditures	827.56	800.00	27.56	103.45 %
5293 Story (Library Cat)	1,606.98	1,600.00	6.98	100.44 %
Total 5200 Administrative	11,041.18	10,670.00	371.18	103.48 %
5300 Occupancy				
5301.1 Utilities - Electric	7,101.09	7,300.00	-198.91	97.28 %
5301.2 Utilities - Water	758.28	700.00	58.28	108.33 %
5301.3 Wastewater	223.23	250.00	-26.77	89.29 %
5301.4 Internet	959.40	900.00	59.40	106.60 %
5302 Telephone	1,461.19	1,600.00	-138.81	91.32 %
5303 Facilities & Grounds Maintenance	1,513.63	1,500.00	13.63	100.91 %
5304 Cleaning	4,786.14	4,500.00	286.14	106.36 %
5305 Small Furniture & Accessories	790.35	800.00	-9.65	98.79 %
Total 5300 Occupancy	17,593.31	17,550.00	43.31	100.25 %
5400 Materials & Programs				
5401 Children's Books	1,148.92	1,400.00	-251.08	82.07 %
5402 Teen Books	784.37	800.00	-15.63	98.05 %
5403 Adult Books	1,362.58	1,400.00	-37.42	97.33 %

				Total
	Actual	Budget	over Budget	% of Budget
5404 Youth Programs	359.75	500.00	-140.25	71.95 %
5405 Teen Programs	576.52	600.00	-23.48	96.09 %
5406 Adult Programs	500.00	500.00	0.00	100.00 %
5409 Special Projects	27,124.11	27,000.00	124.11	100.46 %
5410 Summer Reading	4,005.33	4,000.00	5.33	100.13 %
5413 Homeschool Headquarters	514.88	500.00	14.88	102.98 %
5415 Sponsored Events	924.56	950.00	-25.44	97.32 %
Total 5400 Materials & Programs	37,301.02	37,650.00	-348.98	99.07 %
5500 Information Technology		200.00	-200.00	
5501 Integrated Library System	3,659.44	3,700.00	-40.56	98.90 %
5502 Equipment	295.12	300.00	-4.88	98.37 %
5503 Copier Lease	433.29	400.00	33.29	108.32 %
5503.1 Copier Usage	756.44	500.00	256.44	151.29 %
5504 Equipment Maintenance	52.09	80.00	-27.91	65.11 %
5505 Website Expenditure	208.53	250.00	-41.47	83.41 %
5510 Accounting Software	1,321.00	1,150.00	171.00	114.87 %
Total 5500 Information Technology	6,725.91	6,580.00	145.91	102.22 %
5600 Grants Expenditure	1,703.24		1,703.24	
5602 Grant Expenditure - Story Book Trail	542.08		542.08	
Total 5600 Grants Expenditure	2,245.32		2,245.32	
Payroll Expenses				
Company Contributions				
Health Insurance	923.56		923.56	
Total Company Contributions	923.56		923.56	
Total Payroll Expenses	923.56		923.56	
Total Expenditures	244,839.92	240,124.00	4,715.92	101.96 %
NET OPERATING REVENUE	15,914.42	13,681.00	2,233.42	116.32 %
NET REVENUE	\$15,914.42	\$13,681.00	\$2,233.42	116.32 %

State of Tennessee



The Secretary of State
State Capitol
Nashville, Tennessee 37243-0305

Tre Hargett
Secretary of State

615-741-2819
Tre.Hargett@tnsos.gov

September 8, 2025

TO: Library Director

RE: Grant recipients' compliance with federal and state law

Dear Library Director,

As you know, I, as well as the staff I work with at the Tennessee State Library & Archives, are believers that strong libraries are essential to strong communities. This fundamental belief is one of the reasons we are proud to provide grants for libraries to fund the purchase of new books, technology improvements, general operations, and construction, to name a few. And these grants help maintain local libraries as beacons in their communities.

As the agency that administers grants, it is incumbent on the Tennessee State Library & Archives to remind grant recipients that grant funds must be used consistent with the grant contract as well as federal, state, and local law. In fact, each grant contract from the Tennessee State Library & Archives contains a provision where the party receiving funds acknowledges that "The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract." Each grant recipient must be mindful of the requirements of state and federal law, which can change.

For example, on January 20, 2025, President Trump signed an Executive Order entitled "Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government." This Executive Order prevents federal funds (which are often present in grants from the Tennessee State Library & Archives) from being used to promote gender ideology, which the Executive Order defines as:

"Gender ideology" replaces the biological category of sex with an ever-shifting concept of self-assessed gender identity, permitting the false claim that males can identify as and thus become women and vice versa, and requiring all institutions of society to regard this false claim as true. Gender ideology includes the idea that there is a vast spectrum of genders that are disconnected from one's sex. Gender ideology is internally inconsistent, in that it diminishes sex as an identifiable or useful category but nevertheless maintains that it is possible for a person to be born in the wrong sexed body.

New laws also emerge at the state level. For example, Public Chapter 458, known as the Dismantling DEI Departments Act, was passed earlier this year. It prevents governmental entities from using discriminatory preferences to promote diversity, equity, or inclusion.

Libraries receiving grant funds must comply with laws or regulations, whether they have been in place for years or have recently become effective. If you have questions about compliance with grant contracts or federal or state law, I encourage you to contact your county attorney.

Thank you for the many ways that you are serving your community. I look forward to future visits, and I am rooting for your success.

Sincerely,



Tre Hargett
Secretary of State

State of Tennessee



The Secretary of State
State Capitol
Nashville, Tennessee 37243-0305

Tre Hargett
Secretary of State

615-741-2819
Tre.Hargett@tnsos.gov

Unicoi County Public Library

Collection Development Policy

The Unicoi County Public Library aims to create and maintain a collection that meets the community's educational, informational, and recreational needs. Our goal is to enrich lives, empower citizens, and connect community through our collection. This policy is to be reviewed, updated as needed, and approved by the Board of Trustees yearly to ensure best practices are in place.

Collection Development Overview:

- The ultimate responsibility for collection development rests with the Director, who operates under the framework of policies determined by the Library Board of Trustees. The Director then assigns duties to Technical Services and Departmental Coordinators, who are to focus collection-development efforts on their appropriate audiences.
- Collection development should generally rely on professional collection development aids. This includes current journals, literary lists, blogs, etc. These will be provided by the director and independently sought out by staff on a regular basis before the purchase of materials. Staff may also use recommendations from the public, consensus among recognized subject authorities, and the knowledge and expertise of the library staff when selecting materials.
- An allocation of monies, determined by the current annual budget, will be distributed as needed throughout the year. Additional state and federal funds will be spent as scheduled by the Regional Library. Monthly purchases will encompass a variety of materials for all age groups across genres and formats to ensure a balanced, up-to-date collection.

Materials Selection:

- The Library upholds the right of the individual to request and access information, even though the content may be controversial, unorthodox, or unacceptable to others. The library strives to build a well-rounded collection that does not exclude on the basis of moral, racial, religious, or political prejudice. Every reasonable effort should be made to purchase patron requests.
- Every reasonable effort should be made to build and maintain a relevant collection. Current local, national, and global trends, social and political climates, literary patterns/trends, and user-demand should be considered when selecting materials. Community interest and usage influence purchases for the library's collection.
 - Criteria for print and audio/visual selections:
 - Accuracy and authority
 - Attention of critics and reviewers
 - Availability for purchase or through interlibrary loan

- Cost justification based on potential circulation
- Alternative, comparable materials in current collection
- Literary, artistic, historic, or scientific merit
- Relevancy
- Reputation of author, editor, illustrator, publisher, producer, director, performer, or translator
- Criteria for digital selections:
 - Access levels
 - Fees
 - Usage restrictions
 - Ease of use
 - Consideration of staff training requirements

History Collection

- The History Collection contains reference (i.e., non-circulating) materials of local cultural, genealogical, and historical significance.

Youth Services and Young Adult Collection

- The youth collection is comprised of board books, picture books, easy books, graduating reading-level books, chapter books, graphic novels, novice- to average- to advanced-reader books, and nonfiction books that stimulate interest, motivate readers, and encourage a love of literacy. The collection reflects the emotional and cognitive stages of childhood from infancy through 12 years of age.
- The Young Adult/Teen collection is comprised of materials suitable for ages 12-18 years. However, the collection is open to adult crossover readers. The collection contains books specifically written for this age group.

Youth and Young Adult/Teen materials are intended to broaden perspective, support and reinforce literacy, supplement educational needs, increase critical thinking, and to provide recreation. Supervision of reading activities is the responsibility of parents, who guide and oversee development, and not the responsibility of the library or any staff.

Gifts/Donations

- Monetary or actual library materials may be gifted or donated. Donors understand that any donated materials will be considered for addition to the collection following guidelines recorded in this Collection Development Policy. **Donor stipulations or conditions do not apply.** Once donated and accepted, items become the sole property of the Unicoi County Public Library and the use of each item will be determined by library staff.

Collection Maintenance

- An annual collection inventory will be performed on a date determined by the Director. Staff will routinely review collections and weed based on a schedule determined by the Director.
- Materials that are damaged, duplicated, obsolete, unused, or otherwise rendered unusable will be withdrawn and reviewed for sale or discard.
- Weeded materials will be submitted to the Director for a final review before discarding.
- Staff will also assess collections for materials needing replacement, mending, or preservation. The library seeks to maintain balanced, relevant collections across multiple subject areas, Staff are to be mindful of discards, preventing gaps in collections and/or loss of valuable content or information.

Reconsideration of Materials Form

- Persons finding certain library material objectionable may request that it be reconsidered by requesting the "Reconsideration of Materials" form in person at the Circulation Desk or electronically at director@ucpl.net. The library Director will respond to a completed request within 10 business days of the submission date, personally review the material, and inform the Board of Trustees. The Director will attempt to resolve the issue. Failure to reach an agreement grants the person an appeal to the Board of Trustees. The Board will then review the material against this Board- approved Collection Development Policy. Lastly, the Board will make a final determination and draft and sign an official decision to be delivered to the appellant.

Updated August 2024

Unicoi County Public Library Holiday Policy



The Unicoi County Public Library Board of Trustees may designate days on which the library will be closed, either with or without paid leave for staff members.

Full-time staff members will be paid eight (8) hours holiday pay. Staff members working fewer than 30 hours will be paid six (4) hours holiday pay.

The following days will be observed as approved, paid holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

Additional Closures

The library will close at 2:00 p.m. on the Wednesday before Thanksgiving and on New Year's Eve. Staff will not be paid for the 3 hours closure.

Weekend Holidays

In instances where a paid holiday falls on a Saturday, the library will be closed on the preceding Friday in addition to the Saturday closing. If a paid holiday falls on a Sunday, the library will be closed the following Monday.

It is the responsibility of library staff to adjust schedules to meet weekly, hourly allotments. Part-time staff may elect to make up holiday time or shorten their work week. Full-time staff should adjust their schedules as needed to ensure weekly holiday and working time does not exceed 40 hours.

Eligibility:

- Full-time staff and part-time staff receive holiday pay.
- Staff members are not paid for holidays while on Family Medical Leave, unpaid Personal Leave, or on disciplinary suspension.

Adopted by the Unicoi County Public Library Board of Directors on August 25, 2022

- Should a holiday fall during a staff member's vacation, the day will not be charged against staff member's accrued vacation.
- Interpretation of this policy regarding eligibility for holiday pay will be the responsibility of the library director.