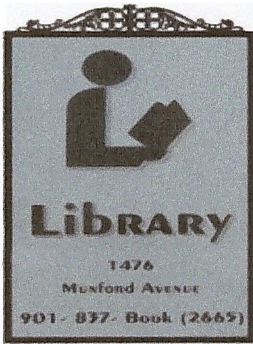


Munford-Tipton County Memorial Library
1476 Munford Avenue
Munford, TN 38058
(901) 837-2665
www.munford.com



April 2024 Library Board Agenda:

1. Call to Order
2. Public Forum
3. March 2024 minutes
4. Treasurer's Report
5. Old Business
6. New Business
 - a. Board Appointments/Renewals
 - b. Standards to Discuss
 - i. Standards for Community Relations: Library conducts surveys at least once every three years to measure patron satisfaction with library services.
 - ii. Standards for Technology: Library has at least one ADA accessible computer workstation. (4 one with a scanner)
7. Librarian's Report
 - i. Out for May meeting
 - ii. Eclipse
 - iii. STEMCO Grant
 - iv. Summer Reading Program
8. Hatchie River Regional Library Report



Munford-Tipton County Memorial Library

1476 Munford Avenue

Munford, TN 38058

(901) 837-2665

www.munford.com



Tuesday, March 26, 2024

Members present: Marsha Deneka, Lindsey Moore, Lauren Bouler, Pat Hooks, Latoya Avery, Shannon Childress, Christy Delashmit, and Genny Carter Regional Rep.

Absent: Sherry Yelvington

1. Pres. Latoya Avery called the meeting to order at 4:31 p.m.
2. Public Forum: No citizens were present to bring forth concerns.
3. Minutes from February 2024: Christy made the motion to accept the minutes as written. Lauren seconded the motion, and all approved.
4. Treasurer's Report: Fines/Fees and Copies/Scans/Faxes will be separate line items from this day forward. Christy made the motion to accept the treasurer's report. Shannon seconded the motion, and all approved.
5. Old Business: None
6. New Business:
 - a. A services standard was discussed: Library provides full reference services, including standard print and online reference sources and staff assistance in locating additional materials online.
 - b. A facility standard was discussed: Library facility is ADA compliant.
7. Librarian's Report
 - a. Lindsey reported that the seed library has given out 60 packets of seeds in the two weeks since it opened.
 - b. Lindsey also reported that the puzzle exchange is going well and now has three shelves full of puzzles.
 - c. The library staff has sent out Summer Reading Program donation letters. This letter is a request for monetary and/or prize donations.
 - d. Lindsey applied for the STEM Grant. If approved, the library will purchase a "Touch Table" which is comparable to a large iPad. Anticipated approval is set for April 18 at the next board meeting.

- e. Lindsey gave an update on maintenance issues. The leaky roof has been fixed, but after the last rain it did leak a bit. Roofers will return to fix the issue. The upstairs pipes have been insulated as per the fire marshal's requirement. Also, the upstairs door has been fixed.
 - f. The library has approximately 450 solar eclipse glasses left. Two pair of glasses per family were distributed to those patrons who have requested them.
8. Hatchie River Regional Library Report
- a. Genny provided an updated Munford-Tipton County Checklist for Regional Information.
 - b. Genny encouraged our library to spend funds on READS/LIBBY titles since sharing is now prohibited.
 - c. National Library week is April 7-13, and its theme is "Ready, Set, Library!" Board members were encouraged to visit lovelibraries.org and to recognize their hard-working, wonderful library staff during that week.
 - d. Genny reported that Christy Chandler of the TN State Library wishes to spotlight our library for the Video Relay System.
 - e. Genny highlighted upcoming training opportunities. Lindsey made a request to close the library all day on May 9th so that library staff can attend the Library Safety and Security Training. She also requested to close the library from 10a.m to 12noon on May 14th for Narcan Training. Pat made the motion to approve the closures; Christy seconded, and all were in favor.

The next board meeting will be on April 23, 2024. Marsha moved that we adjourn; Lauren seconded, and all were in favor. The meeting adjourned at 4:53 p.m.

Respectfully submitted,

Marsha Deneka



City of Munford, Tennessee

1397 Munford Avenue
Munford, TN 38058
City Hall (901) 837-0171
www.munford.com
Dwayne Cole, Mayor

MEMORANDUM

Date: April 17, 2024
To: Library Board
From: Sherry Yelvington
Subject: Treasurer's Report

Please see attached budget/actual variance reports for the library as of March 31, 2024.

The March 31, 2024, budget/actual variance report for the library shows an annual budget in FY2023-2024 of \$128,356. Budget expectations for this period of the year are 75.00% or more in revenues and 75.00% or less in expenses.

- The Budget Amendment Ordinance passed on second reading of Board of Mayor and Aldermen on March 25, 2024.
- Currently revenues are at 92.71% for the year. The only outstanding revenue item is the Atoka allocation of \$1250, which was received in April.
- Expenses are 75.99%, which is around the expected amount for this time of the year.
- Budgeting for 2023-2024 is in process.

Please let me know if you have any questions.

Sherry Yelvington
City Recorder/Treasurer

LIBRARY
BUDGET UPDATE

4/17/2024

BUDGET UPDATE
LIBRARY
03-31-2024

		BUDGET FY2024	AMENDMENT FY2024	ACTUAL 03-31-2024	% BUDGET MET
		<i>Budget Year Comparison</i>			75.00%
REVENUES					
33000	INTERGOVERNMENTAL				
33401	STATE - LIBRARY GRANTS	0	0	0	0.00%
33711	TIPTON COUNTY - LIBRARY ALLOCATION	19,000	19,000	19,000	100.00%
33811	ATOKA - LIBRARY ALLOCATION	1,250	1,250	0	0.00%
	TOTAL INTERGOVERNMENTAL	20,250	20,250	19,000	93.83%
CHARGES FOR SERVICES					
LIBRARY REVENUES					
34781	LIB - LIBRARY FINES AND PENALITES	4,500	4,500	3,320	73.79%
34782	LIB - LIBRARY DONATIONS	500	500	581	116.11%
34783	LIB - LIBRARY SUMMER READING PROGRAM	500	0	0	0.00%
34784	LIB - LIBRARY MISC REVENUE	100	100	833	832.90%
	TOTAL LIBRARY	5,600	5,100	4,734	92.82%
OTHER REVENUES					
36103	OR - LIBRARY INTEREST EARNINGS	400	250	0	0.00%
	TOTAL OTHER REVENUES	400	250	0	0.00%
	TOTAL REVENUES	26,250	25,600	23,734	92.71%

LIBRARY
BUDGET UPDATE

4/17/2024

		BUDGET	AMENDMENT	ACTUAL	% BUDGET	
		FY2024	FY2024	03-31-2024	MET	
EXPENSES						
LIBRARY						
44800	111	LIB - SALARIES	76,156	77,156	60,844	78.86%
44800	135	LIB - EMPLOYEE RELATIONS	700	700	273	38.94%
44800	141	LIB - FICA	5,826	5,828	4,452	76.38%
44800	142	LIB - HEALTH INSURANCE	18,052	18,052	12,563	69.59%
44800	143	LIB - RETIREMENT	3,989	4,200	3,224	76.77%
44800	144	LIB - HRA HEALTH INSURANCE	1,500	1,500	1,674	111.59%
44800	145	LIB - LIFE INSURANCE	504	600	399	66.43%
44800	148	LIB - EMP. EDUCATION/TRAINING	400	500	500	100.00%
44800	211	LIB - POSTAGE	200	200	66	33.00%
44800	221	LIB - PRINTING/DUPLICATING	100	100	0	0.00%
44800	233	LIB - SUBSCRIPTIONS	100	100	48	48.00%
44800	235	LIB - MEMBERSHIPS	150	150	54	36.00%
44800	241	LIB - ELECTRIC	6,000	5,200	3,388	65.15%
44800	242	LIB - WATER	130	140	95	67.82%
44800	243	LIB - SEWER	150	180	120	66.68%
44800	244	LIB - GAS	550	650	297	45.62%
44800	245	LIB - TELEPHONE/COMMUNICATIONS	1,800	1,600	1,262	78.89%
44800	246	LIB - CELLPHONES/DATA DEVICES	750	750	672	89.57%
44800	251	LIB - SOFTWARE SUPPORT SERV	1,250	1,250	1,226	98.06%
44800	255	LIB - DATA PROCESSING SUPPORT	500	0	0	0.00%
44800	259	LIB - OTHER PROFESSIONAL SERV	400	400	160	40.00%
44800	262	LIB - REPAIR/MAINT EQUIPMT	100	0	0	0.00%
44800	266	LIB - REPAIR/MAINT BUILDINGS	750	750	11	1.44%
44800	283	LIB - EMPLOYEE MILEAGE REIMB	200	250	333	133.09%
44800	286	LIB - TRAVEL/LODGING	300	300	238	79.39%
44800	299	LIB - MISCELLANEOUS	500	500	19	3.89%
44800	311	LIB - PAPER/STATIONARY	300	300	186	62.05%
44800	312	LIB - SM EQUIPMENT ITEMS	250	250	0	0.00%
44800	313	LIB - BOOKS	1,000	1,000	806	80.55%
44800	314	LIB - SUMMER READING PROG	1,000	1,000	647	64.69%
44800	319	LIB - OTHER OPER MATERIALS	2,500	2,500	1,636	65.43%
44800	324	LIB - JANITORIAL SUPPLIES	600	600	463	77.18%
44800	325	LIB - PROGRAM MATERIALS	1,500	1,500	1,754	116.96%
44800	331	LIB - FUEL, GAS, OIL	0	0	0	0.00%
44800	515	LIB - WORKERS COMPENSATION	150	150	126	84.00%
44800	901	LIB - CAPITAL OUTLAY	0	0	0	0.00%
44800	902	LIB - SOUTHWEST GRANT EXP	0	0	0	0.00%
44800	943	LIB - CAP OUTLAY COMPUTER EQ	0	0	0	0.00%
44800	947	LIB - CAPITAL OUTLAY MACHINES	0	0	0	0.00%
TOTAL LIBRARY			128,356	128,356	97,534	75.99%

Office of the Secretary of State - Tennessee State Library and Archives
Planning & Development Section
OFFICIAL LIBRARY BOARD APPOINTMENT FORM

Fiscal Year 2024-2025

Region: Hatchie

County: Tipton

City: Munford

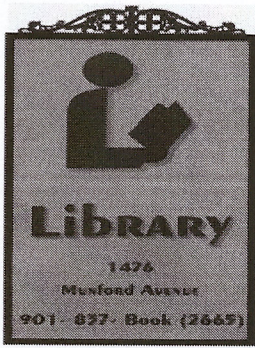
I. County/City Library Board Appointments:

Name / Office Held	Street Address	City	Zip	Email Address	Phone Number	Board Appointment Date	Currently Serving Term #	Current Term Expires
LaToya Avery-Chair	194 Vermont Ave	Munford	38058	lavery@tipton-county.com	901-493-3800	2021	2	2027
Lauren Boulter-Vice Chair	P.O. Box 587	Atoka	38004	laurenboulter@hotmail.com	901-494-2614	2019	2	2025
Marsha Deneka-Secretary	499 West Dr	Munford	38058	deneka8286@gmail.com	901-837-3074	2019	2	2025
Sherry Yekington-Treasurer	1397 Munford Ave	Munford	38058	sherryekington@munford.com	901-837-0171	2019	2	2025
Pat Hooks	245 Fannie Dr	Brighton	38011	pathooks1@gmail.com	901-430-4743	2022	1	2025
Christy Delashmit	400 Starres Rd	Munford	38058	cdelashmit@tipton-county.com	901-233-9816	2023	1	2026
Shannon Childress	98 Rebekah Circle	Munford	38058	shchildress@tipton-county.com	901-482-1585	2023	1	2026

(Signature) Library Board Chair

Date

This document will be due each year as soon as boards are appointed, or as such time changes are made.



Munford-Tipton County Memorial Library
1476 Munford Avenue
Munford, TN 38058
(901) 837-2665
www.munford.com

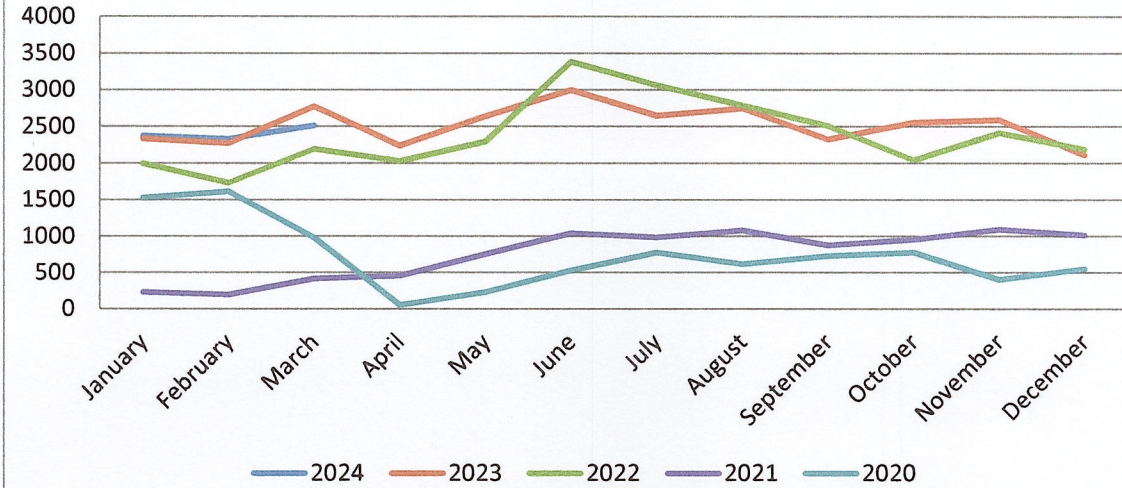


March 2024 Library Report

Overview:

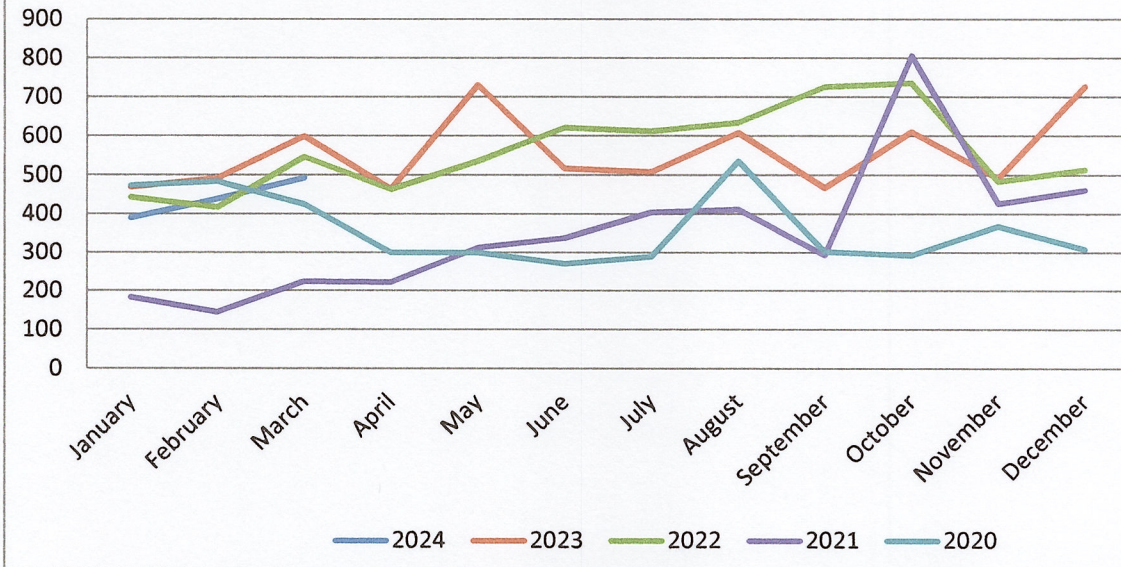
- The library has sold **\$101.25** in books with the ongoing book sale.
- The library has collected **\$119.62** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$244.50**.
- The library received **\$25.00** in donations in memory of Louise Moren.
- The Library had **226** people use our computers and **40** requiring computer help. In addition we had **267** use the Wi-Fi. The library had **408** reference questions asked and answered.
- Library staff provided **11** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **41** new users, with **2,515** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,676** patrons.
- Through Interlibrary Loan **33** books were loaned out, and **45** were borrowed.
- Tennessee R.E.A.D.S. had **1,073** books checked out.
- Lindsey was used as a Notary Public **9** times.
- The Library had **9** volunteers.
- The adult book club met, there were **16** people in attendance.
- Through in-person and passive programming we had **15** programs with **151** attendees.
 - LEGO Club met once with 6 in attendance.
 - Story Time was held once with 28 in attendance.
 - We held Literacy Spirit Week in March and had dress up days for Dr. Seuss' Birthday. Each child who participated received a prize.
 - We had another child complete her 1,000 books before Kindergarten!
 - We hosted a spring craft day with multiple crafting stations set up around the library. 30 people attended.
 - Through our Seed Library, we gave out 56 packets in March.
 - Passive Programs included: Staff Recommendations, Book Spotlight, Spring into Reading, Easter, It's not Easy Being Green, Seed Games, and Step Back in Time.
 - The library served as a tutoring location **3** times.
- We continue to offer curbside services to patrons. **6** patrons were assisted curbside.

Circulation Growth 2020-2024

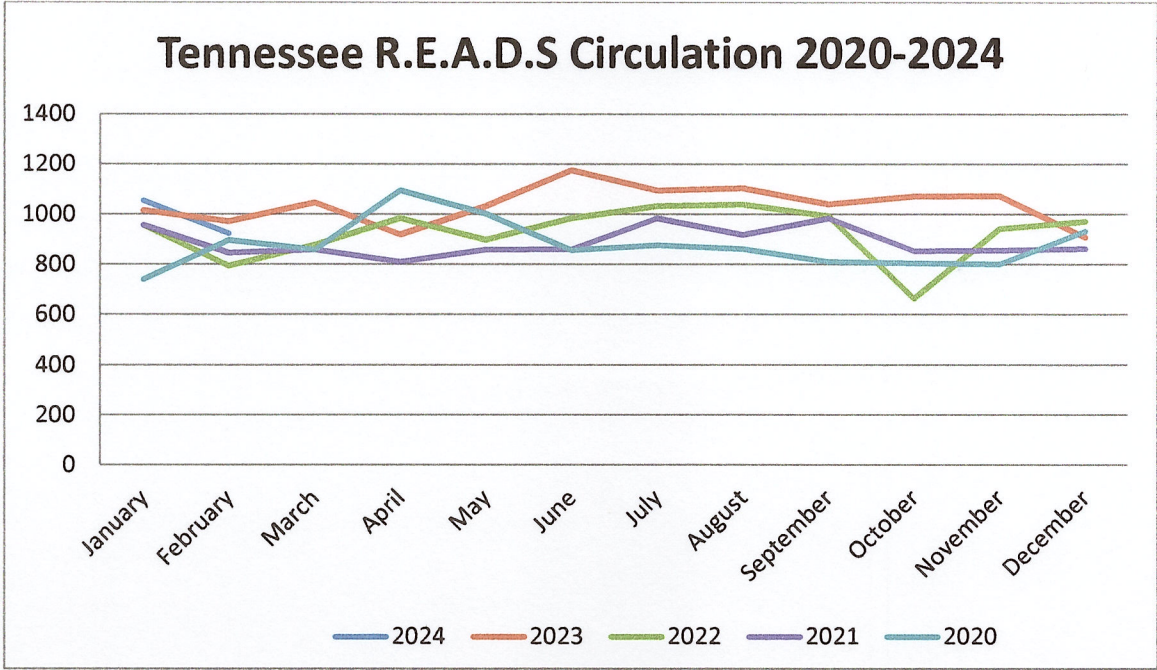


* As of 03/31/2024

Computer Usage 2020-2024



* As of 03/31/2024



* As of 02/29/2024