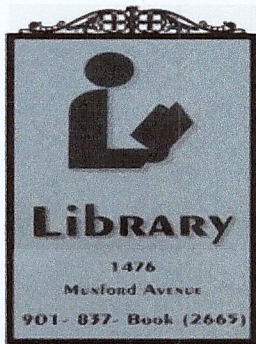


Munford-Tipton County Memorial Library
1476 Munford Avenue
Munford, TN 38058
(901) 837-2665
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September 2024 Library Board Agenda:

1. Call to Order
2. Public Forum
3. June 2024 minutes
4. Treasurer's Report
5. Old Business
6. New Business
 - a. Standards to Discuss
 - i. Standards for Governance: The director hires and supervises library staff, including branch managers.
 - ii. Standards for Personnel: The library staff is trained to use the Tennessee Electronic Library (TEL) and promotes its use to the community.
7. Librarian's Report
 - a. Summer recap
 - b. STEMCO Grant-Signage
 - c. Book Clubs
 - d. Upcoming events
 - e. Staff
 - f. Summer Reading Conference
8. Hatchie River Regional Library Report



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Tuesday, June 24, 2024

Members present: Marsha Deneka, Lindsey Moore, Lauren Boulter, Shannon Childress, Pat Hooks, Latoya Avery, and Julie Dalhauser Regional Rep.

Absent: Sherry Yelvington, Christy Delashmit

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 April 2024: Pat made the motion to accept the minutes as written. Lauren seconded the motion, and all approved.
4. Treasurer's Report: The new city budget passed on June 23, 2024. Shannon made the motion to accept the treasurer's report. Lauren seconded the motion, and all approved.
5. Old Business: The library needs a new sign. Mayor Cole wants to defer the decision about a new sign until news about acquiring the Ritter building is finalized.
6. New Business:
 - a. A collection standard was discussed: A holdings line is created for each item in the library's collection in the statewide Tennessee Union Catalog. This standard has been completed.
 - b. A community relations standard was discussed: The library has a plan for recruiting, training, and using volunteer help. The library has excellent volunteers who use schedules and time sheets.
 - c. The board discussed board appointment and renewal information. Latoya's and Shannon's addresses were corrected on the form.
 - d. Latoya made a motion to retain all board officers for another year. Marsha seconded the motion, and all were in favor.
7. Librarian's Report
 - a. Lindsey attended sessions in May that included training on using fire extinguishers, NARCAN, and strategies for handling unattended children in the library.

- b. STEMCO Grant – Lindsey applied for this grant and the funds will be used for improved signage, namely A-Z letter signs.
 - c. The Summer Reading Program and Summer Reading Challenge programs are going well; however, library space is limited for programming. There are seventy-one participants in the Summer Reading Challenge to date.
 - d. The touch table (STEMCO Grant) will be at the library on June 27th.
8. Hatchie River Regional Library Report
- a. Julie provided a flyer detailing First Lady Maria Lee's TN Kids Serve Summer Challenge. The challenge runs from June 1 to August 1.
 - b. The Teen Librarian Summit will be August 8th in Martin, TN.
 - c. The new calendar of training events is awaiting approval.

The next board meeting will be on September 24, 2024. Pat moved that we adjourn; Lauren seconded, and all were in favor. The meeting adjourned at 4:52 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: September 19, 2024
To: Library Board
From: Sherry Yelvington
Subject: Treasurer's Report

Attached you will find two budget/actual variance reports for the library. One is for June 30, 2024, at year-end and one is for August 31, 2024

The June 30, 2024, revenue and expense update is the year-end report for FY2023-2024 and indicates the library has received 100.57 % of its budgeted revenue amounts and spent 97.72% of its budgeted expenses.

The August 31, 2024, report shows revenue receipts at 9.52% of budget. Please note Tipton County, our largest revenue source, has not sent in their funds. Expenses are at 18.09% of the budget, a little above the 16.67% expected percentage of expenses for August. Everything is going exceptionally well at this time.

Please let me know if you have any questions.

Sherry Yelvington
City Recorder/Treasurer

LIBRARY
BUDGET UPDATE

BUDGET UPDATE
LIBRARY
06-30-2024

REVENUES	BUDGET FY2024	AMENDMT 1 FY2024	AMENDMENT 2 FY2024	AMENDMENT 3 FY2024	ACTUAL 06-30-2024	% BUDGET MET
INTERGOVERNMENTAL						
33000 STATE - LIBRARY GRANTS	0	0	0	0	0	0.00%
33711 TIPTON COUNTY - LIBRARY ALLOCATION	19,000	19,000	19,000	19,000	19,000	100.00%
33811 ATOKA - LIBRARY ALLOCATION	1,250	1,250	1,250	1,250	1,250	100.00%
TOTAL INTERGOVERNMENTAL	20,250	20,250	20,250	20,250	20,250	100.00%
CHARGES FOR SERVICES						
LIBRARY REVENUES						
34781 LIB - LIBRARY FINES AND PENALTIES	4,500	4,500	3,600	3,800	3,828	100.74%
34782 LIB - LIBRARY DONATIONS	500	500	751	1,300	1,317	101.27%
34783 LIB - LIBRARY SUMMER READING PROGRAM	500	0	100	100	100	100.00%
34784 LIB - LIBRARY MISC REVENUE	100	100	1,400	1,800	1,806	100.36%
LIB-SOUTHWEST GRANT	0	0	6,585	6,500	6,585	101.31%
TOTAL LIBRARY	5,600	5,100	12,436	13,500	13,636	101.01%
OTHER REVENUES						
36103 OR - LIBRARY INTEREST EARNINGS	400	250	250	1,900	1,967	103.50%
TOTAL OTHER REVENUES	400	250	250	1,900	1,967	103.50%
TOTAL REVENUES	26,250	25,600	32,936	35,650	35,852	100.57%

LIBRARY
BUDGET UPDATE

EXPENSES LIBRARY	BUDGET FY2024	AMENDMT 1 FY2024	AMENDMENT 2 FY2024	AMENDMENT 3 FY2024	ACTUAL 06-30-2024	% BUDGET MET
44800 111 LIB - SALARIES	76,156	77,156	77,156	79,500	79,313	99.76%
44800 135 LIB - EMPLOYEE RELATIONS	700	700	1,100	1,200	1,113	92.79%
44800 141 LIB - FICA	5,826	5,828	5,828	5,900	5,793	98.19%
44800 142 LIB - HEALTH INSURANCE	18,052	18,052	18,052	16,900	16,768	99.22%
44800 143 LIB - RETIREMENT	3,989	4,200	4,200	4,300	4,156	96.65%
44800 144 LIB - HRA HEALTH INSURANCE	1,500	1,500	1,500	2,800	2,674	95.50%
44800 145 LIB - LIFE INSURANCE	504	600	600	600	479	79.76%
44800 148 LIB - EMP. EDUCATION/TRAINING	400	500	500	600	500	83.33%
44800 211 LIB - POSTAGE	200	200	200	200	140	69.98%
44800 221 LIB - PRINTING/DUPLICATING	100	100	100	0	0	0.00%
44800 233 LIB - SUBSCRIPTIONS	100	100	100	100	48	48.00%
44800 235 LIB - MEMBERSHIPS	150	150	150	100	54	54.00%
44800 241 LIB - ELECTRIC	6,000	5,200	4,800	4,600	4,529	98.46%
44800 242 LIB - WATER	130	140	140	200	127	63.67%
44800 243 LIB - SEWER	150	180	180	300	163	54.25%
44800 244 LIB - GAS	550	650	650	400	312	77.89%
44800 245 LIB - TELEPHONE/COMMUNICATIONS	1,800	1,600	1,600	1,800	1,696	94.22%
44800 246 LIB - CELLPHONES/DATA DEVICES	750	750	750	900	812	90.27%
44800 251 LIB - SOFTWARE SUPPORT SERV	1,250	1,250	1,250	1,300	1,226	94.28%
44800 255 LIB - DATA PROCESSING SUPPORT	500	0	0	0	0	0.00%
44800 259 LIB - OTHER PROFESSIONAL SERV	400	400	400	500	348	69.66%
44800 262 LIB - REPAIR/MAINT EQUIPMT	100	0	0	0	0	0.00%
44800 266 LIB - REPAIR/MAINT BUILDINGS	750	750	750	100	18	17.75%
44800 283 LIB - EMPLOYEE MILEAGE REIMB	200	250	250	600	454	75.66%
44800 286 LIB - TRAVEL/LODGING	300	300	300	400	283	70.78%
44800 299 LIB - MISCELLANEOUS	500	500	500	100	39	38.94%
44800 311 LIB - PAPER/STATIONARY	300	300	300	300	186	62.05%
44800 312 LIB - SM EQUIPMENT ITEMS	250	250	250	0	0	0.00%
44800 313 LIB - BOOKS	1,000	1,000	1,000	1,100	1,042	94.69%
44800 314 LIB - SUMMER READING PROG	1,000	1,000	1,000	1,200	1,068	88.98%
44800 319 LIB - OTHER OPER MATERIALS	2,500	2,500	2,500	3,100	2,960	95.49%
44800 324 LIB - JANITORIAL SUPPLIES	600	600	600	700	615	87.79%
44800 325 LIB - PROGRAM MATERIALS	1,500	1,500	1,500	1,900	1,808	95.15%
44800 331 LIB - FUEL, GAS, OIL	0	0	0	0	0	0.00%
44800 515 LIB - WORKERS COMPENSATION	150	150	150	200	126	63.00%
44800 901 LIB - CAPITAL OUTLAY	0	0	0	0	0	0.00%
44800 902 LIB - SOUTHWEST GRANT EXP	0	0	6,585	6,700	6,585	98.28%
44800 943 LIB - CAP OUTLAY COMPUTER EQ	0	0	0	0	0	0.00%
44800 947 LIB - CAPITAL OUTLAY MACHINES	0	0	0	0	0	0.00%
TOTAL LIBRARY	128,356	128,356	134,941	138,600	135,434	97.72%

GENERAL FUND
LIBRARY BUDGET FY2025

9/19/2024

Library Budget FY2023-2024
8/31/2023

BUDGET	ACTUAL	% BUDGET
FY24-25	08-31-2024	MET
<i>Budget Year Comparison</i>		16.67%

REVENUES

33000	INTERGOVERNMENTAL			
33401	STATE - LIBRARY GRANTS	0	0	0.00%
33711	TIPTON COUNTY - LIBRARY ALLOCATION	19,000	0	0.00%
33811	ATOKA - LIBRARY ALLOCATION	1,250	0	0.00%
TOTAL INTERGOVERNMENTAL		20,250	0	0.00%

CHARGES FOR SERVICES

34781	LIB - LIBRARY FINES AND PENALITES	2,000	155	7.75%
34782	LIB - LIBRARY DONATIONS	0	516	0.00%
34783	LIB - LIBRARY SUMMER READING PROGRAM	0	0	0.00%
34784	LIB - LIBRARY MISC REVENUE	3,000	753	25.10%
34785	LIB - SOUTHWEST GRANT REVENUE	0	1,000	0.00%
TOTAL LIBRARY		5,000	2,424	48.48%

OTHER REVENUES

36103	OR - LIBRARY INTEREST EARNINGS	200	0	0.00%
TOTAL OTHER REVENUES		200	0	0.00%
TOTAL REVENUES		25,450	2,424	9.52%

GENERAL FUND
LIBRARY BUDGET FY2025

9/19/2024

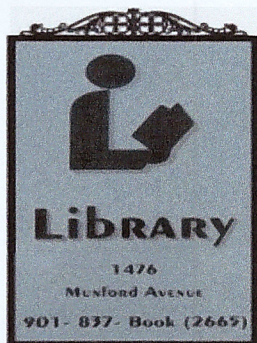
BUDGET ACTUAL % BUDGET
FY24-25 08-31-2024 MET
Budget Year Comparison 16.67%

EXPENSES

LIBRARY

44800	111	LIB - SALARIES	78,939	15,405	19.52%
44800	135	LIB - EMPLOYEE RELATIONS	700	0	0.00%
44800	141	LIB - FICA	6,039	1,131	18.72%
44800	142	LIB - HEALTH INSURANCE	18,239	2,839	15.56%
44800	143	LIB - RETIREMENT	4,155	829	19.96%
44800	144	LIB - HRA HEALTH INSURANCE	1,500	0	0.00%
44800	145	LIB - LIFE INSURANCE	504	125	24.83%
44800	148	LIB - EMP. EDUCATION/TRAINING	600	0	0.00%
44800	211	LIB - POSTAGE	200	0	0.00%
44800	221	LIB - PRINTING/DUPLICATING	100	0	0.00%
44800	233	LIB - SUBSCRIPTIONS	100	48	48.00%
44800	235	LIB - MEMBERSHIPS	150	0	0.00%
44800	241	LIB - ELECTRIC	5,200	1,520	29.24%
44800	242	LIB - WATER	140	22	15.56%
44800	243	LIB - SEWER	180	28	15.55%
44800	244	LIB - GAS	650	10	1.54%
44800	245	LIB - TELEPHONE/COMMUNICATIONS	1,700	363	21.37%
44800	246	LIB - CELLPHONES/DATA DEVICES	900	94	10.42%
44800	251	LIB - SOFTWARE SUPPORT SERV	1,250	0	0.00%
44800	255	LIB - DATA PROCESSING SUPPORT	500	0	0.00%
44800	259	LIB - OTHER PROFESSIONAL SERV	400	0	0.00%
44800	262	LIB - REPAIR/MAINT EQUIPMT	100	0	0.00%
44800	266	LIB - REPAIR/MAINT BUILDINGS	750	0	0.00%
44800	283	LIB - EMPLOYEE MILEAGE REIMB	350	0	0.00%
44800	286	LIB - TRAVEL/LODGING	300	0	0.00%
44800	299	LIB - MISCELLANEOUS	500	0	0.00%
44800	311	LIB - PAPER/STATIONARY	300	0	0.00%
44800	312	LIB - SM EQUIPMENT ITEMS	250	0	0.00%
44800	313	LIB - BOOKS	1,000	124	12.43%
44800	314	LIB - SUMMER READING PROG	1,000	363	36.30%
44800	319	LIB - OTHER OPER MATERIALS	2,500	722	28.88%
44800	324	LIB - JANITORIAL SUPPLIES	600	86	14.37%
44800	325	LIB - PROGRAM MATERIALS	1,750	0	0.00%
44800	331	LIB - FUEL, GAS, OIL	0	0	0.00%
44800	515	LIB - WORKERS COMPENSATION	150	114	0.00%
44800	901	LIB - CAPITAL OUTLAY	0	0	0.00%
44800	902	LIB - SOUTHWEST GRANT EXP	0	0	0.00%
44800	943	LIB - CAP OUTLAY COMPUTER EQ	0	0	0.00%
44800	947	LIB - CAPITAL OUTLAY MACHINES	0	0	0.00%
44800	947	LIB - CAPITAL OUTLAY MACHINES	0	0	0.00%

TOTAL LIBRARY	131,695	23,823	18.09%
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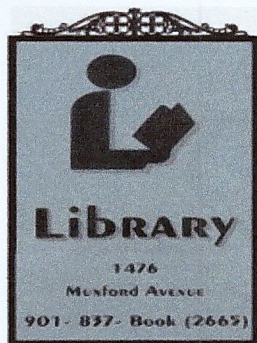
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June 2024 Library Report

Overview:

- The library has sold **\$111.75** in books with the ongoing book sale.
- The library has collected **\$67.80** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$216.40**.
- The library received **\$42.95** from Kroger Community Rewards.
- The Library had **196** people use our computers and **59** requiring computer help. In addition we had **325** use the Wi-Fi. The library had **376** reference questions asked and answered.
- Library staff provided **14** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **57** new users, with **2,859** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,745** patrons.
- Through Interlibrary Loan **46** books were loaned out, and **80** were borrowed.
- Tennessee R.E.A.D.S. had **1,032** books checked out.
- Lindsey was used as a Notary Public **7** times.
- The Library had **19** volunteers.
- Staff proctored 3 TWRA Boaters Licensing Tests
- The adult book club met, there were **16** people in attendance.
- Through in-person and passive programming we had **20** programs with **191** attendees.
 - LEGO Club met once with 15 in attendance.
 - The Summer Reading Program was held twice with 65 in attendance.
 - Through our Seed Library, we gave out 17 packets in June.
 - Passive Programs included: Staff Recommendations, Book Spotlight, My Weekend is Booked, Grillin' & Chillin', Meet Someone New, Unwrap an Adventure, Seed Games, Let's go Camping, and Graphic Novels are Real Books!
 - The library served as a tutoring location **1** time.
 - We gave out 53 take home crafts that went along with our summer Smokey Bear theme.
- We continue to offer curbside services to patrons. **12** patrons were assisted curbside.
- The Summer Reading Challenge Started on May 24th. We had 54 people sign up in June. This program will run until August 6th. The more people read, the more chances they have to be entered to win prizes. This challenge is for patrons of all ages!
- Library staff attended a training on "Unattended Children" to learn how to handle situations in the library where children may be left alone.



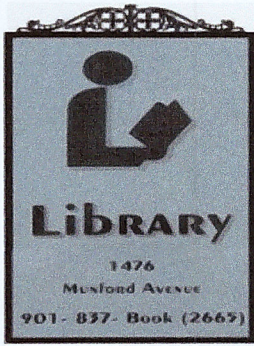
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July 2024 Library Report

Overview:

- The library has sold **\$185.00** in books with the ongoing book sale.
- The library has collected **\$64.50** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$241.85**.
- The Library had **224** people use our computers and **73** requiring computer help. In addition we had **407** use the Wi-Fi. The library had **439** reference questions asked and answered.
- Library staff provided **15** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **68** new users, with **2,863** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,758** patrons.
- Through Interlibrary Loan **33** books were loaned out, and **91** were borrowed.
- Tennessee R.E.A.D.S. had **1,034** books checked out.
- Lindsey was used as a Notary Public **12** times.
- The Library had 5 volunteers.
- Staff proctored 3 TWRA Boaters Licensing Tests
- Through in-person and passive programming we had **18** programs with **231** attendees.
 - LEGO Club met twice with 45 in attendance.
 - The Summer Reading Program was held three times with 110 in attendance. The last event being our End of Summer Party with 60 in attendance.
 - Through our Seed Library, we gave out 7 packets in July.
 - The adult book club met, there were **13** people in attendance
 - Passive Programs included: Staff Recommendations, Shark Week, Welcome Back to School, Local Author Spotlight, Meet Someone New, Team USA, Food for the Brain, Never Been Checked Out, and Graphic Novels are Real Books!
 - 30 take-home crafts were given out.
 - 120 Summer Reading themed coloring packets were dispersed.
 - The library served as a tutoring location **1** time.
- We continue to offer curbside services to patrons. **11** patrons were assisted curbside.
- The Summer Reading Challenge Started on May 24th. We had 43 people sign up in July. This program will run until August 6th. The more people read, the more chances they have to be entered to win prizes. This challenge is for patrons of all ages!
- We hosted the Munford Methodist Preschool on July 10th. They were read a story and did a craft with us.
- We partnered with Meeman-Shelby State Park on July 30th for our End of Summer Reading Party. Ranger Jeff came and spoke to the kids, showed them animal pelts and even brought a live chicken snake for the kids to see and pet. This was a great event that was hosted in the Regions Bank building in the gym due to lack of space at the library.



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August 2024 Library Report

Overview:

- The library has sold **\$99.50** in books with the ongoing book sale.
- The library has collected **\$95.95** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$281.75**.
- We received \$1,515.60 in donations. \$1,000 was from the STEMCO grant, \$42.06 was from Kroger Community Rewards, and \$473.54 was from the MHS Class of 1963.
- The Library had **195** people use our computers and **71** requiring computer help. In addition we had **295** use the Wi-Fi. The library had **413** reference questions asked and answered.
- Library staff provided **13** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **73** new users, with **2,647** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,831** patrons.
- Through Interlibrary Loan **37** books were loaned out, and **62** were borrowed.
- Tennessee R.E.A.D.S. had **1,145** books checked out.
- Lindsey was used as a Notary Public **3** times.
- The Library had 4 volunteers.
- Staff proctored 7 TWRA Boaters Licensing Tests
- Through in-person and passive programming we had **15** programs with **95** attendees.
 - LEGO Club met twice with 36 in attendance.
 - Through our Seed Library, we gave out 12 packets in August.
 - The adult book club met, there were **12** people in attendance
 - Passive Programs included: Staff Recommendations, Loved the Movie, There's a Monster!, Welcome Back to School, Local Author Spotlight, Team USA and Food for the Brain.
 - 40 take-home crafts were given out.
 - The library served as a tutoring location **3** times.
- We continue to offer curbside services to patrons. **12** patrons were assisted curbside.
- The Summer Reading Challenge Started on May 24th. We ended the program with 97 participants who read 2,304. We gave out many prizes to many of the top readers.
- We hired Misty Pitts in our vacant librarian assistant position. Her start date was August 13th.
- We received a \$1,000.00 grant from Southwest Tennessee Electric to purchase additional signage for all of our shelving to make it easier for children and adult patrons to locate materials.