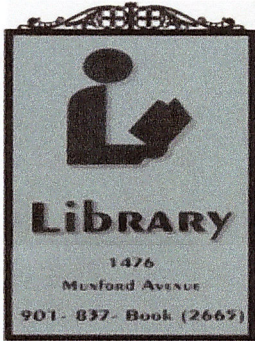


Munford-Tipton County Memorial Library
1476 Munford Avenue
Munford, TN 38058
(901) 837-2665
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March 2024 Library Board Agenda:

1. Call to Order
2. Public Forum
3. February 2024 minutes
4. Treasurer's Report
5. Old Business
6. New Business
 - a. Standards to Discuss
 - i. Standards for Services: Library provides full reference services, including standard print and online reference sources and staff assistance in locating additional materials online.
 - ii. Standards for Facility: Library facility is ADA compliant.
7. Librarian's Report
 - i. Seed Library
 - ii. Puzzle Exchange
 - iii. SRP Donation Letters
 - iv. STEM Grant
 - v. Maintenance Update –Door upstairs
8. Hatchie River Regional Library Report



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Tuesday, February 27, 2024

Members present: Marsha Deneka, Lindsey Moore, Sherry Yelvington, Pat Hooks, Latoya Avery, Shannon Childress, Christy Delashmit, and Julie Dahlhauser, Regional Rep.

Absent: Lauren Boulter 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 September 2023: Pat made the motion to accept the minutes as written. Christy seconded the motion, and all approved.
4. Treasurer's Report: Marsha made the motion to accept the treasurer's report. Latoya seconded the motion, and all approved.
5. Old Business: None
6. New Business:
 - a. A governance standard was discussed: County or municipal library boards are appointed by their respective legislative bodies under authority of TCA 10-3-101 and 10-3-103.
 - b. A planning standard was discussed: Library has a statement of its vision. The library's vision statement is included in the Long-Range Plan.
 - c. Board members reviewed the vision statement, mission statement, and goals listed in the Long-Range Plan. The vision statement was updated to add "for all" at the end of the statement. The mission statement was updated by adding a comma after the word "interests" and adding a comma after the word "convenient". Members also reviewed all goals with the correlating objectives and found no updating was necessary. There was a discussion about Library Board Members not being able to function as Friends of the Library members (relating to goal 4). Sherry made a motion to accept the Long-Range Plan with suggested changes. Latoya seconded the motion, and all approved.
7. Librarian's Report
 - a. Lindsey reported that the Adult Book Club is going well and increasing in attendance. The library has instituted two new unique opportunities to

patrons by creating a puzzle swap section and a seed library. Read Across America is next week and the library staff has dress-up days and special activities planned.

- b. Lindsey reported that the leaky roof is still an issue causing concern; the heat and downspout have been fixed.
8. Hatchie River Regional Library Report
- a. Julie provided an updated Munford-Tipton County Checklist for Regional Information.
 - b. Julie highlighted the workshop on March 25th. Merry Brown will be the presenter of “Restoration in the Workplace.”
 - c. National Library week is April 7-13, and its theme is “Ready, Set, Library!” Board members were encouraged to visit ilovelibraries.org and to recognize their hard-working, wonderful library staff during that week.

The next board meeting will be on March 26, 2024. Pat moved that we adjourn; Christy seconded, and all were in favor. The meeting adjourned at 4:59 p.m.

Respectfully submitted,

Marsha Deneka



City of Munford, Tennessee

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

MEMORANDUM

Date: March 19, 2024
To: Library Board
From: Sherry Yelvington
Subject: Treasurer's Report

Attached you will find the budget/actual variance reports for the library as of February 29, 2024.

The February 29, 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 66.67% or more in revenues and 66.67% or less in expenses.

- Second reading of the Proposed Budget Amendment Ordinance will be on March 25, 2024, Board of Mayor and Aldermen meeting. The Amendment has negligible effect on the Library budget since they manage their budget so well but is included on the attached reports (center column). There are also minor reductions in some lines and increases in others to create a net effect of zero to the total expense line. Those items changed are highlighted in the proposed amendment column.
- Currently revenues are at 90.48% for the year.
- Expenses are 64.25%, which is below the expected amount for this time of the year.
- Budgeting for 2024-2025 has begun and we are hopeful a first reading for the FY25 Budget will be in May 2024.

Please let me know if you have any questions.

Sherry Yelvington
City Recorder/Treasurer

LIBRARY
BUDGET UPDATE

3/19/2024

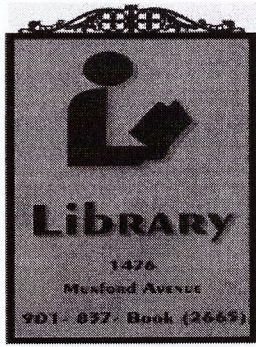
BUDGET UPDATE
LIBRARY
02-29-2024

		BUDGET	AMENDMENT	ACTUAL	% BUDGET
		FY2024	FY2024	02-29-2024	MET
		<i>Budget Year Comparison</i>			66.67%
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	3,208	71.28%
34782	LIB - LIBRARY DONATIONS	500	500	456	91.11%
34783	LIB - LIBRARY SUMMER READING PROGRAM	500	0	0	0.00%
34784	LIB - LIBRARY MISC REVENUE	100	100	500	500.20%
	TOTAL LIBRARY	5,600	5,100	4,163	81.63%
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	23,163	90.48%

LIBRARY
BUDGET UPDATE

3/19/2024

		BUDGET FY2024	AMENDMENT FY2024	ACTUAL 02-29-2024	% BUDGET MET	
EXPENSES						
LIBRARY						
44800	111	LIB - SALARIES	76,156	77,156	51,572	66.84%
44800	135	LIB - EMPLOYEE RELATIONS	700	700	273	38.94%
44800	141	LIB - FICA	5,826	5,828	3,767	64.64%
44800	142	LIB - HEALTH INSURANCE	18,052	18,052	11,154	61.79%
44800	143	LIB - RETIREMENT	3,989	4,200	2,745	65.36%
44800	144	LIB - HRA HEALTH INSURANCE	1,500	1,500	988	65.84%
44800	145	LIB - LIFE INSURANCE	504	600	359	59.76%
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	3,087	59.37%
44800	242	LIB - WATER	130	140	84	60.29%
44800	243	LIB - SEWER	150	180	107	59.58%
44800	244	LIB - GAS	550	650	285	43.88%
44800	245	LIB - TELEPHONE/COMMUNICATIONS	1,800	1,600	1,122	70.13%
44800	246	LIB - CELLPHONES/DATA DEVICES	750	750	625	83.32%
44800	251	LIB - SOFTWARE SUPPORT SERV	1,250	1,250	0	0.00%
44800	255	LIB - DATA PROCESSING SUPPORT	500	0	0	0.00%
44800	259	LIB - OTHER PROFESSIONAL SERV	400	400	120	30.00%
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	193	64.49%
44800	299	LIB - MISCELLANEOUS	500	500	0	0.00%
44800	311	LIB - PAPER/STATIONARY	300	300	0	0.00%
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	560	56.00%
44800	319	LIB - OTHER OPER MATERIALS	2,500	2,500	1,462	58.49%
44800	324	LIB - JANITORIAL SUPPLIES	600	600	439	73.18%
44800	325	LIB - PROGRAM MATERIALS	1,500	1,500	1,579	105.24%
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	82,465	64.25%



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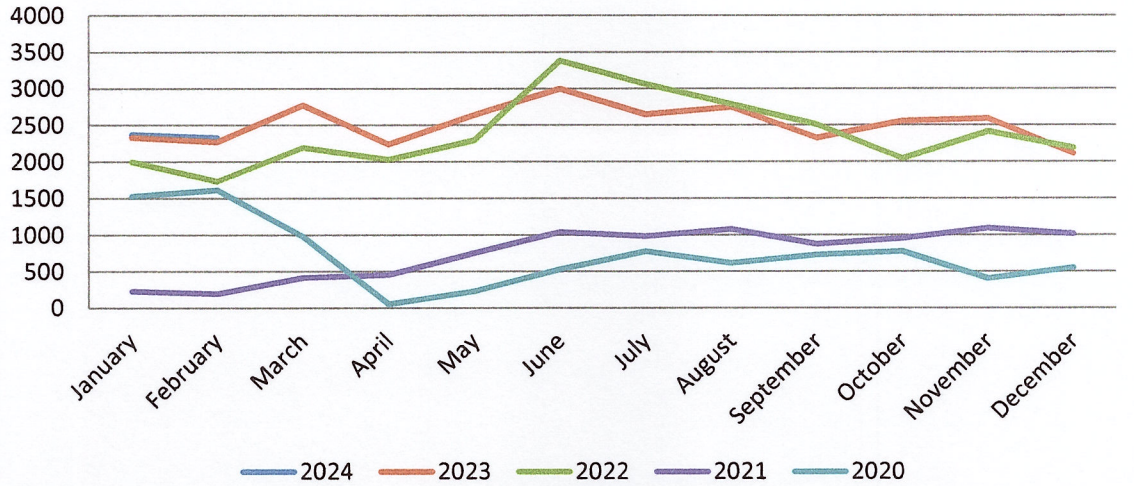


February 2024 Library Report

Overview:

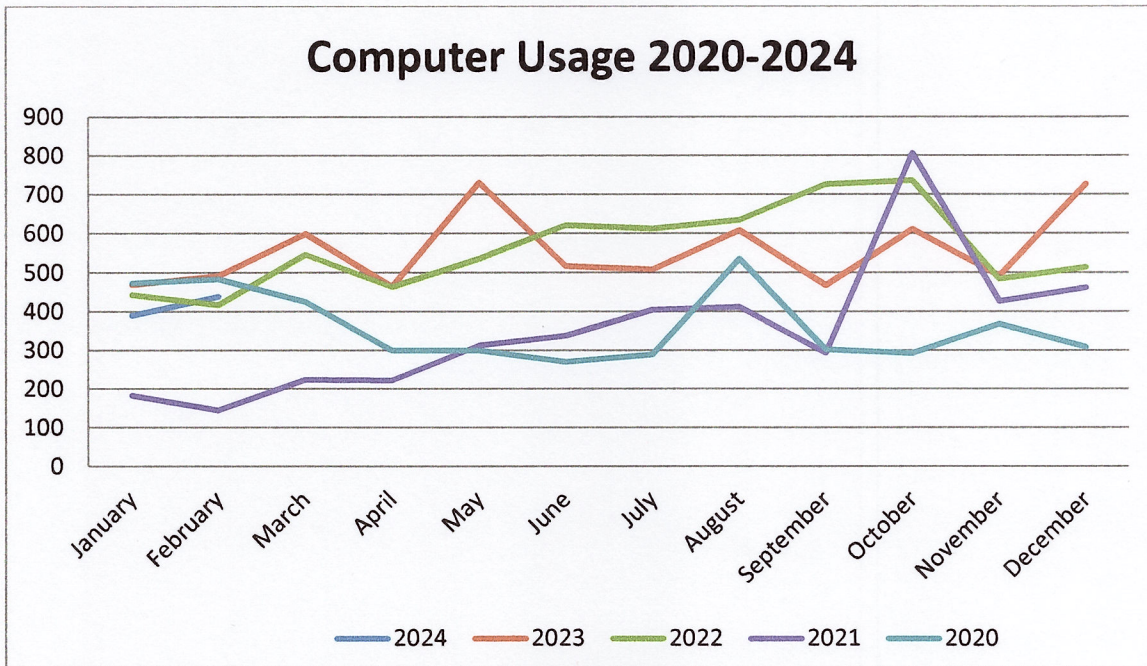
- The library has sold **\$136.00** in books with the ongoing book sale.
- The library has collected **\$69.59** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$284.60**.
- The library received **\$151.50** in donations. \$51.50 was from Kroger Community Rewards and \$100.00 was in memory of Louise Moren from the Mary Bryan Book Club.
- The Library had **157** people use our computers and **52** requiring computer help. In addition we had **282** use the Wi-Fi. The library had **408** reference questions asked and answered.
- Library staff provided **18** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **68** new users, with **2,333** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,635** patrons.
- Through Interlibrary Loan **33** books were loaned out, and **45** were borrowed.
- Tennessee R.E.A.D.S. had **924** books checked out.
- Lindsey was used as a Notary Public **3** times.
- The Library had 8 volunteers.
- The adult book club met, there were **16** people in attendance.
- Through in-person and passive programming we had **13** programs with **206** attendees.
 - LEGO Club met twice with 9 in attendance.
 - Story Time was held twice with 35 in attendance.
 - Passive Programs included: Staff Recommendations, Book Spotlight, Black History Month, Blind Date with a Book, It's not Easy Being Green, Conversation Hearts, Be My Valentine, and Step Back in Time.
 - The library served as a tutoring location **4** times.
- We continue to offer curbside services to patrons. **5** patrons were assisted curbside.
- The Library began a puzzle swap in February. Patrons can donate and take puzzles from our collection.

Circulation Growth 2020-2024

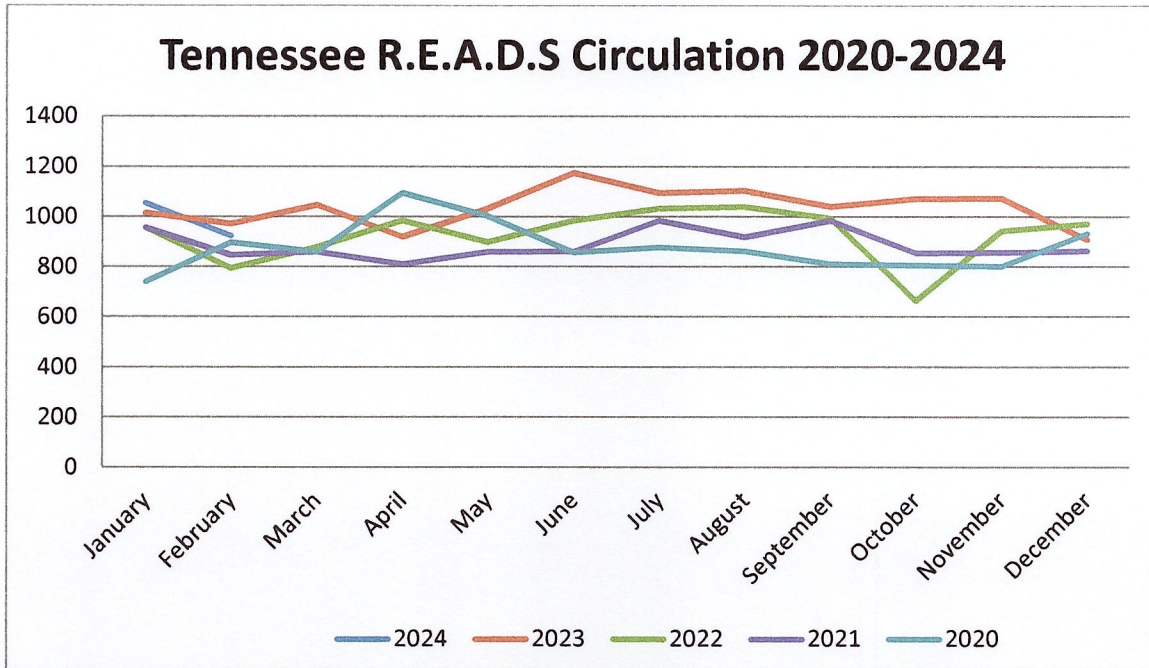


* As of 02/29/2024

Computer Usage 2020-2024



* As of 02/29/2024



* As of 02/29/2024