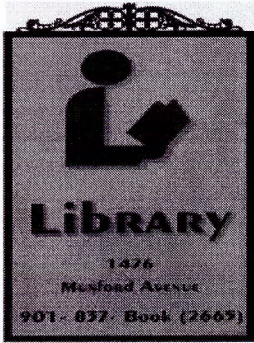


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September 2023 Library Board Agenda:

1. Call to Order
2. Public Forum
3. June 2023 minutes
4. Treasurer's Report
5. Old Business
6. New Business
 - a. Welcome New Members Christy DeLashmit & Shannon Childress
 - b. Standards to Discuss
 - i. Standards for Governance: The board functions as a policy-making and oversight body, and entrusts the director and staff with the day to day management of the library.
 - ii. Standards for Collection: The collection is weeded in accordance with Continuous Review, Evaluation, and Weeding (CREW) guidelines. (5% is weeded annually and 5% is added annually.)
 - c. Review the Library Service Agreement
 - d. Public Comment Policy
 - e. Collection Development Policy
7. Librarian's Report
 - i. Summer Reading Recap
 - ii. Summer Reading Conference for 2024
 - iii. Video Relay Service
 - iv. Celebrate Munford
8. Hatchie River Regional Library Report



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Tuesday, June 27, 2023

Members present: Marsha Deneka, Lindsey Moore, Lauren Boulter, Sherry Yelvington, Pat Hooks, Latoya Avery, Cathy Nichols, Georgia Dawson and Genny Carter, Regional Rep.

Prior to the meeting, a reception was held in honor of Georgia Dawson and Cathy Nichols for their faithful service to the Library Board. They will certainly be missed, and we genuinely appreciate all their hard work over the years.

1. Pres. Cathy Nichols called the meeting to order at 4:26 p.m.
2. Public Forum: No citizens were present to bring forth concerns.
3. Minutes from April 2023: Sherry made the motion to accept the minutes. Georgia seconded the motion, and all approved.
4. Treasurer's Report: Sherry presented the new city budget. Lauren made the motion to accept the treasurer's report. Latoya seconded the motion, and all approved.
5. Old Business: Christy Delashmit and Shannon Childress were approved by Mayor and Board of Alderman as new board members and will attend their first meeting on September 25th.
6. New Business:

- a. Election of 2023-24 Officers.

President: Latoya Avery. Georgia made the motion; Pat seconded, and all approved.

Vice President: Lauren Boulter. Pat made the motion; Marsha seconded, and all approved.

Secretary: Marsha Deneka. Cathy made the motion; Georgia seconded, and all approved.

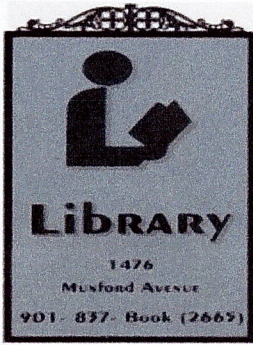
Treasurer: Sherry Yelvington. Marsha made the motion; Lauren seconded, and all approved.

- b. A technology library standard was discussed: Each internet workstation includes protective software and office productivity software and a PDF reader. All staff members are well versed in all software and are ready to assist patrons as needed.
 - c. A budget standard was discussed: The Board reviews line-item budget and spending at each board meeting by reviewing and discussing the treasurer's report.
7. Librarian's Report
- a. TLA was held in Memphis in person for the first time since Covid. The training sessions were very informative.
 - b. The Summer Reading Program "All Together Now" was a success. In June, participants made friendship bracelets and cards for the patrons of the Senior Center. In July participants will make birdhouses and will send donations to the animal shelter.
 - c. End of summer party: The weather this summer has proved too hot for the planned "Touch a Truck" event, so that will be postponed to a later date and possibly replaced by a "Foam Party".
 - d. The Summer Reading Challenge participants have logged 1,076 hours to date.
 - e. The Celebrate Munford donation of \$500 has been used to purchase an iPad.
8. Hatchie River Regional Library Report
- a. Genny provided handouts that included Recent/Upcoming Events, Training Opportunities and Munford-Tipton County Checklist for Regional Information, and a list of Partners for Public Libraries in Tennessee.
 - b. Genny presented a copy of House Bill No. 448 which is an Act to amend TCA, Title 8, Chapter 44, Part 1. To summarize: The Board must provide a time for a public forum so that members of the general public may comment on matters relevant to the agenda. Additionally, the Board may put "reasonable restrictions" on how long the forum will last, how many speakers may comment, and will ensure all viewpoints are "presented fairly."
 - c. Genny provided a summary of the grants our director has applied for and received from 2011-2022 in the amount of \$31,965! The tech grant application for 2023 is due July 7th.

The next board meeting will be on September 25, 2023. Sherry moved that we adjourn; Georgia seconded, and all were in favor. The meeting was adjourned at 4:56 p.m.

Respectfully submitted,

Marsha Deneka



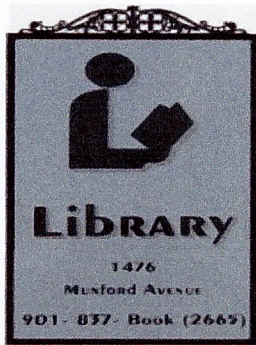
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June 2023 Library Report

Overview:

- The library has sold **\$159.50** in books with the ongoing book sale.
- The library has collected **\$90.09** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$354.50**.
- The library made **\$110.00** in donations. \$50 was in memory of Norma Mills, \$50 was in memory of Stan Billings and \$10.00 was from in-kind donations.
- The Library had **237** people use our computers and **81** requiring computer help. In addition we had **280** use the Wi-Fi. The library had **718** reference questions asked and answered.
- Library staff provided **12** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **83** new users, with **3,000** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,357** patrons.
- Through Interlibrary Loan **23** books were loaned out, and **27** were borrowed.
- Tennessee R.E.A.D.S. had **1,175** books checked out.
- Lindsey was used as a Notary Public **5** times.
- The Library had **16** volunteers.
- The adult book club met, there were **11** people in attendance.
- Through in-person and passive programming we had **18** programs with **228** attendees.
 - LEGO Club met once, there were **18** in attendance.
 - Summer Reading Programs were held twice with **35** in attendance
 - The Summer reading challenge has 48 participants.
 - 1,000 Books before Kindergarten had **3** children sign up to begin the program.
 - Passive Programs included: Staff Recommendations, Positive Thoughts, 45 take home crafts, New in Non-Fiction, YA Genres, Local Author Spotlight, Graphic Novel Spotlights, Hello Summer and Sweet Reads.
 - Staff posted one virtual Story Time with 79 views.
- We continue to offer curbside services to patrons. **8** patrons were assisted curbside.
- Library staff proctored **11** TWRA Boater's Licensing Tests.



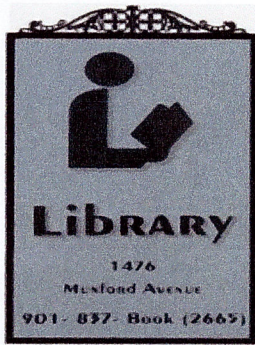
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July 2023 Library Report

Overview:

- The library has sold **\$128.50** in books with the ongoing book sale.
- The library has collected **\$46.90** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$315.20**.
- The Library had **242** people use our computers and **60** requiring computer help. In addition we had **266** use the Wi-Fi. The library had **488** reference questions asked and answered.
- Library staff provided **5** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **67** new users, with **2,650** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,424** patrons.
- Through Interlibrary Loan **19** books were loaned out, and **27** were borrowed.
- Tennessee R.E.A.D.S. had **1,095** books checked out.
- Lindsey was used as a Notary Public **8** times.
- The Library had **11** volunteers.
- The adult book club met, there were **12** people in attendance.
- Through in-person and passive programming we had **22** programs with **447** attendees.
 - LEGO Club met three times, there were **45** in attendance.
 - Summer Reading Programs was held once with **48** in attendance
 - The Summer Reading Challenge has 61 participants.
 - Passive Programs included: Staff Recommendations, Positive Thoughts, 30 take home crafts, New in Non-Fiction, YA Genres, Local Author Spotlight, Graphic Novel Spotlights, Super Reading, Read with Barbie and Friendship.
- We continue to offer curbside services to patrons. **4** patrons were assisted curbside.
- Library staff proctored **2** TWRA Boater's Licensing Tests.



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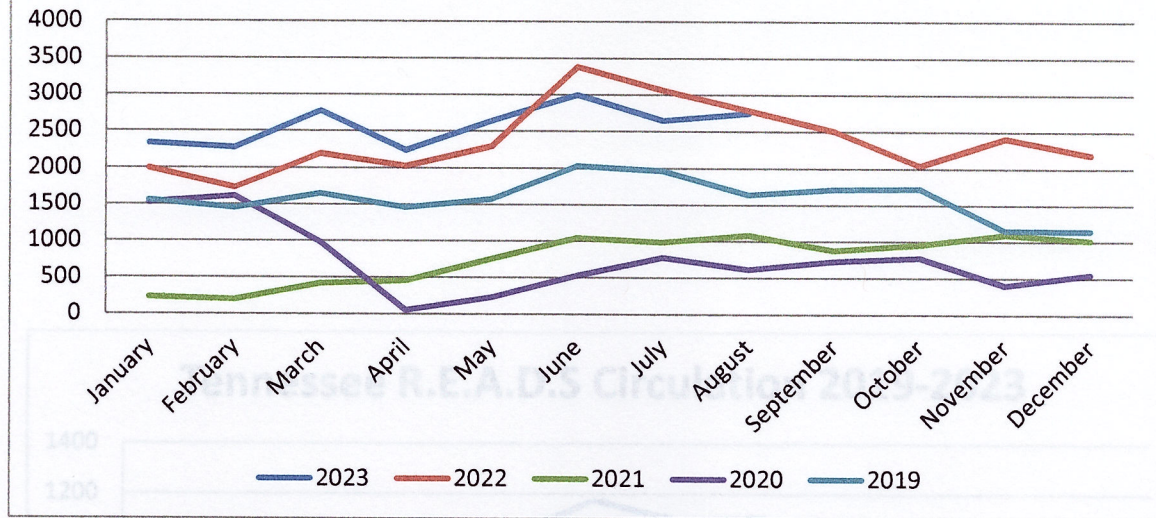


August 2023 Library Report

Overview:

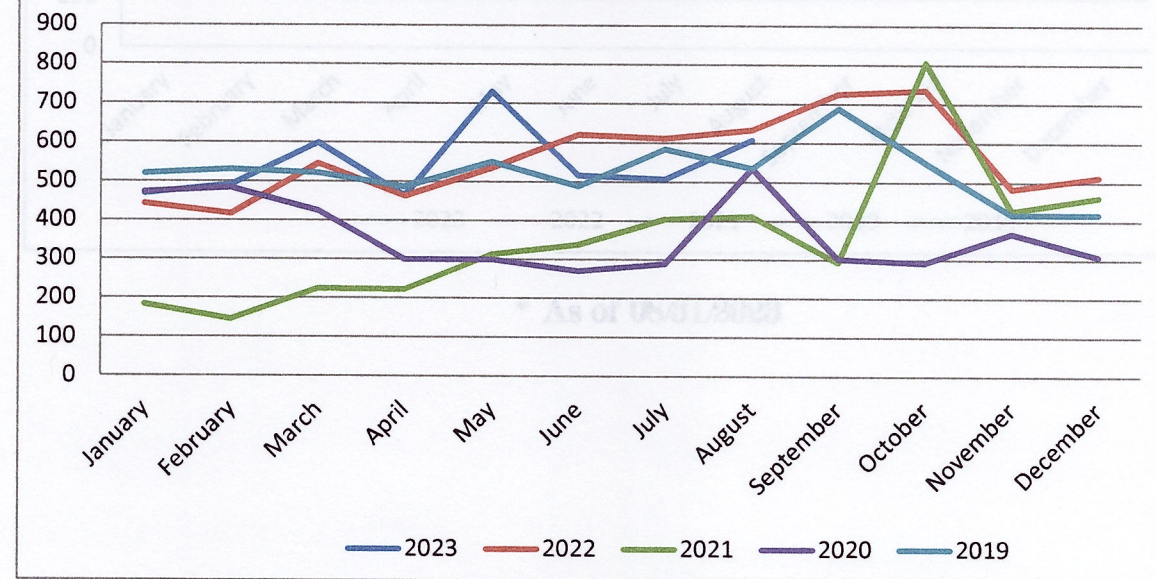
- The library has sold **\$103.50** in books with the ongoing book sale.
- The library has collected **\$109.25** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$300.60**.
- The library received **\$70.37** in donations. **\$10** was in memory of Lilly Icenhour, **\$50.37** was from Kroger Community Rewards, and the rest was in-kind.
- The Library had **289** people use our computers and **103** requiring computer help. In addition we had **319** use the Wi-Fi. The library had **435** reference questions asked and answered.
- Library staff provided **18** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **57** new users, with **2,650** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,317** patrons.
- Through Interlibrary Loan **35** books were loaned out, and **53** were borrowed.
- Tennessee R.E.A.D.S. had **1,105** books checked out.
- Lindsey was used as a Notary Public **10** times.
- The Library had **14** volunteers.
- The adult book club met, there were **12** people in attendance.
- Through in-person and passive programming we had **17** programs with **274** attendees.
 - LEGO Club met once, there were **19** in attendance.
 - Story Time was held once, there were in attendance.
 - The End of Summer Reading Party was held on August 1st. There were 125 attendees.
 - The Summer Reading Challenge had 61 participants with 2,701 total hours read.
 - Passive Programs included: Staff Recommendations, Positive Thoughts, 45 take home crafts, New in Non-Fiction, YA Genres, Local Author Spotlight, Graphic Novel Spotlights, In Our Reading Era, Read with Bluey, Back to School and Friendship.
- We continue to offer curbside services to patrons. **6** patrons were assisted curbside.
- Library staff proctored **9** TWRA Boater's Licensing Tests.
- A Video Relay System (VRS) was installed for our deaf and hard of hearing patrons. The VRS was used 30 times in August.

Circulation Growth 2019-2023



* As of 08/31/2023

Computer Usage 2019-2023



* As of 08/31/2023



State of Tennessee

PUBLIC CHAPTER NO. 300

HOUSE BILL NO. 448

By Representatives Davis, Fritts, Cepicky, Hardaway, Lynn, Slater

Substituted for: Senate Bill No. 551

By Senators Lowe, Jackson

AN ACT to amend Tennessee Code Annotated, Title 8, Chapter 44, Part 1, relative to public meetings.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 8, Chapter 44, Part 1, is amended by adding the following as a new section:

(a) A governing body shall, for each public meeting, reserve a period for public comment to provide the public with the opportunity to comment on matters that are germane to the items on the agenda for the meeting.

(b) The governing body may put reasonable restrictions on the period for public comment, such as the length of the period, the number of speakers, and the length of time that each speaker will be allowed to provide comment. The governing body may require a person to give notice in advance of the desire to offer comments at a meeting. The governing body shall take all practicable steps to ensure that opposing viewpoints are represented fairly, if any.

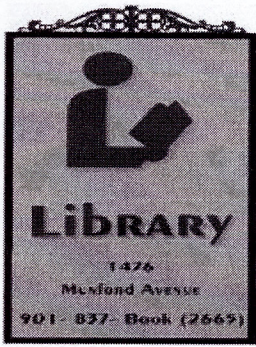
(c) A notice for a public meeting shall indicate the manner in which a person may indicate the person's desire to provide public comment at the meeting.

(d) This section does not apply to:

(1) A meeting of a governing body, or a portion thereof, where the governing body is conducting a disciplinary hearing for a member of the governing body or a person whose profession or activities fall within the jurisdiction of the governing body; or

(2) A meeting for which there are no actionable items on the agenda.

SECTION 2. This act takes effect July 1, 2023, the public welfare requiring it.



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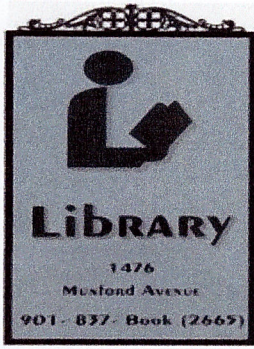
Public Comment Policy

All persons are welcome to attend the public meetings of the Munford-Tipton County Memorial Library Board. Any person wishing to address the Library Board with a comment may do so during the Public Forum agenda item.

Each regularly scheduled board meeting will include a provision for up to fifteen (15) minutes of public comment. Each commenter will be limited to three (3) minutes to make a statement. Appointments are not required but are recommended. Persons making appointments will be given priority and should contact the Library Director at least three (3) days in advance of the meeting to make an appointment.

The Library Director will try to provide details to any patron making an inquiry to see if the issue can be resolved prior to the meeting.

The board will not respond to the commenter during the public comment time. Commenter will not be allowed to give all or some of their allotted time to another commenter. The Board Chair will have the authority to terminate the time allotted to any commenter who does not speak on the agenda item(s) signed up for, is unruly or disorderly. The Board Chair has the authority to have the commenter removed from the meeting and subsequently the Library if they become unruly or disorderly.



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Collection Development Policy

Mission: The Munford-Tipton County Memorial Library is dedicated to strengthening our community by providing free and equal access to information knowledge to people of all ages, interests and abilities with fairness and equality. The Library takes a personal interest in ensuring that a full range of materials and services are provided in an inviting, convenient and responsive manner.

Purpose: The Collection Development Policy is designed to support the Library's mission statement and serves as a guide for the selection, acquisition, maintenance and retention of materials by establishing roles, responsibilities and a process for addressing Library user concerns.

General Selection Criteria

Responsibility Statement: The ultimate responsibility for selecting Library materials rests with the Library Director, who operates within the framework of policies established by the Munford-Tipton County Memorial Library Board of Trustees. The Director reviews all purchases and has the authority to reject or select an item contrary to the recommendations of the staff. In accordance with Tennessee's Library Service Agreement a list of materials purchased will be presented by the Library Director to the Library Board monthly.

General Selection Criteria:

The general criteria listed below apply to the selection of all materials for the Munford-Tipton County Memorial Library. Materials are evaluated as complete works and not on the basis of a particular passage. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, frankness of expression, or because it is controversial. The collection is dynamic. Its materials change; its users and uses change. Growth, reclassification, relocation, removal and replacement are parts of a collection's life. Not all titles selected will meet all of the criteria listed, but will meet at least one of the following:

- Public demand and interest
- Timeliness and/or significance of the subject
- Reviews in professionally recognized sources
- Local or community relevance
- Authority and competence of the author and/or reputation and standing of the publisher
- Contribution to diversity, depth or breadth of collection
- Effectiveness and suitability of format, durability and ease of use
- Replacement of lost or worn copies or updating outdated information
- Availability of information in other format
- Cost/impact on materials budget

- Support of library's mission

Patrons purchase suggestions and requests are an important consideration, Titles are added to the collection as long as they meet the stated selection criteria. **No funds received are used to purchase, nor will the library otherwise acquire, material that constitutes "child pornography" is "pornographic for minors" or is "obscene". Books or materials that contain sexual themes or content are reviewed by the Library Director independently for age-appropriateness and cataloged accordingly-even if this overrides the age-appropriateness recommended by the publisher.**

General Selection Tools:

The Munford-Tipton County Memorial Library uses the following resources when selecting materials for the collection:

- Professional journals
- Trade journals
- Publishers' catalogs and promotional materials
- Reviews from professional sources
- Popular and news magazines
- Top in-demand and bestsellers lists
- Continuation of series and popular author books
- Newly published informational materials

General Deselection (weeding) Criteria:

The systematic removal of materials from the collection (weeding) is an important component of total collection development. Ongoing evaluation of materials is necessary in order to maintain a current, accurate and inviting collection. Weeding improves the accessibility of the remaining materials, enhances the appearance of the collection, and helps improve the overall circulation of materials. Discarded materials become surplus property and may be sold by the library for fund raising purposes of discarded at the library's discretion. The decision to weed an item takes into account the same criteria used when the item was first selected for inclusion in the collection. Additionally, the following criteria should apply when evaluating the collection:

- Usage/Age- Including the frequency of circulation and in house use, and outdated or inaccurate information. Materials older than three years in the fields of travel, science, health, medicine, finance, law and inter related topics should be carefully examined.
- Value/Quality-Subject matter no longer of interest or historical literary significance, historical unimportance, community disinterest, availability of other materials in that field, multiple copies of title no longer in demand.
- Deterioration- Worn, damaged and aged materials.

Audiovisual materials: The library considers the same criteria during the deselection process for audiovisual materials. Worn and damaged materials will be removed from the collection. Additionally, outdated formats will be removed from the collection in a timely manner.

Collections:

*Although the library facilities are divided into sections such as Young Adult, Fiction, Juvenile, etc. for the convenience of the public, patrons of any age may use all parts of the library (if so indicated on their library card application for minors). The classification scheme, reviews by professionals and the librarians' expertise contribute to the proper placement of material. **Library materials will not be marked or identified to show approval or disapproval of their contents and no Library material will be sequestered except to protect it from damage or theft. Responsibility for children's reading rests with their parents or guardians. The Library and its staff does not act in loco parentis.***

Adult Fiction Materials: The primary purpose of this collection is to satisfy the heavy demand for recreational reading from the general public. The fiction collection is comprised mainly of British and American works.

Adult Non-Fiction Materials: The library collects non-fiction in all subject areas. The collection will be examined and new materials will be ordered based on the general selection criteria. The subject areas to be reviewed are:

- Generalities: encyclopedias, writing manuals, computer resources
- Philosophy and psychology
- Religion
- Social Sciences, Sociology and anthropology: politics, law, education and customs.
- Language
- Sciences and Mathematics
- Applied Sciences: health and medicine, cookbooks, gardening, how-to and DIY.
- Arts and Recreation: Arts, crafts, music, movies and sports
- Literature, Rhetoric and Criticism: classic literature from all cultures
- History, Geography and Travel.

Young Adult Materials: The young adult collection consists of materials considered to be of a particular interest to adolescents ages 12+. It is not intended to be a comprehensive collection serving all the needs and interests of young adults, nor is it the library's intention that teens should be confined to the use of this material. Materials are selected for this collection to broaden the horizons of teens and help them to cope with the problems of adolescence. To fulfill these needs, the collection will include materials on controversial and or sensitive topics. Because of the wide range of maturity and reading levels among individual teens, the suitability of any particular item must be determined on an individual basis by the parent or guardian of the teen. This collection is available to adults as well.

Children's Materials: To encourage lifelong reading habits, the children's collection primarily serves children birth through grade nine, as well as their parents, teachers, caregivers and other professionals. The materials are selected with regard to literary excellence, accuracy, timeliness of factual material, high quality art and illustration and the stages of emotional and intellectual development of children. The children's collection is reviewed and maintained on a rotating basis in all subject areas. The children's collection often reflects reality and inclusion, and as such, it many include material which is controversial or offensive to some. The library staff does not serve in loco parentis. It is the responsibility of the parent/guardian, not the library staff, to monitor library use by minors.

Media Collection: The library's goal is to provide a collection of instructional, educational and recreational based audio and visual materials that will enhance the existing non-fiction and fiction collections. The media collections will follow the same selection and deselection criteria as the rest of the library's collections. The content of the media collection may contain materials deemed objectionable by some. Individuals are advised to use the collection at their own discretion. Periodically new forms of media are introduced and are studied carefully to assess their suitability for public library use. Sufficient time is given to properly determine whether they will receive lasting and wide spread acceptance before they are added to the library. The video collection consists mainly of children's and popular entertainment titles. The collection includes feature length movies intended for home use. When purchasing visual materials, the library considers the following MPAA guidelines: G, PG, PG-13, M & R. Select materials are purchased without MPAA ratings such as television programs, foreign films, non-fiction and classic films. The audiobook collection comprised of a diversified collection of both fiction and non-fiction materials. The fiction collection includes contemporary and classic works, with an emphasis on best-selling authors. The non-fiction covers a range of subject areas including best

sellers, instructional and self-improvement recordings on topics such as business skills or motivation.

Large Print: There are large print materials incorporated in the fiction and non-fiction areas of the library. These books are indicated as large print, with a large red "LARGE PRINT" sticker on the spine.

Community participation is encouraged in the selection process for library materials. Mechanisms are provided for this purpose including analysis of pending holds, requests and purchase suggestions submitted by patrons. Patron suggestions for purchase will be evaluated in accordance with the collection development policy.

Reconsideration of Library Materials:

In order to represent the diversity of thought within the community, it is very important that the Library's collection contain materials representing differing points of view on public issues of controversial nature. The Library Board and staff believe that the right to read is an important part of the intellectual freedom that is basic to democracy, and hereby adopt the Library Bill of Rights and the Freedom to Read Statement. The Munford-Tipton County Memorial Library does not endorse particular beliefs or views, nor does the selection of an item express or imply an endorsement of the viewpoint expressed by the author.

There may be occasions when a member of the community may be concerned about a particular item in the library's collection. If a Library patron wishes the Library to reconsider material that is in the collection, a Request for Reconsideration of Materials form is available at the circulation desk. This form must be completed in its entirety and returned to a Library staff member who will forward it to the Library Director. Once the form is received, the Library Director will present it to the Library board. The board will form a review committee consisting of the Regional Library Director, one Library Board member, and one other designee. The review committee will read, view, or listen to the material in its entirety; check general acceptance of the materials by reading reviews, check to see if the materials are held at other libraries throughout the state and judge the materials for its strength and value as a whole and not in part. Finally the committee will make a recommendation to the Library Board to remove, retain or replace the materials. The Library Board will make the final decision. **Once the process is complete, a written response, signed by the Library Board Chair and the Library Director, will be mailed to the requestor stating the outcome of the review. If still unsatisfied, the requestor may present concerns to the Library Board at one of their regularly scheduled meetings. See "Public Comment Policy" for information on how to get on the agenda at a Library Board meeting. The final authority regarding removal or retention of Library materials ultimately resides with the Library Board of Trustees. Once a decision is made regarding a reconsidered material, that material will not be reconsidered by the Library Board for three (3) years.**

Donated Materials:

The Library accepts donations of materials in good condition which are either put in to circulation or sold to make money for the Library. This discretion is up to the Library Director and all materials added to the Library collection will be reported to the Library Board. For an item to be added it must meet the same selection criteria as purchased materials. The Library cannot accept textbooks, encyclopedias, VHS tapes or audio cassettes. The Library Director can provide the donor with a letter of acknowledgement for the donation only if one is requested at the time of donation. By law, the library cannot determine the value of a donation for tax purposes.

Review: This policy will be reviewed by the Library Board **annually.**

Date of last review: **September 2023**