

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

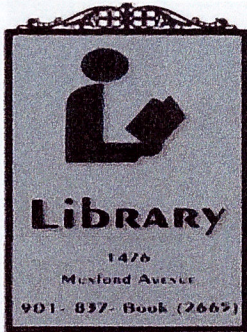


February 2023 Library Board Agenda:

1. Call to Order
2. Public Forum
3. October 2022 minutes
4. Treasurer's Report
5. Old Business
 - a. 1,000 Books Before Kindergarten Program
6. New Business
 - a. Standards to Discuss
 - i. Standards for Governance: Library staff provides a report in order for the library board to regularly review and evaluate the effectiveness of the library's training, resources, outreach activities and community partnerships.
 - ii. Standards for Planning: The Library has a statement of its mission that is reviewed every three years.

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

7. Librarian's Report
 - a. Holiday Events
 - i. Munford Trick or Treat
 - ii. Coat and Hat Drop off location
 - iii. Christmas Scavenger Hunt
 - iv. Christmas at the Library
 - v. Christmas parade
 - vi. Elves-Dewey and Decimal
 - b. TDOT Event
 - c. Programs
8. Hatchie River Regional Library Report



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Tuesday, October 25, 2022

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

1. Pres. Cathy Nichols 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 2022: Lauren made the motion to accept the minutes. Latoya seconded the motion, and all approved.
4. Treasurer's Report: Marsha made the motion to accept the treasurer's report. Georgia seconded the motion, and all approved.
5. Old Business: None
6. New Business:
 - a. Two library standards were discussed: 1) Services - The library provides full reference services, including standard print and online reference sources and staff assistance in locating additional materials online. 2) Governance - At least one board member sits on the board of a community service organization.
 - b. There was a discussion of the "1,000 Books Before Kindergarten" program.
7. Librarian's Report
 - a. Library staff attended the MES Family Expo and provided goody bags, distributed local resources, and signed up people for library cards.
 - b. Halloween events included a Halloween story time last week. Library staff will participate in the city's Trunk or Treat on October 29th.
 - c. The library hosted another successful Celebrate Munford Art Show on October 15th.
 - d. All library staff will attend the Summer Reading Conference on Thursday, October 27th.
 - e. A TDOT event will be held at the library on November 3rd from 2:00 p.m. to 5:00 p.m. Blue Oval City is required to have one information session in each county.
 - f. The library will host a Christmas event on December 20th which is Tipton County School's last day before break.
8. Hatchie River Regional Library Report
 - a. Julie provided handouts that included Recent/Upcoming Events and Training Opportunities.
 - b. Julie noted that the Tenn-Share Showcase is happening October 25-27, and the President of ALA did the keynote speech today. She also emphasized the Hatchie All-Staff Program: Customer Service for All with Christina Riedel which will be held December 8th.

The next library board meeting will be on January 24, 2023. Lauren moved that we adjourn, Pat seconded, and all were in favor. The meeting adjourned at 4:57 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: January 24, 2023
To: Library Board
From: Sherry Yelvington
Subject: Treasurer's Report

Please see attached budget/actual variance reports for the library as of December 31, 2022.

The December 31, 2022, budget/actual variance report for the library shows an annual budget in FY2022-2023 of \$124,134. Budget expectations for this period of the year are 50% or more in revenues and 50% or less in expenses.

- Currently revenues are at 11.94% due to allocations not received from the county or Atoka. These have been requested and we should receive them in the next week or two.
- Expenses are 45.82%, which is below the expected amount for this time of the year. The electricity line as I mentioned in September is the only concerning line item at this time. A budget amendment will be done in the next two months at the Board of Mayor and Aldermen meeting. This line item will be increased to cover the expected expense for the remainder of the year.

Please let me know if you have any questions.

Sherry Yelvington
City Recorder/Treasurer

GENERAL FUND
APPROVED BUDGET FY2023

1/24/2023

**BUDGET APPROVED FY2023
LIBRARY FUND**

BUDGET FY2023	ACTUAL 12-31-2022	% BUDGET MET
<i>Budget Year Comparison</i>		50.00%

REVENUES

33000 INTERGOVERNMENTAL				
33401	STATE - LIBRARY GRANTS	0	0	0.00%
33404	STATE - LIBRARY ARPA FUNDS	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	4,500	2,629	58.42%
34782	LIB - LIBRARY DONATIONS	500	363	72.60%
34783	LIB - LIBRARY SUMMER READING PROGRAM	0	0	0.00%
34784	LIB - LIBRARY MISC REVENUE	150	88	58.67%
TOTAL LIBRARY		5,150	3,080	59.81%

OTHER REVENUES

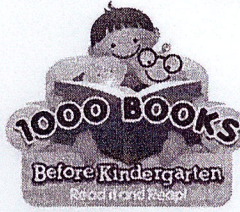
36103	OR - LIBRARY INTEREST EARNINGS	400	0	0.00%
TOTAL OTHER REVENUES		400	0	0.00%
TOTAL REVENUES		25,800	3,080	11.94%

GENERAL FUND
APPROVED BUDGET FY2023

1/24/2023

FY2023	12-31-2022	MET
Budget Year Comparison		50.00%

EXPENSES					
LIBRARY					
44800	111	LIB - SALARIES	70,817	35,100	49.56%
44800	135	LIB - EMPLOYEE RELATIONS	1,000	165	16.50%
44800	141	LIB - FICA	5,418	2,554	47.15%
44800	142	LIB - HEALTH INSURANCE	18,048	8,348	46.25%
44800	143	LIB - RETIREMENT	3,532	1,833	51.89%
44800	144	LIB - HRA HEALTH INSURANCE	1,500	75	5.02%
44800	145	LIB - LIFE INSURANCE	432	217	50.15%
44800	148	LIB - EMP. EDUCATION/TRAINING	400	60	15.00%
44800	150	LIB - WELLNESS	0	0	0.00%
44800	211	LIB - POSTAGE	200	60	30.00%
44800	221	LIB - PRINTING/DUPLICATING	100	0	0.00%
44800	233	LIB - SUBSCRIPTIONS	100	0	0.00%
44800	235	LIB - MEMBERSHIPS	150	0	0.00%
44800	241	LIB - ELECTRIC	4,900	3,268	66.69%
44800	242	LIB - WATER	130	61	46.82%
44800	243	LIB - SEWER	167	78	46.43%
44800	244	LIB - GAS	550	173	31.45%
44800	245	LIB - TELEPHONE/COMMUNICATIONS	2,000	817	40.83%
44800	246	LIB - CELLPHONES/DATA DEVICES	2,000	236	11.79%
44800	251	LIB - SOFTWARE SUPPORT SERV	1,225	0	0.00%
44800	255	LIB - DATA PROCESSING SUPPORT	500	0	0.00%
44800	259	LIB - OTHER PROFESSIONAL SERV	400	120	30.00%
44800	262	LIB - REPAIR/MAINT EQUIPMT	100	7	6.92%
44800	266	LIB - REPAIR/MAINT BUILDINGS	750	0	0.00%
44800	283	LIB - EMPLOYEE MILEAGE REIMB	200	16	7.77%
44800	286	LIB - TRAVEL/LODGING	300	230	76.63%
44800	299	LIB - MISCELLANEOUS	150	312	208.00%
44800	311	LIB - PAPER/STATIONARY	300	0	0.00%
44800	312	LIB - SM EQUIPMENT ITEMS	250	0	0.00%
44800	313	LIB - BOOKS	500	363	72.51%
44800	314	LIB - SUMMER READING PROG	1,000	442	44.18%
44800	319	LIB - OTHER OPER MATERIALS	2,000	1,143	57.14%
44800	324	LIB - JANITORIAL SUPPLIES	600	175	29.10%
44800	325	LIB - PROGRAM MATERIALS	1,000	928	92.82%
44800	331	LIB - FUEL, GAS, OIL	300	0	0.00%
44800	515	LIB - WORKERS COMPENSATION	115	101	87.83%
44800	901	LIB - CAPITAL OUTLAY	0	0	0.00%
44800	905	LIB - ARPA GRANT EXPENSES	0	0	0.00%
44800	943	LIB - CAP OUTLAY COMPUTER EQ	3,000	0	0.00%
44800	947	LIB - CAPITAL OUTLAY MACHINES	0	0	0.00%
TOTAL LIBRARY			124,134	56,878	45.82%



INSTRUCTIONS

Dear Parents/Caregivers:

On behalf of the 1,000 Books Foundation, we invite you to participate in this **free** program which encourages you to read 1,000 books with your child before he or she starts kindergarten.

PROGRAM OVERVIEW

The concept is simple, the rewards are priceless. Read a book (any book) to your newborn, infant, and/or toddler. The goal is to have read 1,000 books (yes you can repeat books) before your precious one starts kindergarten. Does it sound hard? Not really if you think about it. If you read just 1 book a night, you will have read about 365 books in a year. That is 730 books in two years and 1,095 books in three years. If you consider that most children start kindergarten at around 5 years of age, you have more time than you think (so get started).

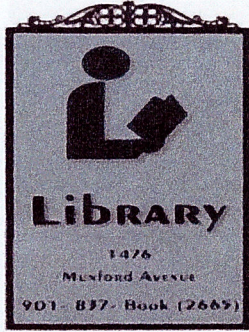
The key is perseverance. Make it exciting. When your children reach a milestone, give him/her a small reward (stickers, backpacks, books).

HOW TO PARTICIPATE

- Read with your child. Studies have shown that reading with your child provides a great opportunity for **bonding**. Reading together is fun and will create life-long memories for the both of you.
- Keep **track** of the titles of the books that you read with your child. Make a record of what you are reading in a spiral notebook, on our convenient reading log sheets, online, or by whatever method you want. The journal itself will make a great keepsake item for your precious child.
- If you are able to, make sure to keep a **record** of “any” book that is being read to your child. This includes teachers and siblings.

FREQUENTLY-ASKED-QUESTIONS

- Who can participate in this program? *Any child from birth until he or she enters kindergarten can participate in the 1,000 Books Before Kindergarten program.*
- How long will the program take? *The program will take anywhere from a few months to a few years. The program is self-paced and will depend on how often you read together.*
- How many of my children can participate? *All of them (provided they have not yet started kindergarten). Make it even more fun and read as a family!*



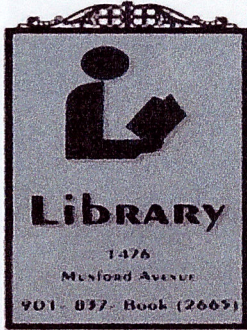
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October 2022 Library Report

Overview:

- The library has sold **\$76.30** in books with the ongoing book sale.
 - The library has collected **\$31.20** in library fines, overdue fees, and lost items.
 - The monthly collection for copies and faxing was **\$350.45**.
 - The Library had **211** people use our computers and **103** requiring computer help. In addition we had **525** use the Wi-Fi. The library had **681** reference questions asked and answered.
 - Library staff provided **50** one-on-one technology device sessions lasting more than 10 minutes.
 - The Library has gained **41** new users, with **2,044** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **4,952** patrons.
 - Through Interlibrary Loan **33** books were loaned out, and **41** were borrowed.
-
- ❖ Tennessee R.E.A.D.S. had **664** books checked out.
 - ❖ Lindsey was used as a Notary Public 6 times.
 - ❖ Library staff proctored 2 TWRA Boaters License tests.
 - ❖ The Library had 1 volunteer.
 - ❖ The adult book club met, there were **10** people in attendance.
 - ❖ Through in-person and passive programming we had 20 programs with 247 attendees.
 - LEGO Club met twice with 10 in attendance.
 - Story Time was held twice with 18 in attendance
 - Passive Programs included: BookTok, Staff Recommendations, Book Spotlight, Local Author display, Paracord Keychains and Bracelets, Cowboy- take home craft, Hispanic History Month, Tangled Web, and many Halloween displays.
 - ❖ We continue to offer curbside services to patrons. 3 patrons were assisted curbside.
 - ❖ Staff attended the Summer Reading Conference at the Jackson-Madison County Library. The theme for the 2023 Summer Reading Program is "All Together Now".
 - ❖ Staff participated in the city wide Trick-or-Treat event on Halloween.
 - ❖ Celebrate Munford was a huge success. The Library hosted the Art/Photography Show. There were 163 participants from many local area schools.



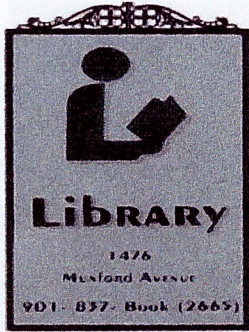
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November 2022 Library Report

Overview:

- The library has sold **\$42.25** in books with the ongoing book sale.
 - The library has collected **\$45.65** in library fines, overdue fees, and lost items.
 - The monthly collection for copies and faxing was **\$261.10**.
 - The Library had **190** people use our computers and **82** requiring computer help. In addition we had **294** use the Wi-Fi. The library had **536** reference questions asked and answered.
 - Library staff provided **18** one-on-one technology device sessions lasting more than 10 minutes.
 - The Library has gained **40** new users, with **2,146** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **4,992** patrons.
 - Through Interlibrary Loan **10** books were loaned out, and **42** were borrowed.
-
- ❖ Tennessee R.E.A.D.S. had **943** books checked out.
 - ❖ Lindsey was used as a Notary Public 2 times.
 - ❖ Library staff proctored 2 TWRA Boaters License tests.
 - ❖ The Library had 11 volunteers.
 - ❖ The adult book club met, there were **8** people in attendance.
 - ❖ Through in-person and passive programming we had 18 programs with 116 attendees.
 - LEGO Club met twice with 18 in attendance.
 - Story Time was held twice with 23 in attendance
 - Passive Programs included: Thanksgiving Display, Staff Recommendations, Book Spotlight, Local Author display, Native American History Month, Veterans Day, tutoring and Christmas Displays.
 - ❖ We continue to offer curbside services to patrons. 2 patrons were assisted curbside.
 - ❖ TDOT held a community input event at the Library. This was to inform the public and get feedback on the 'Project Blue Oval' road improvements coming to Tipton County.
 - ❖ The library served as a drop-off location for coats and hats for Cash Express.



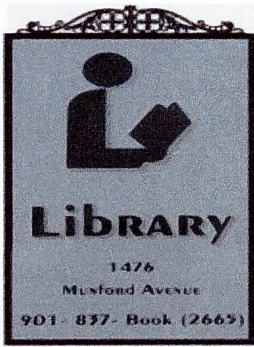
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December 2022 Library Report

Overview:

- The library has sold **\$35.25** in books with the ongoing book sale.
- The library has collected **\$63.45** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$188.95**.
- The library received \$248.10 in donations. \$243.10 was donations for the hot chocolate given out at the Munford Christmas parade, and the other \$5.00 was an in-kind donation.
- The Library had **127** people use our computers and **42** requiring computer help. In addition we had **387** use the Wi-Fi. The library had **538** reference questions asked and answered.
- Library staff provided **10** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **27** new users, with **2,191** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,019** patrons.
- Through Interlibrary Loan **17** books were loaned out, and **38** were borrowed.
- Tennessee R.E.A.D.S. had **973** books checked out.
- Lindsey was used as a Notary Public 5 times.
- The Library had 6 volunteers.
- The adult book club met, there were **12** people in attendance. This was their annual Christmas party held at Charlene's Tea Room in Halls, TN.
- Through in-person and passive programming we had 18 programs with 116 attendees.
 - LEGO Club met twice with 80 in attendance.
 - Story Time was held twice with 112 in attendance
 - Christmas at the Library had over 350 people in attendance.
 - Passive Programs included: Christmas Displays for all genres and ages, Staff Recommendations, Book Spotlight, Cooking displays and 'A Merry Munford Scavenger Hunt'.
- We continue to offer curbside services to patrons. 3 patrons were assisted curbside.
- We held our second annual Christmas at the Library event which was very successful. Over 350 people attended. There was ornament making, LEGO building, a coloring station, multiple story times with Mrs. Magnolia State Brandi Jo Middleton, a photo booth, a visit from Santa, cookies and hot cocoa and many goodies that each child left with.
- We created a scavenger hunt that included many outdoor Christmas decorations in and around downtown Munford. We had many people participate in this event and it was widely shared on Facebook. Each participant came in to the library to receive a small prize upon completion.
- The library served as a drop-off location for coats and hats for Cash Express.



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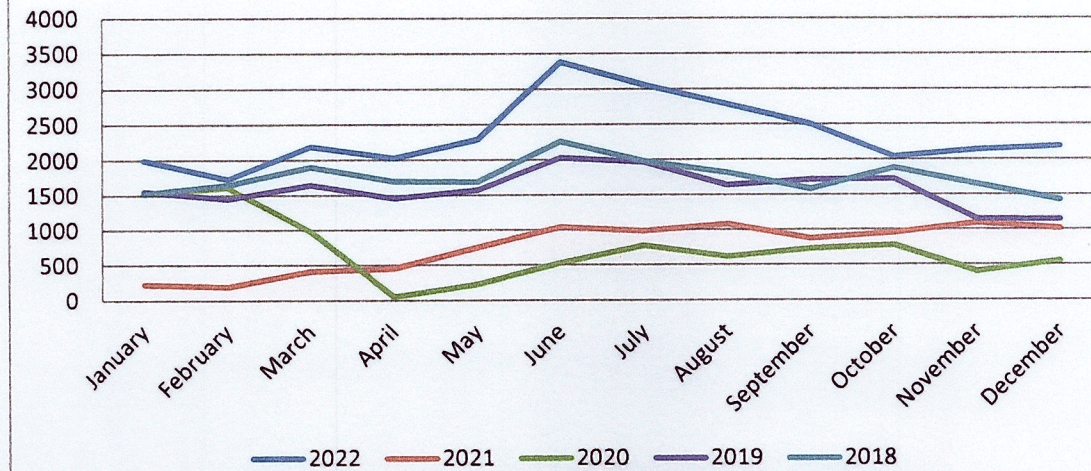


January 2022 Library Report

Overview:

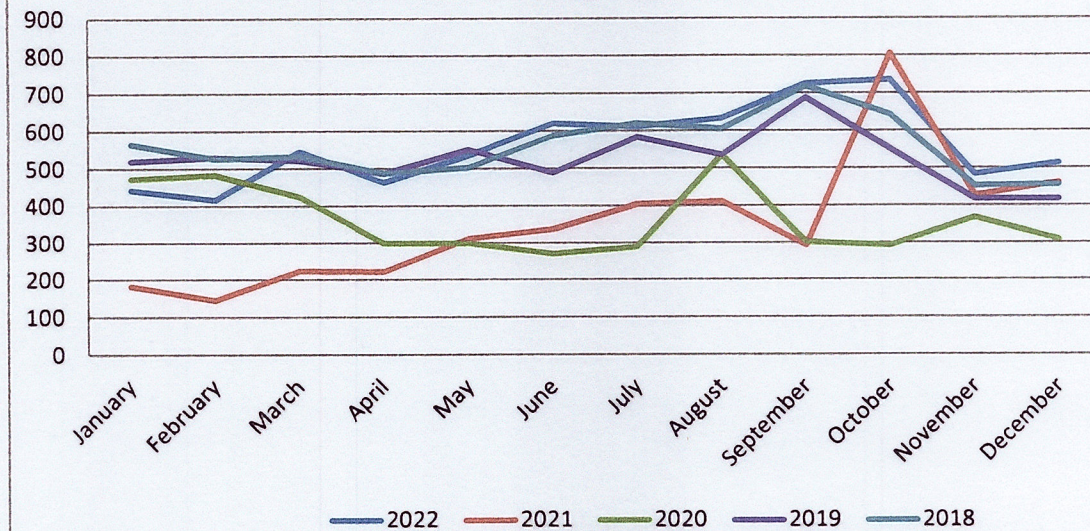
- The library has sold **\$123.25** in books with the ongoing book sale.
- The library has collected \$73.35 in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$285.35**.
- The Library had **184** people use our computers and **59** requiring computer help. In addition we had **285** use the Wi-Fi. The library had **611** reference questions asked and answered.
- Library staff provided **14** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **40** new users, with **2,334** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,059** patrons.
- Through Interlibrary Loan **33** books were loaned out, and **47** were borrowed.
- Tennessee R.E.A.D.S. had **1,016** books checked out.
- Lindsey was used as a Notary Public 6 times.
- The Library had 12 volunteers.
- The adult book club met, there were **13** people in attendance. Author John Wells came and gave a reading to the group.
- Through in-person and passive programming we had 10 programs with 78 attendees.
 - LEGO Club met twice with 10 in attendance.
 - Story Time was held twice with 18 in attendance
 - Passive Programs included: Winter Displays for all genres and ages, Staff Recommendations, Book Spotlight, Cooking displays, BookTok, take home crafts, Never Been Checked out and Blind Date with a Book.
 - The library served as a tutoring location 8 times in January.
 - We held one virtual Story Time with 104 views.
- We continue to offer curbside services to patrons. 2 patrons were assisted curbside.
- Tennessee R.E.A.D.S. is discontinuing the Overdrive app and therefore all patrons must start using the Libby app for their e-books and audiobooks. Staff is working hard to educate patrons on the change and teaching them to use the Libby app.

Circulation Growth 2018-2022

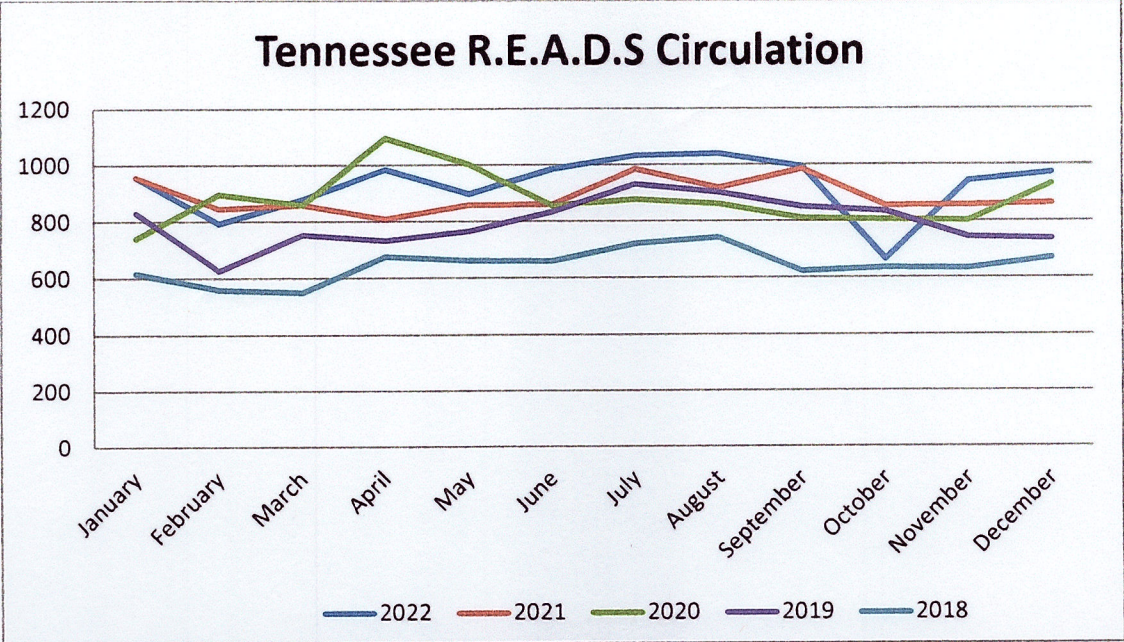


* As of 12/31/2022

Computer Usage 2018-2022



* As of 12/31/2022



* As of 12/31/2022