

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



June 2023 Library Board Agenda:

1. Call to Order
2. Public Forum
3. April 2023 minutes
4. Treasurer's Report
5. Old Business
6. New Business
 - a. Election of 2023-24 Officers
 - b. Standards to Discuss
 - i. Standards for Technology: Each Internet workstation includes protective software and office productivity software (e.g.; word processing, spreadsheets and presentations), and a PDF Reader.
 - ii. Standards for Budget: The Board reviews line item budget and spending at each board meeting.
7. Librarian's Report
 - i. TLA
 - ii. Summer Reading Program
 - iii. Summer Reading Challenge
 - iv. End of Summer Party
 - v. Celebrate Munford Donation
8. Hatchie River Regional Library Report



City of Munford, Tennessee

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

MEMORANDUM

Date: June 22, 2023
To: Library Board
From: Sherry Yelvington
Subject: Treasurer's Report

Please see attached budget/actual variance reports for the library as of May 31, 2023 as well as proposed budget for FY2024.

The March 31, 2023, budget/actual variance report for the library shows an annual budget in FY2022-2023 of \$124,133. Budget expectations for this period of the year are 91.67% or more in revenues and 91.67% or less in expenses. Everything is doing exceptionally well at this time.

- Currently revenues are at 96.32% for the year. We are still missing the allocation payment from Atoka and CD interest does not post until 06-30-2023.
- Expenses are 88.54%, which is below the expected amount for this time of the year.
- The second and final reading for the FY2024 Budgeting is Monday evening June 26, 2023. The Library is requesting \$128,356 for FY2024.

Please let me know if you have any questions.

Sherry Yelvington
City Recorder/Treasurer

GENERAL FUND
APPROVED BUDGET FY2023

6/22/2023

BUDGET APPROVED FY2023
LIBRARY FUND

BUDGET FY2023	AMENDMT #1	ACTUAL 05-31-23	% BUDGET MET
	<i>Budget Year Comparison</i>		91.67%

REVENUES

33000 INTERGOVERNMENTAL					
33401	STATE - LIBRARY GRANTS	0	0	0	0.00%
33404	STATE - LIBRARY ARPA FUNDS	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%
34226	SOUTHWEST ELEC GRANT - DEFERRED FR FY22	0	700	700	100.00%
TOTAL INTERGOVERNMENTAL		20,250	20,950	19,700	94.03%

CHARGES FOR SERVICES

34781	LIB - LIBRARY FINES AND PENALITES	4,500	5,000	5,012	100.24%
34782	LIB - LIBRARY DONATIONS	500	500	1,047	209.39%
34783	LIB - LIBRARY SUMMER READING PROGRAM	0	0	120	0.00%
34784	LIB - LIBRARY MISC REVENUE	150	150	143	95.07%
TOTAL LIBRARY		5,150	5,650	6,322	111.89%

OTHER REVENUES

36103	OR - LIBRARY INTEREST EARNINGS	400	400	0	0.00%
TOTAL OTHER REVENUES		400	400	0	0.00%
TOTAL REVENUES		25,800	27,000	26,022	96.38%

GENERAL FUND
APPROVED BUDGET FY2023

6/22/2023

BUDGET FY2023	AMENDMT #1	ACTUAL 05-31-23	% BUDGET MET
<i>Budget Year Comparison</i>			91.67%

EXPENSES

LIBRARY

44800	111	LIB - SALARIES	70,817	72,217	66,157	91.61%
44800	135	LIB - EMPLOYEE RELATIONS	1,000	900	575	63.84%
44800	141	LIB - FICA	5,418	5,524	4,812	87.11%
44800	142	LIB - HEALTH INSURANCE	18,048	18,048	15,387	85.26%
44800	143	LIB - RETIREMENT	3,532	3,618	3,363	92.96%
44800	144	LIB - HRA HEALTH INSURANCE	1,500	1,500	1,233	82.17%
44800	145	LIB - LIFE INSURANCE	432	432	384	88.87%
44800	148	LIB - EMP. EDUCATION/TRAINING	400	400	195	48.75%
44800	150	LIB - WELLNESS	0	0	0	0.00%
44800	211	LIB - POSTAGE	200	150	123	82.00%
44800	221	LIB - PRINTING/DUPLICATING	100	100	111	110.98%
44800	233	LIB - SUBSCRIPTIONS	100	100	120	120.00%
44800	235	LIB - MEMBERSHIPS	150	150	54	36.19%
44800	241	LIB - ELECTRIC	4,900	6,000	4,804	80.06%
44800	242	LIB - WATER	130	130	112	85.82%
44800	243	LIB - SEWER	150	167	142	84.81%
44800	244	LIB - GAS	550	550	410	74.55%
44800	245	LIB - TELEPHONE/COMMUNICATIONS	2,000	2,000	1,655	82.77%
44800	246	LIB - CELLPHONES/DATA DEVICES	2,000	1,500	550	36.64%
44800	251	LIB - SOFTWARE SUPPORT SERV	1,225	1,225	1,226	100.06%
44800	255	LIB - DATA PROCESSING SUPPORT	500	200	0	0.00%
44800	259	LIB - OTHER PROFESSIONAL SERV	400	400	370	92.60%
44800	262	LIB - REPAIR/MAINT EQUIPMT	100	100	7	6.92%
44800	266	LIB - REPAIR/MAINT BUILDINGS	750	750	335	44.64%
44800	283	LIB - EMPLOYEE MILEAGE REIMB	200	200	16	7.77%
44800	286	LIB - TRAVEL/LODGING	300	300	453	151.01%
44800	299	LIB - MISCELLANEOUS	150	500	312	62.40%
44800	311	LIB - PAPER/STATIONARY	300	150	184	122.88%
44800	312	LIB - SM EQUIPMENT ITEMS	250	100	216	215.97%
44800	313	LIB - BOOKS	500	657	611	92.96%
44800	314	LIB - SUMMER READING PROG	1,000	1,000	747	74.72%
44800	319	LIB - OTHER OPER MATERIALS	2,000	2,000	2,422	121.11%
44800	324	LIB - JANITORIAL SUPPLIES	600	600	357	59.52%
44800	325	LIB - PROGRAM MATERIALS	1,000	1,500	1,347	89.78%
44800	331	LIB - FUEL, GAS, OIL	300	150	0	0.00%
44800	515	LIB - WORKERS COMPENSATION	115	115	101	87.83%
44800	901	LIB - CAPITAL OUTLAY (Southwest Grant)	0	0	0	0.00%
	902	LIB - SOUTHWEST GRANT EXPENSES	0	700	548	78.25%
44800	905	LIB - ARPA GRANT EXPENSES	0	0	466	0.00%
44800	943	LIB - CAP OUTLAY COMPUTER EQ	3,000	0	0	0.00%
44800	947	LIB - CAPITAL OUTLAY MACHINES	0	0	0	0.00%
TOTAL LIBRARY			124,117	124,133	109,902	88.54%

**BUDGET PROPOSED FY2024
LIBRARY FUND**

BUDGET FY2023	AMENDMT #1	BUDGET FY2024
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REVENUES

33000 INTERGOVERNMENTAL				
33401	STATE - LIBRARY GRANTS	0	0	0
33404	STATE - LIBRARY ARPA FUNDS	0	0	0
33711	TIPTON COUNTY - LIBRARY ALLOCATION	19,000	19,000	19,000
33811	ATOKA - LIBRARY ALLOCATION	1,250	1,250	1,250
34226	SOUTHWEST ELEC GRANT - DEFERRED FR FY22	0	700	0
TOTAL INTERGOVERNMENTAL		20,250	20,950	20,250

CHARGES FOR SERVICES

34781	LIB - LIBRARY FINES AND PENALITES	4,500	5,000	4,500
34782	LIB - LIBRARY DONATIONS	500	500	500
34783	LIB - LIBRARY SUMMER READING PROGRAM	0	0	500
34784	LIB - LIBRARY MISC REVENUE	150	150	100
TOTAL LIBRARY		5,150	5,650	5,600

OTHER REVENUES

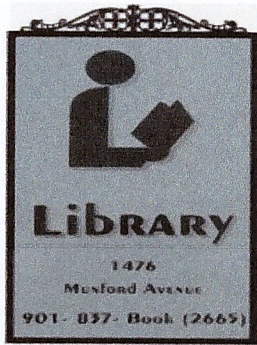
36103	OR - LIBRARY INTEREST EARNINGS	400	400	400
TOTAL OTHER REVENUES		400	400	400
TOTAL REVENUES		25,800	27,000	26,250

BUDGET FY2023	AMENDMT #1	BUDGET FY2024
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EXPENSES

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44800	143	LIB - RETIREMENT	3,532	3,618	3,989
44800	144	LIB - HRA HEALTH INSURANCE	1,500	1,500	1,500
44800	145	LIB - LIFE INSURANCE	432	432	504
44800	148	LIB - EMP. EDUCATION/TRAINING	400	400	400
44800	150	LIB - WELLNESS	0	0	0
44800	211	LIB - POSTAGE	200	150	200
44800	221	LIB - PRINTING/DUPLICATING	100	100	100
44800	233	LIB - SUBSCRIPTIONS	100	100	100
44800	235	LIB - MEMBERSHIPS	150	150	150
44800	241	LIB - ELECTRIC	4,900	6,000	6,000
44800	242	LIB - WATER	130	130	130
44800	243	LIB - SEWER	150	167	150
44800	244	LIB - GAS	550	550	550
44800	245	LIB - TELEPHONE/COMMUNICATIONS	2,000	2,000	1,800
44800	246	LIB - CELLPHONES/DATA DEVICES	2,000	1,500	750
44800	251	LIB - SOFTWARE SUPPORT SERV	1,225	1,225	1,250
44800	255	LIB - DATA PROCESSING SUPPORT	500	200	500
44800	259	LIB - OTHER PROFESSIONAL SERV	400	400	400
44800	262	LIB - REPAIR/MAINT EQUIPMT	100	100	100
44800	266	LIB - REPAIR/MAINT BUILDINGS	750	750	750
44800	283	LIB - EMPLOYEE MILEAGE REIMB	200	200	200
44800	286	LIB - TRAVEL/LODGING	300	300	300
44800	299	LIB - MISCELLANEOUS	150	500	500
44800	311	LIB - PAPER/STATIONARY	300	150	300
44800	312	LIB - SM EQUIPMENT ITEMS	250	100	250
44800	313	LIB - BOOKS	500	657	1,000
44800	314	LIB - SUMMER READING PROG	1,000	1,000	1,000
44800	319	LIB - OTHER OPER MATERIALS	2,000	2,000	2,500
44800	324	LIB - JANITORIAL SUPPLIES	600	600	600
44800	325	LIB - PROGRAM MATERIALS	1,000	1,500	1,500
44800	331	LIB - FUEL, GAS, OIL	300	150	0
44800	515	LIB - WORKERS COMPENSATION	115	115	150
44800	901	LIB - CAPITAL OUTLAY (Southwest Grant)	0	0	0
	902	LIB - SOUTHWEST GRANT EXPENSES	0	700	0
44800	905	LIB - ARPA GRANT EXPENSES	0	0	0
44800	943	LIB - CAP OUTLAY COMPUTER EQ	3,000	0	0
44800	947	LIB - CAPITAL OUTLAY MACHINES	0	0	0
TOTAL LIBRARY			124,117	124,133	128,356



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Tuesday, April 25, 2023

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

Absent: Georgia Dawson

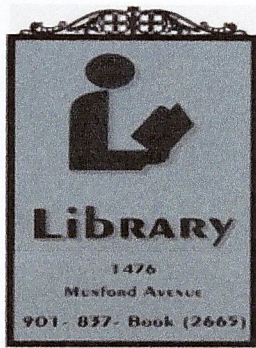
1. Pres. Cathy Nichols called the meeting to order at 4:34 p.m.
2. Public Forum: No citizens were present to bring forth concerns.
3. Minutes from March 2023: Sherry made the motion to accept the minutes. Latoya seconded the motion, and all approved.
4. Treasurer's Report: Marsha made the motion to accept the treasurer's report. Lauren seconded the motion, and all approved.
5. Old Business: Pat made the motion to recommend the names Christy Delashmit and Shannon Childress to the Mayor and Board of Alderman for consideration as new board members. Latoya seconded the motion, and all approved.
6. New Business:
 - a. A services library standard was discussed: The library provides a Summer Reading Program.
 - b. A technology library standard was discussed: The library has a public fax service which continues to be utilized by patrons.
7. Librarian's Report
 - a. Lindsey attended TLA and returned with many useful resources.
 - b. The Summer Reading Program "All Together Now" will officially kick-off June 6th. A "Touch a Truck" event is in the works for the final celebration.
 - c. The Summer Reading Challenge will begin on the last day of school in May and will end on the first day of school in August.
 - d. Lindsey is in the process of getting a video relay service installed. The free equipment will assist patrons who are deaf or hard of hearing.
 - e. National Library Week is April 23-29.
8. Hatchie River Regional Library Report

- a. Genny provided handouts that included Recent/Upcoming Events and Training Opportunities and Munford-Tipton County Checklist for Regional Information.
- b. Genny informed the board that the law passed concerning the transparency of board meetings to the public, namely providing agendas for meetings at least 48 hours prior and making public all handouts and minutes of each meeting. (Sherry stated at the last meeting that she could post all that information on the city website.)
- c. The Library Service Agreement has been amended regarding collection development and MOE wording.
- d. There was discussion of book challenges in larger libraries.

The next library board meeting will be on June 27, 2023. Lauren moved that we adjourn, Marsha seconded, and all were in favor. The meeting was adjourned at 5:03 p.m.

Respectfully submitted,

Marsha Deneka



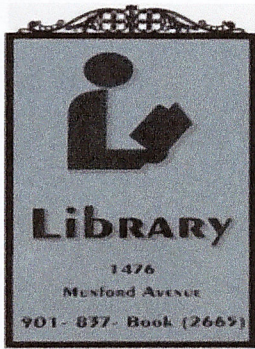
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April 2023 Library Report

Overview:

- The library has sold **\$114.25** in books with the ongoing book sale.
- The library has collected **\$56.40** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$320.30**.
- The library made **\$140.00** in donations. \$100.00 was from Munford Self Storage for the Summer Reading Program and \$40.00 was from in-kind donations.
- The Library had **185** people use our computers and **57** requiring computer help. In addition we had **279** use the Wi-Fi. The library had **693** reference questions asked and answered.
- Library staff provided **13** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **38** new users, with **2,242** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,194** patrons.
- Through Interlibrary Loan **9** books were loaned out, and **53** were borrowed.
- Tennessee R.E.A.D.S. had **921** books checked out.
- Lindsey was used as a Notary Public **15** times.
- The Library had **13** volunteers.
- The adult book club met, there were **9** people in attendance.
- Through in-person and passive programming we had **15** programs with **71** attendees.
 - LEGO Club met twice with **24** in attendance.
 - Story Time was held twice with **25** in attendance
 - 1,000 Books before Kindergarten had **5** children sign up to begin the program.
 - Passive Programs included: BookTok, Staff Recommendations, Book Spotlight, April Showers Bring May Flowers, Emoji Reads, take home crafts, New in Non-Fiction, YA Genres and Book/Movie Bundles.
 - The library served as a tutoring location **3** times.
- We continue to offer curbside services to patrons. **9** patrons were assisted curbside.
- Library staff proctored **4** TWRA Boater's Licensing Tests.
- The library was closed April 1, 2023 due to storm damage and power outages at multiple staff member's homes from the March 31 tornado that went through Tipton County.



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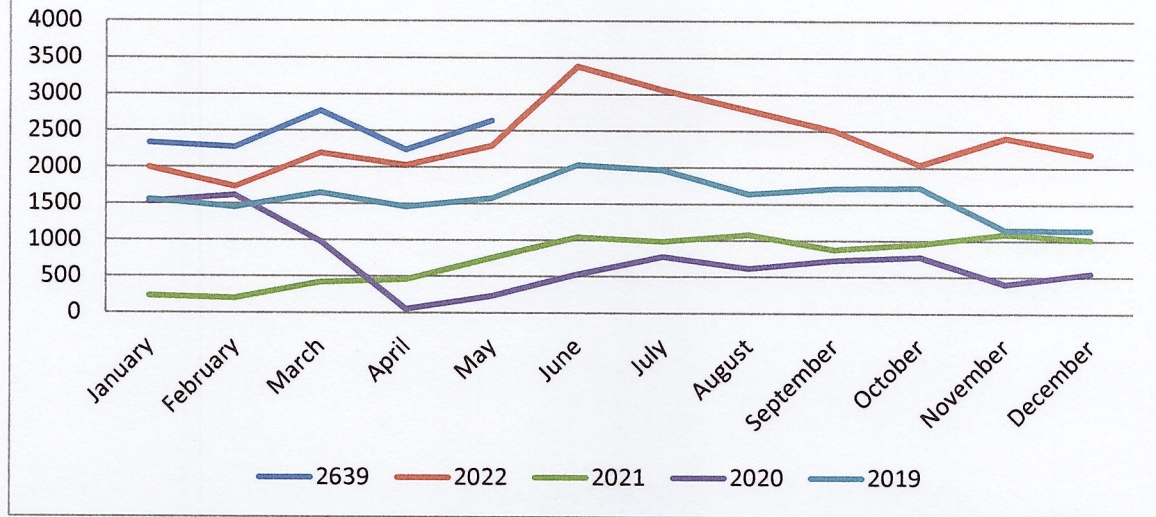


May 2023 Library Report

Overview:

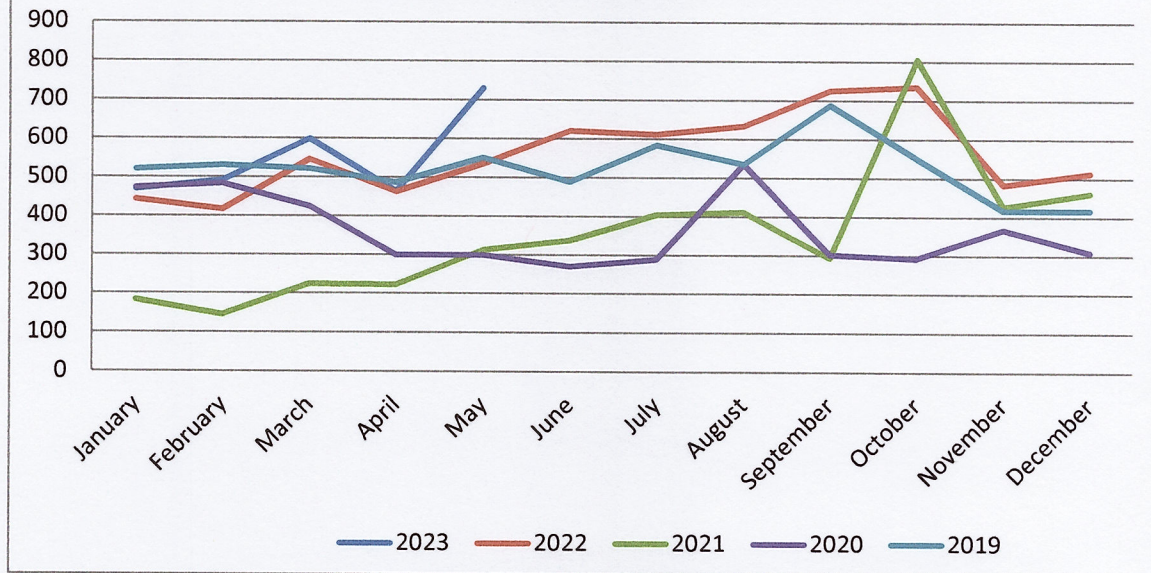
- The library has sold **\$141.24** in books with the ongoing book sale.
- The library has collected **\$87.71** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$343.15**.
- The library made **\$559.00** in donations. \$500 was from Munford Celebrate \$49 was from Kroger Community Rewards and \$10.00 was from in-kind donations.
- The Library had **231** people use our computers and **61** requiring computer help. In addition we had **500** use the Wi-Fi. The library had **798** reference questions asked and answered.
- Library staff provided **25** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **80** new users, with **2,639** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,274** patrons.
- Through Interlibrary Loan **28** books were loaned out, and **40** were borrowed.
- Tennessee R.E.A.D.S. had **1,033** books checked out.
- Lindsey was used as a Notary Public **2** times.
- The Library had **19** volunteers.
- The adult book club met, there were **10** people in attendance.
- Through in-person and passive programming we had **19** programs with **166** attendees.
 - LEGO Club met once, there were 7 in attendance.
 - Story Time was held twice with **22** in attendance
 - 1,000 Books before Kindergarten had **7** children sign up to begin the program.
 - Passive Programs included: April Showers Bring May Flowers, Staff Recommendations, Book Spotlight, Emoji Reads, 40 take home crafts, New in Non-Fiction, YA Genres, Positive Thoughts, Teacher Appreciation, Local Author Spotlight, Memorial Day Reads, Sweet Reads and 160 Summer Bookmark Builders.
 - The library served as a tutoring location **2** times.
- We continue to offer curbside services to patrons. **6** patrons were assisted curbside.
- Library staff proctored **5** TWRA Boater's Licensing Tests.

Circulation Growth 2019-2023

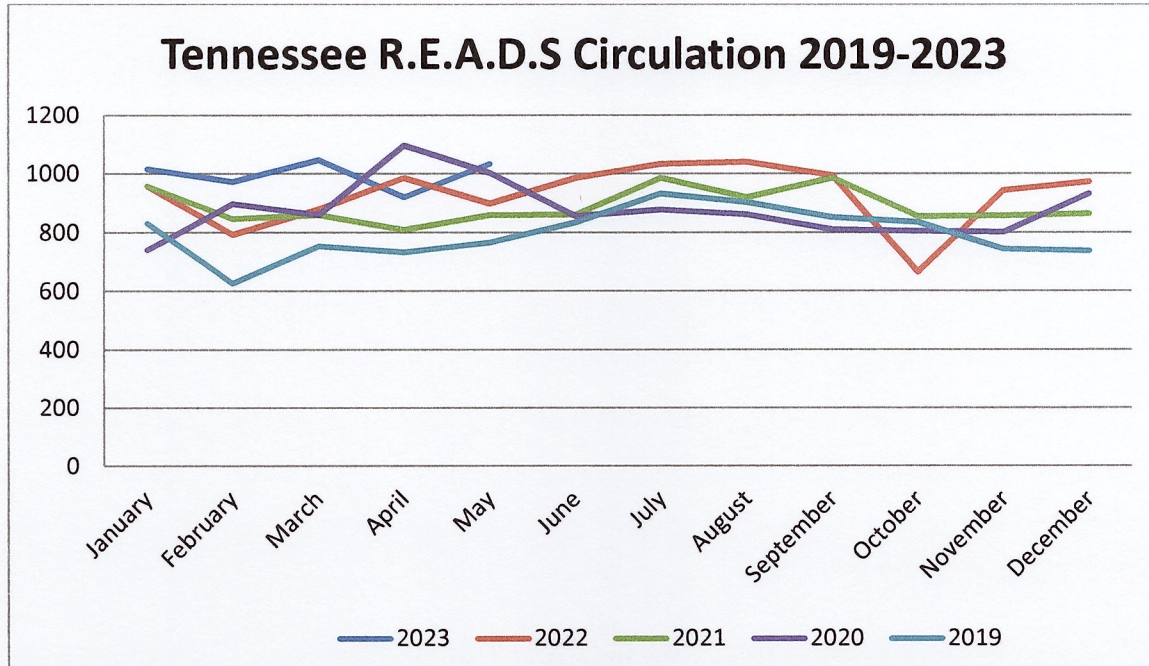


* As of 05/31/2023

Computer Usage 2019-2023



* As of 05/31/2023



*** As of 05/31/2023**