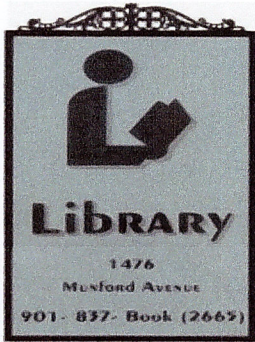


Munford-Tipton County Memorial Library
1476 Munford Avenue
Munford, TN 38058
(901) 837-2665
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April 2023 Library Board Agenda:

1. Call to Order
2. Public Forum
3. March 2023 minutes
4. Treasurer's Report
5. Old Business
 - a. New board member discussion
6. New Business
 - a. Standards to Discuss
 - i. Standards for Technology: Library has a public fax service.
 - ii. Standards for Services: The library provides a Summer Reading Program.
7. Librarian's Report
 - i. TLA
 - ii. Summer Reading Program
 - iii. Summer Reading Challenge
 - iv. Library resources for the deaf and hard of hearing
 - v. National Library Week: April 23-29
8. Hatchie River Regional Library Report



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Tuesday, March 28, 2023

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

Absent: Latoya Avery, Georgia Dawson

1. Pres. Cathy Nichols called the meeting to order at 4:33 p.m.
2. Public Forum: No citizens were present to bring forth concerns.
3. Minutes from February 2023: Sherry made the motion to accept the minutes. Lauren 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: none
6. New Business:
 - a. New board members will be needed to fill Georgia and Cathy's upcoming vacancies. Several names were submitted by board members, and assignments were given to contact the following prospects: Shannon Childress (Marsha), Barbara Dorn (Lindsey), Savannah Ferguson (Sherry), Christy Delashmit (Lindsey), Carlin McMillan (Lauren).
 - b. A personnel library standard was discussed: All library staff complete the required hours of training annually based on their position. Lindsey: 25 hours, Jennifer and Brittany: 10 hours. Lindsey needs 7 more hours and Jennifer and Brittany each need 3 more hours to meet the standard.
 - c. A technology library standard was discussed: Library staff has access to technology support services.
 - d. All board members congratulated Pat Hooks on her completion of the Trustee Certification!
7. Librarian's Report
 - a. Read Across America Week, which included dress up days and daily prizes was successful.

- b. Donna Weatherford, a local author, held a story time at the library; however, attendance was negatively influenced by storms and spring break vacation. She may reschedule soon.
 - c. There are many homeschool groups attending library programming.
 - d. 1,000 Books Before Kindergarten officially launched on March 27th. Lauren made a motion to allow patrons under 6 years of age to have their own library cards if they are participating in the program. Marsha seconded the motion and all approved.
 - e. The Summer Reading Program is in the planning stages.
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 facilitated a discussion on the transparency of board meetings to the public, namely providing agendas for meetings at least 40 hours prior and making public all handouts and minutes of each meeting. Sherry stated that she could post all that information on the city website.

The next library board meeting will be on March 28, 2023. Lauren moved that we adjourn, Sherry seconded, and all were in favor. The meeting was adjourned at 5:10 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: April 20, 2023
To: Library Board
From: Sherry Yelvington
Subject: Treasurer's Report

Please see attached budget/actual variance reports for the library as of March 31, 2023.

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 75.00% or more in revenues and 75.00% or less in expenses.

- The Proposed Budget Amendment Ordinance should pass on second reading of Board of Mayor and Aldermen on April 24th. Since writing this prior to board meeting I am assuming it has passed.
- Currently revenues are at 89.52% for the year.
- Expenses are 71.83%, which is below the expected amount for this time of the year.
- Budgeting for 2023-2024 is in process.

Please let me know if you have any questions.

Sherry Yelvington
City Recorder/Treasurer

GENERAL FUND
APPROVED BUDGET FY2023

4/20/2023

BUDGET APPROVED FY2023
LIBRARY FUND

BUDGET FY2023	AMENDMT #1	ACTUAL 03/31/2023	% BUDGET MET
<i>Budget Year Comparison</i>			75.00%

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	3,884	77.68%
34782	LIB - LIBRARY DONATIONS	500	500	468	93.60%
34783	LIB - LIBRARY SUMMER READING PROGRAM	0	0	0	0.00%
34784	LIB - LIBRARY MISC REVENUE	150	150	118	78.67%
TOTAL LIBRARY		5,150	5,650	4,470	79.12%

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	24,170	89.52%

GENERAL FUND
APPROVED BUDGET FY2023

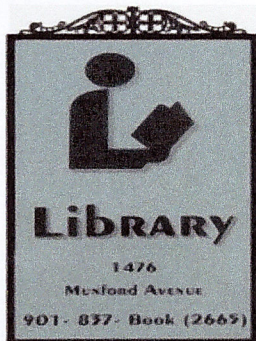
4/20/2023

BUDGET FY2023	AMENDMT #1	ACTUAL 03/31/2023	% BUDGET MET
<i>Budget Year Comparison</i>			75.00%

EXPENSES

LIBRARY

44800	111	LIB - SALARIES	70,817	72,217	54,534	75.51%
44800	135	LIB - EMPLOYEE RELATIONS	1,000	900	349	38.77%
44800	141	LIB - FICA	5,418	5,524	3,969	71.86%
44800	142	LIB - HEALTH INSURANCE	18,048	18,048	12,540	69.48%
44800	143	LIB - RETIREMENT	3,532	3,618	2,782	76.89%
44800	144	LIB - HRA HEALTH INSURANCE	1,500	1,500	309	20.62%
44800	145	LIB - LIFE INSURANCE	432	432	313	72.49%
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	0	0.00%
44800	235	LIB - MEMBERSHIPS	150	150	54	36.19%
44800	241	LIB - ELECTRIC	4,900	6,000	4,187	69.78%
44800	242	LIB - WATER	130	130	91	70.22%
44800	243	LIB - SEWER	150	167	116	69.40%
44800	244	LIB - GAS	550	550	397	72.11%
44800	245	LIB - TELEPHONE/COMMUNICATIONS	2,000	2,000	1,232	61.62%
44800	246	LIB - CELLPHONES/DATA DEVICES	2,000	1,500	456	30.41%
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	200	50.00%
44800	262	LIB - REPAIR/MAINT EQUIPMT	100	100	7	6.92%
44800	266	LIB - REPAIR/MAINT BUILDINGS	750	750	270	35.98%
44800	283	LIB - EMPLOYEE MILEAGE REIMB	200	200	16	7.77%
44800	286	LIB - TRAVEL/LODGING	300	300	318	105.88%
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	0	0.00%
44800	313	LIB - BOOKS	500	657	611	92.96%
44800	314	LIB - SUMMER READING PROG	1,000	1,000	442	44.18%
44800	319	LIB - OTHER OPER MATERIALS	2,000	2,000	1,887	94.37%
44800	324	LIB - JANITORIAL SUPPLIES	600	600	175	29.10%
44800	325	LIB - PROGRAM MATERIALS	1,000	1,500	1,113	74.19%
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	0	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	89,167	71.83%



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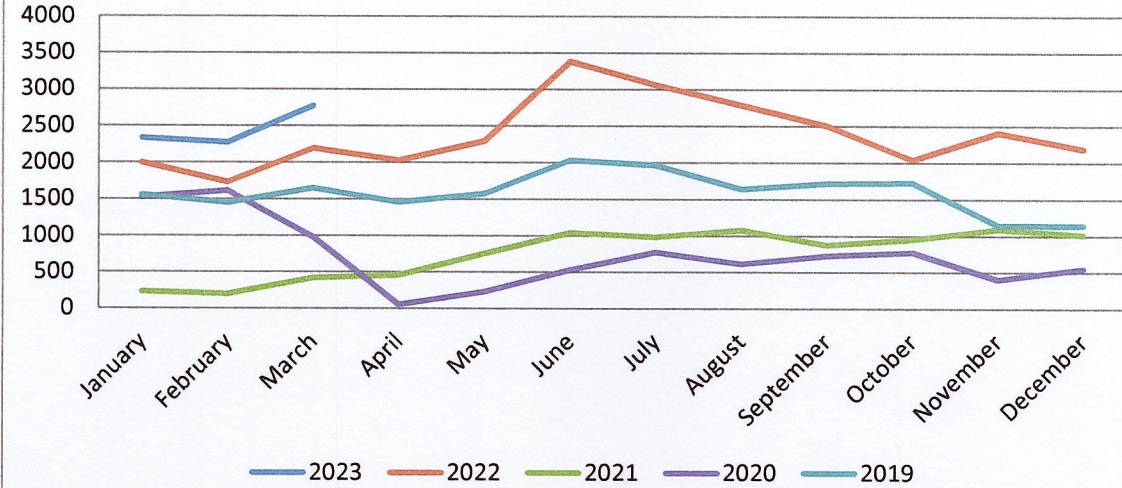


March 2023 Library Report

Overview:

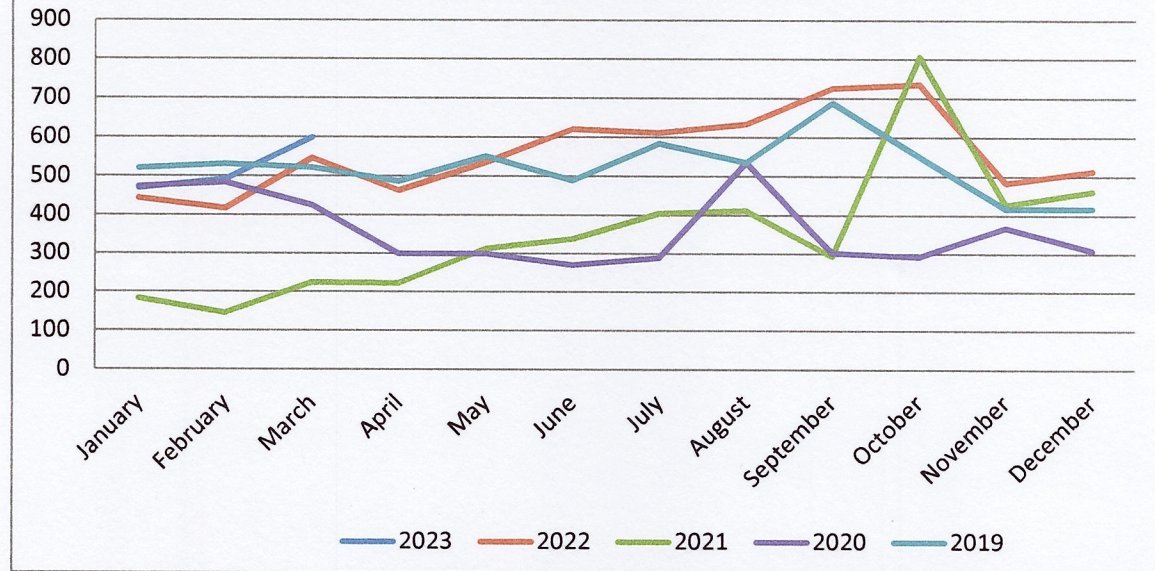
- The library has sold **\$117.75** in books with the ongoing book sale.
- The library has collected **\$63.05** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$260.75**.
- The Library had **229** people use our computers and **100** requiring computer help. In addition we had **370** use the Wi-Fi. The library had **623** reference questions asked and answered.
- Library staff provided **19** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **47** new users, with **2,274** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,156** patrons.
- Through Interlibrary Loan **19** books were loaned out, and **54** were borrowed.
- Tennessee R.E.A.D.S. had **1,047** books checked out.
- Lindsey was used as a Notary Public **10** times.
- The Library had **13** volunteers.
- The adult book club met, there were **11** people in attendance.
- Through in-person and passive programming we had **21** programs with **103** attendees.
 - LEGO Club met twice with **14** in attendance.
 - Story Time was held twice with **25** in attendance
 - Local author Donna Weatherford came and read her book "Two-Turn Tina" at one of our Story Time programs.
 - Passive Programs included: BookTok, Staff Recommendations, Book Spotlight, Green Books, Never Been Checked out, take home crafts, New in Non-Fiction, Book/Movie Bundles and Easter Events.
 - The library served as a tutoring location **6** times.
 - We held four virtual Story Times with 224 views.
- We continue to offer curbside services to patrons. 3 patrons were assisted curbside.
- We hosted celebrations for Read Across America Week (February 27- March 3rd) with dress-up days. Monday-Fox in Socks: wear crazy socks, Tuesday- If I Ran the Zoo: wear animal print or camo, Wednesday- Wacky Wednesday: wear mismatched clothes, Thursday- Dr. Seuss day: Come dressed as a Dr. Seuss character, Friday- Sleepbook: Come in pajamas. Children who participated in the dress-up days received prizes each day and a free book. 38 people participated
- We launched the 1,000 Books Before Kindergarten Program. The program encourages reading to children before they start Kindergarten. Participants will log the number of books they have read and receive prizes for milestones as they progress through the program. We had 6 participants sign up in March.

Circulation Growth 2019-2023

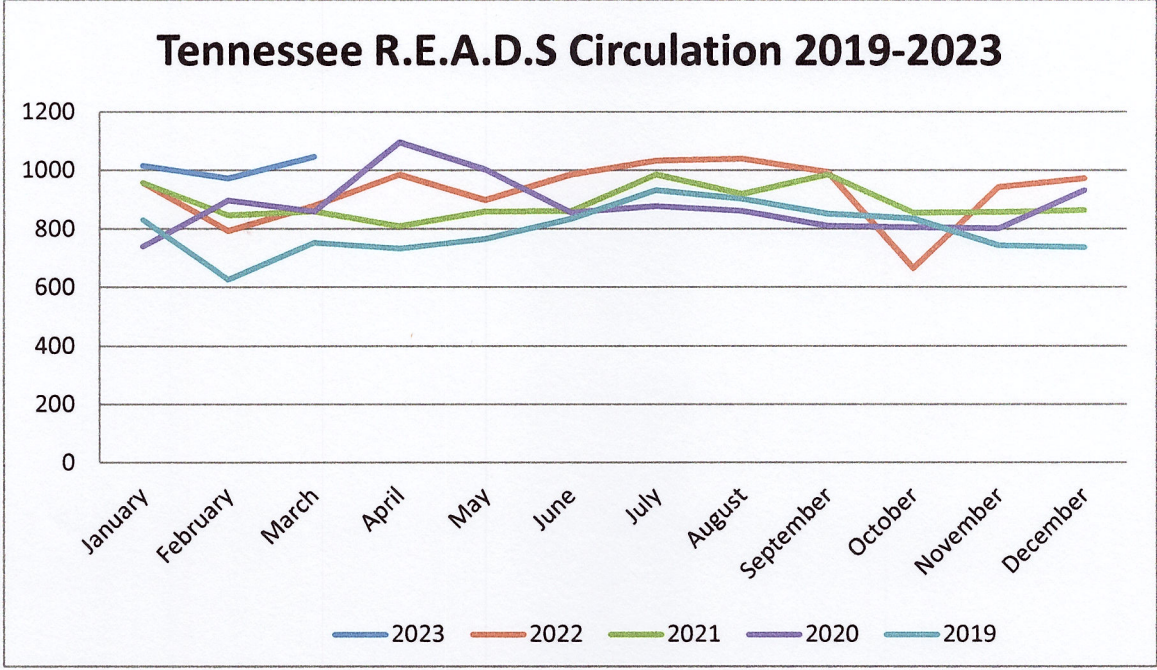


* As of 3/31/2023

Computer Usage 2019-2023



* As of 3/31/2023



*** As of 3/31/2023**