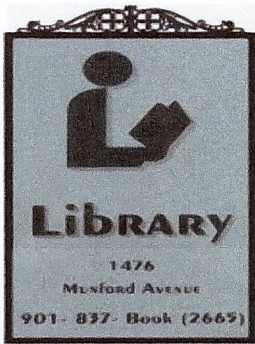


Munford-Tipton County Memorial Library
1476 Munford Avenue
Munford, TN 38058
(901) 837-2665
www.munford.com



March 2023 Library Board Agenda:

1. Call to Order
2. Public Forum
3. February 2023 minutes
4. Treasurer's Report
5. Old Business
6. New Business
 - a. New board member discussion/ suggestions
 - b. Standards to Discuss
 - i. Standards for personnel: All library staff complete the required hours of training annually based on their position. Lindsey: 25 hours. Jennifer & Brittany: 10 hours.
 - ii. Standards for Technology: Library staff has access to technology support services.
7. Librarian's Report
 - i. Read Across America Week
 - ii. Donna Weatherford Story Time
 - iii. Homeschool Groups
 - iv. 1,000 books before Kindergarten
 - v. Summer Reading Program planning
8. Hatchie River Regional Library Report



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Tuesday, February 28, 2023

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

Absent: Lauren Boulter, Sherry Yelvington

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 October 2022: Georgia made the motion to accept the minutes. Latoya seconded the motion, and all approved.
4. Treasurer's Report: Latoya made the motion to accept the treasurer's report. Pat seconded the motion, and all approved.
5. Old Business:
 - a. 1,000 Books Before Kindergarten Program: Lindsey explained that there is a free app, but that there are limited books in the app. However, it is easy to add books to the app. The library can promote the app, provide prizes, create a wall mural, do a photo release, etc.
6. New Business:
 - a. A Governance library standard was discussed: 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.
 - b. A Planning library standard was discussed and acted upon: The library has a statement of its mission that is reviewed every three years. After review of the statement, board members decided to change the word "we" to "The library staff and trustees" and insert the word "a" after "take" in the sentence, "We take personal interest in ensuring that a full range of materials and services are provided in an inviting, convenient and responsive manner."
 - c. Georgia Dawson and Cathy Nichols will be moving off the board in June. The names Carlin McMillan and Christy Delashmit were discussed as possible candidates as new board members.

- d. The Mayor's Appreciation Dinner will be held March 30th at The Balcony. All board members are invited and encouraged to attend.

7. Librarian's Report

- a. Lindsey reported on the following holiday events of 2022 that went very well: Downtown Munford trick or treat, coat and hat drop off location, Christmas Scavenger Hunt, Christmas at the Library, and Elves-Dewey and Decimal.
- b. TDOT held their mandatory public meeting at the library as an open invitation to all citizens.
- c. Read Across America is this week, and the library is celebrating by hosting dress up days and giving prizes.
- d. Special Storytime: Donna Weatherford, local author, will read her new book on March 21st.
- e. The library staff has been assisting patrons in moving from Overdrive to Libby to facilitate e-book checkouts.

8. Hatchie River Regional Library Report

- a. Genny provided handouts that included Recent/Upcoming Events and Training Opportunities, Munford Tipton County Memorial Library Standards, and Munford-Tipton County Checklist for Regional Information.
- b. Genny provided a chart which depicted how percentages of board members who have completed the Tennessee Trustee Certification Program impacts funding for tech grant awards both negatively and positively. The next Trustee Workshop is tentatively scheduled for September 14, 2023.
- c. Genny highlighted the new TEL content: Pebble Go, Heritage Quest, and Back issues of the Memphis Commercial Appeal from 1847-present.

The next library board meeting will be on March 28, 2023. Marsha moved that we adjourn, Georgia seconded, and all were in favor. The meeting 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: March 22, 2023
To: Library Board
From: Sherry Yelvington
Subject: Treasurer's Report

Please see attached budget/actual variance reports for the library as of February 28, 2023.

The February 28, 2023, 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 66.67% or more in revenues and 66.67% or less in expenses.

- First reading of Proposed Budget Amendment Ordinance will be on March 27, 2023 Board of Mayor and Aldermen meeting. This amendment requires two readings. The Amendment includes a pay adjustment which I mentioned last month. The adjustment effects salary, FICA, and retirement expense lines. 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 highlight in the proposed amendment column.
- Currently revenues are at 92.31% for the year.
- Expenses are 61.33%, which is below the expected amount for this time of the year.
- Budgeting for 2023-2024 has begun and hopefully end in early April.

Please let me know if you have any questions.

Sherry Yelvington
City Recorder/Treasurer

GENERAL FUND
APPROVED BUDGET FY2023

3/22/2023

BUDGET APPROVED FY2023
LIBRARY FUND

BUDGET FY2023	AMENDMENT PROPOSED	ACTUAL 02/28/2023	% BUDGET MET
<i>Budget Year Comparison</i>			66.67%

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	
TOTAL INTERGOVERNMENTAL		20,250	20,950	19,700	97.28%

CHARGES FOR SERVICES

34781	LIB - LIBRARY FINES AND PENALITES	4,500	5,000	3,543	78.73%
34782	LIB - LIBRARY DONATIONS	500	500	460	92.00%
34783	LIB - LIBRARY SUMMER READING PROGRAM	0	0	0	0.00%
34784	LIB - LIBRARY MISC REVENUE	150	150	113	75.33%
TOTAL LIBRARY		5,150	5,650	4,116	79.92%

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	23,816	92.31%

GENERAL FUND
APPROVED BUDGET FY2023

3/22/2023

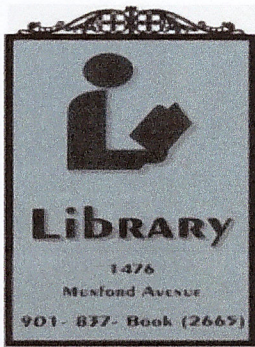
BUDGET FY2023	AMENDMENT PROPOSED	ACTUAL 02/28/2023	% BUDGET MET
<i>Budget Year Comparison</i>			66.67%

EXPENSES

LIBRARY

44800	111	LIB - SALARIES	70,817	72,217	46,309	65.39%
44800	135	LIB - EMPLOYEE RELATIONS	1,000	900	349	34.89%
44800	141	LIB - FICA	5,418	5,524	3,365	62.11%
44800	142	LIB - HEALTH INSURANCE	18,048	18,048	11,163	61.86%
44800	143	LIB - RETIREMENT	3,532	3,618	2,380	67.39%
44800	144	LIB - HRA HEALTH INSURANCE	1,500	1,500	309	20.62%
44800	145	LIB - LIFE INSURANCE	432	432	281	64.99%
44800	148	LIB - EMP. EDUCATION/TRAINING	400	400	60	15.00%
44800	150	LIB - WELLNESS	0	0	0	0.00%
44800	211	LIB - POSTAGE	200	150	60	30.00%
44800	221	LIB - PRINTING/DUPLICATING	100	100	0	0.00%
44800	233	LIB - SUBSCRIPTIONS	100	100	0	0.00%
44800	235	LIB - MEMBERSHIPS	150	150	0	0.00%
44800	241	LIB - ELECTRIC	4,900	6,000	3,895	64.91%
44800	242	LIB - WATER	130	130	81	62.42%
44800	243	LIB - SEWER	167	167	103	61.55%
44800	244	LIB - GAS	550	550	345	62.71%
44800	245	LIB - TELEPHONE/COMMUNICATIONS	2,000	2,000	1,096	54.81%
44800	246	LIB - CELLPHONES/DATA DEVICES	2,000	1,500	329	16.47%
44800	251	LIB - SOFTWARE SUPPORT SERV	1,225	1,226	1,226	100.06%
44800	255	LIB - DATA PROCESSING SUPPORT	500	200	0	0.00%
44800	259	LIB - OTHER PROFESSIONAL SERV	400	400	160	40.00%
44800	262	LIB - REPAIR/MAINT EQUIPMT	100	100	7	6.92%
44800	266	LIB - REPAIR/MAINT BUILDINGS	750	750	0	0.00%
44800	283	LIB - EMPLOYEE MILEAGE REIMB	200	200	16	7.77%
44800	286	LIB - TRAVEL/LODGING	300	300	230	76.63%
44800	299	LIB - MISCELLANEOUS	150	500	312	62.40%
44800	311	LIB - PAPER/STATIONARY	300	150	0	0.00%
44800	312	LIB - SM EQUIPMENT ITEMS	250	100	0	0.00%
44800	313	LIB - BOOKS	500	657	565	86.05%
44800	314	LIB - SUMMER READING PROG	1,000	1,000	442	44.18%
44800	319	LIB - OTHER OPER MATERIALS	2,000	2,000	1,767	88.35%
44800	324	LIB - JANITORIAL SUPPLIES	600	600	175	29.10%
44800	325	LIB - PROGRAM MATERIALS	1,000	1,500	1,000	66.67%
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	700	0	0.00%
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			124,134	124,134	76,126	61.33%

Changed via Budget Amendment



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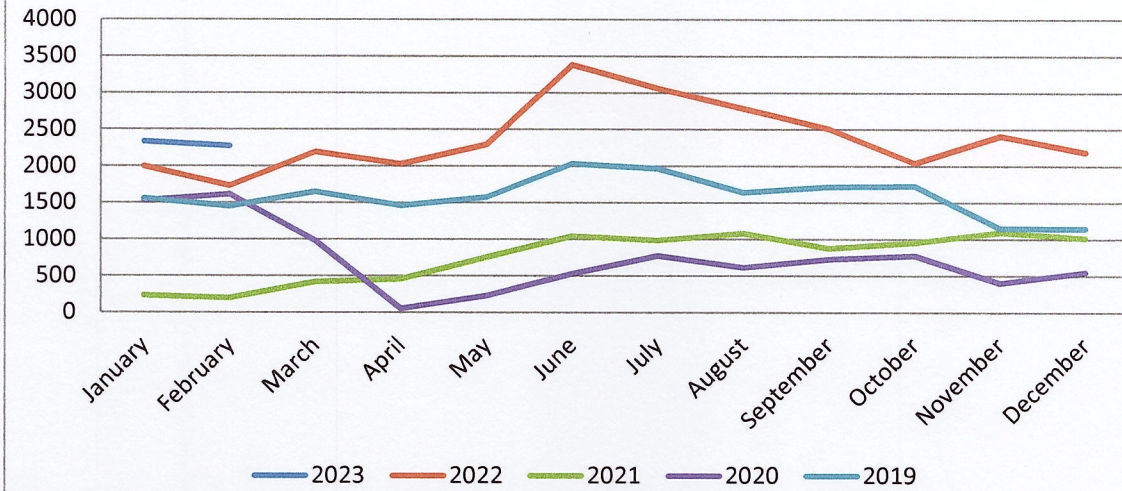


February 2023 Library Report

Overview:

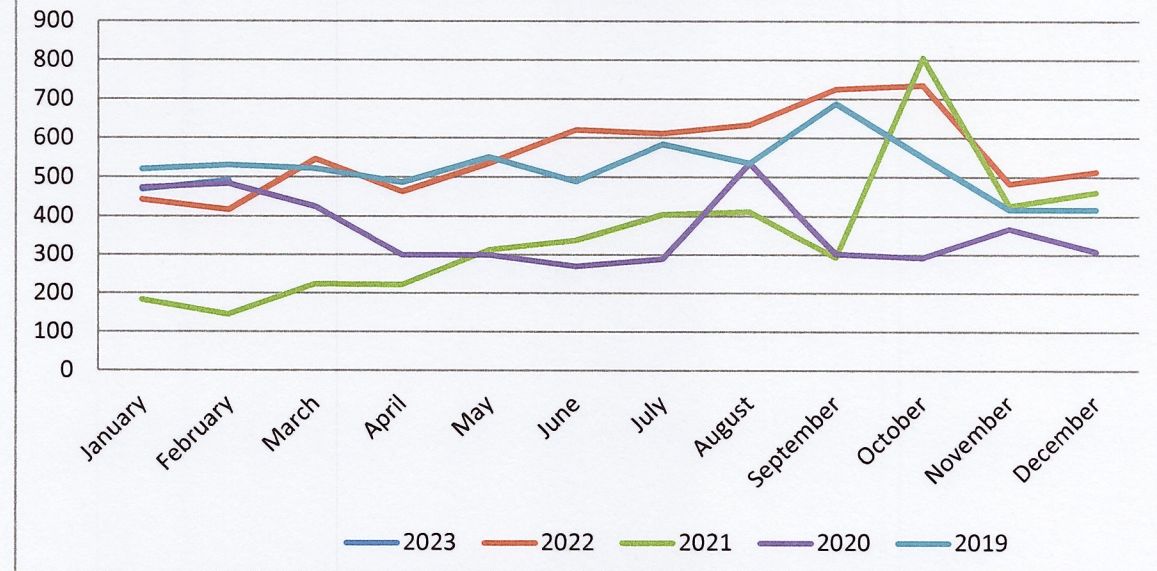
- The library has sold **\$99.75** in books with the ongoing book sale.
- The library has collected **\$52.55** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$278.00**.
- The Library had **194** people use our computers and **90** requiring computer help. In addition we had **298** use the Wi-Fi. The library had **625** reference questions asked and answered.
- Library staff provided **20** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **50** new users, with **2,274** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,109** patrons.
- Through Interlibrary Loan **21** books were loaned out, and **44** were borrowed.
- Tennessee R.E.A.D.S. had **973** books checked out.
- Lindsey was used as a Notary Public **10** times.
- The Library had **9** volunteers.
- The adult book club met, there were **8** people in attendance.
- Through in-person and passive programming we had **24** programs with **168** attendees.
 - LEGO Club met twice with **38** in attendance.
 - Story Time was held twice with **11** in attendance
 - Passive Programs included: BookTok, Staff Recommendations, Book Spotlight, Blind Date with a Book, Never Been Checked out, take home crafts, New in Non-Fiction, Dr. Seuss and Black History Month.
 - The library served as a tutoring location **6** times in January.
 - We held two virtual Story Times with 126 views.
- We continue to offer curbside services to patrons. 2 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

Circulation Growth 2019-2023

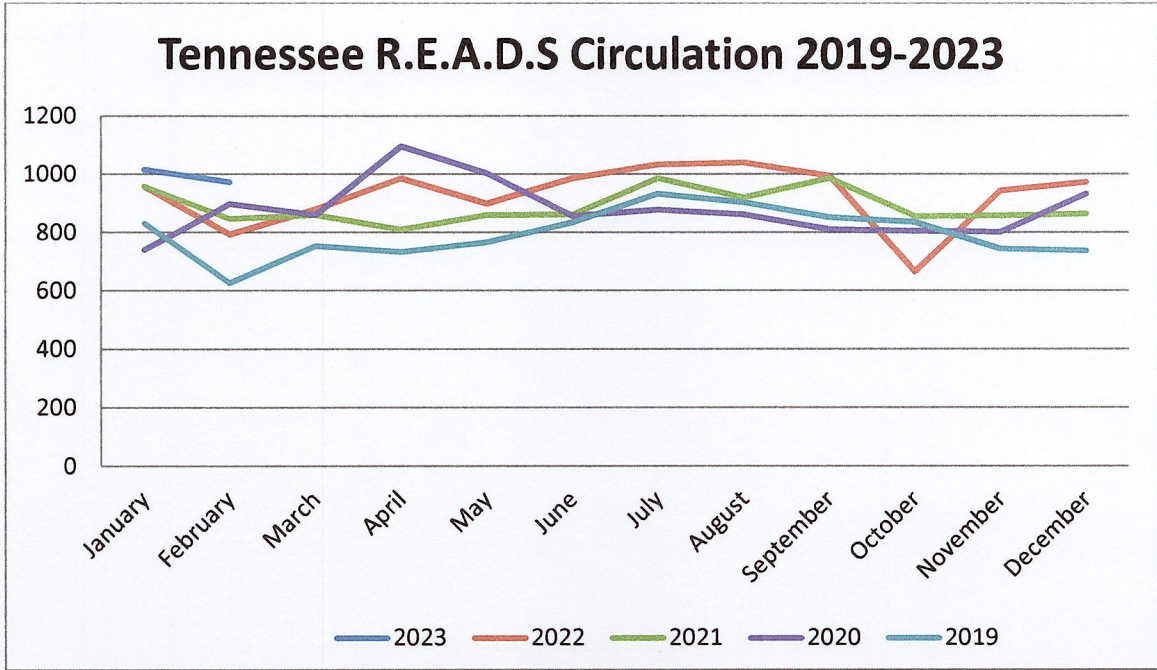


* As of 2/28/2023

Computer Usage 2019-2023



* As of 2/28/2023



* As of 2/28/2023