



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



Tuesday, October 24, 2023

Members present: Marsha Deneka, Lindsey Moore, Lauren Boulter, Pat Hooks, Latoya Avery, Shannon Childress, Christy Delashmit, and Genny Carter, Regional Rep.
Absent: Sherry Yelvington

1. Pres. Latoya Avery called the meeting to order at 4:32 p.m.
2. Public Forum: No citizens were present to bring forth concerns.
3. Minutes from September 2023: Lauren made the motion to accept the minutes as written. Pat seconded the motion, and all approved.
4. Treasurer's Report: Sherry provided the treasurer's report in her absence. Christy made the motion to accept the treasurer's report. Shannon seconded the motion, and all approved.
5. Old Business: None
6. New Business:
 - a. A technology standard was discussed: The library staff is empowered to extend public computer sessions, assuring adequate time for patrons to complete tasks.
 - b. Another technology standard was discussed: Wireless internet access extends to all public areas of the library property. When Veteran's Plaza is completed, it will have outdoor Wi-Fi.
 - c. A review of the Computer Policy (included in the library card application) was conducted. The phrase "Internet Usage" was added to the title. Date of the last review was January 2022.
 - d. Collection Development Policy. Shannon seconded the motion, and all were in favor.
7. Librarian's Report
 - a. Lindsey reported that there is a Halloween event scheduled for the 31st which will include story time, games, prizes, and stations. More than one hundred people have shown interest in the event. Also, the library will participate in Downtown Munford's Trick or Treat on the 28th.

- b. Celebrate Munford went well. The library hosted the art show, continued the book sale, and opened the restrooms during the festival.
 - c. Upcoming Events: The library will provide hot chocolate to parade goers on December 2nd. December 21st will be the date for a Christmas Event at the library.
8. Hatchie River Regional Library Report
- a. Genny provided handouts that included the Hatchie River Regional Library Training and Event Calendar 2023-24 and Munford-Tipton County Checklist for Regional Information.
 - b. There was a discussion about TEL and the possibility of Tipton County Schools working in collaboration with the library to conduct workshops.
 - c. The Long-Range Planning Workshop will be at the Regional Office on November 16th. Lindsey and Christy(possibly) will attend.

The next board meeting will be on November 28, 2023. Marsha moved that we adjourn; Lauren seconded, and all were in favor. The meeting adjourned at 4:52 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 23, 2024
To: Library Board
From: Sherry Yelvington
Subject: Treasurer's Report

Attached you will find the budget/actual variance reports for the library as of 12-31-2023.

The library is well over (84.49%) the 50% budget expectation for revenues at the halfway point of the year. Expenses are a little under (49.12%) the expected 50%. The Library is managing their budget exceptionally well.

Budgeting for the fiscal year 2024-2025 will start in late February. The Library will be presenting their budget request to the Board of Mayor and Aldermen on March 28, 2024.

Please let me know if you have any questions.

Sherry Yelvington
City Recorder/Treasurer

LIBRARY
BUDGET UPDATE

1/23/2024

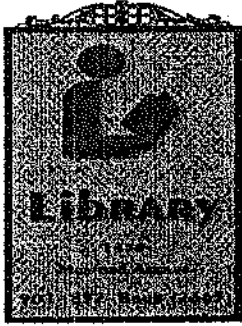
BUDGET UPDATE
LIBRARY
12-31-2023

		BUDGET FY2024	ACTUAL 12-31-2023	% BUDGET MET
		<i>Budget Year Comparison</i>		50.00%
REVENUES				
33000 INTERGOVERNMENTAL				
33401	STATE - LIBRARY GRANTS	0	0	0.00%
33711	TIPTON COUNTY - LIBRARY ALLOCATION	19,000	19,000	100.00%
33811	ATOKA - LIBRARY ALLOCATION	1,250	0	0.00%
	TOTAL INTERGOVERNMENTAL	20,250	19,000	93.83%
CHARGES FOR SERVICES				
LIBRARY REVENUES				
34781	LIB - LIBRARY FINES AND PENALITES	4,500	2,720	60.45%
34782	LIB - LIBRARY DONATIONS	500	404	80.81%
34783	LIB - LIBRARY SUMMER READING PROGRAM	500	0	0.00%
34784	LIB - LIBRARY MISC REVENUE	100	55	55.00%
	TOTAL LIBRARY	5,600	3,179	56.77%
OTHER REVENUES				
36103	OR - LIBRARY INTEREST EARNINGS	400	0	0.00%
	TOTAL OTHER REVENUES	400	0	0.00%
	TOTAL REVENUES	26,250	22,179	84.49%

LIBRARY
BUDGET UPDATE

1/23/2024

		FY2024	12-31-2023	MET	
EXPENSES					
LIBRARY					
44800	111	LIB - SALARIES	76,156	39,422	51.76%
44800	135	LIB - EMPLOYEE RELATIONS	700	273	38.94%
44800	141	LIB - FICA	5,826	2,885	49.52%
44800	142	LIB - HEALTH INSURANCE	18,052	8,337	46.18%
44800	143	LIB - RETIREMENT	3,989	2,117	53.07%
44800	144	LIB - HRA HEALTH INSURANCE	1,500	611	40.76%
44800	145	LIB - LIFE INSURANCE	504	245	48.65%
44800	148	LIB - EMP. EDUCATION/TRAINING	400	500	125.00%
44800	211	LIB - POSTAGE	200	66	33.00%
44800	221	LIB - PRINTING/DUPLICATING	100	0	0.00%
44800	233	LIB - SUBSCRIPTIONS	100	48	48.00%
44800	235	LIB - MEMBERSHIPS	150	0	0.00%
44800	241	LIB - ELECTRIC	6,000	2,540	42.33%
44800	242	LIB - WATER	130	63	48.69%
44800	243	LIB - SEWER	150	82	54.49%
44800	244	LIB - GAS	550	73	13.23%
44800	245	LIB - TELEPHONE/COMMUNICATIONS	1,800	897	49.83%
44800	246	LIB - CELLPHONES/DATA DEVICES	750	281	37.48%
44800	251	LIB - SOFTWARE SUPPORT SERV	1,250	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	0	0.00%
44800	266	LIB - REPAIR/MAINT BUILDINGS	750	0	0.00%
44800	283	LIB - EMPLOYEE MILEAGE REIMB	200	250	124.93%
44800	286	LIB - TRAVEL/LODGING	300	167	55.72%
44800	299	LIB - MISCELLANEOUS	500	0	0.00%
44800	311	LIB - PAPER/STATIONARY	300	0	0.00%
44800	312	LIB - SM EQUIPMENT ITEMS	250	0	0.00%
44800	313	LIB - BOOKS	1,000	666	66.56%
44800	314	LIB - SUMMER READING PROG	1,000	560	56.00%
44800	319	LIB - OTHER OPER MATERIALS	2,500	1,024	40.96%
44800	324	LIB - JANITORIAL SUPPLIES	600	372	62.02%
44800	325	LIB - PROGRAM MATERIALS	1,500	1,330	88.63%
44800	331	LIB - FUEL, GAS, OIL	0	0	0.00%
44800	515	LIB - WORKERS COMPENSATION	150	126	84.00%
44800	901	LIB - CAPITAL OUTLAY	0	0	0.00%
44800	902	LIB - SOUTHWEST GRANT EXP	0	0	0.00%
44800	943	LIB - CAP OUTLAY COMPUTER EQ	0	0	0.00%
44800	947	LIB - CAPITAL OUTLAY MACHINES	0	0	0.00%
TOTAL LIBRARY			126,856	63,053	49.12%



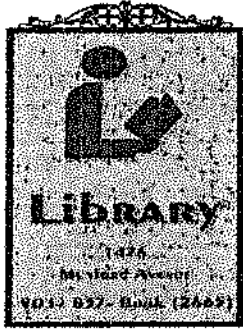
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October 2023 Library Report

Overview:

- The library has sold **\$76.50** 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 **\$264.70**.
- The library made **\$50** in donations in memory of Ann Pickard King
- The Library had **209** people use our computers and **65** requiring computer help. In addition we had **402** use the Wi-Fi. The library had **365** reference questions asked and answered.
- Library staff provided **5** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **57** new users, with **2,559** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,601** patrons.
- Through Interlibrary Loan **21** books were loaned out, and **12** were borrowed.
- Tennessee R.E.A.D.S. had **1,073** books checked out.
- Lindsey was used as a Notary Public **2** times.
- The Library had **7** volunteers.
- The adult book club met, there were **14** people in attendance.
- Through in-person and passive programming we had **16** programs with **610** attendees.
 - LEGO Club met twice with **17** in attendance.
 - Story Time was held twice with **25** in attendance
 - 1,000 Books before Kindergarten had **2** children sign up to begin the program.
 - Passive Programs included: Staff Recommendations, Book Spotlight, Fall into a Book, Hello Fall, take home crafts, New in Non-Fiction, YA Genres and 5 Halloween displays.
 - The library served as a tutoring location **3** times.
- We continue to offer curbside services to patrons. **3** patrons were assisted curbside.
- Library staff gave out 298 eclipse glasses.
- The Video Relay Service was used 5 times.
- The Celebrate Munford Art and Photography contest was held at the Library. There were 245 entries this year.
- Staff attended the Summer Reading Conference for the 2024 Summer Reading Theme: Adventure Begins at your Library.



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November 2023 Library Report

Overview:

- The library has sold **\$104.00** in books with the ongoing book sale.
- The library has collected **\$60.95** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$291.70**.
- The library made **\$102.59** in donations. \$50 was in memory of Glenn Fleming. \$52.59 was from Kroger Community Rewards.
- The Library had **230** people use our computers and **54** requiring computer help. In addition we had **262** use the Wi-Fi. The library had **361** reference questions asked and answered.
- Library staff provided **7** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **55** new users, with **2,594** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,485** patrons.
- Through Interlibrary Loan **16** books were loaned out, and **30** were borrowed.
- Tennessee R.E.A.D.S. had **1,074** books checked out.
- Lindsey was used as a Notary Public **7** times.
- The Library had **17** volunteers.
- The adult book club met, there were **16** people in attendance.
- Through in-person and passive programming we had **15** programs with **194** attendees.
 - LEGO Club met twice with **24** in attendance.
 - Story Time was held twice with **11** in attendance
 - 1,000 Books before Kindergarten had **2** children sign up to begin the program.
 - Passive Programs included: Staff Recommendations, Book Spotlight, Veterans Day, Gobble Up a Good Book, take home crafts, New in Non-Fiction, YA Genres, Let's Cook, Veterans Coloring and Goodreads Best Choice, .
 - The library served as a tutoring location **4** times.
- We continue to offer curbside services to patrons. **3** patrons were assisted curbside.
- Library Staff proctored two TWRA Boat Test.
- The Video Relay Service was used 3 times.
- The Merry Munford Scavenger Hunt was released on November 29, 2023. Children who complete the hunt will receive a small prize from the library.



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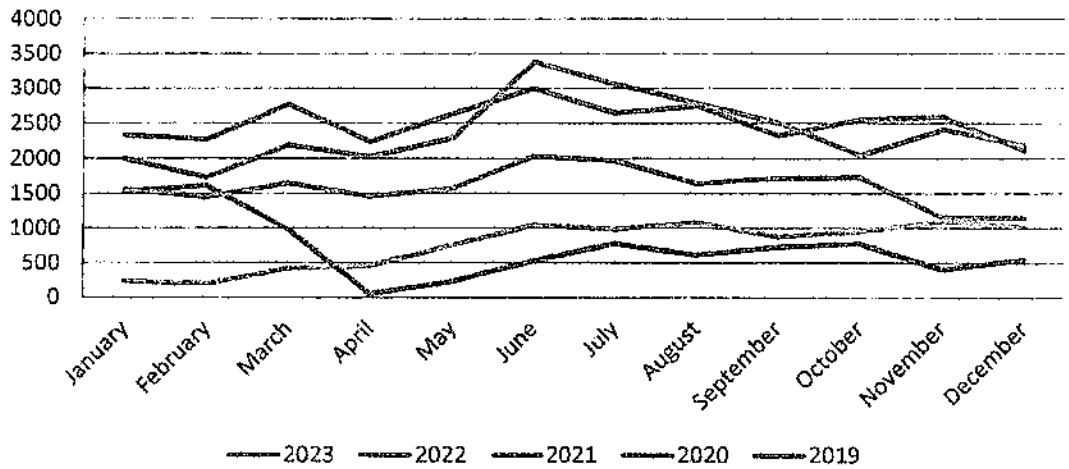


December 2023 Library Report

Overview:

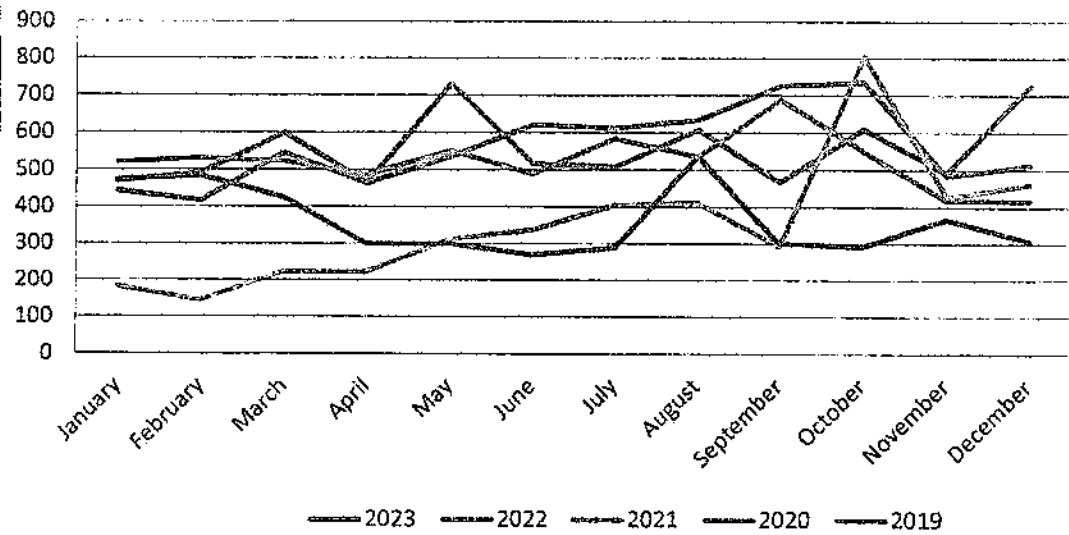
- The library has sold **\$81.50** in books with the ongoing book sale.
- The library has collected **\$37.78** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$300.15**.
- The library made **\$196.28** in donations. \$50 was in memory of Patsy Holen. \$136.28 was from donations given at the Munford Christmas parade for hot chocolate, and \$10 was an in-kind donation.
- The Library had **210** people use our computers and **57** requiring computer help. In addition we had **517** use the Wi-Fi. The library had **410** reference questions asked and answered.
- Library staff provided **19** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **38** new users, with **2,113** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,695** patrons.
- Through Interlibrary Loan **15** books were loaned out, and **36** were borrowed.
- Tennessee R.E.A.D.S. had **910** books checked out.
- Lindsey was used as a Notary Public **3** times.
- The Library had 6 volunteers.
- The adult book club met, there were **18** people in attendance.
- Through in-person and passive programming we had **16** programs with **355** attendees.
 - LEGO Club met once with **17** in attendance.
 - Story Time was held once with **28** in attendance
 - The "Merry Munford Scavenger Hunt" had **104** participants. Kids received a goody bag and plush ornament once they finished the scavenger hunt. All locations were within walking distance of the Library.
 - Christmas at the Library had about 200 people attend. There were several activity stations set up around the Library, including: decorate a stocking, coloring, LEGO's, a photo booth, cookies and hot cocoa, and story time. All children who attended left with a goody bag, wrapped book and reindeer food. The Grinch attended and was very popular with the kids!
 - 1,000 Books before Kindergarten had **2** children sign up to begin the program.
 - Passive Programs included: Staff Recommendations, Book Spotlight, Most Checked out books of 2023, National Monkey Day, Christmas Reads, New in Non-Fiction, YA Genres, Christmas Coloring, and Goodreads Best Choice, .
 - The library served as a tutoring location **3** times.
- We continue to offer curbside services to patrons. **8** patrons were assisted curbside.
- Library Staff proctored one TWRA Boat Test.

Circulation Growth 2019-2023

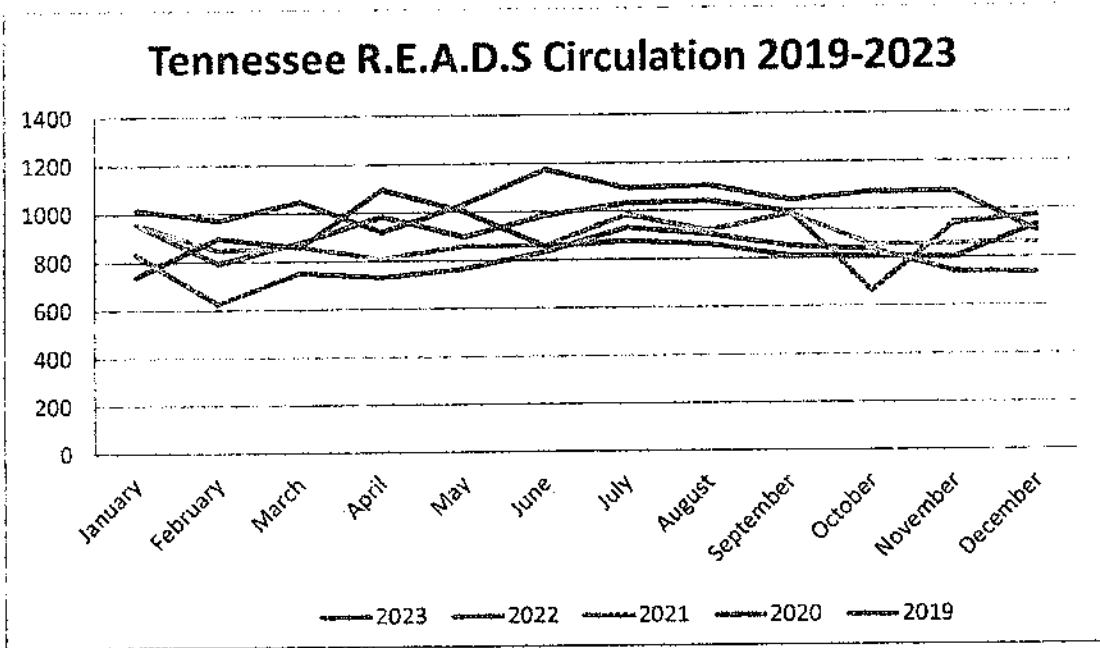


* As of 12/31/2023

Computer Usage 2019-2023



* As of 12/31/2023



* As of 12/31/2023