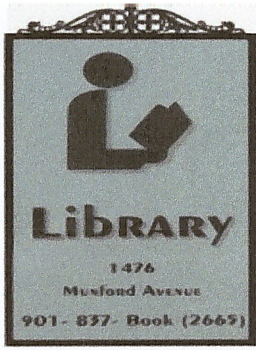


Munford-Tipton County Memorial Library  
1476 Munford Avenue  
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(901) 837-2665  
[www.munford.com](http://www.munford.com)



## February 2024 Library Board Agenda:

1. Call to Order
2. Public Forum
3. January 2024 minutes
4. Treasurer's Report
5. Old Business
6. New Business
  - a. Standards to Discuss
    - i. Standards for Governance: County or municipal library boards are appointed by their respective legislative bodies under authority of TCA 10-3-101 and 10-3-103.
    - ii. Standards for Planning: Library has a statement of its vision.
  - b. Long Range Plan
7. Librarian's Report
  - i. Programs (ABC attendance)
  - ii. Maintenance Update (roof, heat, down-spout)
8. Hatchie River Regional Library Report



## Munford-Tipton County Memorial Library

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Tuesday, January 30, 2024

Members present: Marsha Deneka, Lindsey Moore, Pat Hooks, Latoya Avery, Shannon Childress, Christy Delashmit, and Sherry Yelvington

Absent: Lauren Boulter

1. Pres. Latoya Avery called the meeting to order at 4:29 p.m.
2. Public Forum: No citizens were present to bring forth concerns.
3. Minutes from October 2023: Sherry made the motion to accept the minutes as written. Christy seconded the motion, and all approved.
4. Treasurer's Report: Marsha made the motion to accept the treasurer's report. Pat seconded the motion, and all approved.
5. Old Business: Long Range Planning will be discussed at the next meeting.
6. New Business:
  - a. A planning standard was discussed: The library uses a variety of indicators and measures to determine if the library is meeting the community's needs. A community survey was recently conducted.
  - b. A collection standard was discussed: The turnover rate for use of physical collections is calculated and compared to the prior year annually as a method to evaluate use and relevance of the collection.
7. Librarian's Report
  - a. Lindsey gave a quick review of activities in late 2023: Celebrate Art Show had 245 entries; the November/December scavenger hunt had 104 participants; Christmas at the Library hosted approximately 200 people.
  - b. The theme for summer reading will be "Adventure Begins at Your Library." The library will also partner with area schools to promote the "Smokey Bear Reading Challenge" which is a celebration of Smokey Bear's 80<sup>th</sup> birthday.
  - c. The library has received 1,000 eclipse glasses for the full eclipse in April and has already given away approximately 300.
  - d. The roof is leaking again in the lobby.
8. Hatchie River Regional Library Report
  - a. Genny provided handouts that included the 2024 Smokey Bear Reading Challenge and Munford-Tipton County Checklist for Regional Information.

The next board meeting will be on February 27, 2024. Sherry moved that we adjourn; Christy seconded, and all were in favor. The meeting adjourned at 4:40 p.m.

Respectfully submitted,

Marsha Deneka



## City of Munford, Tennessee

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

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### MEMORANDUM

Date: February 15, 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 01-31-2024.

The library is well over (86.14%) the 58.33% budget expectation for revenues at this point of the year. Expenses are a little under (56.84%) the expected 50%. There is nothing of note to report on either portion of the budget except I wish all departments managed their budgets this well.

Please let me know if you have any questions.

Sherry Yelvington  
City Recorder/Treasurer

LIBRARY  
BUDGET UPDATE

2/15/2024

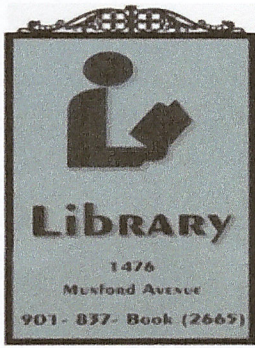
BUDGET UPDATE  
LIBRARY  
01-31-2024

		BUDGET FY2024	ACTUAL 01-31-2024	% BUDGET MET
		<i>Budget Year Comparison</i>		58.33%
<b>REVENUES</b>				
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%
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>20,250</b>	<b>19,000</b>	<b>93.83%</b>
<b>CHARGES FOR SERVICES</b>				
<b>LIBRARY REVENUES</b>				
34781	LIB - LIBRARY FINES AND PENALITES	4,500	3,144	69.86%
34782	LIB - LIBRARY DONATIONS	500	404	80.81%
34783	LIB - LIBRARY SUMMER READING PROGRAM	500	0	0.00%
34784	LIB - LIBRARY MISC REVENUE	100	65	65.00%
	<b>TOTAL LIBRARY</b>	<b>5,600</b>	<b>3,613</b>	<b>64.51%</b>
<b>OTHER REVENUES</b>				
36103	OR - LIBRARY INTEREST EARNINGS	400	0	0.00%
	<b>TOTAL OTHER REVENUES</b>	<b>400</b>	<b>0</b>	<b>0.00%</b>
	<b>TOTAL REVENUES</b>	<b>26,250</b>	<b>22,613</b>	<b>86.14%</b>

LIBRARY  
BUDGET UPDATE

2/15/2024

			FY2024	01-31-2024	MET
<b>EXPENSES</b>					
<b>LIBRARY</b>					
44800	111	LIB - SALARIES	76,156	45,712	60.02%
44800	135	LIB - EMPLOYEE RELATIONS	700	273	38.94%
44800	141	LIB - FICA	5,826	3,343	57.38%
44800	142	LIB - HEALTH INSURANCE	18,052	9,745	53.99%
44800	143	LIB - RETIREMENT	3,989	2,441	61.20%
44800	144	LIB - HRA HEALTH INSURANCE	1,500	988	65.84%
44800	145	LIB - LIFE INSURANCE	504	319	63.21%
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	2,830	47.17%
44800	242	LIB - WATER	130	74	56.81%
44800	243	LIB - SEWER	150	94	62.79%
44800	244	LIB - GAS	550	285	51.86%
44800	245	LIB - TELEPHONE/COMMUNICATIONS	1,800	985	54.70%
44800	246	LIB - CELLPHONES/DATA DEVICES	750	328	43.73%
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	11	1.44%
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	1,324	52.96%
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%
<b>TOTAL LIBRARY</b>			<b>128,356</b>	<b>72,956</b>	<b>56.84%</b>



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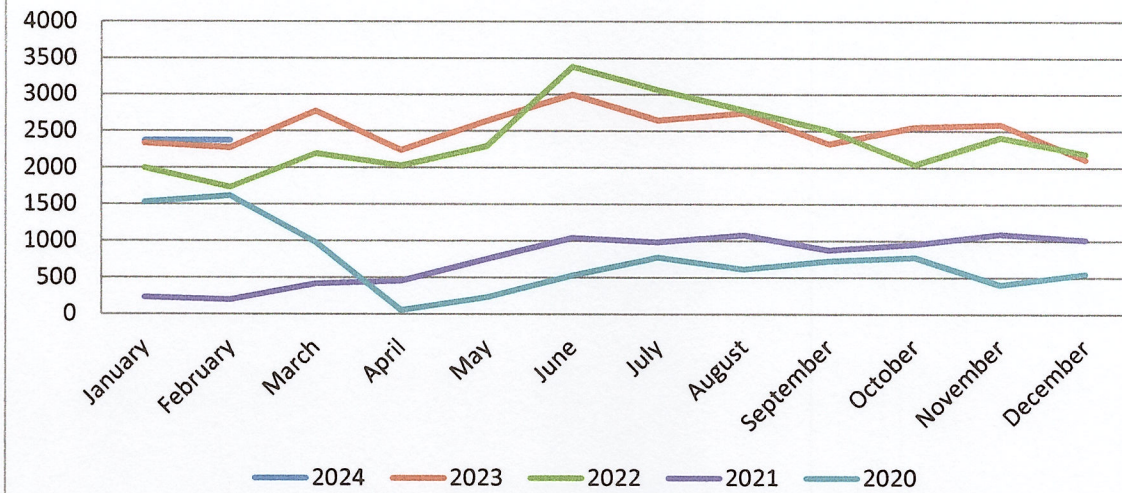


## January 2024 Library Report

### Overview:

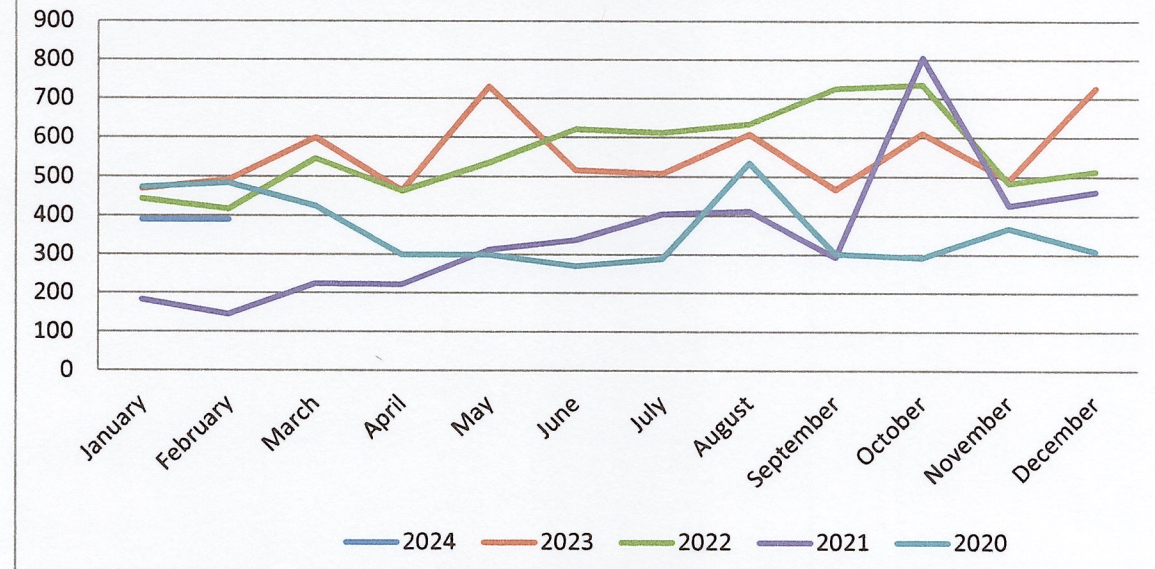
- The library has sold **\$84.86** in books with the ongoing book sale.
- The library has collected **\$59.70** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$219.70**.
- The Library had **178** people use our computers and **59** requiring computer help. In addition we had **212** use the Wi-Fi. The library had **337** reference questions asked and answered.
- Library staff provided **15** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **44** new users, with **2,373** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,567** patrons.
- Through Interlibrary Loan **24** books were loaned out, and **52** were borrowed.
- Tennessee R.E.A.D.S. had **1,055** books checked out.
- Lindsey was used as a Notary Public **3** times.
- The Library had 4 volunteers.
- The adult book club met, there were **10** people in attendance.
- Through in-person and passive programming we had **9** programs with **142** attendees.
  - LEGO Club met twice with 18 in attendance.
  - Story Time was cancelled due to weather.
  - 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, Blind Date with a Book, Red Flags, Conversation Hearts, Be My Valentine, and Goodreads Best Choice.
  - The library served as a tutoring location **2** times.
- We continue to offer curbside services to patrons. **2** patrons were assisted curbside.
- The library was closed on January 16<sup>th</sup> and 18<sup>th</sup> for ice/snow.

## Circulation Growth 2020-2024

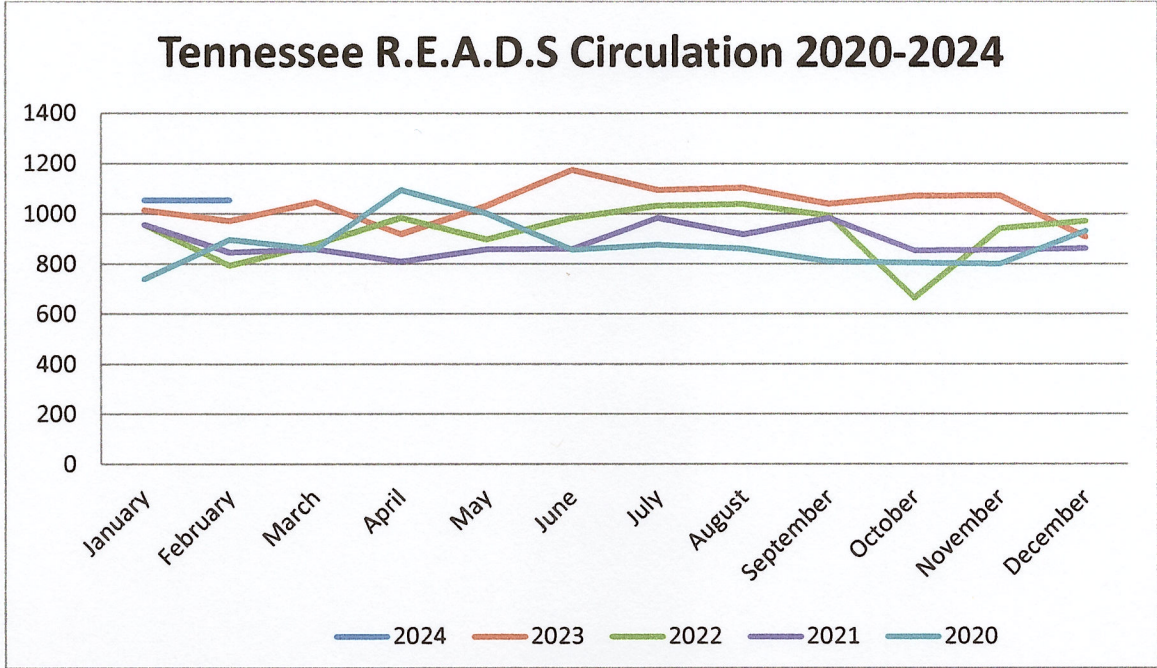


\* As of 01/31/2024

## Computer Usage 2020-2024



\* As of 01/31/2024



\* As of 01/31/2024



**Munford-Tipton County Memorial Library  
LONG-RANGE PLAN  
2024-2028**

**Date Updated/Approved by Board:**

**Updated February 2024**

**Vision Statement:**

The vision of the Munford-Tipton County Memorial Library is to enrich lives and communities through universal access to knowledge, lifelong learning, and literacy.

**Mission Statement:**

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. The Library takes a personal interest in ensuring that a full range of materials and services are provided in an inviting, convenient and responsive manner.

**Community Profile:**

In 2021, Tipton County, TN had a population of 60.9k people with a median age of 37.9 and a median household income of \$63,783. Between 2020 and 2021 the population of Tipton County, TN declined 1.13% and the median household income grew 2.1%. The four largest ethnic groups in Tipton County, TN are White (non-hispanic)(74.8%), Black or African American (non-hispanic)(18.4%), two or more races(2.72%) and Hispanic (1.4%). None of the households in Tipton County, TN reported speaking a non-English language at home as their primary shared language. This does not consider the potential multilingual nature of households, but only the primary self-reported language spoken by all members of the household. 99.3 % of the residents in Tipton County, TN are U.S. citizens. The average commute time for Tipton County, TN residents is 34.2 minutes. The average car ownership in Tipton County, TN is two cars per household.

**Service Responses:**

1	Facility
2	Collections
3	Collaborations
4	Outreach

**Goal 1:**

<p><b>Everyone will have welcoming and adequate spaces to accommodate patron and staff needs.</b></p>		
<p>Objective 1a: Over the life of the plan the library will have a designated children's area with twice the amount of space as the current area.</p>	<p>Activities: 1. Obtain the building 2. Get bids for construction. 3. Fundraise for expenses.</p>	<p>Resources: 1. Mayor/Aldermen 2. Library Board 3. Potential Friends group</p>
<p>Objective 1b: Over the life of the plan, an area of the library will be dedicated to personnel space.</p>	<p>Activities: 1. Same as above</p>	<p>Resources: 1. Same as above</p>
<p>Objective 1c: Over the life of the plan the library will create a multipurpose room for program expansion and community meetings.</p>	<p>Activities: 1. Same as above</p>	<p>Resources: 1. Same as above</p>

**Goal 2:**

**All patrons will have access to a broader collection of materials both print and digital to meet the needs and interests of the community.**

<p>Objective 2a: Increase digital spending by 25% annually.</p>	<p>Activities: 1. Purchase more materials. 2. Fundraise 3. Increase local funds for materials.</p>	<p>Resources: 1. City budget 2. Grants 3. Blue Oval</p>
<p>Objective 2b: Increase print material spending by 25% annually.</p>	<p>Activities: 1. Weed current collection to provide space for new materials. 2. Fundraise 3. Increase local funds for materials.</p>	<p>Resources: 1. Staff time 2. City budget 3. Grants 4. Blue Oval</p>
<p>Objective 2c: The library will promote online resources available through the state library by marketing and sharing resources on social media and inside of the library weekly.</p>	<p>Activities: 1. Share social media posts from state resources weekly. 2. Update current TEL and Libby marketing materials inside the library. 3. Offer TEL training 4. Rent TEL display for Celebrate Munford.</p>	<p>Resources: 1. TEL 2. Libby 3. Free marketing materials provided by the state</p>

**Goal 3:**

<p><b>The library will work to raise awareness of resources available to the citizens of Tipton County.</b></p>		
<p>Objective 3a: Staff will contact local educators in each school in the county to raise awareness of library services and programs by providing a monthly calendar with program dates and times.</p>	<p>Activities:                      1. Collect key school personnel names and contacts                      2. Prepare a schedule for school visits                      3. Design program calendar and activities</p>	<p>Resources:                      1. Staff time                      2. Funding for travel                      3. Local librarians                      4. Tipton County Board of Education                      5. Schools</p>
<p>Objective 3b: Create a monthly slideshow to share on social media platforms programs and activities offered by the library.</p>	<p>Activities:                      1. Document programs with photos, statistics, attendance.                      2. Create slideshow.                      3. Share on social media platforms.</p>	<p>Resources:                      1. Photo release form.                      2. Staff time                      3. Canva</p>
<p>Objective 3c: Awareness of resources will be made available to the senior citizens of Tipton County once per quarter.</p>	<p>Activities:                      1. newsletters, calendars taken to senior citizen centers</p>	<p>Resources:                      1. Canva                      2. Covington Leader</p>

**Goal 4:**

<p><b>To increase community awareness of services provided and funding needs of the library, to provide more resources to better serve the community.</b></p>		
<p>Objective 4a:                      To establish a Friends of the Library group by 2025.</p>	<p>Activities:                      1. Recruit members for an executive board.                      2. Promote the need of additional funding by sharing the long range plan                      3.</p>	<p>Resources:                      1. Library Board                      2. BOMA                      3. Patrons                      4. Staff</p>

**Review Statement:**

The library's long range plan will be reviewed by the library director at least once annually. They will then present it to the library board with any recommended changes and updated dates for review and approval.