

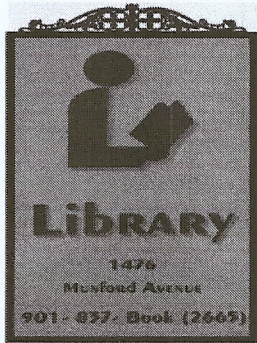
Munford-Tipton County Memorial Library  
1476 Munford Avenue  
Munford, TN 38058  
(901) 837-2665  
[www.munford.com](http://www.munford.com)



#### June 2024 Library Board Agenda:

1. Call to Order
2. Public Forum
3. April 2024 minutes
4. Treasurer's Report
5. Old Business
6. New Business
  - a. Board Appointments/Renewals
  - b. Standards to Discuss
    - i. Standards for Collection: A holdings line is created for each item in the library's collection in the statewide Tennessee Union Catalog.
    - ii. Standards for Community Relations: Library has a plan for recruiting, training and using volunteer help.
7. Librarian's Report
  - a. Recent Trainings-Fire extinguisher, NARCAN, unattended children.
  - b. STEMCO Grant-Signage
  - c. Summer Reading Program/Summer Reading Challenge
  - d. Touch table update
8. Hatchie River Regional Library Report





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Tuesday, April 23, 2024

Members present: Marsha Deneka, Lindsey Moore, Lauren Boulter, Shannon Childress, Christy Delashmit, and Julie Dalhauser Regional Rep.

Absent: Sherry Yelvington, Pat Hooks, Latoya Avery

1. Vice Pres. Lauren Boulter called the meeting to order at 4:33 p.m.
2. Public Forum: No citizens were present to bring forth concerns.
3. Minutes from March 2024: Christy made the motion to accept the minutes as written. Shannon 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. A community relations standard was discussed: Library conducts surveys at least once every three years to measure patron satisfaction with library services. An online survey was conducted in late 2023.
  - b. A technology standard was discussed: Library has at least one ADA accessible computer workstation. The library has four ADA accessible computer workstations and one with a scanner.
  - c. The library sign needs updating. Lindsey will contact Ritter and Mayor Cole to inquire about the process for updating the sign.
7. Librarian's Report
  - a. Lindsey proposed forgoing the May meeting. The board will meet in June to complete the state standard of meeting six times. Shannon made the motion to approve cancelling the May meeting. Christy seconded the motion, and all approved.
  - b. Lindsey reported that the remaining 450 solar eclipse glasses were distributed to patrons, and the library will accept the glasses back to recycle to military libraries in other countries (through June 1<sup>st</sup>).



- c. The library will find out if the STEMCO Grant was approved on April 24<sup>th</sup>. If approved, the touch table will be ordered as soon as possible.
  - d. The Summer Reading Program is almost complete, and some donations have been received.
- 8. Hatchie River Regional Library Report
  - a. Julie provided an updated Munford-Tipton County Checklist for Regional Information.
  - b. Julie facilitated a brief discussion about the Library Service Agreement.
  - c. A Webinar for Mentor TN will be held on May 29<sup>th</sup>, and all are invited to participate. Julie distributed information about the Mentor TN Directory and encouraged all to participate in the Webinar on May 29, 2024.

The next board meeting will be on June 25, 2024. Marsha moved that we adjourn; Christy seconded, and all were in favor. The meeting adjourned at 5:00 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: June 21, 2024  
To: Library Board  
From: Sherry Yelvington  
Subject: Treasurer's Report

Please see attached budget/actual variance reports for the library as of May 31, 2024.

The May 31, 2024, budget/actual variance report for the library shows an annual budget in FY2023-2024 of \$134,941 after amendments. Budget expectations for this period of the year are 91.67% or more in revenues and 91.67% or less in expenses.

- Currently revenues are at 100.96% for the year.
- Expenses are 92.72%, which is close to the expected amount for this time of the year.
- A budget amendment to the FY2024 library budget was due to the Southwest Grant purchase.
- A Budget Ordinance for FY2025 will have its second and final reading on Monday, June 24, 2024. Those numbers are shown in the final column.

Please let me know if you have any questions.

Sherry Yelvington  
City Recorder/Treasurer



LIBRARY  
BUDGET UPDATE

BUDGET UPDATE  
LIBRARY  
05-31-2024

REVENUES	BUDGET FY2024	AMENDMT 1 FY2024	AMENDMT 2 FY2024	ACTUAL 05-31-2024 <i>Budget Year Comparison</i>	% BUDGET MET 91.67%	BUDGET FY2025
INTERGOVERNMENTAL						
33000						
33401	0	0	0	0	0.00%	0
33711	19,000	19,000	19,000	19,000	100.00%	19,000
33811	1,250	1,250	1,250	1,250	100.00%	1,250
TOTAL INTERGOVERNMENTAL	20,250	20,250	20,250	20,250	100.00%	20,250
CHARGES FOR SERVICES						
LIBRARY REVENUES						
34781	4,500	4,500	3,600	3,757	104.37%	2,000
34782	500	500	751	1,274	169.58%	0
34783	500	0	100	100	100.00%	0
34784	100	100	1,400	1,288	91.97%	3,000
LIB-SOUTHWEST GRANT	0	0	6,585	6,585	100.00%	0
TOTAL LIBRARY	5,600	5,100	12,436	13,003	104.56%	5,000
OTHER REVENUES						
36103						
OR - LIBRARY INTEREST EARNINGS	400	250	250	0	0.00%	200
TOTAL OTHER REVENUES	400	250	250	0	0.00%	200
TOTAL REVENUES	26,250	25,600	32,936	33,253	100.96%	25,450



LIBRARY  
BUDGET UPDATE

EXPENSES		BUDGET FY2024	AMENDMT 1 FY2024	AMENDMT 2 FY2024	ACTUAL 05-31-2024	% BUDGET MET	BUDGET FY2025
LIBRARY							
44800	111 LIB - SALARIES	76,156	77,156	77,156	73,125	94.78%	78,939
44800	135 LIB - EMPLOYEE RELATIONS	700	700	1,100	437	39.76%	700
44800	141 LIB - FICA	5,826	5,828	5,828	5,344	91.70%	6,039
44800	142 LIB - HEALTH INSURANCE	18,052	18,052	18,052	15,349	85.02%	18,239
44800	143 LIB - RETIREMENT	3,989	4,200	4,200	3,851	91.68%	4,155
44800	144 LIB - HRA HEALTH INSURANCE	1,500	1,500	1,500	2,674	178.26%	1,500
44800	145 LIB - LIFE INSURANCE	504	600	600	479	79.76%	504
44800	148 LIB - EMP. EDUCATION/TRAINING	400	500	500	500	100.00%	600
44800	211 LIB - POSTAGE	200	200	200	134	67.00%	200
44800	221 LIB - PRINTING/DUPLICATING	100	100	100	0	0.00%	100
44800	233 LIB - SUBSCRIPTIONS	100	100	100	48	48.00%	100
44800	235 LIB - MEMBERSHIPS	150	150	150	54	36.00%	150
44800	241 LIB - ELECTRIC	6,000	5,200	4,800	4,015	83.65%	5,200
44800	242 LIB - WATER	130	140	140	116	82.89%	140
44800	243 LIB - SEWER	150	180	180	146	81.06%	180
44800	244 LIB - GAS	550	650	650	307	47.16%	650
44800	245 LIB - TELEPHONE/COMMUNICATIONS	1,800	1,600	1,600	1,544	96.51%	1,700
44800	246 LIB - CELLPHONES/DATA DEVICES	750	750	750	766	102.07%	900
44800	251 LIB - SOFTWARE SUPPORT SERV	1,250	1,250	1,250	1,226	98.06%	1,250
44800	255 LIB - DATA PROCESSING SUPPORT	500	0	0	0	0.00%	500
44800	259 LIB - OTHER PROFESSIONAL SERV	400	400	400	348	87.08%	400
44800	262 LIB - REPAIR/MAINT EQUIPMT	100	0	0	0	0.00%	100
44800	266 LIB - REPAIR/MAINT BUILDINGS	750	750	750	11	1.44%	750
44800	283 LIB - EMPLOYEE MILEAGE REIMB	200	250	250	454	181.59%	350
44800	286 LIB - TRAVEL/LODGING	300	300	300	283	94.38%	300
44800	299 LIB - MISCELLANEOUS	500	500	500	39	7.79%	500
44800	311 LIB - PAPER/STATIONARY	300	300	300	186	62.05%	300
44800	312 LIB - SM EQUIPMENT ITEMS	250	250	250	0	0.00%	250
44800	313 LIB - BOOKS	1,000	1,000	1,000	1,042	104.16%	1,000
44800	314 LIB - SUMMER READING PROG	1,000	1,000	1,000	871	87.07%	1,000
44800	319 LIB - OTHER OPER MATERIALS	2,500	2,500	2,500	2,721	108.85%	2,500
44800	324 LIB - JANITORIAL SUPPLIES	600	600	600	585	97.48%	600
44800	325 LIB - PROGRAM MATERIALS	1,500	1,500	1,500	1,754	116.96%	1,750
44800	331 LIB - FUEL, GAS, OIL	0	0	0	0	0.00%	0
44800	515 LIB - WORKERS COMPENSATION	150	150	150	126	84.00%	150
44800	901 LIB - CAPITAL OUTLAY	0	0	0	0	0.00%	0
44800	902 LIB - SOUTHWEST GRANT EXP	0	0	6,585	6,585	100.00%	0
44800	943 LIB - CAP OUTLAY COMPUTER EQ	0	0	0	0	0.00%	0
44800	947 LIB - CAPITAL OUTLAY MACHINES	0	0	0	0	0.00%	0
TOTAL LIBRARY		128,356	128,356	134,941	125,118	92.72%	131,695



Office of the Secretary of State - Tennessee State Library and Archives  
Planning & Development Section  
OFFICIAL LIBRARY BOARD APPOINTMENT FORM

Fiscal Year 2023-2024

Region: Hatchie

County: Tipton

I. County/City Library Board Appointments:

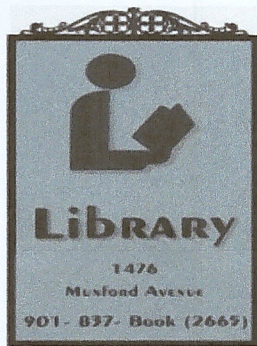
City: Munford

Name / Office Held	Street Address	City	Zip	Email Address	Phone Number	Board appointment Date	Currently Serving Term #	Current Term Expires
LaToya Avery-Chair	194 Vermont Ave	Munford	38058	<a href="mailto:lavery@tipton-county.com">lavery@tipton-county.com</a>	901-493-3800	2021	1	2024
Lauren Boulter-Vice Chair	P.O. Box 587	Atoka	38004	<a href="mailto:laurenboulter@hotmail.com">laurenboulter@hotmail.com</a>	901-494-2614	2019	2	2025
Marsha Deneka-Secretary	499 West Dr	Munford	38058	<a href="mailto:deneka8286@gmail.com">deneka8286@gmail.com</a>	901-837-3074	2019	2	2025
Sherry Yelvington-Treasurer	1397 Munford Ave	Munford	38058	<a href="mailto:syvelvington@munford.com">syvelvington@munford.com</a>	901-837-0171	2019	2	2025
Pat Hooks	245 Fannie Dr	Brighton	38011	<a href="mailto:pthooks1@gmail.com">pthooks1@gmail.com</a>	901-430-4743	2022	1	2025
Christy DeLashmit	400 Starnes Rd	Munford	38058	<a href="mailto:cdelashmit@tipton-county.com">cdelashmit@tipton-county.com</a>	901-233-9816	2023	1	2026
Shannon Childress	98 Rebekah Circle	Munford	38058	<a href="mailto:shchildress@tipton-county.com">shchildress@tipton-county.com</a>	901-482-1585	2023	1	2026

(Signature) Library Board Chair

Date





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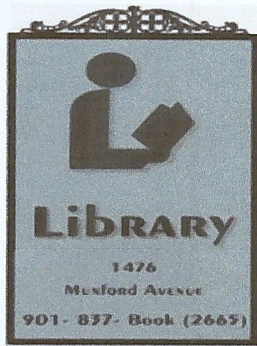


### April 2024 Library Report

#### Overview:

- The library has sold **\$115.00** in books with the ongoing book sale.
- The library has collected **\$174.44** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$312.30**.
- The library received **\$770.00** in donations, \$50.00 in memory of Thelma Turner, \$100.00 in memory of Faye Adkins, \$100 from Munford Self Storage for the Summer Reading Program, and \$500 from Celebrate Munford.
- The Library had **276** people use our computers and **87** requiring computer help. In addition we had **324** use the Wi-Fi. The library had **555** reference questions asked and answered.
- Library staff provided **19** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **55** new users, with **2,721** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,731** patrons.
- Through Interlibrary Loan **33** books were loaned out, and **58** were borrowed.
- Tennessee R.E.A.D.S. had **1,124** books checked out.
- Lindsey was used as a Notary Public **4** times.
- The Library had **18** volunteers.
- Staff proctored 2 TWRA Boaters Licensing Tests
- The adult book club met, there were **16** people in attendance.
- Through in-person and passive programming we had **13** programs with **158** attendees.
  - LEGO Club met twice with 25 in attendance.
  - Story Time was held twice with 17 in attendance.
  - Through our Seed Library, we gave out 44 packets in April.
  - Passive Programs included: Staff Recommendations, Book Spotlight, Spring into Reading, YA Fantasy, April Showers, Seed Games, and Let's Go!
  - The library served as a tutoring location **3** times.
- We continue to offer curbside services to patrons. **8** patrons were assisted curbside.
- The Library was awarded the Southwest Members Care grant in the amount of \$6,585.00. We were also awarded a \$500.00 grant from Celebrate Munford. These grants will be used to update our children's area with a touch table, new rug and chairs.





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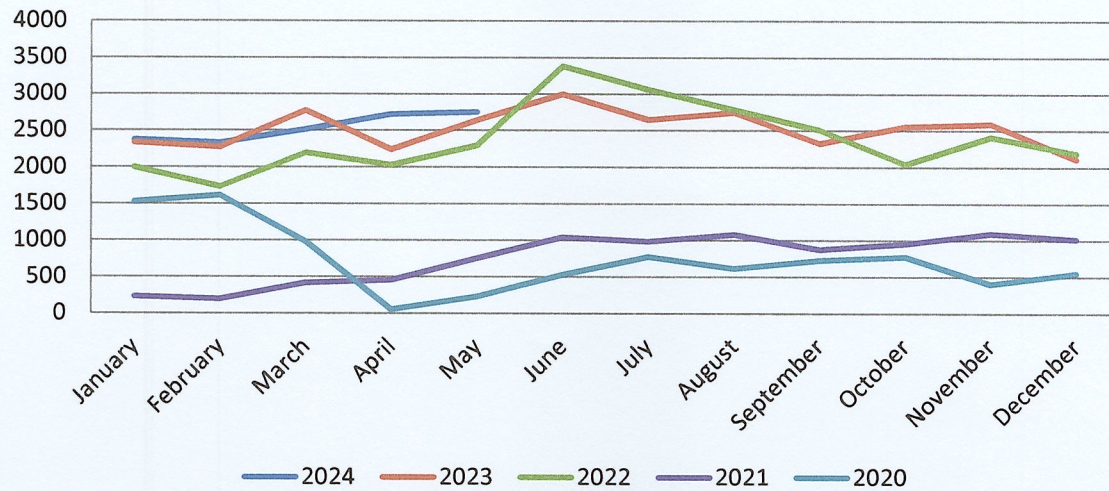
## May 2024 Library Report

### Overview:

- The library has sold **\$105.40** in books with the ongoing book sale.
- The library has collected **\$50.00** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$283.75**.
- The library received **\$23.00** in in-kind donations.
- The Library had **254** people use our computers and **87** requiring computer help. In addition we had **320** use the Wi-Fi. The library had **498** reference questions asked and answered.
- Library staff provided **20** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **76** new users, with **2,754** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **5,985** patrons.
- Through Interlibrary Loan **28** books were loaned out, and **64** were borrowed.
- Tennessee R.E.A.D.S. had **1,110** books checked out.
- Lindsey was used as a Notary Public **3** times.
- The Library had **9** volunteers.
- Staff proctored 10 TWRA Boaters Licensing Tests
- The adult book club met, there were **16** people in attendance.
- Through in-person and passive programming we had **13** programs with **192** attendees.
  - LEGO Club met twice with 21 in attendance.
  - Story Time was held twice with 20 in attendance.
  - Through our Seed Library, we gave out 56 packets in May.
  - Passive Programs included: Staff Recommendations, Book Spotlight, Make it Your GOAL to Read, Mother's Day, May Flowers, Adventure Awaits, Seed Games, and BookTok, and Hello Summer!
  - The library served as a tutoring location **2** times.
- We continue to offer curbside services to patrons. **5** patrons were assisted curbside.
- We hosted the UTHSC Nursing Students on May 31<sup>st</sup>. We served as their meeting space for their community outreach project.
- The Summer Reading Challenge Started on May 24<sup>th</sup>. We had 23 people sign up in May. This program will run until August 6<sup>th</sup>. The more people read, the more chances they have to be entered to win prizes. This challenge is for patrons of all ages!

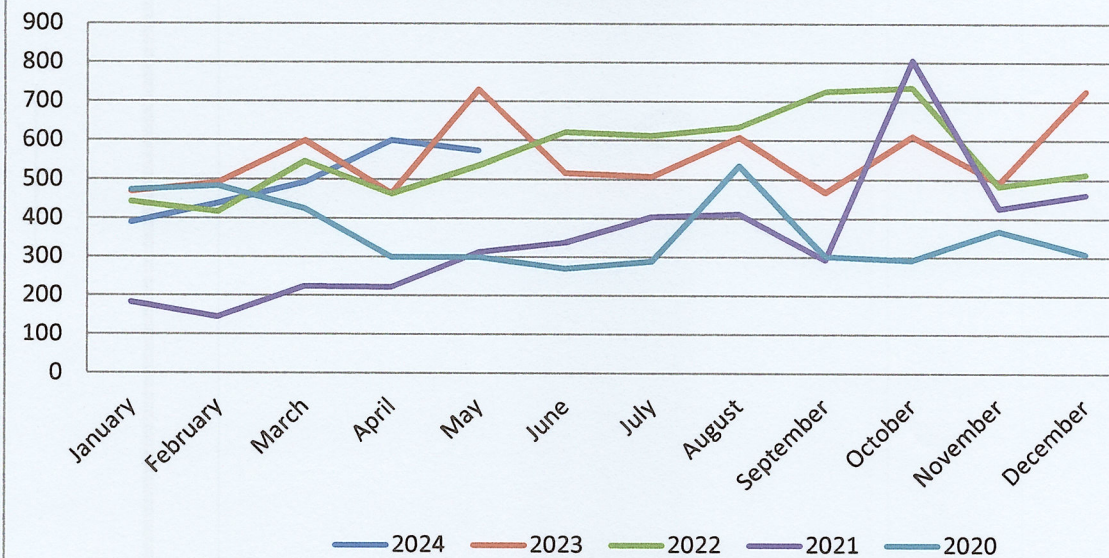


## Circulation Growth 2020-2024



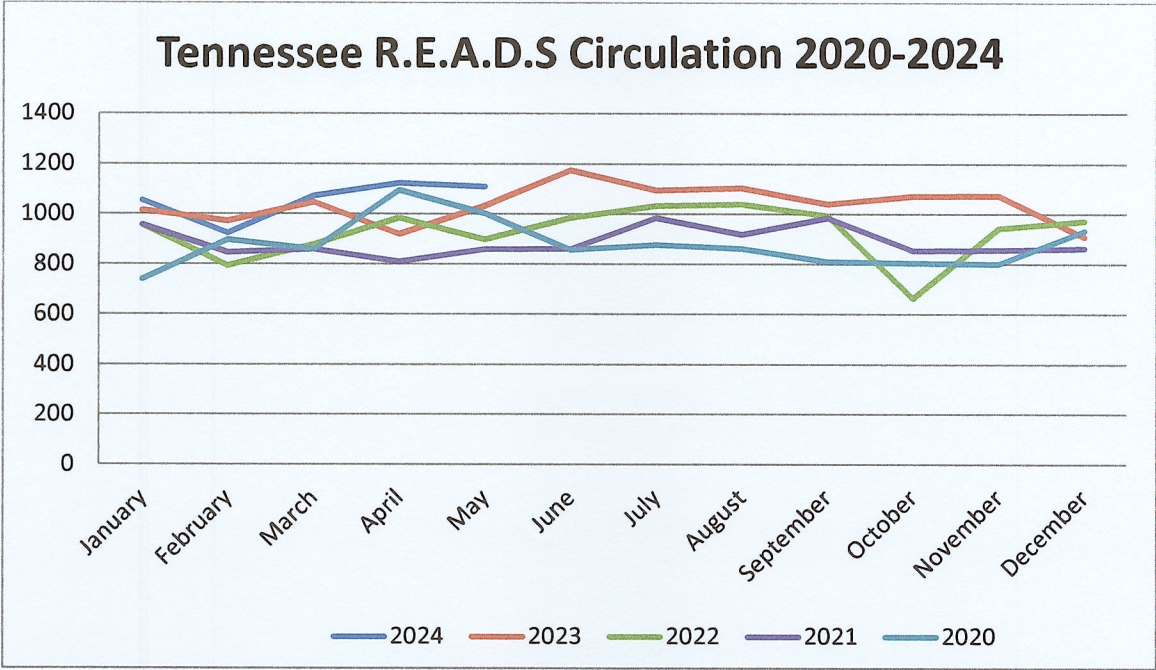
\* As of 05/31/2024

## Computer Usage 2020-2024



\* As of 05/31/2024





**\* As of 05/31/2024**