

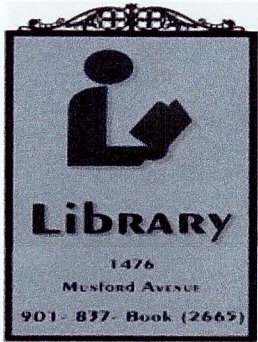
Munford-Tipton County Memorial Library  
1476 Munford Avenue  
Munford, TN 38058  
(901) 837-2665  
[www.munford.com](http://www.munford.com)



#### March 2025 Library Board Agenda:

1. Call to Order
2. Public Forum
3. February 2025 minutes
4. Treasurer's Report
5. Old Business
  - b. Trustee Appointments
6. New Business
  - a. Standards to Discuss
    - i. Standards for Technology: Library has a public access copier.
    - ii. Standards for Governance: Library board follows the Tennessee Public Meetings Law, TCA 8-44-101 through 8-44-111.
7. Librarian's Report
  - a. Trucktacular
  - b. Ag in the Classroom
  - c. Staff training (May 6<sup>th</sup>)
  - d. Summer Reading Program/Challenge
8. Hatchie River Regional Library Report





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Tuesday, February 25, 2025

Members present: Latoya Avery, Marsha Deneka, Lindsey Moore, Lauren Boulter, Shannon Childress, Pat Hooks, Julie Dalhauser, Regional Rep.

Absent: Sherry Yelvington, Christy Delashmit

1. Pres. Latoya Avery called the meeting to order at 4:33 p.m.
2. Public Forum: No citizens were present to bring forth concerns.
3. Minutes from January 2025: Shannon made the motion to accept the minutes as written. Pat seconded the motion, and all approved.
4. Treasurer's Report: Line items will need to be moved because of the salary adjustment. Marsha made the motion to accept the treasurer's report. Latoya seconded the motion, and all approved.
5. Old Business:
  - a. The city has not officially acquired the building from Ritter, so the city cannot repair the roof.
  - b. Trustee appointments to replace three members with upcoming expired terms: Three names have been submitted: Tammy McLennan, Carlyn McMillan, and Matthew Pascall.
6. New Business:
  - a. A collections standard was discussed: A bibliographic record is created for each title in the library's collections in the statewide Tennessee Union Catalog if one does not already exist. Every book in the library has a bibliographic record.
  - b. A governance standard was discussed: Minutes are kept for each library board meeting.
7. Librarian's Report
  - a. Upcoming Event: On March 20, 2025, the library will sponsor a Truck-tacular Event from 10am-1pm. The event will be held in the back part of Valentine Park. Currently, about twenty-five trucks are participating.



- b. State Farm Tipton County Women in Agriculture will host Storytime on March 18<sup>th</sup> at the library. The theme will be “Ag in the Classroom.”
  - c. Tipton Prevents (formerly Drug Free Tipton) received a grant to purchase books. This group bought fifty self-help related books and donated them to the library on 2/25/2025.
  - d. The Kids Book Club is going great. The club has had three meetings with at least ten attendees each time.
8. Hatchie River Regional Library Report
- a. Julie provided a handout which included updates from the region. Bendable Labs, a CA based company, will be in Jackson, TN the week of April 14-18 to provide training. Bendable app is expected to be fully functional by October 2025.
  - b. The theme for National Library Week (April 6-12, 2025) is “Drawn to the Library.” April 8 is Library Workers Appreciation Day.
  - c. The 2025 All Staff training will be held on Tuesday, May 6, at the Jackson-Madison County Library.
  - d. IMLS is on the table for discussion with the government.

The next board meeting will be on March 25, 2025. Marsha moved that we adjourn; Shannon seconded, and all were in favor. The meeting adjourned at 4:59 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: March 17, 2025  
To: Library Board  
From: Sherry Yelvington  
Subject: Treasurer's Report

Attached you will find the budget/actual variance reports for the library as of February 28, 2025. An amendment column has been added to the report. The amendment to the budget has been presented to the board for a first reading. The second reading of the Proposed Budget Amendment Ordinance will be on April 28, 2025, Board of Mayor and Aldermen meeting.

The percentage used is based on the numbers in the "amendment" column of the Library budget. Revenues are above expectations at 92.25% and expenses are slightly lower than expectations at this period of the year. Budgeting for 2025-2026 has begun and we are hopeful a first reading for the FY26 Budget will be in April 2025.

#### Amendment Highlights

- We adjusted Library revenues under Charges for Service to account for more specific category deposits.
- The salary amendment is based on a raise instituted in July 2024 after the budget had been approved – corresponding lines like FICA, Retirement also based on salary had to be amended as well.
- Other Professional Services line was increased by \$600. This incorporates the alarm system changing to Just In Case. Ritter has always provided this service to the Library at no cost. Ritter no longer offers alarm monitoring.
- An amount of \$7000 is being added to the Capital Outlay line for roof repairs.
- Other line items that had already or been close to expending their entire budget line have been increased to cover expenses by reducing other line items that had not been expended where appropriate.

Please let me know if you have any questions.

Sherry Yelvington  
City Recorder/Treasurer



CITY OF MUNFORD  
APPROVED BUDGET FY2025

3/17/2025

BUDGET FY2025		BUDGET	AMENDMENT	ACTUAL	% BUDGET
LIBRARY		FY24-25	FY24-25	02-28-2025	MET
		Budget Year Comparison			66.67%
REVENUES					
33000	INTERGOVERNMENTAL				
33401	STATE - LIBRARY GRANTS	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%
	TOTAL INTERGOVERNMENTAL	20,250	20,250	19,000	93.83%
CHARGES FOR SERVICES					
LIBRARY REVENUES					
34781	LIB - LIBRARY FINES AND PENALITES	2,000	700	490	70.04%
34782	LIB - LIBRARY DONATIONS	0	1,000	1,082	108.15%
34783	LIB - LIBRARY SUMMER READING PROGRAM	0	0	0	0.00%
34784	LIB - LIBRARY MISC REVENUE	3,000	3,000	2,368	78.92%
34785	LIB - SOUTHWEST GRANT REVENUE	0	1,000	1,000	100.00%
	TOTAL LIBRARY	5,000	5,700	4,939	86.66%
	TOTAL CHARGES FOR SERVICE	5,000	5,700	4,939	86.66%
TOTAL REVENUES		25,250	25,950	23,939	92.25%

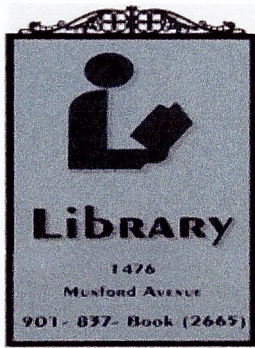


CITY OF MUNFORD  
APPROVED BUDGET FY2025

3/17/2025

BUDGET FY2025			BUDGET	AMENDMENT	ACTUAL	% BUDGET
LIBRARY			FY24-25	FY24-25	02-28-2025	MET
			Budget Year Comparison			66.67%
EXPENSES						
LIBRARY						
44800	111	LIB - SALARIES	78,939	84,500	56,094	66.38%
44800	135	LIB - EMPLOYEE RELATIONS	700	700	215	30.76%
44800	141	LIB - FICA	6,039	6,200	4,112	66.33%
44800	142	LIB - HEALTH INSURANCE	18,239	17,200	11,263	65.48%
44800	143	LIB - RETIREMENT	4,155	4,640	3,082	66.42%
44800	144	LIB - HRA HEALTH INSURANCE	1,500	1,000	125	12.50%
44800	145	LIB - LIFE INSURANCE	504	600	369	61.49%
44800	148	LIB - EMP. EDUCATION/TRAINING	600	500	0	0.00%
44800	211	LIB - POSTAGE	200	140	73	52.14%
44800	221	LIB - PRINTING/DUPLICATING	100	0	0	0.00%
44800	233	LIB - SUBSCRIPTIONS	100	50	48	96.00%
44800	235	LIB - MEMBERSHIPS	150	100	0	0.00%
44800	241	LIB - ELECTRIC	5,200	6,000	3,946	65.77%
44800	242	LIB - WATER	140	160	102	63.87%
44800	243	LIB - SEWER	180	220	137	62.42%
44800	244	LIB - GAS	650	550	406	73.79%
44800	245	LIB - TELEPHONE/COMMUNICATIONS	1,700	1,720	1,139	66.20%
44800	246	LIB - CELLPHONES/DATA DEVICES	900	600	375	62.57%
44800	251	LIB - SOFTWARE SUPPORT SERV	1,250	1,230	0	0.00%
44800	255	LIB - DATA PROCESSING SUPPORT	500	100	0	0.00%
44800	259	LIB - OTHER PROFESSIONAL SERV	400	1,000	576	57.60%
44800	262	LIB - REPAIR/MAINT EQUIPMT	100	0	0	0.00%
44800	266	LIB - REPAIR/MAINT BUILDINGS	750	250	0	0.00%
44800	283	LIB - EMPLOYEE MILEAGE REIMB	350	350	219	62.54%
44800	286	LIB - TRAVEL/LODGING	300	300	87	29.15%
44800	299	LIB - MISCELLANEOUS	500	200	0	0.00%
44800	311	LIB - PAPER/STATIONARY	300	200	0	0.00%
44800	312	LIB - SM EQUIPMENT ITEMS	250	1,000	962	96.22%
44800	313	LIB - BOOKS	1,000	1,500	1,292	86.16%
44800	314	LIB - SUMMER READING PROG	1,000	1,100	363	33.00%
44800	319	LIB - OTHER OPER MATERIALS	2,500	3,000	2,391	79.69%
44800	324	LIB - JANITORIAL SUPPLIES	600	600	374	62.39%
44800	325	LIB - PROGRAM MATERIALS	1,750	1,750	1,548	88.44%
44800	331	LIB - FUEL, GAS, OIL	0	0	0	0.00%
44800	515	LIB - WORKERS COMPENSATION	150	130	122	93.85%
44800	901	LIB - CAPITAL OUTLAY	0	7,000	0	0.00%
44800	902	LIB - SOUTHWEST GRANT EXP	0	960	953	99.32%
44800	943	LIB - CAP OUTLAY COMPUTER EQ	0	0	0	0.00%
44800	947	LIB - CAPITAL OUTLAY MACHINES	0	0	0	0.00%
TOTAL LIBRARY			131,695	145,550	90,375	62.09%





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## February 2025 Library Report

### Overview:

- The library has sold **\$126.75** in books with the ongoing book sale.
- The library has collected **\$97.55** in library fines, overdue fees, and lost items.
- The monthly collection for copies and faxing was **\$267.35**.
- The Library had **173** people use our computers and **62** requiring computer help. In addition we had **277** use the Wi-Fi. The library had **392** reference questions asked and answered.
- Library staff provided **25** one-on-one technology device sessions lasting more than 10 minutes.
- The Library has gained **42** new users, with **2,436** materials checked out (including books, movies, audio, R.E.A.D.S circulation, etc.). We have a total of **6,091** patrons.
- Through Interlibrary Loan **44** books were loaned out, and **70** were borrowed.
- Tennessee R.E.A.D.S. had **1,130** books checked out with **218** users.
- Lindsey was used as a Notary Public **3** times.
- The Library had **5** volunteers.
- Through in-person and passive programming we had **9** programs with **34** attendees.
  - LEGO Club met once with **12** in attendance.
  - We hosted story time twice with **15** in attendance.
  - Through our Seed Library, we gave out **15** packets.
  - The adult book club met, there were **14** people in attendance.
  - Kids book club met, there were four children in attendance.
  - Passive Programs included: Staff Recommendations, Black History Month, New Year, Magic Begins at the Library, Valentine's Day, Sweet Reads, Blind Date with a Book and Grab a Box of tissues.
  - 15 take-home crafts were given out.
  - The library served as a tutoring location **1** time.
- The Library, along with the City of Munford closed due to inclement weather on February 19, 2025.



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

**Fiscal Year 2024-2025**

Region: Hatchie

County: Tipton

City: Munford

**I. County/City Library Board Appointments:**

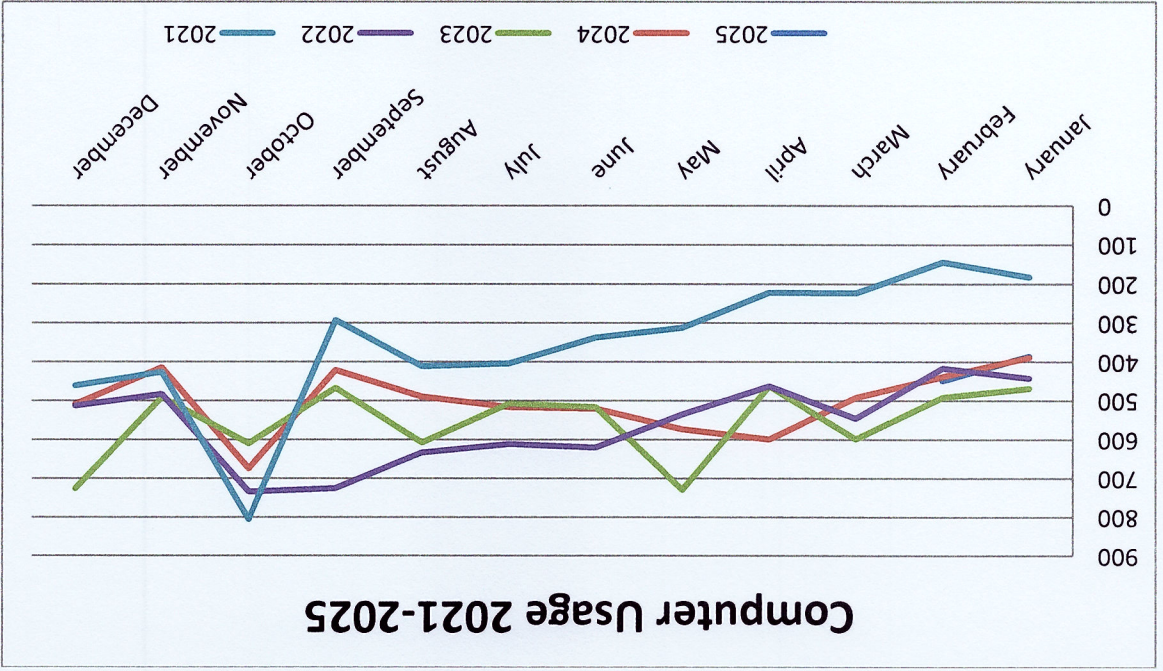
Name / Office Held	Street Address	City	Zip	Email Address	Phone Number	Board appointment Date	Currently Serving Term #	Current Term Expires
LaToya Avery-Chair	64 Bigham Cv	Munford	38058	<a href="mailto:lavery@tipton-county.com">lavery@tipton-county.com</a>	901-493-3800	2021	2	2027
Lauren Boulter-Vice 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:pathooks1@gmail.com">pathooks1@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	93 Wooten Oaks Cir	Munford	38058	<a href="mailto:xhtsweeitle@aol.com">xhtsweeitle@aol.com</a>	901-482-1585	2023	1	2026

(Signature) Library Board Chair

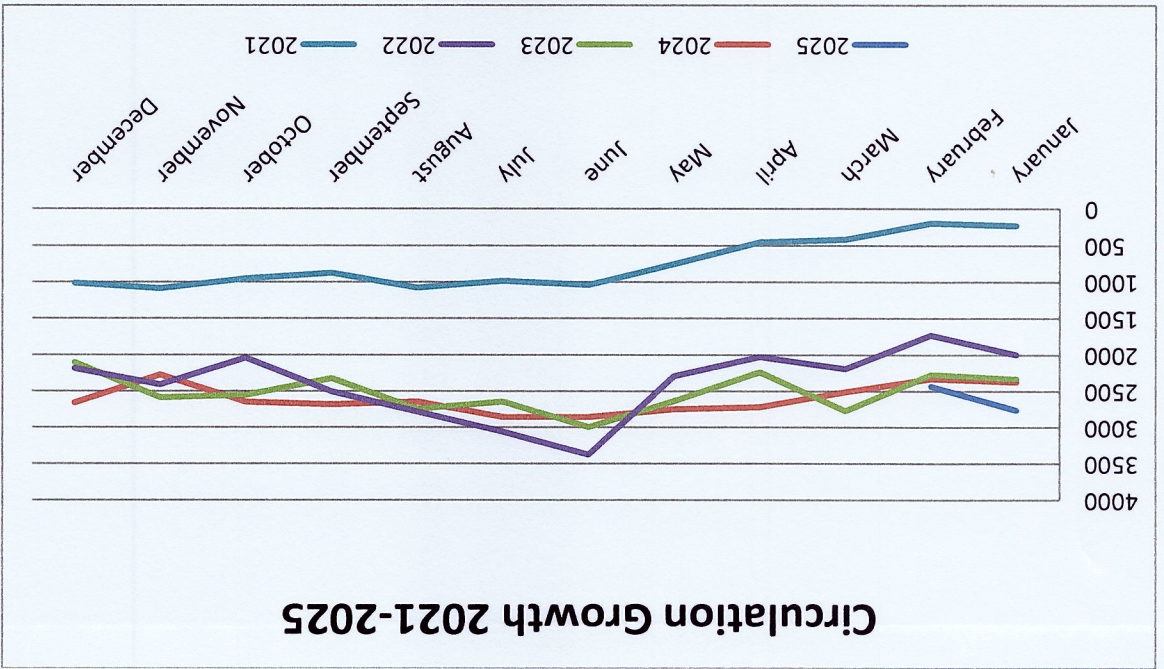
Date



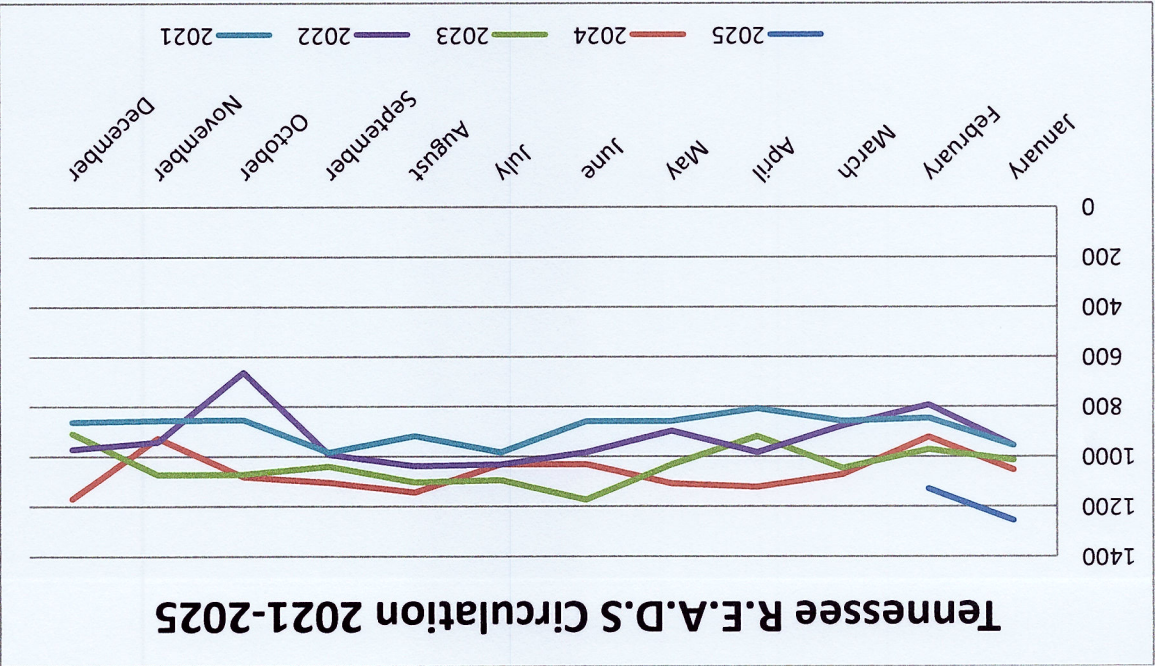
\* As of 02/28/2025



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