

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

January 9, 2026

IN ATTENDANCE

Board Members present: Paul Nutting, Renée Wray-Davis, Martin Morgan, Norma Dutton, and Suzanne Glover

Others present: Cecilie Maynor (Regional Library Director), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Jana Hatcher (SBPL Administrative Assistant), Steve Pierson, Jennie Waddington (Guest), and Joyce Munda (Guest)

CALL TO ORDER

Paul Nutting called the meeting to order at 8:34 a.m. A quorum was present according to the By-laws.

PUBLIC COMMENT PERIOD

There were no requests by the public to address the Board.

APPROVAL OF MINUTES November 14, 2025

The motion was made by Martin Morgan to approve the November 14, 2025, minutes as presented and seconded by Suzanne Glover.

All voted in favor of. None opposed. The motion passed.

REPORT OF THE TREASURER

Michelle Adcock stated Steve Pierson could not attend today's meeting but had submitted the following:

- A balance of \$297,876.25 in the US Bank Checking Account.
- During November and December, the Library brought in \$121,194.26 in deposits and spent out \$158,565.01.

The motion was made by Martin Morgan to approve the financial statement as presented and seconded by Suzanne Glover.

All voted in favor of. None opposed. The motion passed.

REPORT OF CHAIRPERSON

Paul Nutting reported on the results of Director Evaluation. Michelle Adcock received an overall score of 4.9 out of a maximum of 5.0. Paul went on to say the Board appreciates Michelle's hard work and leadership. Furthermore, they have full confidence in her and her decisions made on the behalf of the library.

REPORT OF THE REGIONAL LIBRARIAN

The Report of the Regional Librarian was given by Cecilie Maynor. She provided some important updates:

- The Red River Regional Library Board report will now be sent out monthly.
- A reminder to complete your Trustee Certification if you have not already done so.
- The regional office will be closed on January 19, 2026, in observance of Martin Luther King, Jr. Day.
- Training Opportunities:
 - 01/13/2026 Youth Services Roundtable
 - 01/15/2026 Library Board Chair Roundtable
- The Staff of the Stokes Brown Public Library completed 430 hours of training. 23 staff members went above and beyond their required hours.
- Michelle, Michaela, Bennett, and Will completed well above the required training hours.
- Results from the Tennessee Standards for Public Libraries for 2025 were presented.

REPORT OF DIRECTOR

The Director's report was given by Michelle Adcock. She highlighted the following:

- The Stokes Brown 2025 standards that were not met were included in the Board Packet. Currently, the technology plan is being addressed. We have purchased property for every piece of technology to better address improvements and replacements. Establishing a MOU with the Friends of the Library and a Teen Advisory Board are also being addressed.
- The Friends of the Library hosted a Sweet Sixteen birthday party for Dewey and a membership drive on January 16, 2026. Several were in attendance and many had their picture made with Dewey including the Springfield City Mayor, Buzzy Poole.
- The Pinewood Derby will be January 22, 2026 at 5:30 pm. It is a great opportunity for the participants to learn physics, problem solving and sportsmanship.
- Staff are preparing for our second annual murder mystery. This year we will have a cruise theme.
- Planning for the Summer Reading program has begun.
- We had our annual staff training in December. Carly Rager was on hand to present a session on tools to create attractive and professional fliers with minimal input as well as tips on maximizing our social media marketing. Caitlyn Haley presented an interactive session on deescalating difficult patron interactions, and Caleb Northington also presented a session about using the 3D printer. Lunch was provided by the Friends of the Library.

Strategic Plan Update

Michelle Adcock reported the Strategic Plan had been updated and reformatted. The new objectives are circled.

Internal Control Narrative

Michelle Adcock provided the Internal Control Narrative, which outlines the processes for purchases, disbursements, cash receipts, payroll, foundation procedures, and Friends of the Library Procedures for Finances. This is a procedural document and does not need to be voted on by the Board, but should be reviewed regularly.

Image Evaluation

Michelle Adcock reported we are currently collecting responses to the Image Evaluation Survey. The results will be available at the next board meeting.

Friends of the Library

Jennie Waddington stated the Friends had nothing new to report.

REPORT OF POLICY COMMITTEES

Discuss and possibly take action on Mission, Vision, and Broad Goals

Michelle Adcock stated there were no changes to the policy. It was in the rotation to be reviewed and no changes were required.

The motion was made by Martin Morgan to approve the Mission, Vision, and Board Goals as presented and seconded by Renée Wray-Davis.

All voted in favor of. None opposed. The motion passed.

Discuss and possibly take action on Website Policies

Michelle Adcock presented the accessibility statement, privacy policy, terms, conditions, and cookies for the new website. She stated it was important to have these in place before we went live with the new website. They may need to be updated once we see how things are working, but they need to be in place beforehand.

The motion was made by Suzanne Glover to approve the Website Policies as presented and seconded by Renée Wray-Davis.

All voted in favor of. None opposed. The motion passed.

OLD BUSINESS

Discuss and possibly take action on Accepting/Expending Grant of \$50,000 for Book Vending Machine

Michelle Adcock stated discussions with the Tri-Star Medical center have fallen through. We are now looking at IGA-Crossroads in Greenbrier. Since the library has not confirmed possible placement of the vending machine, the proposal was tabled at this time.

Discuss and possibly take action on Age-Appropriateness Review

Michelle Adcock stated the library has completed the review. A total of ten books were reported to Tre Hargett, Tennessee Secretary of State, which were removed or deleted:

Title	Circulations	Action/Reasoning
Dealing w/weapons at School	0	Deleted, out of date, zero circulations
Frankie & Bug	0	Deleted, executive order, zero circulations
Draw me a Star	88	Retained in Easy, artistic nudity and lacking detail
Naked	100	Retained in Easy, artistic nudity and lacking detail
Sparkle Boy	6	Moved to Teacher Shelf, executive order
Julian is a Mermaid	34	Moved to Teacher Shelf, executive order
Fourmile	3	Moved to YA, violence
The Other Boy	21	Moved to YA, executive order
Nothing Ever happens here	1	Moved to YA, executive order
Elle Campbell wins their weekend	3	Move to YA, executive order

The motion was made by Martin Morgan to approve the Age-Appropriateness Review as presented and seconded by Suzanne Glover.

All voted in favor of. None opposed. The motion passed.

Discuss and possibly take action on Enable Auto Renewal

Michelle Adcock stated the library has the capability to enable auto renewal with defined parameters. The patron would still have limits, but enabling could also impact fine collection. She stated this was just an option we have and it is frequently something libraries do. It would make it easier for the patron and staff, but it also has limitations. No action is required at this time, but please be thinking about it for the next meeting.

NEW BUSINESS

Discuss and possibly take action on Draughon Foundation Grant

Michelle Adcock stated a check of \$7,500 had been received from the Draughon Foundation. She outlined technology items to be purchased with this grant. The items pertain to the maintenance of the 3D printer and tablets with secure stands to support the self-service library card registration.

The motion was made by Martin Morgan to approve the Draughon Foundation Grant as presented and seconded by Suzanne Glover.

All voted in favor of. None opposed. The motion passed.

Discuss and possibly take action on Cyber Security Insurance

Michelle Adcock stated we do not have this insurance yet. She has contacted Hogan Hatcher & Company and John Chatman, Library Information Systems Specialist for Red River Regional Library, to see how to proceed. John was especially helpful since he is currently pursuing a degree in Cyber Security.

The motion was made by Martin Morgan for Michelle to conduct research on Cyber Security Insurance and was seconded by Renée Wray-Davis.

All voted in favor of. None opposed. The motion passed.

Discuss and possibly take action on Surplus Property

Michelle Adcock present two items to be deleted to Surplus Property, HP Computer Tower and a Creality 3D printer ender due to normal wear and tear.

The motion was made by Suzanne Glover to approve the deletion of surplus property as presented and seconded by Martin Morgan.

All vote in favor of. None opposed. The motion passed.

Discuss and possibly take action on Tuition Reimbursement Request

Michelle Adcock stated Will Fisher will graduate in the spring with his MILS degree. He has requested a reimbursement of \$895.50 for Fall 2025 and Spring 2026 for a total of \$1791. He has over a year of service, which makes him eligible for the reimbursement.

The motion was made by Renée Wray-Davis to approve the tuition reimbursement request for Will Fisher for both the Fall 2025 and Spring 2026 semesters for \$895.50 each and seconded by Suzanne Glover.

All voted in favor of. None opposed. The motion passed.

Discuss and possibly take action on Board Vacancy

Michelle Adcock stated Lisa Arnold had resigned her position due to work constraints. We are currently waiting on the City of Springfield to provide a candidate to fill this position since it is traditionally and Alderman. There is no need to vote at this time.

Reminder

Budget season is upon is and the Budget Committee will need to meet in the month of February to meet the deadline to present the budgets to the City of Springfield and Robertson County Boards.

Adjournment was by consensus.

Next Board Meeting March 13, 2026, 8:30 am

STOKES BROWN PUBLIC LIBRARY BUDGET MEETING MINUTES

February 13, 2026

IN ATTENDANCE

Paul Nutting, Michelle Adcock, Michaela Willbanks, Renée Wray-Davis, Martin Morgan, Jana Hatcher, and Lee Marie Astier (guest)

Michelle Adcock presented several materials for the budget committee to review. She highlighted the following:

- Income is down for the first half of this fiscal year
- Plumbing issue caused overspending in Repair due to the re-pipe and floor repair, \$30,581
- Salaries continue to be an issue as they are under market
- Assistant Circulation Supervisor's salary increase suggested due to addition of supervisory duties to that role
- Medical insurance premiums continue to rise
- To completely fund the next fiscal year we would need \$90,000 from both the City of Springfield and Robertson County
- For a weighted budget to fund the next fiscal year, we would need \$25,000 from each entity

Paul Nutting stated we need to make Salaries a priority for the next fiscal year. He also pointed out that the library is not a money making entity. We rely on the City of Springfield and Robertson County for 100% of our funding. He asked Michelle to prepare the following for the next meeting:

- The current fund balance
- Work up a fulltime person who has benefits to see the net pay
- What percentage of the fund balance would be needed to get to target salaries

Next Meeting February 20, 2026, 8:30 a.m.

STOKES BROWN PUBLIC LIBRARY BUDGET MEETING MINUTES

February 20, 2026

IN ATTENDANCE

Paul Nutting, David Walker, Renée Wray-Davis (remote), Michelle Adcock, Michaela Willbanks, and Jana Hatcher

Approval of Minutes from February 13, 2026

David Walker made the motion to accept the minutes as presented and seconded by Renée Wray-Davis.

All voted in favor of. None opposed. The motion passed.

Michelle Adcock stated she had been notified by the City of Springfield they will no longer be able to absorb the cost for the library employee's health clinic access. She stated the cost would be approximately \$7,400 per year and she had added it into the budget for the library's employees. Paul stated this money could be pulled from the fund balance to fund this, if necessary. David and Renee agreed.

Michelle Adcock stated the fund balance as of February 19, 2026, was \$279,930.48.

Michelle Adcock presented information on ALICE (Asset Limited, Income Constrained, & Employed) households that earn more than the Federal Poverty Level, but less than the cost of living for the county. Based on this comparison a single adult should make an hourly wage of \$19.63. An example of one full-time library employee who makes \$19.84 per hour actually brings home \$13.43 per hour after insurance, federal taxes and contributions to TCRS.

Additionally, she stated it would be a 20.97% increase in the budget to be fully funded, with a 20.04% increase from both funding bodies.

David Walker stated we needed to be very logical about our presentation to the city and the county. We need to have very compelling data. He suggested we present the data in three ways: what it would be if fully funded, what it would be with the bare minimum, and median request. When presented with these options they may see things differently.

To Do:

Create three options for the budget to include a COLA raise and a weighted pay raise with three targets of \$25-30,000, \$45,000, and \$90,000 from each entity.

David Walker made the motion to adjourn and seconded by Renée Wray-Davis.

All voted in favor of. None opposed. The motion passed.

Next Meeting February 27, 2026, 8:30 a.m.

STOKES BROWN PUBLIC LIBRARY BUDGET MEETING MINUTES

February 27, 2026

IN ATTENDANCE

Paul Nutting, Michelle Adcock, Michaela Willbanks, Renée Wray-Davis, Norma Dutton, Martin Morgan, David Walker (via Zoom) and Jana Hatcher

Approval of Minutes from February 20, 2026

David Walker made the motion to accept the minutes as presented and seconded by Renée Wray-Davis.

All voted in favor of. None opposed. The motion passed.

Michelle Adcock presented a proposal of \$45,270 each from the City of Springfield and Robertson County for a total of \$90,540 total. The funds would be allocated throughout the budget with a large portion going to salaries to include a 3% COLA for everyone. The rest would be address gap adjustment, raises for education levels and years of service, if both entities approved the requests.

Martin Morgan made the motion to present the \$45,520 budget from both the City of Springfield and Robertson County budget committees with a second by Renée Wray-Davis.

All voted in favor of. None opposed. The motion passed.

Next Board Meeting March 13, 2026, 8:30 a.m.

STOKES BROWN PUBLIC LIBRARY

FINANCIAL STATEMENTS

January 31, 2026 and February 28, 2026

Stephen Pierson, CPA

1019 Bradley Dr., Ste 4
Springfield, TN 37172
Telephone: (615) 382-4554
FAX: (615) 382-4463

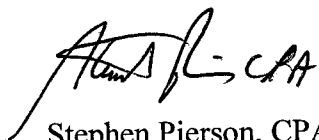
To the Board of Directors
Stokes Brown Public Library

Management is responsible for the accompanying statement of financial position of Stokes Brown Public Library as of February 28, 2026, and the related statements of financial income and expenses for the two months and eight months ended February 28, 2026, and the related statements of financial income and expenses - budget vs. actual for the eight months ended February 28, 2026. I have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. I did not audit or review the financial statements, nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's assets, liabilities, net assets, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

I am not independent with respect to Stokes Brown Public Library.

Sincerely,



Stephen Pierson, CPA
Springfield, TN

March 9, 2026

STOKES BROWN PUBLIC LIBRARY
STATEMENT OF FINANCIAL POSITION
February 28, 2026

ASSETS

Current Assets

Checking/Savings

Cash on Hand \$ 189.30

U.S. Bank 8988 245,668.85

Total Checking/Savings 245,858.15

Total Current Assets 245,858.15

Fixed Assets

Audio Visual Equipment 200,257.46

Books 1,155,464.49

Building 164,304.00

Building Addition 4,163,944.48

Furniture and Equipment 841,780.74

Land 60,000.00

Accumulated Depreciation (2,760,598.32)

Total Fixed Assets 3,825,152.85

Other Assets

Net Pension Asset 15,604.00

Deferred Outflows of Resources 138,962.00

Total Other Assets 154,566.00

TOTAL ASSETS \$ 4,225,577.00

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable \$ 18,750.59

Total Accounts Payable 18,750.59

Other Current Liabilities

OPEB Liability 4,863.00

Compensated Absences 36,525.00

Accrued Utilities 3,324.08

Accrued Payroll 16,204.89

Memorial Fund 350.00

Payroll Taxes Payable 15,005.16

Total Other Current Liabilities 76,272.13

Total Current Liabilities 95,022.72

Long Term Liabilities

Deferred Inflows of Resources 49,743.00

Invested in Capital Assets 3,911,883.79

Reserved for Anna Pearson McInt 20,000.00

STOKES BROWN PUBLIC LIBRARY
STATEMENT OF FINANCIAL POSITION
February 28, 2026

Total Long Term Liabilities	<u>\$ 3,981,626.79</u>
Total Liabilities	4,076,649.51
Equity	
Fund Balance	263,436.07
Net Income	(114,508.58)
Total Equity	<u>148,927.49</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 4,225,577.00</u></u>

STOKES BROWN PUBLIC LIBRARY
STATEMENT OF FINANCIAL INCOME AND EXPENSES
For the Two Months and Eight Months Ended February 28, 2026

	Current	Year-to-Date
Ordinary Income/Expense		
Income		
City of S'fld Appropriation	\$ -	\$ 234,495.00
E-rate Reimbursement	-	1,920.00
Other Income		
Credit Card Transaction	52.62	524.98
Notary Fee	44.00	206.00
Book Sale	2.00	2.00
Copies	248.10	841.10
Faxing	176.00	949.50
Fines	1,617.48	6,290.41
Interest	4.98	7.41
Lost Books	214.50	1,095.85
Memorials	80.00	350.00
New Cards	75.50	252.00
Other Donations	759.15	2,813.70
Printing	1,200.55	4,944.95
Room Rental Fee	(13.70)	155.80
Other Income - Other	532.62	1,214.60
Total Other Income	<u>4,993.80</u>	<u>19,648.30</u>
Regional Funding	-	3,785.90
Robertson Co. Appropriation	117,247.50	351,742.50
Total Income	<u>122,241.30</u>	<u>611,591.70</u>
Gross Profit	122,241.30	611,591.70
Expense		
Audio Visual Material	467.14	4,148.78
Books Purchased	3,441.98	12,591.60
Books Purchased-Regional	-	3,785.90
Equipment & Capital Expend.	4,983.27	17,572.69
Insurance	-	20,093.13
Maintenance	10,447.88	38,485.07
Meals and Entertainment	-	104.95
Miscellaneous		
Bank Charges	12.00	48.00
Total Miscellaneous	<u>12.00</u>	<u>48.00</u>
Periodicals	210.00	879.09
Postage	189.20	272.80
Professional Services	1,400.00	15,750.00
Programs		
Program fees	250.00	975.31
Program Supplies	506.40	4,206.00
Summer Reading Program Fees	1,475.00	1,805.00

See accountant's report. No assurance is provided on this financial statement.

STOKES BROWN PUBLIC LIBRARY
STATEMENT OF FINANCIAL INCOME AND EXPENSES
For the Two Months and Eight Months Ended February 28, 2026

	Current	Year-to-Date
Summer Reading Program Supplies	\$ 9.00	\$ 211.33
Total Programs	<u>2,240.40</u>	<u>7,197.64</u>
Repairs	4,216.33	36,862.52
Salaries		
DD Fees	642.97	10,771.36
Medical Insurance	11,911.48	42,285.38
Payroll Taxes	7,876.72	30,215.33
Retirement	3,176.28	12,080.55
Salaries - Other	103,094.57	400,539.97
Total Salaries	<u>126,702.02</u>	<u>495,892.59</u>
Shortage/Overage	(30.71)	(247.90)
Software & Licensing	4,807.20	20,143.51
Staff Development		
Dues	765.00	1,450.00
Travel	47.85	298.08
Staff Development - Other	1,543.06	1,751.65
Total Staff Development	<u>2,355.91</u>	<u>3,499.73</u>
Supplies	1,868.79	8,854.82
Telephone/Internet	2,771.04	9,478.17
Utilities	7,451.98	30,687.19
Total Expense	<u>173,534.43</u>	<u>726,100.28</u>
Net Ordinary Income	<u>(51,293.13)</u>	<u>(114,508.58)</u>
Net Income	<u>\$ (51,293.13)</u>	<u>\$ (114,508.58)</u>

STOKES BROWN PUBLIC LIBRARY
STATEMENT OF FINANCIAL INCOME AND EXPENSES - YTD BUDGET VS. ACTUAL
For the Eight Months Ended February 28, 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
City of S'fld Appropriation	\$ 234,495.00	\$ 312,660.00	\$ (78,165.00)	75.0%
E-rate Reimbursement	1,920.00	3,866.68	(1,946.68)	49.66%
Other Income				
Credit Card Transaction	524.98	3,333.32	(2,808.34)	15.75%
Notary Fee	206.00	200.00	6.00	103.0%
Book Sale	2.00			
Copies	841.10	1,000.00	(158.90)	84.11%
Faxing	949.50	1,333.32	(383.82)	71.21%
Fines	6,290.41	6,333.32	(42.91)	99.32%
Interest	7.41	6.68	0.73	110.93%
Lost Books	1,095.85	1,866.68	(770.83)	58.71%
Memorials	350.00	1,000.00	(650.00)	35.0%
New Cards	252.00	333.32	(81.32)	75.6%
Other Donations	2,813.70	24,006.68	(21,192.98)	11.72%
Printing	4,944.95	4,533.32	411.63	109.08%
Room Rental Fee	155.80	666.68	(510.88)	23.37%
Other Income - Other	1,214.60	1,000.00	214.60	121.46%
Total Other Income	<u>19,648.30</u>	<u>45,613.32</u>	<u>(25,965.02)</u>	<u>43.08%</u>
Regional Funding	3,785.90	11,000.00	(7,214.10)	34.42%
Robertson Co. Appropriation	351,742.50	312,660.00	39,082.50	112.5%
State of TN - Tech Grant	-	1,666.68	(1,666.68)	0.0%
Total Income	<u>611,591.70</u>	<u>687,466.68</u>	<u>(75,874.98)</u>	<u>88.96%</u>
Gross Profit	<u>611,591.70</u>	<u>687,466.68</u>	<u>(75,874.98)</u>	<u>88.96%</u>
Expense				
Advertising	-	66.68	(66.68)	0.0%
Audio Visual Material	4,148.78	3,466.68	682.10	119.68%
Books Purchased				

See accountant's report. No assurance is provided on this financial statement.

STOKES BROWN PUBLIC LIBRARY
STATEMENT OF FINANCIAL INCOME AND EXPENSES - YTD BUDGET VS. ACTUAL
For the Eight Months Ended February 28, 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
E-books/E-audio	\$ -	\$ 3,666.68	\$ (3,666.68)	0.0%
Books Purchased - Other	12,591.60	14,666.68	(2,075.08)	85.85%
Total Books Purchased	12,591.60	18,333.36	(5,741.76)	68.68%
Books Purchased-Regional	3,785.90	11,000.00	(7,214.10)	34.42%
Equipment & Capital Expend.	17,572.69	20,000.00	(2,427.31)	87.86%
Insurance	20,093.13	10,000.00	10,093.13	200.93%
Maintenance	38,485.07	35,333.32	3,151.75	108.92%
Meals and Entertainment	104.95	266.68	(161.73)	39.35%
Miscellaneous				
Bank Charges	48.00	53.32	(5.32)	90.02%
Miscellaneous - Other	-	33.32	(33.32)	0.0%
Total Miscellaneous	48.00	86.64	(38.64)	55.4%
Periodicals	879.09	1,666.68	(787.59)	52.75%
Postage	272.80	666.68	(393.88)	40.92%
Professional Services	15,750.00	10,333.32	5,416.68	152.42%
Programs				
Program fees	975.31	1,313.32	(338.01)	74.26%
Program Supplies	4,206.00	1,333.32	2,872.68	315.45%
Summer Reading Program Fees	1,805.00	1,200.00	605.00	150.42%
Summer Reading Program Supplies	211.33	666.68	(455.35)	31.7%
Total Programs	7,197.64	4,513.32	2,684.32	159.48%
Repairs	36,862.52	4,666.68	32,195.84	789.91%
Salaries				
DD Fees	10,771.36	2,133.32	8,638.04	504.91%
Medical Insurance	42,285.38	40,933.32	1,352.06	103.3%
Payroll Taxes	30,215.33	31,333.32	(1,117.99)	96.43%
Retirement	12,080.55	12,333.32	(252.77)	97.95%
Salaries - Other	400,539.97	409,333.32	(8,793.35)	97.85%

See accountant's report. No assurance is provided on this financial statement.

STOKES BROWN PUBLIC LIBRARY
STATEMENT OF FINANCIAL INCOME AND EXPENSES - YTD BUDGET VS. ACTUAL
For the Eight Months Ended February 28, 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
Total Salaries	\$ 495,892.59	\$ 496,066.60	\$ (174.01)	99.97%
Shortage/Overage	(247.90)			
Software & Licensing	20,143.51	14,466.68	5,676.83	139.24%
Staff Development				
Dues	1,450.00	866.68	583.32	167.31%
Travel	298.08	333.32	(35.24)	89.43%
Staff Development - Other	1,751.65	1,333.32	418.33	131.38%
Total Staff Development	3,499.73	2,533.32	966.41	138.15%
Supplies	8,854.82	18,666.68	(9,811.86)	47.44%
Telephone/Internet	9,478.17	8,000.00	1,478.17	118.48%
Utilities	30,687.19	27,333.32	3,353.87	112.27%
Total Expense	726,100.28	687,466.64	38,633.64	105.62%
Net Ordinary Income	(114,508.58)	0.04	(114,508.62)	-286,271,450.0%
Net Income	\$ (114,508.58)	\$ 0.04	\$ (114,508.62)	-286,271,450.0%

See accountant's report. No assurance is provided on this financial statement.

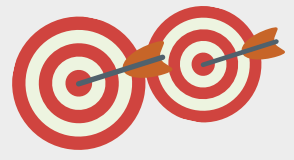


Red River Regional Library Board Report

March 2026

Targeted Standards

- Public Comment Guidelines at Board Meetings (review every other year)
 - Statewide average: 69% (new standard)
- Library has Wi-Fi hotspots to circulate to the public.
 - Statewide average: 59%



Upcoming Trainings & Meetings

Topic	Provider	Date & Time	Location	Link
Directors' Roundtable	Red River Regional Library	March 10 th 9:30 - 12:30	Red River Regional Library	Register
Southeast Collaborative Online Conference	State Libraries of Georgia, North Carolina, South Carolina, Tennessee, & Virginia	March 10 th - March 12 th 11 - 3 (3/10 & 3/11) 12:30 - 3 (3/12)	Online	Register
Youth Services Summit	Tennessee State Library & Archives	March 11 th 9:30 - 1	Online	Register
Leadership Preparation Series for Public Library Department Managers & Assistant Directors	Buffalo River, Clinch River, Falling Water River, Hatchie River, Ocoee River, Red River, & Stones River Regional Libraries	March 18 th & March 25 th 9:30 - 12	Online	To register, email Anne Osborne at anne.osborne@tnsos.gov

Trustee Certification

The Trustee Certification Program is a self-paced, online educational program for library board members.

- Registration is required, and completion benefits your library. We recommend completion during your first year of library board service.
- Contact our office for additional information. We are glad to help you get started!



Annual Documents

Form	Due Date
Library Service Agreement (LSA)*	June 30 th
Official Board Appointment Form**	July 1 st
Standards Survey***	July 15 th
Title VI Report***	August 1 st
Official Service Area Population (OSAP)*	September 1 st
Public Library Survey (PLS)***	September 30 th
Maintenance of Effort (MOE)**	October 31 st

*Region will bring to board meeting for board chair's signature
 **Information and signatures needed
 ***Completed by library director

Follow-up

- Library Board Appointment Form

Reminders

- We recommend reviewing the bylaws annually and making modifications as needed. Each board member should be familiar with the bylaws, and it is important that every board member has a copy.
 - If you have any questions or would like examples of library bylaws, please let us know, and we will be happy to assist you.
- If you have a nominating committee, consider meeting soon to discuss if there are any upcoming vacancies on the board and potential candidates to fill those vacancies.

Stokes Brown Public Library Director's Report

(615) 384-5123

January 2026

Severe weather conditions forced the library to close for an entire weekend and two and a half weekdays, resulting in a noticeable decline in door count. Despite reduced access the circulation numbers, remained strong, surpassing totals from each of the previous two months.



The seed library is busy this time of year

The library also had a rebound in the number of new patrons with 143 in January.

Technology Training & Online Resources:

The library's databases also saw increased usage during January as many people were isolated in their homes relied on digital resources.

Outreach & Community

Partners: The Library held our annual pinewood derby on January 22nd. A great time was had by all participants. Our Friends of the Library donated the track rental and the kits to make the cars. We hosted a series of build nights in the weeks leading up to the main event for folks that wanted assistance with their builds. A local library supporter donated the trophies for the winners.



Pinewood Derby is a patron favorite.

The library does not often highlight our work outside the library walls. We have staff going to McKendree Arbors twice per month. We also visit Y-Quest and Bransford Pride After -School weekly.

February 2026

The circulation numbers for February dipped slightly but are consistent with last year's numbers. The door count is up over last month and February of 2025.

Technology Training & Online Resources:

The website is nearing completion and will be live in early March. This will enable us to provide more resources and information than the old site was capable of hosting. The new site also meets the accessibility guidelines that will soon be required for government websites.



Voting for the best decorated car is an annual tradition.

Our online catalog has also been refreshed to improve accessibility while introducing a more modern design.

We have added open technology classes to our calendar. These classes allow the public to come in with questions of their own and work on them with staff assistance.

Outreach & Community Partners: The field trip for this month was to the Robertson County History Museum. They allowed our group to tour the museum and play in the Children's area. We had 50 in attendance.

Our family craft nights are becoming increasingly popular. These crafts are designed so that patrons of all ages can feel successful. Our 'painting on canvas' program had an attendance of 22 people of all ages. This program is being headed up by Kris and Chloe.

The City of Springfield promoted our movie night on their Facebook. We had 31 in attendance to watch Song Sung Blue.

Looking Forward:

We are finalizing plans for our second annual Murder Mystery Night. This event was popular last year and was a great chance for adults to get to know one another. Our Friends of the Library is sponsoring most of the expenses

We have the full schedule ready for our Summer Reading program. We are currently gathering prizes and food coupons to give to readers who participate this summer.



The DAR brought us a Valentine!

The Numbers:

	Jan	Feb
Total Circulation	13,168	12,577
Physical Circulation	7,634	7,658
Library Visits	6,654	7,558
Programs & Activities	70	110
*Attendance	1,128	1,404
ILL (loaned & received)	95	97
New Cards Issued	143	115
Use of Meeting Rooms	46	64

Database Usage

	Jan	Feb
Ancestry	82	130
Mailbox	12	1
NYT	45	50
WSJ	31	26

[My child's] first time at bilingual story time at Stokes Brown Public Library was so much fun! Any of my Springfield/ Robertson county friends, ya'll should join us... They have so many fun activities for the kids and [my child] loved getting to see Dewey! So thankful for our public library.

-Chayann via Facebook

Staff Updates:

Anniversaries

Nancy, Bookkeeper, 17 years

New Hire

Maya has rejoined the team as a Circulation Clerk. Maya worked with the library during high school and has rejoined us now that her college schedule allows. We are excited to have her back. She is excellent at providing the top notch service that our patrons have come to expect.

Departure

Caleb has been a clerk at the library since 2019. He was able to build technology and 3D printing skills here that will serve him well as he moves into a role at AirTech.

Training

Rose, Callie, and Ky'Asia attended the Youth Services Round Table at Red River Regional Library in January.

Michelle and Michaela will be presenting at the annual Tennessee Library Association Conference in April.

Strategic Planning Update

Goal A:

Connect our community to each other and the world by providing access to up-to-date technology and training

Objectives

Projects

Updates

What's Next?

A 1

Website Vendor Transition

Website is live

Fine tuning and making small revisions

A 2

Book Vending Machine

Discussion with City of Greenbrier is underway to put in city hall

Get official approval from City of Greenbrier

A 3

Windows 10 Computer Lab Issue

Project will take longer than expected

Will reevaluate timeframe after website is live and running smoothly



**STOKES
BROWN**
PUBLIC LIBRARY

Serving all of Robertson County

Goal B:

Create Young Readers that enter school ready for a wide range of literacies and support continued academic success

Objectives

Projects

Updates

What's Next?

B 1

Homeschool
Presentation
Events

Working into homeschool
lesson plans for this
semester

Stay tuned for the event
details

B 2

Replace Harry
Potter Night (WB
copyright issues)

Murder Mystery Night
happened this week

Evaluate success

B 3

Split Homeschool
hour into two age
groups

Two age groups have been
established, working out
kinks

New Objective will be
presented at May board
meeting

Goal C:

Be a reliable source of information for Robertson County communities

Objectives

Projects

Updates

What's Next?

C 1

Website Vendor Transition

Website is live

Fine tuning and making small adjustments

C 2

Robertson County Health Council Community Health Assessment partnership

Library representative has been present at monthly Health Council meetings

Decide on actionable items as Health Council decides on actionable items

C 3

Host VITA Tax Prep sessions in April

VITA is being offered at Main Street Church of Christ and we are promoting those sessions

Determine next services needed for community. Next Objective presented in May Board meeting



Serving all of Robertson County

Goal D:

Be a comfortable community hub with engaging activities and spaces where citizens can connect

Objectives	Projects	Updates	What's Next?
D 1	Mural outside of childrens	Funding secured but waiting on Chamber for access to funds	Hiring a muralist after funds are received
D 2	Serving Hispanic population research	Increasing our Spanish collection, Bilingual storytime will be resumed with Spanish speaking staff	Continue research into best practices and community needs
D 3	Emergency Management/Natural Disaster preparedness	Planning Stages	Library admin is verifying information with other local agencies

Appendix IV

Stokes Brown Public Library Image Evaluation 2026

It has often been noted that “perception is reality” and that is certainly true regarding the physical space and operations of a 21st century library. Satisfaction with the overall library program often begins at the front door. The owners of the library, the citizens, have every right to expect a library that is well-organized, efficient, clean and even inspirational.

People may associate the library with books, but the physical space of a public library is equally as important as collections and services. Space for collections, meetings, creative activity and staff operations, as well as public restrooms, should all be carefully planned and managed.

The *Tennessee Standards for Public Libraries* recommends this exercise to be conducted once every three years. The results should be shared with the Board of Trustees, staff and other stake holders in the community. The intended purpose is for an objective observation of the effectiveness, accessibility, flexibility, cleanliness and general appearance of the library. The results of this document should be used for overall improvement of the library, budget preparation and future planning.

Evaluators could include funding bodies, policy makers, local/regional board members, volunteers or other support groups.

Exterior	Y	N	N/A
Are there directional signs around town to find the library?	54%	46%	
Is there an exterior sign with the library’s name and hours readable from the street?	23%	69%	8%
Is the exterior sign readable after dark?	31%	38%	31%
If there is a mailbox, is it well maintained?	15%	15%	70%
If there are flag poles, are the flags in good condition and properly displayed?	100%		
Are there adequate parking spaces?	54%	46%	
Are the parking spaces clearly marked?	77%	23%	
Is the parking lot well lit?	77%	23%	
Are bicycle racks available?	84%	8%	8%
Has the library been declared a smoke-free zone?	77%	15%	8%
Are the smoking receptacles well maintained?	38%		62%
Are outdoor trash receptacles available for patron use?	77%	15%	8%
Is the library building in compliance with the ADA Accessibility Guidelines?	77%	8%	15%
Is the library accessible to the disabled?	23%	77%	
Are entrance and exit doors handicap accessible?	23%	77%	
Are the doors easy to use?	46%	38%	16%

<i>Please score from 1-5, with 1 being lowest and 5 being highest</i>	Score
Rate the overall attractiveness of the building.	4.38
Rate the maintenance of the landscaping.	4.3
Rate the accessibility of the book drop.	4.53
Rate the attractiveness of the book drop.	2.91
Rate the library’s site for potential growth and expansion?	2.23

Comments

Interior	Y	N	N/A
Are the displays near the entrance up-to-date and well maintained?	85%		15%
Are there adequate interior directional signs?	92%	8%	
Are there too many directional signs?	15%	85%	
Are directional signs clear?	77%		23%
Is the lettering legible and readable?	92%	8%	
Is the size of lettering consistent from sign to sign?	62%	15%	23%
Is the signage accurate?	62%	23%	15%
Do the walls need to be repaired?	38%	31%	31%
Do the walls need to be painted?	38%	38%	24%
Does the flooring need to be cleaned?	31%	46%	23%
Does the flooring need to be replaced?	23%	46%	31%
Is there sufficient lighting?	92%		8%
Is the furniture comfortable?	100%		
Is the seating arranged for optimal use?	100%		
If there are window treatments, are they in good repair?	77%	8%	15%
If there are window treatments, are they clean?	54%	8%	38%
Does the library have proper temperature and humidity control for the comfort of the staff and patrons and protection of materials?	92%		8%
Are indoor trash receptacles available for patron use?	100%		
Are security cameras in use inside the building?	100%		
Is there a panic button at the circulation desk that is connected to local law enforcement?	15%	85%	
Are the public restrooms properly identified?	100%		
Is there a children's restroom or family-friendly facility available?	100%		
Is there a diaper changing station in both the men's room and women's room?	100%		
Is there a separate restroom for staff?	77%	8%	15%
Are the restrooms ADA accessible?	100%		
Is the restroom trash can overflowing?		100%	
Are the toilets and sinks clean?	100%		
Do the toilets flush properly?	100%		
Are there plenty of paper products and refills readily available?	100%		
Is soap available?	100%		
Are mirrors clean and streak-free?	100%		
Does the room smell fresh?	85%	15%	
Is the lighting sufficient?	92%	8%	
Is the area under the sink lockable or inaccessible?	31%	31%	38%
Are the partitions clean and free from graffiti?	100%		
Is the floor clean and free from trash?	100%		

<i>Please score from 1-5, with 1 being lowest and 5 being highest</i>	Score
Rate the attractiveness of the main entrance.	4.69
Rate the inside appearance of the library overall.	4.98
Rate the overall organization of the library.	4.61
Rate the overall cleanliness of the library.	4.84
Rate the condition of the furniture.	4.69
Rate the overall cleanliness of the windows.	4.33
Rate the overall condition of the bathroom that you visited.	4.76

Comments

Collections	Y	N	N/A
Are book stacks arranged for optimal use?	92%		8%
Does the shelving look well-maintained?	100%		
Do the books sit at the edge of the shelf?	100%		
Do the books need bookends to keep them from falling over?	77%	8%	15%
Is the collection on shelves that are too high?		69%	31%
Is the collection on shelves that are too low?	31%	54%	15%
Are the books so crowded that it is difficult to remove one?	15%	77%	8%
Are the labels in the same place on all of the books?	92%	85%	
Are the labels all neatly typed?	85%	15%	
Are new books highlighted by a separate display in a prime location?	77%	8%	15%
Are new book displays regularly replenished?	100%		
Are the paperbacks neat and new-looking?	23%	15%	62%
Are the paperback racks attractive?	23%	15%	62%
Should any of the paperbacks be discarded due to excessive wear or discoloration?	54%	8%	38%
Is there designated space for non-print items such as audio books and DVDs?	100%		
Are magazines available?	100%		
Are newspapers available?	85%	15%	
Does the library provide study rooms for collaborative use?	100%		
Is there a designated genealogy room or space?	100%		

Comments

Displays, bulletin boards and promotional materials	Y	N	N/A
Is there a bulletin board designated for community use?	85%		15%
Are the notices on the community bulletin board timely and attractive?	85%	7.5%	7.5%
Is there a posted policy pertaining toward community bulletin board usage?	46%	23%	31%
Are promotional materials that list the library phone number, hours and web page readily available?	85%		15%
Do promotional materials look professional?	100%		
Are all promotional materials up-to-date?	85%	7.5%	7.5%
Are Tennessee Electronic Library (TEL) promotional materials available?	100%		
Are Tennessee R.E.A.D.S. promotional materials available?	100%		

Comments

Technology	Y	N	N/A
Are there adequate electrical outlets available to the public for charging personal devices?	85%		15%
Is there sufficient space for patrons to use laptops?	100%		
Are patrons afforded privacy while using public computers?	92%	8%	

Is there at least one public PC equipped with assistive technology?	92%	8%	
Is wireless printing available?	100%		
Is color printing available?	85%	15%	

Comments

Staff and volunteers	Y	N	N/A
Are staff members wearing a nametag?	100%		
Are staff members dressed professionally?	100%		
Are staff members available and easily accessible?	100%		
Were you greeted by a staff member?	92%	8%	
Are they friendly?	85%	15%	
Does staff provide hands-on assistance to patrons?	92%	8%	
Does the person at the circulation desk present the image and impression by which you want the library to be judged?	100%		
Does staff consider requests carefully and respond appropriately?	85%	15%	
Do children receive the same quality of service as adults?	100%		
Is the person answering the telephone courteous and helpful?	85%	15%	
Are staff members using personal devices or social media on work time?	46%	54%	
Is there a break room available for staff use?	100%		
Are there lockers available for staff use?	100%		
Do volunteers have a designated place to check in and out?	15%	23%	62%
Do volunteers have on a name tag that clearly identifies them?	15%	23%	62%

2026 Image Evaluation Comments

- Book drop accessible from parking lot, not drive by (i.e. on street). Yes, it's probably safe that way for the driver.
- Growth Expansion-no room for that.
- TV on first floor is loud and distracting. People are eating and drinking soda (cans not water bottles in public areas).
- I think some material too easily accessible to the young. DVD's R rated lot of mature content.
- I like the staff. Some are more friendly than others.
- Men's bathroom floors need to be cleaned.
- Floors could be cleaner
- Condition of furniture good, but dated.
- Safety concern for handicapped people please—hinges for the bathroom doors are on the inside of the doors, which means we can't lock the doors while in use due to the possibility of a fall. Hinges on the outside of the bathroom (even if locked) in the event of a fall.
- One of the greatest characteristics of SBPL is its exemplary staff...Courteous, friendly, kind and even funny at times. Always helpful and approachable.
- Parking is great except when parents are picking up kids.
- We could use a new paint job in the parking lot—arrows specifically.
- We don't really have interior directional signs.
- Need additional parking.
- Elevator carpet is dirty.
- Never tried to get in the cabinets under sinks.
- Never went into the men's bathroom to see if baby changing facility there. Should be!
- Don't think there are any paperbacks.
- Video has old screens (scrolling events that have passed).
- Some of the staff are dressed like they rolled out of bed and came to work.
- They may be friendly, but sometimes act like they don't want to be there-especially upstairs. If you can't speak and act like you care, then you are not doing your job.
- My kids LOVE Ky'Asia's programs.
- Problem with clogging to overflow with plumbing.



*Serving all of
Robertson County!*

405 White Street Springfield, TN 37172

This is the current approved policy. *The following page in red is the rewording that we would like to adopt.* It was confusing to do the strike out and insert method we usually use because of the number of changes.

Stokes Brown Public Library Social Media Policy

Purpose

Maintaining a Social media presence allows the Stokes Brown Public Library to communicate information about library and community services to Robertson County quickly and effectively. Stokes Brown Public Library staff will operate its accounts in accord with its mission and its policies as adopted by the library board.

Usage

Designated library staff will manage Stokes Brown Public Library social media accounts. Stokes Brown Public Library is not responsible for posts made by outside parties. Posts to social media made by outside parties do not necessarily reflect the views or positions of the library or its employees. The library reserves the right to remove content that it deems to be in conflict with its purpose and policies. Additionally, users of a social media platform should be aware of the policies established by that social media company.

Comments and posts containing any of the following are prohibited and will be removed from the library's social media accounts:

- ❖ personal information and requests for personal information (addresses, phone numbers)
- ❖ copyrighted material
- ❖ spam
- ❖ pornographic content
- ❖ obscene content
- ❖ libelous statements
- ❖ defamatory content
- ❖ threats against the library, library staff, or the public

Removed posts will be documented and stored, with an explanation of the removal. Appeals can be made in writing to the library director.

In addition, the library reserves the right to block any social media user who violates this policy. Library management may work with local law enforcement if the content is deemed to violate the law or constitute a credible threat to safety.

Approved: 1/8/21 Reviewed: 3/8/2024

Note: This policy includes revisions throughout. Underlined text denotes substantive changes.



405 White Street Springfield, TN 37172

Stokes Brown Public Library Social Media Policy

Purpose

The library maintains social media accounts to share information about library programs, services, and community events. We primarily focus on free events open to everyone in Robertson County, highlighting opportunities that promote learning, literacy, and community engagement. We welcome questions, comments, and community discussion from the public on our social media posts.

Usage

Designated library staff will manage Stokes Brown Public Library social media accounts. Stokes Brown Public Library is not responsible for posts made by outside parties or employees on their personal accounts. Such posts do not necessarily reflect the views or positions of the library.

Patrons must follow the policies established by the social media platform(s) they are engaging on. Please note, that some comments or posts may be removed or hidden by the social media platform itself, and that the library does not control these actions.

Information posted to library social media pages may not be secure or private. Content posted on the library's social media accounts may be subject to disclosure under the Tennessee Public Records Act. If you have questions about your account please call or visit the library.

Comments and posts containing any of the following are prohibited and may be removed from the library's social media accounts/ comments sections:

- ❖ personal information and requests for personal information (addresses, phone numbers)
- ❖ copyrighted material
- ❖ repetitive or irrelevant commercial content (Spam)
- ❖ pornographic or obscene content
- ❖ libelous, defamatory, or threatening statements against the library, staff, or the public

Removed posts will be documented and kept on file, along with the reason for the removal. Users can appeal a removal in writing to the library director via e-mail. In addition, the library reserves the right to block any social media user who repeatedly violates library policy. In cases where content may break the law or pose a safety threat, library management may involve law enforcement agencies as it deems appropriate.

Approved: 1/8/21 Reviewed: 3/13/2026

**Stokes Brown Public Library
Operating Budget Overview
2026-2027**

\$45,000 Weighted Budget
First Draft

	A	B	C	D	E	F	G	H	I	J
1										
2						July 24- June 25	July 25- June 26			
3	Ordinary Income/Expense									
4			Income							
5			Robertson Co. Appropriation			468,990.00	514,260.00	45,270.00		
6			City of S'fld Appropriation			468,990.00	514,260.00	45,270.00		
7			State of TN - Tech Grant			2,500.00	2,500.00	0.00		
8			Regional Funding (MATERIALS IN KIND)			16,500.00	16,500.00	0.00		
9			E-Rate Reimbursement			5,800.00	5,800.00	0.00		
10			Other Income							
11			Credit Card			5,000.00	800.00	-4,200.00		
12			Copies			1,500.00	1,300.00	-200.00		
13			Fines			9,500.00	9,500.00	0.00		
14			Interest Income Checking			10.00	10.00	0.00		
15			Lost Books			2,800.00	2,400.00	-400.00		
16			Memorials			1,500.00	1,500.00	0.00		
17			New Cards			500.00	500.00	0.00		
18			Notary Fee			300.00	300.00	0.00		
19			Other Donations			36,010.00	36,000.00	-10.00		
20			Faxing			2,000.00	1,600.00	-400.00		
21			Printing			6,800.00	6,800.00	0.00		
22			Room Rental Fees			1,000.00	500.00	-500.00		
23			Other Income - Other			1,500.00	1,300.00	-200.00		
24			Other Income			68,420.00	62,510.00	-5,910.00		
25			Total Income			1,031,200.00	1,115,830.00	84,630.00		
26			Gross Profit			1,031,200.00	1,115,830.00	84,630.00		

**Stokes Brown Public Library
Operating Budget Overview
2026-2027**

\$45,000 Weighted Budget
First Draft

	A	B	C	D	E	F	G	H	I	J
1										
2						July 24- June 25	July 25- June 26			
27					Expense					
28					Meals	400.00	300.00	-100.00		
29					Salaries					
30					Medical Insurance	61,400.00	73,700.00	12,300.00		
31					Payroll Taxes	47,000.00	50,700.00	3,700.00		
32					Retirement	18,500.00	19,900.00	1,400.00		
33					DD Fees	3,200.00	3,200.00	0.00		
34					Employee Health Clinic	0.00	7,400.00	7,400.00		
35					Salaries - Other	614,000.00	661,900.00	47,900.00		
36					Salaries	744,100.00	816,800.00	72,700.00		
37					Staff Development					
38					Dues	1,300.00	2,000.00	700.00		
39					Travel	500.00	1,500.00	1,000.00		
40					Staff Development - Other	2,000.00	1,300.00	-700.00		
41					Total Staff Development	3,800.00	4,800.00	1,000.00		
42					Advertising	100.00	50.00	-50.00		
43					Audio Visual Material	5,200.00	5,700.00	500.00		
44					Equipment & Capital Expend.	30,000.00	32,000.00	2,000.00		
45					Books Purchased	22,000.00	22,000.00	0.00		
46					Books Purchased-Regional	16,500.00	16,500.00	0.00		
47					Electronic Books	5,500.00	6,000.00	500.00		
48					Insurance	15,000.00	13,000.00	-2,000.00		
49					Maintenance & Repair					
50					Maintenance	53,000.00	54,700.00	1,700.00		
51					Repair	7,000.00	8,000.00	1,000.00		
52					Total Maintenance & Repair	60,000.00	62,700.00	2,700.00		

**Stokes Brown Public Library
Operating Budget Overview
2026-2027**

\$45,000 Weighted Budget
First Draft

	A	B	C	D	E	F	G	H	I	J
1										
2						July 24- June 25	July 25- June 26			
53					Miscellaneous					
54					Bank Charges	80.00	80.00	0.00		
55					Interest Charges	0.00	0.00	0.00		
56					Miscellaneous - Other	50.00	50.00	0.00		
57					Total Miscellaneous	130.00	130.00	0.00		
58					Periodicals	2,500.00	2,000.00	-500.00		
59					Professional Services	15,500.00	17,850.00	2,350.00		
60					Software & Licensing	21,700.00	21,700.00	0.00		
61					Supplies	28,000.00	30,000.00	2,000.00		
62					PROGRAMS					
63					Program Fees (speakers, etc)	1,970.00	1,500.00	-470.00		
64					Program Supplies	2,000.00	4,000.00	2,000.00		
65					Summer Reading Program Fees	1,800.00	2,500.00	700.00		
66					Summer Reading Program Supplies	1,000.00	800.00	-200.00		
67					Total Programs	6,770.00	8,800.00	2,030.00		
68					Telephone & Internet	12,000.00	12,500.00	500.00		
69					Utilities	41,000.00	42,000.00	1,000.00		
70					Postage	1,000.00	1,000.00	0.00		
71					Total Expense	1,031,200.00	1,115,830.00	84,630.00		
72					Net Ordinary Income	0.00	0.00	0.00		
73						0.00	0.00	0.00		
74										

Sample from Weighted Salaries

<u>8.50%</u>
<u>7.50%</u>
<u>6.50%</u>
<u>6.50%</u>
<u>7.50%</u>
<u>6.00%</u>
<u>8.50%</u>
<u>8.00%</u>
<u>19.87%</u>
<u>8.00%</u>
<u>9.25%</u>
<u>7.75%</u>
<u>7.75%</u>
<u>10.25%</u>
<u>6.25%</u>
<u>8.25%</u>
<u>9.25%</u>
<u>6.25%</u>
<u>7.75%</u>
<u>6.25%</u>
<u>6.75%</u>
<u>6.25%</u>
<u>7.75%</u>
<u>6.75%</u>
<u>6.25%</u>
<u>8.25%</u>

R 7

Cost of Living Adjust (COLA)	3.00%
Years of service categories 7/1/2026	
10	up to one yr 0.000%
11	1 to less than 3 1.500%
12	3 to less than 6 2.000%
13	6 to less than 9 2.500%
14	9+ 3.000%

V 7

Cost of Living Adjust (COLA)	3.00%
Gap Adjustment 1.75%	
Years of service categories 7/1/2026	
10	up to one yr 0.000%
11	1 to less than 3 1.500%
12	3 to less than 6 2.000%
13	6 to less than 9 2.500%
14	9+ 3.000%

Education Levels

20	Some College 1.500%
21	Associate's 1.500%
22	College (BS, BA) 2.000%
23	Master's 2.500%
24	Lib. Sci. Master's 2.500%
(* ALA Accredited)	

Education Levels

20	Some College 1.500%
21	Associate's 1.500%
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23	Master's 2.500%
24	Lib. Sci. Master's 2.500%
(* ALA Accredited)	

	Current Hourly	Range using weighted		Target for Role
Library Director (1 FT)	\$ 32.88	\$35.68		\$36.36
Assistant Director (1 FT)	\$ 25.75	\$27.68		\$30.63
Librarian II (2 FT)	\$ 20.60	\$ 21.94	\$ 21.94	\$24.89
Librarian I (4 FT)	\$ 19.84	\$21.03	\$ 21.53	\$21.71
Asst Circ Super (1FT)		\$19.00		\$20.65
Library Technician (1 FT 36hrs; 4 PT)	\$ 15.68	\$16.75	\$ 17.47	\$19.58
Clerk w/ Special Duties (2 PT)	\$ 12.01	\$ 12.76	\$ 13.00	\$17.27
Library Clerk (10 PT)	\$ 10.93	\$ 11.62	\$ 13.06	\$14.96

Nominations

Member Nominations 7/1/26-6/30/29		
Tiffany Thomson	City	Term 1
Drew Sadler	City	Term 1
Renée Wray-Davis	County	Term 2

Vote in May meeting; Term starts July 1

Officer Nominations 7/1/26-6/30/27	
Stephanie Bradley	Chairperson
	Vice Chair
Martin Morgan	Treasurer
Renée Wray-Davis	Secretary

Vote in May meeting; Take office July 1



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
BENEFITS ADMINISTRATION
312 Rosa L. Parks Avenue
Suite 1900 William R. Snodgrass Tennessee Tower
Nashville, Tennessee 37243-1102
Phone (615) 741-3590 or (800) 253-9981
Benefits.Administration@tn.gov

January 12, 2026

MEMO TO: Local Government Plan Agency Directors and Fiscal Officers
FROM: Melissa Wiseman, Deputy Director
RE: OPEB: **Local Government Agency--Retiree Coverage**

Rules adopted by the Governmental Accounting Standards Board (GASB – and similarly FASB) require public agencies to *report certain Other Postemployment Benefits (OPEB) liabilities on their balance sheets if they have retirees in the State Insurance Plan and/or if active employees are eligible to continue coverage as retirees.*

Many local government agencies participating in the State Group Insurance Plan indicated that they do not want to incur this OPEB liability, as they do not have retirees on the Plan and do not want to make retiree coverage available to their members in the future. On the other hand, many agencies want to offer the retiree health option in order to recruit and retain employees. At its January 17, 2019 meeting, the Local Government Insurance Committee approved final Plan Document language to permit current and new agencies to either opt in or opt out of the Plan's pre-65 retiree health insurance coverage for their eligible members as outlined below:

1. opt in to retiree coverage, or
2. opt out of retiree coverage, or
3. opt out relative to active employees only, while continuing to offer retiree coverage to those retirees on the Plan as of the effective date of the opt out.

Your agency chose option 1, to opt in to retiree coverage. You either chose option 1, or you were defaulted to option 1 because you failed to return an Election Form.

If your agency wishes to change your retiree coverage option, you must inform Benefits Administration of your decision as outlined in the attached Local Government Agency Retiree Coverage Election Form no later than March 31, 2026. If you do not want to change your retiree coverage option, no action is needed.

- If you are continuing to opt in now, your agency can opt out later by timely submitting an Election Form in a subsequent plan year.

- Once opted out, however, your agency cannot opt back in for retiree health insurance later.

If your agency does not notify Benefits Administration of your decision on the attached Election Form by March 31, 2026, your eligible employees can continue to enroll in the State's pre-65 retiree health insurance program until the selection time next year. Please note that if your agency selects option 1 (or does not notify Benefits Administration of a change to your selection), your agency will have an OPEB liability associated with your existing retirees in the Plan and for your active employees eligible for future retiree coverage. If your agency selects option 3, your agency will have an OPEB obligation associated with those existing retirees who continue in the Plan.

Please carefully review the attached information and the key points below:

- **An agency that has not submitted the Election Form by March 31, 2026, will be treated as continuing to select option one (1), whether you previously chose option one (1) or are currently defaulted to that option because you failed to return your Election Form. Option one (1) is the election to “opt in” to continue to offer retiree health insurance to all eligible active employees and current retirees.**

If your agency chooses to change to retiree coverage option two (2) or option three (3):

- Your agency is responsible for securing any necessary board, commission, governing body or other authorization, if needed, prior to submitting the Election Form. Your agency is also responsible for communicating all decisions regarding retiree coverage to your employees and retirees.
- The Election Form must identify the local government agency, be signed by the local government agency head and fiscal officer and clearly designate an election of one of the three available options.
- An opt-in election will be effective for the OPEB liability determination for the entire upcoming state fiscal year ending June 30, 2027 and an agency will not be permitted to change its retiree coverage status until the selection time for the next fiscal year.
- The completed and signed form should be returned by email to Benefits.Administration@tn.gov by March 31, 2026 if you are choosing to change your option 1 election.

If you have questions, please contact us at Benefits.Administration@tn.gov.

Thank you.

CC: Agency Director, Fiscal Officer, Agency Benefits Coordinator

Attachment: **LGA OPEB--Retiree Coverage Election Form**