

Stokes Brown Public Library Board Agenda

Date May 8th, 2026 8:30

Call to Order
Public Comment
Approval of Minutes

- March 13th

Report of Treasurer

- Financial Statement

Report of Regional Librarian

Report of Library Director

- Director's Report
- Strategic Plan Update
- FOL Report
 - Update on Tree Removal & Garden Plans

Report of Policy Committee

- Discuss and possibly take action on VR policies, VHS/ DVD Conversion, & 3D Printing policies
- Discuss and possibly take action on Public Bulletin Board Policy

Report of Nominating Committee

- Discuss and possibly take action on new board member slate.
- Discuss and possibly take action on new officer slate.

Old Business

- Discuss and possibly take action on cyber security insurance.
- Discuss and possibly take action on enabling auto renewal.

New Business

- Discuss and possibly take action on budget reallocation.
- Discuss and possibly take action on TCRS rate certification.
- Discuss and possibly take action on allowing vendor selling at Fandom Fair.

Adjournment

NEXT BOARD MEETING – July 10th 8:30 am

Members of the public wishing to register in advance to address the library board regarding any item on the agenda should e-mail director@stokesbrown.org no later than noon on the day prior to the meeting. Include your full name, city of residence, telephone number, and agenda item to be addressed. Additional members of the public may speak if allotted time remains.

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

March 13, 2026

IN ATTENDANCE

Board Members present: Paul Nutting, Renée Wray-Davis, Martin Morgan, Laurel Burr, Norma Dutton, Suzanne Glover, Jim Stelluto, and David Walker

Others present: Caitlyn Haley (Regional Services Coordinator, Red River Regional Library), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Jana Hatcher (SBPL Administrative Assistant), Jennie Waddington (Guest), Lee Marie Astier (Guest) and Joyce Munda (Guest)

CALL TO ORDER

Paul Nutting called the meeting to order at 8:30 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

Board Meeting January 9, 2026

Budget Committee February 13, 20, 27, 2026

The motion was made by Martin Morgan and seconded by Renée Wray-Davis to approve January 9, 2026, and the February 13, 20, 27, 2026, Budget Committee minutes as presented.

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 \$245,669 in the US Bank Checking Account.
- Total deposits year-to-date are \$611, 592.
- Total expenditures year-to-date are \$726,100.
- The County has sent in 3 payments whereas the City has only sent in 2 through 2/28/2026. With the 3rd City payment, the deposits and expenditures will be almost even.

The motion was made by Renée Wray-Davis to approve the financial statement as presented and seconded by David Walker.

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

REPORT OF THE REGIONAL LIBRARIAN

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

- A reminder to complete your Trustee Certification if you have not already done so.
- Training Opportunities:
 - 03/10/2026 Director's Roundtable
 - 03/10-12/2026 Southeast Collaborative Online Conference
 - 03/11/2026 Youth Services Summit
 - 03/18 & 3/25/2026 Leadership Preparation Series for Public Library Department Managers and Assistant Directors
- Suedy Valeriano-Hernandez (desk clerk) has completed her Core Competencies Certification.
- A reminder to review your bylaws annually.

REPORT OF DIRECTOR

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

- Severe winter weather forced the library to close for four days resulting in a noticeable decline in door count. Despite the closures circulation numbers remained strong, surpassing totals from each of the previous two months.
- Our annual pinewood derby was held on January 22nd, which is always popular with our patrons.
- We don't often mention our off-site activities other than field trips but they are noteworthy. We have staff going to McKendree Arbors twice a month, as well as Y-Quest and Bransford Pride After-School weekly.
- The new website is up and running, which now meets the accessibility guidelines that will soon be required for government websites.
- A field trip to the Robertson County History Museum had over 50 in attendance.
- The City of Springfield promoted our movie night on their Facebook. We had 31 in attendance for Song Sung Blue.
- A patron on Facebook made the following comment: "[My child's] first time at bilingual story time at Stokes Brown Public Library was so much fun! Any of 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 our public library"

Strategic Plan Update

The new objectives are circled. We are currently talking to the City of Greenbrier about possibly locating the book vending machine in the city hall.

Image Evaluation

Michelle Adcock presented the 2026 Image Evaluation results. Overall, the results were as expected with nothing out of the ordinary. She highlighted a few of the comments from the evaluation:

- The hinges on the bathroom doors are on the inside of the door rather than on the outside. If the hinges are on the outside, it is easier for medical personnel to access an individual if they have fallen.
- One of the greatest characteristics of SBPL is its exemplary staff...Courteous, friendly, kind and even funny at times. Always helpful and approachable.

Friends of the Library

Joyce Munda reported a decision had not be made on the additional funds from the endowment. She also stated Friends of the Library would be voting on their new slate of officers at their next meeting in May. The nominations are as follows: Joyce Munda, President, Susan Guthrie, Vice-President, Jan Howard, Secretary, and Lee Ann Fisher, Treasurer.

REPORT OF POLICY COMMITTEES

Discuss and possibly take action on Social Media Policy

Michelle Adcock stated this policy has been rewritten to reflect current practices. The rewritten policy is in red with underlined text denotes substantive changes.

The motion was made by Suzanne Glover and seconded by Jim Stelluto to approve the Social Media Policy as presented (with removal of two commas).

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

Discuss and possibly take action on Budget proposal for FYE 2027

Michelle Adcock presented the budget proposal to be presented to the City of Springfield and Robertson County budget committees. The library is requesting an additional \$45,270 from each entity. This would make the total request to each entity \$514,260. Both must agree to the increased level. She also suggested the Board empower the budget committee to act on negotiations as needed during the budgeting process.

The motion was made by Martin Morgan and seconded by Renée Wray-Davis to approve the Budget Proposal as presented and to authorize the empowerment of the budget committee to act on negotiations during the budget process.

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

REPORT OF NOMINATING COMMITTEES

Michelle Adcock presented the following:

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 7/1/26-06/30/27	
Stephanie Bradley	Chairperson
Renée Wray-Davis*	Vice Chairperson
Martin Morgan	Treasurer
Laurel Burr*	Secretary

Vote in May meeting-Take office July 1

*Both Renée and Laurel graciously volunteered for their positions

OLD BUSINESS

Discuss and possibly take action on Cyber Security Insurance

Michelle Adcock presented an email she had received from Hogan & Hatcher Insurance on Cyber Liability. The email had a bullet-point list of some of the coverage under each Auto-Owner’s Cyber Suite (not an exhaustive list). The Board would like for Michelle to determine what coverage we should have and a pricelist at the next meeting.

Discuss and possibly take action on Enable Auto Renewal

Michelle Adcock stated the Circulation Supervisors would very much like to enable auto renewal. After discussion the Board asked for Michelle to create a proposal with an itemized list of what enabling could and could not do. Caitlyn Haley suggested Michelle ask the list serve if other libraries did this and ask for pros and cons.

NEW BUSINESS

Discuss and possibly take action on OPEB-Pre-65 Retiree Health Insurance

Michelle Adcock stated the library has opted for this and has done so for years.

The motion was made by Laurel Burr and seconded by Jim Stelluto to continue to opt into the OPEB-Pre-65 Retiree Health Insurance as presented.

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

Discuss and possibly take action on Borrower Records Purge

Michelle Adcock suggested we purge library cards expired for three years and with fines less \$100. This is just a bit of housekeeping that State Standards suggests is done every three years. We do it every year to keep the numbers more consistent. This purge would delete approximately 750 patrons with \$3000 in fines. Laurel Burr suggested a social media blast to announce this was going to happen.

The motion was made by Martin Morgan seconded by Suzanne Glover to complete the borrower records purge as presented and was.

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

Adjournment was by consensus.

Next Board Meeting May 8, 2026, 8:30 am

STOKES BROWN PUBLIC LIBRARY

FINANCIAL STATEMENTS

March 31, 2026 and April 30, 2026

Stephen Pierson, CPA

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

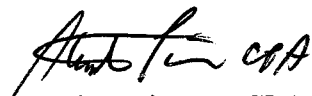
To the Board of Directors
Stokes Brown Public Library

Management is responsible for the accompanying statement of financial position of Stokes Brown Public Library as of April 30, 2026, and the related statements of financial income and expenses for the two months and ten months ended April 30, 2026, and the related statements of financial income and expenses - budget vs. actual for the ten months ended April 30, 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

May 6, 2026

STOKES BROWN PUBLIC LIBRARY
STATEMENT OF FINANCIAL POSITION
April 30, 2026

ASSETS

Current Assets	
Checking/Savings	
Cash on Hand	\$ 189.30
U.S. Bank 8988	315,660.30
Total Checking/Savings	<u>315,849.60</u>
Total Current Assets	<u>315,849.60</u>
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	<u>3,825,152.85</u>
Other Assets	
Net Pension Asset	15,604.00
Deferred Outflows of Resources	138,962.00
Total Other Assets	<u>154,566.00</u>
TOTAL ASSETS	<u><u>\$ 4,295,568.45</u></u>

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	\$ 3,117.52
Total Accounts Payable	<u>3,117.52</u>
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
Other Payroll Withholdings	(1.10)
Payroll Taxes Payable	15,241.20
Total Other Current Liabilities	<u>76,507.07</u>
Total Current Liabilities	<u>79,624.59</u>
Long Term Liabilities	
Deferred Inflows of Resources	49,743.00
Invested in Capital Assets	3,911,883.79

STOKES BROWN PUBLIC LIBRARY
STATEMENT OF FINANCIAL POSITION
April 30, 2026

Reserved for Anna Pearson McInt	\$ 20,000.00
Total Long Term Liabilities	<u>3,981,626.79</u>
Total Liabilities	<u>4,061,251.38</u>
Equity	
Fund Balance	263,275.59
Net Income	(28,958.52)
Total Equity	<u>234,317.07</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 4,295,568.45</u></u>

STOKES BROWN PUBLIC LIBRARY
STATEMENT OF FINANCIAL INCOME AND EXPENSES
For the Two Months and Ten Months Ended April 30, 2026

	Mar - Apr 26	Jul '25 - Apr 26
Ordinary Income/Expense		
Income		
City of S'fld Appropriation	\$ 117,247.50	\$ 351,742.50
E-rate Reimbursement	3,640.00	5,560.00
Other Income		
Credit Card Transaction	75.81	600.79
Notary Fee	65.00	271.00
Copies	236.50	1,077.60
Faxing	272.00	1,221.50
Fines	1,510.45	7,800.86
Interest	-	7.41
Lost Books	319.00	1,414.85
Memorials	25.00	375.00
New Cards	80.00	332.00
Other Donations	102.84	2,918.54
Printing	1,475.35	6,420.30
Room Rental Fee	-	155.80
Other Income - Other	12.45	1,227.05
Total Other Income	<u>4,174.40</u>	<u>23,822.70</u>
Regional Funding	12,939.73	16,725.63
Robertson Co. Appropriation	117,247.50	468,990.00
Total Income	<u>255,249.13</u>	<u>866,840.83</u>
Gross Profit	255,249.13	866,840.83
Expense		
Audio Visual Material	789.60	4,938.38
Books Purchased	2,993.51	15,585.11
Books Purchased-Regional	12,939.73	16,725.63
Equipment & Capital Expend.	807.45	18,380.14
Insurance	-	20,093.13
Maintenance	6,195.78	44,680.85
Meals and Entertainment	29.55	134.50
Miscellaneous	12.00	60.00
Periodicals	291.42	1,170.51
Postage	175.25	448.05
Professional Services	700.00	16,450.00
Programs		
Program fees	-	975.31
Program Supplies	220.47	4,426.47
Summer Reading Program Fees	965.00	2,770.00
Summer Reading Program Supplies	277.87	489.20
Total Programs	<u>1,463.34</u>	<u>8,660.98</u>

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 Ten Months Ended April 30, 2026

	Mar - Apr 26	Jul '25 - Apr 26
Repairs	\$ 1,058.72	\$ 38,092.78
Salaries		
DD Fees	395.00	2,470.00
Medical Insurance	11,911.48	54,196.86
Payroll Taxes	7,244.45	37,459.78
Retirement	2,983.35	15,063.90
Salaries - Other	98,508.34	507,744.67
Total Salaries	<u>121,042.62</u>	<u>616,935.21</u>
Shortage/Overage	(11.50)	(259.40)
Software & Licensing	6,072.08	26,215.59
Staff Development		
Dues	675.00	2,125.00
Travel	220.40	518.48
Staff Development - Other	36.48	1,788.13
Total Staff Development	<u>931.88</u>	<u>4,431.61</u>
Supplies	1,529.41	10,384.23
Telephone/Internet	4,762.99	14,291.25
Utilities	7,693.61	38,380.80
Total Expense	<u>169,477.44</u>	<u>895,799.35</u>
Net Ordinary Income	<u>85,771.69</u>	<u>(28,958.52)</u>
Net Income	<u>\$ 85,771.69</u>	<u>\$ (28,958.52)</u>

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 Ten Months Ended April 30, 2026

	Jul '25 - Apr 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
City of S'fld Appropriation	\$ 351,742.50	\$ 390,825.00	\$ (39,082.50)	90.0%
E-rate Reimbursement	5,560.00	4,833.34	726.66	115.03%
Other Income				
Credit Card Transaction	600.79	4,166.66	(3,565.87)	14.42%
Notary Fee	271.00	250.00	21.00	108.4%
Copies	1,077.60	1,250.00	(172.40)	86.21%
Faxing	1,221.50	1,666.66	(445.16)	73.29%
Fines	7,800.86	7,916.66	(115.80)	98.54%
Interest	7.41	8.34	(0.93)	88.85%
Lost Books	1,414.85	2,333.34	(918.49)	60.64%
Memorials	375.00	1,250.00	(875.00)	30.0%
New Cards	332.00	416.66	(84.66)	79.68%
Other Donations	2,918.54	30,008.34	(27,089.80)	9.73%
Printing	6,420.30	5,666.66	753.64	113.3%
Room Rental Fee	155.80	833.34	(677.54)	18.7%
Other Income - Other	1,227.05	1,250.00	(22.95)	98.16%
Total Other Income	<u>23,822.70</u>	<u>57,016.66</u>	<u>(33,193.96)</u>	<u>41.78%</u>
Regional Funding	16,725.63	13,750.00	2,975.63	121.64%
Robertson Co. Appropriation	468,990.00	390,825.00	78,165.00	120.0%
State of TN - Tech Grant	-	2,083.34	(2,083.34)	0.0%
Total Income	<u>866,840.83</u>	<u>859,333.34</u>	<u>7,507.49</u>	<u>100.87%</u>
Gross Profit	<u>866,840.83</u>	<u>859,333.34</u>	<u>7,507.49</u>	<u>100.87%</u>
Expense				
Advertising	-	83.34	(83.34)	0.0%
Audio Visual Material	4,938.38	4,333.34	605.04	113.96%
Books Purchased				
E-books/E-audio	-	4,583.34	(4,583.34)	0.0%

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 Ten Months Ended April 30, 2026

	Jul '25 - Apr 26	Budget	\$ Over Budget	% of Budget
Books Purchased - Other	\$ 15,585.11	\$ 18,333.34	\$ (2,748.23)	85.01%
Total Books Purchased	<u>15,585.11</u>	<u>22,916.68</u>	<u>(7,331.57)</u>	<u>68.01%</u>
Books Purchased-Regional	16,725.63	13,750.00	2,975.63	121.64%
Equipment & Capital Expend.	18,380.14	25,000.00	(6,619.86)	73.52%
Insurance	20,093.13	12,500.00	7,593.13	160.75%
Maintenance	44,680.85	44,166.66	514.19	101.16%
Meals and Entertainment	134.50	333.34	(198.84)	40.35%
Miscellaneous				
Bank Charges	60.00	66.66	(6.66)	90.01%
Miscellaneous - Other	-	41.66	(41.66)	0.0%
Total Miscellaneous	<u>60.00</u>	<u>108.32</u>	<u>(48.32)</u>	<u>55.39%</u>
Periodicals	1,170.51	2,083.34	(912.83)	56.18%
Postage	448.05	833.34	(385.29)	53.77%
Professional Services	16,450.00	12,916.66	3,533.34	127.36%
Programs				
Program fees	975.31	1,641.66	(666.35)	59.41%
Program Supplies	4,426.47	1,666.66	2,759.81	265.59%
Summer Reading Program Fees	2,770.00	1,500.00	1,270.00	184.67%
Summer Reading Program Supplies	489.20	833.34	(344.14)	58.7%
Total Programs	<u>8,660.98</u>	<u>5,641.66</u>	<u>3,019.32</u>	<u>153.52%</u>
Repairs	38,092.78	5,833.34	32,259.44	653.02%
Salaries				
DD Fees	2,470.00	2,666.66	(196.66)	92.63%
Medical Insurance	54,196.86	51,166.66	3,030.20	105.92%
Payroll Taxes	37,459.78	39,166.66	(1,706.88)	95.64%
Retirement	15,063.90	15,416.66	(352.76)	97.71%
Salaries - Other	507,744.67	511,666.66	(3,921.99)	99.23%
Total Salaries	<u>616,935.21</u>	<u>620,083.30</u>	<u>(3,148.09)</u>	<u>99.49%</u>

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 Ten Months Ended April 30, 2026

	Jul '25 - Apr 26	Budget	\$ Over Budget	% of Budget
Shortage/Overage	\$ (259.40)	-	\$ (259.40)	100.0%
Software & Licensing	26,215.59	18,083.34	8,132.25	144.97%
Staff Development				
Dues	2,125.00	1,083.34	1,041.66	196.15%
Travel	518.48	416.66	101.82	124.44%
Staff Development - Other	1,788.13	1,666.66	121.47	107.29%
Total Staff Development	<u>4,431.61</u>	<u>3,166.66</u>	<u>1,264.95</u>	<u>139.95%</u>
Supplies	10,384.23	23,333.34	(12,949.11)	44.5%
Telephone/Internet	14,291.25	10,000.00	4,291.25	142.91%
Utilities	38,380.80	34,166.66	4,214.14	112.33%
Total Expense	<u>895,799.35</u>	<u>859,333.32</u>	<u>36,466.03</u>	<u>104.24%</u>
Net Ordinary Income	<u>(28,958.52)</u>	<u>0.02</u>	<u>(28,958.54)</u>	<u>-144,792,600.0%</u>
Net Income	<u>\$ (28,958.52)</u>	<u>\$ 0.02</u>	<u>\$ (28,958.54)</u>	<u>-144,792,600.0%</u>

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



Red River Regional Library Board Report

May 2026

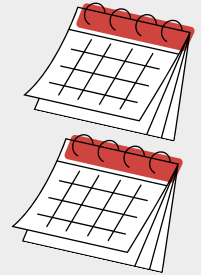
Targeted Standards

- Library has a written Long Range Plan, which is used to make management and organizational decisions, including applying for grants. Included in this plan are: technology, emergency planning, advocacy, marketing, facilities, programs, services, collections, and fundraising. Branches are included in the Long Range Plan.
 - Statewide average is 84%.
- 5% of the collection is weeded annually.
 - Statewide average is 57%.



Upcoming Trainings & Meetings

Topic	Provider	Date & Time	Location	Link
Virtual Partnership Fair*	TSLA	May 14 th 10 - 3:15	Online	TBA
IT & Technology Staff Roundtable	Red River Regional Library	May 19 th 9:30 - 12:30	Red River Regional Library & Teams	Register



*Organizations like TEMA, Adult Protective Services, the UT Extension Office, Humanities Tennessee, and the American Heart Association will discuss ways they want to partner with libraries. This event is perfect for library staff, directors, and trustees. We will send a link to all directors and trustees closer to the event.

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

- Electing officers for the next fiscal year

Reminders

- The Construction Grant, promoted by the Secretary of State, supports public library services in Tennessee by offering funds for new construction, additions, and renovations through a competitive grant process. For more details, click [here](#) or contact us to discuss your situation.
- We don't have a specific deadline for Title VI yet. However, if you would like to get a head start, please remember that all staff members are required to complete Title VI training. Here's the [link](#).
- Our office will be closed on May 25th in observance of Memorial Day.



Stokes Brown Public Library Director's Report

(615) 384-5123

March 2026

The circulation and door count numbers were both up from February, but were down from March of 2025.

We made 150 new accounts this month. That is the highest one month number since October.



Technology Training & Online Resources: The library went live with the new stokesbrown.org website in early March. The site now meets the Web Content Accessibility Guidelines that are to be required by the federal government.

Field Trip to Ridgetop Station Park.

The new site also includes resource pages. These will be filled with information and links based on common requests for information or resources in the community. This will allow us to direct patrons more efficiently.

Outreach & Community Partners: The Library took a field trip to Ridgetop Station Park. Students toured the arboretum with a Master Gardener. They also got an inside look at the historic home on the grounds guided by volunteers in period costumes.



A couple of our wonderful volunteers taking a well-earned rest.

The library hosted our second murder mystery night. This year we had a cruise theme. It is a great opportunity for teens and adults in our community to meet others as they work together to uncover the clues and solve the crime.

April 2026

The library was closed on both Good Friday and Easter. We also closed one day for our annual spring staff training.

Technology Training & Online Resources: We now have a VHS/ DVD to digital conversion station set up in our Genealogy room. This service allows patrons to convert and edit their home movies to preserve their family history.



We had 413 uses of our databases during March & April.

The Circ. Supers are ready for Murder Mystery night

Outreach & Community Partners: The field trip this month was to the Springfield Fire Department. We had 73 in attendance.

We are also a popular location for local elementary schools to bring field trips in the spring. Our first one this season was Westside Elementary. We hosted over 100 of their students and many of their families for a story, craft, tour, and Lego building session. We will host several more of these trips next month. The Youth Services Staff work hard to make these trips a positive experience for the children and their families.

Ms. Rose represented the library at the Robertson County Schools Book Walk. The event took place at Travis Price Park. We were able to present information about our services to families during this community event.

Callie has been working with 15 high school volunteers. These include students completing service hours for Beta and similar clubs, as well as students with disabilities. So far, they have volunteered over 75 hours this school year.

Looking Forward:

We have exciting plans for an excellent summer reading program. Decorations have been created, reading logs have been designed, programs have been scheduled, prizes have been chosen with care, and we are ready for the fun to begin!

We will be starting a new program this summer called Fandom Fair. It is a great day for anyone interested in sci-fi, anime, comics, or gaming.

Our Teen Librarian is finalizing a '100 Books Before Graduation' program. This will provide incentives to our teens to encourage them to read 100 books of their choice before they graduate high school.



Suspects mingle at murder mystery night

The Numbers:

	March	April
Total Circulation	13,528	12,497
Physical Circulation	7,836	7,029
Library Visits	8,753	8,005
Programs & Activities	80	73
*Attendance	1,922	1,560
ILL (loaned & received)	105	97
New Cards Issued	150	92
Use of Meeting Rooms	52	63

Staff Updates:

Anniversaries

Ginger, Accounts Manager, 25 years
Callie, Young Adult Librarian, 9 years

Training

The library staff attended All Staff Day instead of doing our usual in-house spring training. This event was hosted by the Red River Regional Library at the Clarksville Libraries.

The morning session focused on generational differences in the workplace, and how to respect different approaches to work. The afternoon included break-out sessions so people could meet with others in similar positions from different libraries. Staff feedback was positive about this event, and the new perspectives it provided.



Michaela presenting awards at TNLA's opening session.

This is our favorite library. They have such a phenomenal kids area where I feel safe taking my 3 littles. Ms. Rose does the most amazing classes like the Music and Movement class that we love to attend. My kids adore her just in general and love the tortoise named Dewey that often roams in the kid's area. They even have a small fenced in outdoor area in back the kids can go out in which is fantastic. It's literally the best of everything and my kids love it there even though we have a library much closer to us. We can go there and easily spend the day there.

-Kira via Google Reviews

Michelle and Michaela traveled to Knoxville for TNLA. They presented a session at the conference for libraries that are not departments of a larger entity. Michaela also served on a conference committee.

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

Implement new laptops and equipment acquired through grant funding and providing training opportunities for community members

Currently awaiting the purchase and delivery of laptops and technology equipment funded through the City of Springfield grant.

Staff will configure laptops, establish usage procedures, and develop and promote digital literacy training opportunities for community members

A 2

Book Vending Machine

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

Get official approval from City of Greenbrier. Waiting on a quote from a vendor in the US to avoid tariffs

A 3

Windows 10 Computer Lab Issue

Project will take longer than expected

Reevaluating timeline



**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

Promote and deliver a high-quality Summer Reading Program that supports early literacy development and school readiness.

Planning is underway and nearly finished, continued search for sponsors

Summer Reading starts next month!!

B 3

Implement and promote the "100 Books Before Graduation" initiative for teens.

Callie is finalizing details

Rollout for next school year

Goal C:

Be a reliable source of information for Robertson County communities

Projects

Updates

What's Next?

Objectives

C 1

Increase access to community information by creating and updating website resource pages that reflect frequently requested topics and services in Robertson County

Initial updates

Ongoing project

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

Increase access to reliable information for older adults by promoting library resources and community services through targeted outreach and partnerships with the senior community.

Research stage

Determine next services needed for community.

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



The FoL has offered to have this tree cut. It has been looked at and may not be safe to remain in this location in the future due to poor trunk health. They also propose grinding out the existing stump on the property line.

Later on they propose an addition to the garden that would make keeping the tree difficult even if it were in good health.

Proposed cost to FoL \$2,000.



STOKES BROWN PUBLIC LIBRARY VR HEADSET USE DISCLAIMER & WAIVER FORM

Virtual Reality (VR) experiences may involve physical activity, immersive visual and auditory content, and altered perception of space. Please read and acknowledge the following terms before participating. Note: Game content may not be suitable for all users. **The headset can only be checked out with an adult card, or a YA card with parental approval.**

HEALTH & SAFETY DISCLAIMER

- VR experiences may cause **dizziness, disorientation, nausea, headaches, or eye strain.**
- Meta does not suggest children under 10 use the headset. If a child under 13 is using the headset they must be accompanied by a parent.
- VR is not suggested for those who are **currently pregnant**, suffer from **epilepsy, seizures, heart conditions, or other serious medical conditions** that may be triggered by VR use.
- Stop use and notify staff if you experience discomfort or health issues.
- VR may **impact depth perception, balance, and coordination.** Patrons accept full responsibility for maintaining their physical safety during and after use.

LIABILITY WAIVER & ASSUMPTION OF RISK

I understand and agree that:

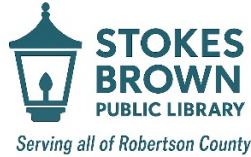
- I am using the VR headset **voluntarily and at my own risk.** I will follow staff instructions while using the headset.
- I release and hold harmless the library, its employees, volunteers, and affiliates from **any liability for injury, loss, or damage**, including property damage, physical or psychological injury, or death resulting from VR use.
- I accept full financial responsibility for any **equipment damage** caused by negligence or misuse.
- If I am under 18, my parent/guardian has read and agreed to this waiver on my behalf.
- Time limits for use may be imposed by staff at their sole discretion. Use for periods longer than 30 minutes is not recommended.
- I will not attempt to remove the VR equipment from the second floor of the library.
- I will not attempt to download games or make any other changes to the headset settings.

SIGNATURES

Participant Signature: _____ Date: _____

Parent/Guardian Signature (if under 18): _____ Date: _____

Approved: 5/9/25 Reviewed: 5/8/2026



The Stokes Brown Public Library VHS/DVDs Digitization Policies and Procedures

The Stokes Brown Public Library's VHS/DVDs digitization equipment is available to the public to make digital reproductions of their personal VHS/DVDs.

- The VHS/DVD digitization may be used for lawful purposes only. Patrons will not be permitted to use the converter for material that is:
 - Prohibited by local, state, or federal law.
 - Obscene or otherwise inappropriate items for the library environment.
 - In violation of another's intellectual property rights. (i.e., materials that are subject to copyright, patent, or trademark protections.)
- The Library reserves the right to refuse the use of digitization equipment for any reason
- Availability of digitization equipment is not assured and patrons are encouraged to reserve time on the computer in advance.
- Patrons are expected to:
 - Provide their own materials for digitization and their own digital media storage device, i.e., CD/DVD, flash drive, or portable hard drive.
 - Digitize their own materials; Library Staff are only available to prepare any equipment and provide basic troubleshooting services.
 - Finish any digitization efforts 15 minutes before the close of the library.
- The Library is not held responsible for any damages that may occur during the digitizing process.
- I understand that VHS/DVDs kept in improper storage may require professional restoration that is beyond the scope of the equipment and services provided by the Library.

Disclaimer

By signing this Policy, I indicate that I understand the terms of The Stokes Brown Public Library VHS/DVDs Digitization Policies and Procedures and agree to abide by it when using the equipment. I relinquish any responsibility on behalf of the Stokes Brown Public Library's liability in the converting process or the use of the digitized material.

Printed Name _____ Signature _____ Date _____

APPROVED: 5/8/2026



The Stokes Brown Public Library 3D Printing, 3D Scanning, and Laser Cutter Policies and Procedures

The Stokes Brown Public Library's 3D Printer, 3D Scanner, and Laser Cutter are available to the public for educational purposes to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file supplied by the patron.

- The 3D printer equipment may be used for lawful purposes only. Patrons will not be permitted to use the equipment printer to create objects that are:
 - Prohibited by local, state, or federal law.
 - Unsafe, harmful, dangerous, or pose a threat to the well-being of others (i.e. guns, knives, or other possibly lethal weapons).
 - Obscene or otherwise inappropriate items for the library environment.
 - In violation of another's intellectual property rights. For example, materials that are subject to copyright, patent, or trademark protection.
 - Objects larger than the print area of the printer.
- The Stokes Brown Public Library reserves the right to refuse any 3D print request project.
- Cost: 3D printing at the library will cost \$1.00 per object plus 10¢ per gram to offset the cost of the filament and maintenance of the 3D printer.
- The engraver may be used without charge; however, patrons must supply their own materials. The equipment is provided for educational purposes. Excessive use is not allowed.
- Items must be picked up within seven days. A requesting patron who does not pick up their prints will may forfeit their rights to future use of the equipment 3D printer.
- Patrons may only use the equipment 3D printer alongside designated library staff.
- Supervision of the use of the 3D printer equipment by library staff does not constitute knowledge or acknowledgement, of any unapparent final use of the 3D product, and the library specifically disclaims any knowledge thereof.
- Library staff are not available to assist with the design of the computer file to be printed. Design is the responsibility of the patron.
- Files may not be dropped off to be printed. The 3D printer equipment is for educational purposes only and patrons must help to get the print started. They may, however, come back later to pick up the final print.
- Same day printing is not assured guaranteed. Print times are estimates and cannot be guaranteed. Print jobs projected to last after closing time will not be allowed.
- The requesting patron must pay for the 3D print before it will be released to them.
- The requesting patron is responsible for all errors that occur during the printing process. If the object does not print correctly due to design errors, it is the responsibility of the

user to pay for the object. It is recommended that before you submit your file, you utilize software that checks for errors and helps to repair them.

- The patron is responsible to clean the printed object. Small bumps or holes and rough edges on the object may occur. ~~These can be cleaned with fine sand paper or other tools.~~
- The library is not responsible for damage that occurs to materials used in the cutter/ engraver. No reimbursement for incorrectly engraved/cut materials will be given.
- Patrons agree to follow all safety instructions given by staff, and to independently familiarize themselves with safe usage of the equipment.

Disclaimer

The Policy and Procedures may change at any time. While the Stokes Brown Public Library Staff make every effort to oversee the use of the equipment in the printing of the object, the use of the printed object upon completion is not under the control of the Stokes Brown Public Library. The Library is not responsible for any ~~object created with the use of the 3D printer,~~ including any harm or injury incurred as a result of any usage ~~using~~ of the 3D printer the ~~equipment~~ or the object which is printed/~~modified~~.

By signing this Policy, I indicate that I understand the terms of ~~the above~~ The Stokes Brown Public Library 3D Printing policies and procedures and agree to abide by it when using the equipment. ~~I relinquish any responsibility on behalf of the Stokes Brown Public Library's liability in the printing process or the use of the printed object.~~ I **relinquish any claim against the Stokes Brown Public Library for liability in the use of equipment or in the use of items created using the equipment.**

Printed Name _____ Signature _____ Date _____

Parent/Legal Guardian (if user is under 18)

Printed Name _____ Signature _____ Date _____

APPROVED: 5/9/2025 **Reviewed: 5/8/2026**

CURRENT POLICY

Community Bulletin Board

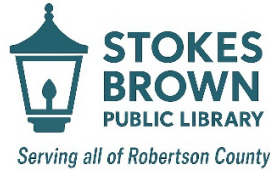
Purpose

The Library provides space on its public bulletin board for announcements and notices of local community events. This service is in keeping with the library's overall philosophy of providing access to a wide range of information sources.

Policies

- Circulation Supervisors must approve all notices, posters, and brochures.
- Posted items must be dated before they can be displayed.
- Political and/or religious postings are not allowed.
- Once notices are removed, they are discarded.
- Notices posted or left on tables or shelves without authorization will be removed and discarded.
- Oversized posters may be rejected because of space limitations.
- Postings by professionals (including business cards) are not permitted.
- If the board is crowded, library staff reserves the right to select notices for events with the widest appeal.
- The Library does not assume responsibility for materials damaged or stolen.

Acceptance of materials for display does not imply the Library's endorsement of a group or organization, its policies, or beliefs



Community Bulletin Board

Purpose

The Library provides space on its public bulletin board for announcements and notices of local community events. This service is in keeping with the library's overall philosophy of providing access to a wide range of information sources.

Policies

- ~~Political and/or religious postings are not allowed.~~ This board is for informational postings about nonprofit services, programs, and community events that do not primarily advocate a position, candidate, or cause.
- Circulation Supervisors must approve all notices, posters, and brochures.
- Posted items must be dated before they can be displayed. Flyers will be removed after 3 weeks.
- If the board is crowded, library staff reserves the right to select notices for events with the widest appeal.
- Oversized posters may be rejected because of space limitations.
- Once notices are removed, they are discarded.
- Notices posted or left on tables or shelves without authorization will be removed and discarded.
- Postings by professionals (including business cards) are not permitted. Job postings and business services may post to the job board as space allows.
- The Library does not assume responsibility for materials damaged or stolen.

Acceptance of materials for display does not imply the Library's endorsement of a group or organization, its policies, or beliefs

APPROVED: 5/8/2026



Community Bulletin Board

The library does not provide a community bulletin board. Space is reserved for government notices and event announcements. Agencies that receive 51% or more of their annual funding from a government source are eligible to post.

APPROVED: 5/8/2026

REPORT OF NOMINATING COMMITTEE

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 7/1/26-06/30/27

Stephanie Bradley	Chairperson
Renée Wray-Davis	Vice Chairperson
Martin Morgan	Treasurer
Laurel Burr	Secretary

Vote in May meeting-Take office July 1

Budget Reallocation

Income Side		
From	To	Amount
Credit Card Transaction	Other Income-Printing	\$900

Expense Side		
From	To	Amount
Periodicals	A/V-DVD	\$500
Postage	Programs- Program Supplies	\$200
Salaries-Other	Salaries-Medical Insurance	\$3,000
Salaries-Other	Staff Development-Dues	\$700
Salaries-Payroll Taxes	Software & Licensing	\$1,700
Supplies	Telephone/ Internet	\$4,000
Supplies	Utilities	\$4,000

Tennessee Consolidated Retirement System
Employer Actuarially Determined Contribution (ADC) Rate

Department Code(s): 809.32
STOKES BROWN PUBLIC LIBRARY

Applicable period for this employer rate	July 1, 2026 through June 30, 2027
Actuarial valuation date	June 30, 2025
Actuarial experience study date	June 30, 2024
Investment rate of return assumption	6.75%

Key Elements of the Pension Plan (Employer Elections)

Base plan formula	1.5% formula times years of service
Employee contribution rate	5% of salary
Vesting period	5 years
Retiree COLAs	Provided, CPI based, capped at 3%

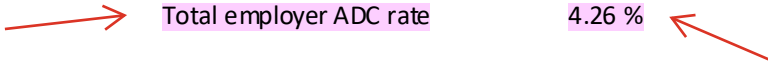
Employer ADC Rate

Rate Components:

Normal cost	6.44 %
Unfunded accrued liability amortization	-2.46 %
Administrative cost	<u>0.28 %</u>
Total employer ADC rate	4.26 %

Actuarial Present Value of Benefits (PVB) Summary

Actuarial value of assets	\$939,573
Expected employee contributions	187,484
Expected employer normal cost	249,646
Unfunded accrued liability	<u>-133,225</u>
Total PVB	\$1,243,478



Employees Covered by Benefit Terms

Inactive employees or beneficiaries currently receiving benefits	5
<i>Annualized Retirement Benefit: \$30,607</i>	
Inactive employees entitled to but not yet receiving benefits	7
Active employees	<u>10</u>
<i>Annualized Salary: \$400,468</i>	
Total	22

Amortization of Unfunded Accrued Liability

Actuarial Valuation Date	Unfunded Accrued Liability (Negative Unfunded Accrued Liability)	Annual Amortization Amount	Amortization Period at June 30, 2025 (in years)
June 30, 2013	\$0	\$0	0.00
June 30, 2015	0	0	0.00
June 30, 2016	0	0	0.00
June 30, 2017	0	0	0.00
June 30, 2018	0	0	0.00
June 30, 2019	0	0	0.00
June 30, 2020	0	0	0.00
June 30, 2021	-62,310	-6,077	16.00
June 30, 2022	58,293	7,912	9.60
June 30, 2023	-15,068	-1,378	18.00
June 30, 2024	-41,026	-3,649	19.00
June 30, 2025	-73,114	-6,340	20.00
Total	-\$133,225	-\$9,532	

www.stokesbrown.org/fandomfair




**STOKES
BROWN**
PUBLIC LIBRARY
405 WHITE ST
SPRINGFIELD, TN 37172

FANDOM FAIR



**10 AM
-
3 PM**



**SATURDAY
18
JULY**

Cosplay | Food Trucks | Petting Zoo | Face Painting | Etc.

BY SUBMITTING THIS FORM YOU AGREE TO THESE TERMS AND CONDITIONS

Fandom Fair is an all ages, family-friendly event.

Merchandise sold and displayed may not contain obscene/abusive language or images.

By submitting this application, you agree to adhere all to the Stokes Brown Public Library's Policies.

Anyone who violates these policies may be asked to leave the premises.

- Vendors understand that these rules are established to ensure a safe, orderly, and proper vendor space. They protect the safety, security, liability, and public image of the library and its attendees. Vendors agree that rules and policies, including these, are important and necessary for the smooth operation of the event, and they agree to abide by all such rules and policies.
- Stokes Brown Public Library and its staff are authorized to enforce these policies and any policies it may enact, and we may provide penalties for violations of library policies, including but not limited to ejection from the event.
- All vendors agree that they have and are solely responsible for having all the proper licensing and any applicable insurance that is required to do business at the facility or within the state or county.
- Vendors agree they are solely responsible for the legality and merchantability of any items they sell.
- Vendors may not bring merchandise that would be illegal to sell. This includes but is not limited to bootleg DVDs, unlicensed replicas or products, etc.
- Vendors may not bring or sell alcohol, beer, marijuana, or related products on the property.
- Stokes Brown Public Library reserves the right to inspect a vendor's booth and its products at any time. We will NOT open items that are in their original manufacturer's packaging.
- Selling weapons is prohibited. Real guns may not be sold at Stokes Brown Public Library. Projectiles, ammunition, or air-canisters for any gas-powered guns are not allowed. If you are found breaking any federal, state, or local weapons laws you will be solely responsible and held accountable for your actions.

- The vendor booth space is a designated smoke free zone. Vaping/smoking must be done in designated smoking/vaping areas only.
- Our event is family friendly. Displays of adult material are prohibited. Do not sell inappropriate materials to minors. If you are found illegally selling inappropriate materials to minors you will be solely responsible and held accountable for your actions.
- Vendors may not rent, sell, transfer, or sublet space to anyone else.
- Vendors may not use the Stokes Brown Public Library's logo in their promotional materials.
- Vendor space is provided with no charge to vendors.
- Space is first-come-first-serve. Space is not held for anyone until the registration process has been submitted fully.
- Vendor space is outdoors under the porch, unless otherwise stated.
- Signs, decorations, banners, etc may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, painted surfaces, or columns at our facility. If you do any of these things and cause damage, you may face penalties.
- Stokes Brown Public Library is not responsible for losses due to theft, damage, fire, or any other causes. Vendors must take care to watch their own space.
- Stokes Brown Public Library may not do marketing or promotion for vendors.
- Stokes Brown Public Library reserves the right to ask any vendor to leave the convention at any time for any reason that we believe may harm the event.
- Vendors agree and understand that they must show up on time for load in. Vendors agree and understand that if they show up late or not at all, that their space may be forfeited.
- Stokes Brown Public Library reserves the right to amend, adapt, modify, update or otherwise change these rules at any time to protect the safety, security, liability, or public image of the convention and/or its attendees, or for any other reason deemed necessary.