

Stokes Brown Public Library Board Agenda

Date September 11th, 2026 10:00

Call to Order

Public Comment

Approval of Minutes

- July 10th

Report of Treasurer

- Financial Statement

Report of Regional Librarian

Report of Library Director

- Director's Report
- Strategic Plan Update
- FOL Report

Report of Policy Committee

- Discuss and possibly take action on Laptop Policy.
- Discuss and possibly take action on Request for Reconsideration.
- Discuss and possibly take action on Children's Internet Protection Act (CIPA).

Old Business

New Business

- Discuss and possibly take action on Release of Microfilm to County Archives
- Discuss and possibly take action on Release of Jo Byrns Collection to History Museum/ Rob. Co. Historical Society.
- Discuss and possibly take action on Extended Hours for Christmas Parade.
- Discuss and possibly take action on Minimum Credit Card Charges.
- Discuss and possibly take action on Approval of the FY 26-27 Budget
- Discuss and possibly take action on Starting Pay Rates.
- Discuss and possibly take action on Employee Health Insurance Premiums.
- Discuss and possibly take action on Depreciation of Laptops and Cart
- Discuss and possibly take action on Renewal of MOU with White House PL

Adjournment

NEXT BOARD MEETING – November 13th 10:00 am

Members of the public wishing to register in advance to address the library board regarding any item on this agenda should register at stokesbrown.org/about/governance/board_meetings/ no later than noon on the day prior to the meeting

STOKES BROWN PUBLIC LIBRARY

BOARD MINUTES

July 10, 2026

IN ATTENDANCE

Board Members present: Stephanie Bradley, Jim Stelluto, Norma Dutton, Drew Sadler, Tiffany Thomson, Laurel Burr, Suzanne Glover, and Renée Wray-Davis.

Board Member attending remotely (non-voting): Martin Morgan (via telephone).

Others present: Caitlyn Haley (Regional Services Coordinator, Red River Regional Library), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Steve Pierson, CPA (Pierson CPA, via Microsoft Teams), Jennie Waddington (Guest), and Joyce Munda (Guest).

CALL TO ORDER

Stephanie Bradley called the meeting to order at 8:35 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

The motion was made by Jim Stelluto and seconded by Renée Wray-Davis to approve the May 8, 2026 minutes as presented.

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

REPORT OF THE TREASURER

Steve Pierson presented the financial statements to the Board and explained that the budget is currently overspent and not balanced. He noted that a more detailed financial analysis will be presented at the next meeting.

Michelle Adcock reviewed the primary causes of the budget overages, including:

- Cybersecurity insurance
- Plumbing expenses
- Security alarm maintenance
- Roofing expenses
- HVAC maintenance
- Electrical maintenance
- Approximately a \$2,100 increase in property insurance
- Salary adjustments related to a retiring employee
- Increased employee insurance costs after a replacement employee selected family coverage rather than single coverage

Drew Sadler noted that the overage represents only a small percentage of the overall budget and that unexpected expenses do occur.

The motion was made by Drew Sadler and seconded by Laurel Burr to approve the budget reallocation as presented.

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

The motion was made by Tiffany Thomson and seconded by Drew Sadler to approve the budget amendment as presented.

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

Martin Morgan expressed concern regarding increasing employee health insurance premiums. Michelle Adcock and Steve Pierson explained the library's participation in the State of Tennessee insurance plan.

REPORT OF THE REGIONAL LIBRARIAN

The Report of the Regional Librarian was given by Caitlyn Haley. She highlighted the following:

- Upcoming Trustee Workshop
- Library Support Rankings explanation
- Tennessee Public Library Standards Survey due July 15, 2026
- Robertson County population figures used in state funding calculations
- Internal controls and Comptroller audit updates

REPORT OF THE DIRECTOR

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

- The library spent approximately \$10,657 on 981 programs serving 22,911 attendees.
- The average cost was approximately \$10.86 per program and \$0.46 per attendee.
- Physical collection circulation has declined.
- Program attendance continues to increase.

STRATEGIC PLAN UPDATE

Michaela Willbanks presented an update on the library's Strategic Plan.

FRIENDS OF THE LIBRARY

Joyce Munda reported that plans continue to move forward for the garden expansion and parking lot improvements. She also noted that approximately 45% of the remaining third of the inheritance will be shared between the Friends of the Library and Springfield First United Methodist Church.

REPORT OF POLICY COMMITTEES

Discuss and possibly take action on Library Board By-Law Revision

Michelle Adcock presented revisions to the Library Board By-Laws, highlighting changes regarding agenda items and public comment procedures.

The motion was made by Laurel Burr and seconded by Tiffany Thomson to adopt the language highlighted in blue.

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

Stephanie Bradley then discussed changing the regular Library Board meeting time.

The motion was made by Drew Sadler and seconded by Suzanne Glover to change the regular Board meeting time to 10:00 a.m.

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

The motion was made by Drew Sadler and seconded by Jim Stelluto to approve the revised Library Board By-Laws as amended.

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

Discuss and possibly take action on Public Bulletin Board Policy

Michelle Adcock presented revisions to the Public Bulletin Board Policy.

The motion was made by Tiffany Thomson and seconded by Drew Sadler to approve the policy as presented.

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

Discuss and possibly take action on Educator Card Policy

The Board reviewed the Educator Card Policy. No policy changes were recommended. Drew Sadler suggested increasing marketing efforts to local schools.

The motion was made by Laurel Burr and seconded by Renée Wray-Davis to reapprove the Educator Card Policy as presented.

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

Discuss and possibly take action on the Public Library Service Agreement

Michelle Adcock presented the updated Public Library Service Agreement. The agreement includes revised language requiring compliance with applicable state and federal orders issued by the Tennessee Secretary of State, and adjustments to training requirements.

The motion was made by Laurel Burr and seconded by Jim Stelluto to approve the Public Library Service Agreement as presented.

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

Discuss and possibly take action on appointments to committees

Michelle Adcock presented the proposed Library Board committee appointments for 2026–2027.

- Budget Committee: Stephanie Bradley, Renée Wray-Davis, and Drew Sadler
- Policy Committee: Stephanie Bradley, Laurel Burr, Renée Wray-Davis, and Jim Stelluto
- Nominating Committee: Stephanie Bradley, Martin Morgan, Tiffany Thomson, and Laurel Burr
- Personnel Committee: Stephanie Bradley, Suzanne Glover, Tiffany Thomson, and Norma Dutton

The motion was made by Tiffany Thomson and seconded by Jim Stelluto to approve the committee appointments as presented.

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

ADJOURNMENT

The motion was made by Drew Sadler and seconded by Suzanne Glover to adjourn the meeting.

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

The next Library Board meeting will be held on Friday, September 11, 2026, at 10:00 a.m.

STOKES BROWN PUBLIC LIBRARY

FINANCIAL STATEMENTS

May 31, 2026 and June 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 June 30, 2026, and the related statements of financial income and expenses for the two months and twelve months ended June 30, 2026, and the related statements of financial income and expenses - budget vs. actual for the twelve months ended June 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,

A handwritten signature in black ink, appearing to read "Stephen Pierson CPA", with a stylized flourish at the end.

Stephen Pierson, CPA
Springfield, TN

September 10, 2026

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

	Jun 30, 26
ASSETS	
Current Assets	
Checking/Savings	
Cash on Hand	189.30
U.S. Bank 8988	284,830.32
Total Checking/Savings	285,019.62
Total Current Assets	285,019.62
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	4,264,738.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	9,575.49
Total Accounts Payable	9,575.49
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	15,293.37
Total Other Current Liabilities	76,560.34
Total Current Liabilities	86,135.83
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
Total Long Term Liabilities	3,981,626.79
Total Liabilities	4,067,762.62

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

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

	<u>Jun 30, 26</u>
Equity	
Fund Balance	263,275.59
Net Income	<u>-66,299.74</u>
Total Equity	<u>196,975.85</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,264,738.47</u></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 Twelve Months Ended June 30, 2026

	May - Jun 26	Jul '25 - Jun 26
Ordinary Income/Expense		
Income		
City of S'fld Appropriation	117,247.50	468,990.00
E-rate Reimbursement	0.00	5,560.00
Other Income		
Credit Card Transaction	-64.11	536.68
Notary Fee	71.00	342.00
Copies	305.75	1,383.35
Faxing	194.00	1,415.50
Fines	1,547.19	9,348.05
Interest	4.68	12.09
Lost Books	280.50	1,695.35
Memorials	0.00	375.00
New Cards	85.40	417.40
Other Donations	13,072.35	15,990.89
Printing	1,336.40	7,756.70
Room Rental Fee	100.00	255.80
Other Income - Other	33.10	1,260.15
Total Other Income	16,966.26	40,788.96
Regional Funding	0.00	16,725.63
Robertson Co. Appropriation	0.00	468,990.00
State of TN - Tech Grant	6,184.02	6,184.02
Total Income	140,397.78	1,007,238.61
Gross Profit	140,397.78	1,007,238.61
Expense		
Audio Visual Material	555.20	5,493.58
Books Purchased	5,922.59	21,507.70
Books Purchased-Regional	0.00	16,725.63
Equipment & Capital Expend.	2,118.00	20,498.14
Insurance	3,938.80	24,031.93
Maintenance	10,406.79	55,945.97
Meals and Entertainment	0.00	134.50
Miscellaneous		
Bank Charges	13.40	73.40
Total Miscellaneous	13.40	73.40
Periodicals	175.00	1,345.51
Postage	76.85	524.90
Professional Services	700.00	17,150.00
Programs		
Program fees	750.00	1,725.31
Program Supplies	416.08	4,842.55
Summer Reading Program Fees	0.00	2,770.00
Summer Reading Program Suppli...	1,518.97	2,008.17
Total Programs	2,685.05	11,346.03
Repairs	3,343.92	41,436.70

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 Twelve Months Ended June 30, 2026

	May - Jun 26	Jul '25 - Jun 26
Salaries		
DD Fees	530.00	3,000.00
Medical Insurance	11,911.48	66,108.34
Payroll Taxes	7,454.07	44,910.24
Retirement	6,347.56	21,411.46
Salaries - Other	101,512.07	609,256.74
Total Salaries	127,755.18	744,686.78
Shortage/Overage	-34.95	-294.35
Software & Licensing	2,907.60	29,123.19
Staff Development		
Dues	40.00	2,165.00
Travel	893.13	1,411.61
Staff Development - Other	308.55	2,096.68
Total Staff Development	1,241.68	5,673.29
Supplies	4,634.05	15,206.46
Taxes	2.22	7.26
Telephone/Internet	2,597.34	17,048.51
Utilities	7,492.42	45,873.22
Total Expense	176,531.14	1,073,538.35
Net Ordinary Income	-36,133.36	-66,299.74
Net Income	-36,133.36	-66,299.74

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. ACTU
For the Twelve Months Ended June 30, 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
City of S'fld Appropriation	468,990.00	468,990.00	0.00	100.0%
E-rate Reimbursement	5,560.00	5,800.00	-240.00	95.9%
Other Income				
Credit Card Transaction	536.68	4,100.00	-3,563.32	13.1%
Notary Fee	342.00	300.00	42.00	114.0%
Copies	1,383.35	1,500.00	-116.65	92.2%
Faxing	1,415.50	2,000.00	-584.50	70.8%
Fines	9,348.05	9,500.00	-151.95	98.4%
Interest	12.09	10.00	2.09	120.9%
Lost Books	1,695.35	2,800.00	-1,104.65	60.5%
Memorials	375.00	1,500.00	-1,125.00	25.0%
New Cards	417.40	500.00	-82.60	83.5%
Other Donations	15,990.89	106,010.00	-90,019.11	15.1%
Printing	7,756.70	7,700.00	56.70	100.7%
Room Rental Fee	255.80	1,000.00	-744.20	25.6%
Other Income - Other	1,260.15	1,500.00	-239.85	84.0%
Total Other Income	40,788.96	138,420.00	-97,631.04	29.5%
Regional Funding	16,725.63	16,500.00	225.63	101.4%
Robertson Co. Appropriation	468,990.00	468,990.00	0.00	100.0%
State of TN - Tech Grant	6,184.02	2,500.00	3,684.02	247.4%
Total Income	1,007,238.61	1,101,200.00	-93,961.39	91.5%
Gross Profit	1,007,238.61	1,101,200.00	-93,961.39	91.5%
Expense				
Advertising	0.00	100.00	-100.00	0.0%
Audio Visual Material	5,493.58	5,700.00	-206.42	96.4%
Books Purchased				
E-books/E-audio	0.00	5,500.00	-5,500.00	0.0%
Books Purchased - Other	21,507.70	22,000.00	-492.30	97.8%
Total Books Purchased	21,507.70	27,500.00	-5,992.30	78.2%
Books Purchased-Regional	16,725.63	16,500.00	225.63	101.4%
Equipment & Capital Expend.	20,498.14	30,000.00	-9,501.86	68.3%

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. ACTU
For the Twelve Months Ended June 30, 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Insurance	24,031.93	15,000.00	9,031.93	160.2%
Maintenance				
Meals and Entertainment	55,945.97	57,000.00	-1,054.03	98.2%
Miscellaneous	134.50	400.00	-265.50	33.6%
Bank Charges	73.40	80.00	-6.60	91.8%
Miscellaneous - Other	0.00	50.00	-50.00	0.0%
Total Miscellaneous	73.40	130.00	-56.60	56.5%
Periodicals				
Postage	1,345.51	2,000.00	-654.49	67.3%
Professional Services	524.90	799.96	-275.06	65.6%
	17,150.00	16,500.00	650.00	103.9%
Programs				
Program fees	1,725.31	1,970.00	-244.69	87.6%
Program Supplies	4,842.55	2,200.00	2,642.55	220.1%
Summer Reading Program Fees	2,770.00	1,800.00	970.00	153.9%
Summer Reading Program Suppli...	2,008.17	1,000.00	1,008.17	200.8%
Total Programs	11,346.03	6,970.00	4,376.03	162.8%
Repairs				
Salaries	41,436.70	45,000.00	-3,563.30	92.1%
DD Fees	3,000.00	3,200.00	-200.00	93.8%
Medical Insurance	66,108.34	68,400.00	-2,291.66	96.6%
Payroll Taxes	44,910.24	45,300.00	-389.76	99.1%
Retirement	21,411.46	18,500.00	2,911.46	115.7%
Salaries - Other	609,256.74	631,800.00	-22,543.26	96.4%
Total Salaries	744,686.78	767,200.00	-22,513.22	97.1%
Shortage/Overage	-294.35			
Software & Licensing	29,123.19	24,900.00	4,223.19	117.0%
Staff Development				
Dues	2,165.00	1,300.00	865.00	166.5%
Travel	1,411.61	500.00	911.61	282.3%
Staff Development - Other	2,096.68	2,700.00	-603.32	77.7%

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. ACTU
For the Twelve Months Ended June 30, 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Total Staff Development	5,673.29	4,500.00	1,173.29	126.1%
Supplies	15,206.46	20,000.04	-4,793.58	76.0%
Taxes	7.26			
Telephone/Internet	17,048.51	16,000.00	1,048.51	106.6%
Utilities	45,873.22	45,000.00	873.22	101.9%
Total Expense	1,073,538.35	1,101,200.00	-27,661.65	97.5%
Net Ordinary Income	-66,299.74	0.00	-66,299.74	100.0%
Net Income	-66,299.74	0.00	-66,299.74	100.0%

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

STOKES BROWN PUBLIC LIBRARY

FINANCIAL STATEMENTS

July 31, 2026 and August 31, 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 August 31, 2026, and the related statements of financial income and expenses for the two months ended August 31, 2026, and the related statements of financial income and expenses - budget vs. actual for the two months ended August 31, 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.

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

Sincerely,


Stephen Pierson, CPA
Springfield, TN

September 10, 2026

STOKES BROWN PUBLIC LIBRARY
STATEMENT OF FINANCIAL POSITION
August 31, 2026

	Aug 31, 26
ASSETS	
Current Assets	
Checking/Savings	
Cash on Hand	189.30
U.S. Bank 8988	245,011.42
Total Checking/Savings	245,200.72
Total Current Assets	245,200.72
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	4,224,919.57
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,117.52
Total Accounts Payable	3,117.52
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	-0.86
Payroll Taxes Payable	15,434.53
Total Other Current Liabilities	76,700.64
Total Current Liabilities	79,818.16
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
Total Long Term Liabilities	3,981,626.79

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

STOKES BROWN PUBLIC LIBRARY
STATEMENT OF FINANCIAL POSITION
August 31, 2026

	Aug 31, 26
Total Liabilities	4,061,444.95
Equity	
Fund Balance	196,975.85
Net Income	-33,501.23
Total Equity	163,474.62
TOTAL LIABILITIES & EQUITY	<u>4,224,919.57</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 Ended August 31, 2026

	Jul - Aug 26
Ordinary Income/Expense	
Income	
Other Income	
Credit Card Transaction	1,632.73
Notary Fee	69.00
Copies	308.80
Faxing	217.00
Fines	1,321.94
Lost Books	530.50
Memorials	700.00
New Cards	54.80
Other Donations	63.15
Printing	1,494.85
Other Income - Other	28.90
Total Other Income	6,421.67
Robertson Co. Appropriation	123,497.50
Total Income	129,919.17
Gross Profit	129,919.17
Expense	
Audio Visual Material	509.53
Books Purchased	3,400.73
Equipment & Capital Expend.	681.36
Maintenance	8,742.48
Miscellaneous	
Bank Charges	12.84
Total Miscellaneous	12.84
Periodicals	100.64
Professional Services	700.00
Programs	
Program fees	971.00
Program Supplies	279.09
Summer Reading Program Suppli...	602.75
Total Programs	1,852.84
Salaries	
DD Fees	520.00
Medical Insurance	11,911.48
Payroll Taxes	7,345.21
Retirement	3,045.71
Salaries - Other	101,238.12
Total Salaries	124,060.52
Shortage/Overage	17.01
Software & Licensing	12,035.35
Staff Development	

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 Ended August 31, 2026

	Jul - Aug 26
Dues	780.00
Total Staff Development	780.00
Supplies	2,581.64
Telephone/Internet	2,550.08
Utilities	5,395.38
Total Expense	163,420.40
Net Ordinary Income	-33,501.23
Net Income	-33,501.23

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. ACTU
For the Two Months Ended August 31, 2026

	Jul - Aug 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
City of S'fld Appropriation	0.00	82,331.70	-82,331.70	0.0%
E-rate Reimbursement	0.00	966.70	-966.70	0.0%
Other Income				
Credit Card Transaction	1,632.73	133.30	1,499.43	1,224.9%
Notary Fee	69.00	50.00	19.00	138.0%
Copies	308.80	216.70	92.10	142.5%
Faxing	217.00	266.70	-49.70	81.4%
Fines	1,321.94	1,583.30	-261.36	83.5%
Interest	0.00	1.70	-1.70	0.0%
Lost Books	530.50	400.00	130.50	132.6%
Memorials	700.00	250.00	450.00	280.0%
New Cards	54.80	83.30	-28.50	65.8%
Other Donations	63.15	6,000.00	-5,936.85	1.1%
Printing	1,494.85	1,133.30	361.55	131.9%
Room Rental Fee	0.00	83.30	-83.30	0.0%
Other Income - Other	28.90	216.70	-187.80	13.3%
Total Other Income	6,421.67	10,418.30	-3,996.63	61.6%
Regional Funding	0.00	2,750.00	-2,750.00	0.0%
Robertson Co. Appropriation	123,497.50	82,331.70	41,165.80	150.0%
State of TN - Tech Grant	0.00	416.70	-416.70	0.0%
Total Income	129,919.17	179,215.10	-49,295.93	72.5%
Gross Profit	129,919.17	179,215.10	-49,295.93	72.5%
Expense				
Advertising	0.00	8.30	-8.30	0.0%
Audio Visual Material	509.53	950.00	-440.47	53.6%
Books Purchased				
E-books/E-audio	0.00	833.30	-833.30	0.0%
Books Purchased - Other	3,400.73	3,666.70	-265.97	92.7%
Total Books Purchased	3,400.73	4,500.00	-1,099.27	75.6%
Books Purchased-Regional	0.00	2,750.00	-2,750.00	0.0%
Equipment & Capital Expend.	681.36	5,333.30	-4,651.94	12.8%

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. ACTU
For the Two Months Ended August 31, 2026

	Jul - Aug 26	Budget	\$ Over Budget	% of Budget
Insurance	0.00	2,376.70	-2,376.70	0.0%
Maintenance	8,742.48	9,116.70	-374.22	95.9%
Meals and Entertainment	0.00	33.30	-33.30	0.0%
Miscellaneous				
Bank Charges	12.84	13.30	-0.46	96.5%
Miscellaneous - Other	0.00	8.30	-8.30	0.0%
Total Miscellaneous	12.84	21.60	-8.76	59.4%
Periodicals	100.64	250.00	-149.36	40.3%
Postage	0.00	150.00	-150.00	0.0%
Professional Services	700.00	2,975.00	-2,275.00	23.5%
Programs				
Program fees	971.00	250.00	721.00	388.4%
Program Supplies	279.09	666.70	-387.61	41.9%
Summer Reading Program Fees	0.00	416.70	-416.70	0.0%
Summer Reading Program Suppli...	602.75	133.30	469.45	452.2%
Total Programs	1,852.84	1,466.70	386.14	126.3%
Repairs	0.00	1,333.30	-1,333.30	0.0%
Salaries				
DD Fees	520.00	533.30	-13.30	97.5%
Medical Insurance	11,911.48	12,550.00	-638.52	94.9%
Payroll Taxes	7,345.21	8,033.30	-688.09	91.4%
Retirement	3,045.71	3,183.30	-137.59	95.7%
Employee Health Clinic	0.00	900.00	-900.00	0.0%
Salaries - Other	101,238.12	105,000.00	-3,761.88	96.4%
Total Salaries	124,060.52	130,199.90	-6,139.38	95.3%
Shortage/Overage	17.01			
Software & Licensing	12,035.35	3,616.70	8,418.65	332.8%
Staff Development				
Dues	780.00	333.30	446.70	234.0%
Travel	0.00	166.70	-166.70	0.0%
Staff Development - Other	0.00	216.70	-216.70	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. ACTU
For the Two Months Ended August 31, 2026

	Jul - Aug 26	Budget	\$ Over Budget	% of Budget
Total Staff Development	780.00	716.70	63.30	108.8%
Supplies	2,581.64	5,000.00	-2,418.36	51.6%
Telephone/Internet	2,550.08	1,416.70	1,133.38	180.0%
Utilities	5,395.38	7,000.00	-1,604.62	77.1%
Total Expense	163,420.40	179,214.90	-15,794.50	91.2%
Net Ordinary Income	-33,501.23	0.20	-33,501.43	-16,750,615.0%
Net Income	-33,501.23	0.20	-33,501.43	-16,750,615.0%

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

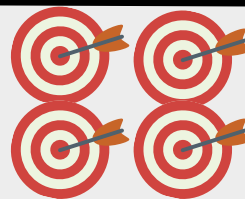


Red River Regional Library Board Report

September 2026

Targeted Standards

- Public Comment Guidelines at Board Meetings (review every other year)
 - Statewide average is 69%
- Library has an emergency/disaster preparedness plan.
 - Statewide average is 69%.



Upcoming Trainings & Meetings

Topic	Provider	Date & Time	Location	Link
ReadyTN Libraries: Disaster Preparedness and Response	Tennessee Emergency Management Authority (TEMA)	September 8 th 12-1:30	Online	Registration closed
Trustee Workshop	Red River, Buffalo River, & Stones River Regional Libraries	September 9 th 9:30-3:30	Tennessee State Library & Archives	Registration closed
Public Library Survey Open Lab	Christy Chandler	September 15 th 10-1	Red River Regional Library	No registration required
Pre-Webinar: Process Mapping for Efficient Library Workflows	Crystal Trice	September 22 nd 9:30-10:30	Online	Register

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!



Reminders

- The Maintenance of Effort form is due on October 31st. The Library Board or Budget Committee should review and confirm both the spending for 25-26 and the budgeted amount for 26-27 before submitting the Maintenance of Effort (MOE) form to the mayors for their signatures.
- If you haven't done so, please consider appointing committees.
- Our office will be closed on September 7th for Labor Day.

Follow-up

- Trustee Orientation: This is usually a 50–60-minute session and is available to any new trustee. The session can occur before a regularly scheduled library board meeting or on TEAMS at a mutually agreed-upon time. Contact Cecilie (cecilie.maynor@tnsos.gov) or Caitlyn (caitlyn.haley@tnsos.gov) to schedule the orientation.

Annual Documents

Form	Due Date
Library Service Agreement (LSA)*	September 1 st
Official Board Appointment Form**	September 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

Attachments & Handouts

- Library Board Appointment Form

Stokes Brown Public Library Director's Report

(615) 384-5123

July 2026

The circulation numbers were up significantly from July of '25 although the door count was down from that same time period.

The library was closed two days in July for Independence Day.



Our Friends join the Dark Side.

Technology

Training & Online Resources: The library continues to offer three online databases.

The City of Springfield included the library in a grant that provided four new learning computers in our Children's Library. These stations are proving extremely popular with children and parents.

Outreach & Community Partners: The Library hosted a successful Fandom Fair in July, bringing the community together to celebrate favorite books, movies, television shows, games and characters. We had 518 attendees at programs held during Fandom. The Friends supported the event by funding several vendors and selling t-shirts during the event. Planning is underway for next year which will be in June to help us kick off summer reading.



August field trip to Mahala Springs and Farm.

July marked the conclusion of the library's summer reading program. Community partners including Nashville Grotto, Port Royal State Historic Park, Runaway Puppet Theatre, and Mr. Bond the Science Guy, offered opportunities to Unearth a Story.

August 2026

August brought the end of summer and the return to school. Our after-school and homeschool programming resumed this month. While August door count was down slightly from 2025 the Circulation counts were up for electronic and physical.

Technology

Training & Online Resources:

We have hired Hunter McDougal as our new technology trainer. He is completing clerk and reference desk training before resuming technology classes.



Feeding the goats

The library is seeking grant funding to refit the quiet reading room as a maker space. This will allow us to properly house our 3D printer, 3D scanner, laser cutter /engraver, Promethean, and other smaller pieces of technology. When we are not using it as a makerspace patrons will be able to reserve it as a large meeting space.

The City of Springfield also provided the library with a fleet of Chromebooks and I Pads. We will be cataloging these soon. The Regional Library will assist us in setting them. The Chromebooks will circulate to patrons both inside and outside the library. We are hopeful that the I Pads will replace the ones in use in the Children's library.

Outreach & Community Partners: The Library's August field trip to Mahala Springs had 53 participants. Children toured the property and learned about spring water, vegetation, native plants, and the role goats play in maintaining the property. September's field trip will feature a courthouse tour led by Howard Bradley.



Cindy retires after 10 years as Cataloger

Looking Forward:

We look forward to partnering with the Robertson County Sheriff's Department to welcome Lieutenant Jennifer Holmes for Monday storytimes.

Planning is also underway for the library's Halloween festivities.

We are in the process of planning our next Murder Mystery Night. This year will be Mardi Gras themed.

Pinewood Derby is in January. This year we plan to offer a Winter Read Up leading up to the event. Patrons will be able to earn a free pinewood derby car kit if they participate in the Read Up program.

The Numbers:

MONTHLY DATA

	July	August
Total Circulation	17,571	15,963
Physical Circulation	10,339	9,978
Library Visits	8,901	9,071
Programs & Activities	85	79
*Attendance	2,025	1,686
ILL (loaned & received)	107	122
New Cards Issued	111	130

Staff Updates:

Anniversaries

Gerard	Clerk	5 years
Nick S.	Clerk	2 years
Bennet	Clerk	2 years
Rebecca	Ast. Circ. Super.	3 years
Michelle	Director	11 years
Heather	Acquisitions	11 years

Training

All current staff have completed their Title VI training.

Preparations for the December staff training day are underway.

We plan to have 4 staff people to attend Summer Reading Conference in October at the State Library.

Hires

Hunter is our new Technology Trainer.

Emma joined the team as a Clerk.

Megan joined the team as an Interlibrary Loan and Room Rental Clerk.

Jana has transitioned into the Cataloger position following Cindy's retirement, and the Administrative Assistant position has been eliminated.

Departures

Chris has left to attend Austin Peay State University.

Cindy, Cataloger, retired after 10 years of service with the library. Before she worked as a Cataloger she served as Library Board Chair during the building project.

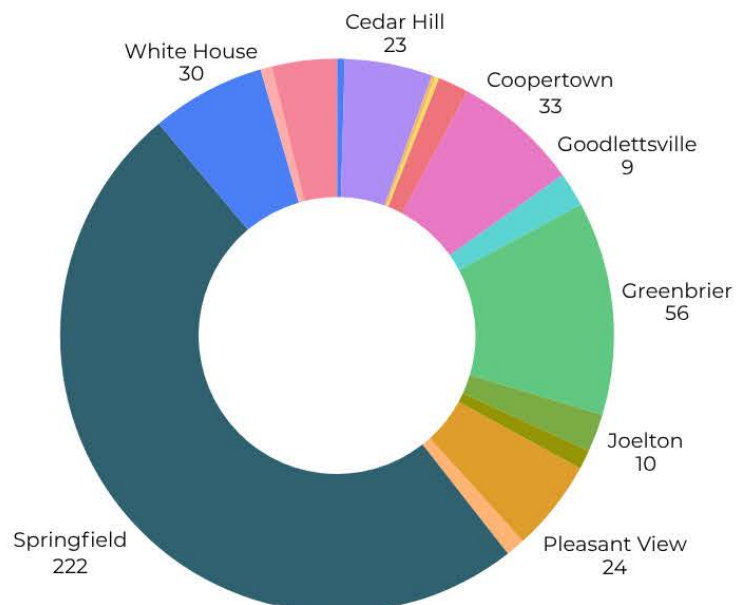
SUMMER READING 2026

City Total

Adams	2
Cedar Hill	23
Chapmansboro	1
Cheatham	1
Clarksville	8
Coopertown	33
Goodlettsville	9
Greenbrier	56
Joelton	10
Orlinda	5
Pleasant View	24
Ridgetop	5
Springfield	222
White House	30
Whites Creek	3
No Response	17

Overall Total

449



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 technology acquired through grant funding and provide training opportunities for community members

AWE computers have been cataloged, configured, and made available for patron use. The Chromebooks are awaiting reconfiguration by the Regional Library to establish appropriate device-security and data-clearing procedures between patron sessions. Staff are also evaluating enhanced security and parental-control options for the new iPads.

Complete the Chromebook reconfiguration and establish patron-use procedures. Configure the new iPads with enhanced security and parental controls before placing them in the Children's Library. Target completion: Fall 2026.

A 2

Book Vending Machine

Staff have reviewed vendor options and are obtaining three competitive bids or determining whether the equipment qualifies as a sole-source purchase. Discussions with the City of Greenbrier regarding installation at City Hall are continuing.

Complete the required procurement process, select a vendor, obtain final approval from the City of Greenbrier, and proceed with the purchase and installation.

A 3

Windows 10 Computer Lab Issue

Funding has been requested through the State Technology Grant for a new row of public computers to replace workstations that are not compatible with Windows 11.

If funding is awarded, purchase and install the replacement computers. The computer lab will ultimately be reduced by one row, with Chromebooks providing additional flexible access for patrons.

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

Fall homeschool programming has resumed. Staff are also coordinating with the Robertson County Prevention Coalition to develop Red Ribbon Week programming for homeschool families.

Finalize and promote the Red Ribbon Week program while continuing the fall homeschool presentation series.

B 2

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

The 2026 Summer Reading Program concluded in July, and participation and program data have been collected for evaluation.

Launch a new Winter Reading Program connected to the annual Pinewood Derby. Children who complete a winter reading log will earn a free car kit, followed by scheduled build days and the Pinewood Derby race in February 2027.

B 3

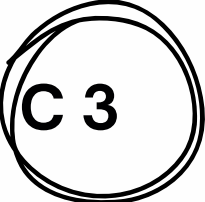
Implement and promote the "100 Books Before Graduation" initiative for teens.

The 100 Books Before Graduation program has launched, all program supplies have been received, and the first participant has enrolled.

Expand marketing and outreach, including promotion through local schools, to increase awareness and teen participation.

Goal C:

Be a reliable source of information for Robertson County communities

Objectives	Projects	Updates	What's Next?
C 1	Increase access to community information by creating and updating website resource pages that reflect frequently requested topics and services in Robertson County	Resource page topics have been identified, and content development is underway for high-demand community information.	Publish initial resource pages and continue expanding topics based on community needs.
C 2	Robertson County Health Council Community Health Assessment partnership	Library leadership continues active participation in the Robertson County Health Council, including grant funding, suicide prevention initiatives, and community health partnerships.	Continue supporting Health Council initiatives and implement community health projects throughout Robertson County
 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.	Staff are exploring a grant opportunity that would fund the library mural while also providing free mural-painting classes for older adults.	Confirm grant requirements, identify project partners, and submit an application. If funded, develop and promote the senior mural-painting classes.

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

The previously anticipated Chamber funding is no longer available. Staff are exploring an alternative grant opportunity that could fund the mural while also providing free mural-painting classes for older adults.

Confirm the grant requirements and submit an application. If funding is awarded, select an artist, coordinate the mural project, and schedule the community classes.

D 2

Spanish-Language Services and Outreach

The Spanish-language collection continues to expand. Bilingual Storytime is temporarily paused due to changes in staff availability.

Explore staffing and community-partnership opportunities to resume bilingual programming while continuing to expand multilingual resources and evaluate community needs.

D 3

Emergency Management/Natural Disaster preparedness

Staff continue to review regional emergency-response plans and have made progress toward developing library-specific procedures.

Continue the review process and prepare an initial draft of the library's emergency-response procedures.

Updated
9/4/2026



**STOKES
BROWN**
PUBLIC LIBRARY

Serving all of Robertson County



Serving all of Robertson County

405 White Street, Springfield, TN 37172

Chromebook Policy

General

- You must be **18 or older with your own library card and valid photo ID** to check out a Chromebook. A library card must have been active for at least one month, have no outstanding fines, and have a Chromebook Borrowing Agreement on file before a Chromebook may be checked out.
- All files and downloads will be deleted when your session is completed. Nothing is saved.
- Failure to return Chromebooks will result in fines and loss of laptop checkout privileges.
- The library reserves the right to remotely disable overdue devices.
- The borrower is responsible for the cost of repair or replacement of the Chromebook and any associated equipment if lost, stolen, or damaged beyond normal wear and tear.
- If patrons experience problems with the laptop, software, or internet connection, they should ask library staff for assistance.
- Devices must be returned directly to staff. Do not place them in book drops. The charge for placing a device in a book drop is \$20 plus the cost of any damage to the device.
- Chromebooks may not be used for unlawful activities or activities that violate the library's Computer and Internet Use Policy.
- Anyone under the age of 18 must abide by the following:
 - Ages 0 – 14: Must be directly supervised by a responsible adult while on any library owned internet connected device.
 - Ages 15 – 17: Must be accompanied by a responsible adult OR have signed permission (located on the registration card) from a parent or legal guardian before using any library owned internet connected device.
 - Please see the Patron Conduct Policy, CIPA & Filtering for more information.

In Library Use

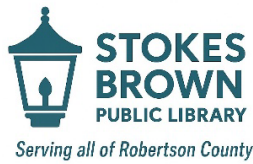
- The library maintains a classroom set of Chromebooks for use in the library. These may be checked out by patrons aged 18 or older for use in the library when they are not being used for library programming.
- Patrons must leave photo ID at the desk while using Chromebooks.
- Patrons may check out more than one device at a time for classes, tutoring, etc.
- The patron who checked out the device will be financially responsible for any loss or damage to the device.

- All devices are due 15 minutes before closing.
- Devices are first- come, first- served basis.
- Leaving a Chromebook unattended may result in suspension of Chromebook borrowing privileges.

Checking Out For Home Use

- There are a limited number of Chromebook devices for home use.
- Devices may be checked out for one week. They may not be renewed.
- Take home Chromebooks are only available to Robertson County residents.
- Lost or stolen devices must be reported to the library immediately.
- The overdue fine is \$3.00 per day until returned. Overdue fines accrue to a maximum of the replacement cost of the device.
- Devices may be deactivated beginning the day after their due date.
- A reactivation fee of \$5 will be charged to your account if the device is deactivated.
- The library cannot guarantee that internet filtering settings will function identically on all networks. Filtering may vary based on the settings of the internet service provider or network through which the Chromebook is connected.
- Multiple device deactivations (Chromebooks and/ or hotspots) will result in assessment of the applicable fines and a suspension of device borrowing privileges.
 - First occurrence: warning and applicable fees.
 - Second occurrence: two-month suspension of device borrowing privileges.
 - Third occurrence: one-year suspension of device borrowing privileges.

Board Approved 9/11/2026



Stokes Brown Public Library Chromebook Borrowing Agreement

By signing below, I acknowledge that I have read and agree to comply with the Chromebook Policy of the Stokes Brown Public Library.

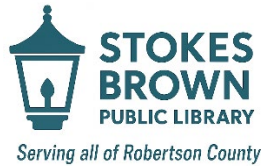
1. I will check out a Chromebook using my own valid Stokes Brown Public Library card and photo identification. I understand that I must meet all eligibility requirements established by the library.
2. I understand that I am fully responsible for the Chromebook and any accessories issued with it while it is checked out to me.
3. I understand that I am financially responsible for any loss of or damage to the Chromebook and its accessories that occurs while the device is checked out to me. This includes damage caused by misuse, neglect, food or drink spills, or failure to exercise reasonable care.
4. I will inspect the Chromebook at checkout and immediately report any existing damage or operational issues to library staff. Failure to report existing damage may result in my being held responsible for damage discovered upon return.
5. I will return the Chromebook and all issued accessories by the due date and time established by the library. I understand that overdue fines, deactivation fees, and other charges may apply in accordance with library policy.
6. I understand that overdue Chromebooks may be remotely deactivated by the library.
7. I understand that all files, downloads, and personal data stored on the Chromebook may be deleted. The library is not responsible for lost files or data.
8. I understand that I am responsible for signing out of websites, applications, and online accounts that require personal credentials. The library is not responsible for unauthorized access resulting from my failure to log out of an account.
9. I will not install, remove, alter, or attempt to bypass any software, security settings, filtering systems, or device management controls installed by the library.
10. I understand that Chromebooks must be returned directly to library staff and may not be placed in a book drop. Devices returned in a book drop are subject to the fees and charges established by library policy.
11. I agree to comply with the library's Computer and Internet Use Policy and all other applicable library policies while using the Chromebook.
12. I will not allow children under the age of 14 use the device without adult supervision.
13. Filtering may vary based on the settings of the internet service provider or network through which the Chromebook is connected.

Borrower Name: _____

Library Card Number: _____

Borrower Signature: _____

Date: _____



Stokes Brown Public Library Collection Development Policy

Purpose

The Collection Development Policy of the Stokes Brown Public Library (SBPL):

- Informs the public of principles guiding our selection of library materials
- Establishes priorities for the allocation of resources
- Guides library staff in the selection and management of the collection
- As required by the Department of State, all materials are selected by the library in accordance with the full Collection Development Policy. This policy will be approved by the library's Board of Trustees at least annually.

Library Vision

The Library is a trusted community resource, providing educational and social opportunities and materials.

Library Mission

To inspire lifelong learning through connections to knowledge and the communities of Robertson County.

Collection Evaluation and Assessment

- **Size** (in volume or titles)
 - The size of the collection of SBPL at the time of writing this policy is approximately 64,000 physical titles and 500 locally owned digital titles. Our participation in the regional library system allows patron access to digital resources statewide through the Tennessee Electronic Library and the Libby app.
- **Varieties in Format**
 - SBPL collects titles across a variety of formats, including print, audiovisual, and digital. The current collection includes:
 - Books (Regular and Large Print)
 - Magazines
 - Newspapers
 - Audiobooks (CDs, MP3s, & Wonderbooks)
 - Hotspots
 - eBooks
 - eAudiobooks
 - Microfilm
 - Genealogy materials
 - Laptops
 - Wonderbooks
 - Educational electronics
 - Miscellaneous items, e.g. themed kids' backpacks, adult backpacks, board games, puzzles etc.

- **Growth**
 - SBPL takes the demographics of its service area into consideration when selecting new materials, including such factors as race, ethnicity, religion, age, and gender. SBPL strives to represent a diverse population with diverse needs.
- **Reading/Info Levels**
 - SBPL includes a variety of different reading levels in its collection of titles in each format, ranging from AR Levels 1-6, Pre-K to 5th grade; to young adult (11-17), to adult (18 & beyond). Our collections are meant to inspire intellectual and emotional growth; and curiosity, relative to each age group. We rely on information from publishers, vendors, and fellow libraries for selecting materials in each age category.

Selection Responsibility

Ultimate discretion and responsibility for material selection and purchasing lies with SBPL's Director. However, the Director may delegate collection development responsibilities to other library staff as they deem necessary. Currently, there are one or more staff members other than the Director who have collection development responsibilities in the areas of adult fiction, nonfiction, children's fiction and nonfiction, teen fiction and nonfiction, electronic materials, and audiobooks/DVDs.

As required by the Department of State, the library director is aware of all books selected for purchase by the library and shares lists of newly purchased materials with the public library's Board of Trustees.

Individual patrons are responsible for selecting the library materials that are appropriate for and best meet the needs of themselves and their children both inside and outside the library. Not every item will be appropriate for every user or situation. Patrons are encouraged to make use of reviews and ratings for materials to determine if they are suitable for their purposes before reading or watching them. Grade level stickers are used to reflect the reading difficulty of the work and are not a judgement on the age appropriateness of the information or content.

Selection & Evaluation Criteria

Priority is given to materials that best support SBPL's mission and vision statements. Library staff utilize professional judgement and expertise when making selection and collection management decisions. Additionally, library staff will consider community interests; demand; strengths and weaknesses of the existing collection; physical space limitations; and available budget when making selection decisions. No funds received are used to purchase, nor will the library otherwise acquire, material that constitutes "child pornography," is "pornographic for minors," or is "obscene". Books and materials that contain sexual themes or content are reviewed by the public library independently for age-appropriateness and cataloged accordingly - even if this overrides the age-appropriateness recommended by the publisher. The following criteria are used to evaluate items for inclusion in both the electronic and physical collection:

- **Content**
 - Accuracy
 - Authoritativeness
 - Comprehensiveness
 - Enduring significance or interest
 - Purpose
 - Representation of diverse viewpoints
 - Local interest or significance

- Cost in relation to use and/or enhancements of the collection
- Current and anticipated appeal
- Format
- Professional reviews
- Relation to the existing collection
- Usage data for similar items/ titles
- Relation to other resources in the community
- Significance of the author/creator
- Reading level
- Timeliness

Selection Aids

Sources for assisting library staff in the selection process include, but are not limited to:

- Patron requests and recommendations
- Professional and trade bibliographies such as:
 - New York Times Best Sellers
 - American Library Association Notable Books
 - Core Collection
- Published reviews from standard review sources such as:
 - Booklist
 - Kirkus Review
 - Library Journal
 - Publisher's Weekly
 - VOYA
 - Ingram Advance
- Publisher/vendor catalogs
- Results of internal or external collection analysis

Gifts

Physical donations to the library are welcomed. Only items meeting the library's collection development goals will be added to the collection. Condition, publication date, and the other factors above will be considered. Donated materials that are not processed may be sold in the Friends of the Library Bookstore or disposed of as the library sees fit. Items are accepted without donor stipulations or conditions and become the sole property of Stokes Brown Public Library. Monetary donations to Stokes Brown Public Library are accepted and welcome.

Memorial/In Honor of Materials

Patrons who wish to donate monies in order to purchase materials in honor/memory of an individual or group are encouraged to do so. Consideration will be given to titles or subjects requested by the persons making the donation. Alternate titles and/ or subjects may be purchased if the requested item does not meet selection criteria or the library's needs.

Maintenance

Members of staff regularly review collection materials to ensure they align with the library's collection development policy. Stokes Brown Public Library utilizes the CREW method (Continuous Review, Evaluation, and Weeding) to maintain our collection, with the goal to both weed and add at least 5% to the physical collection annually. The turnover rate for use of physical collections is calculated and compared to the prior year annually as a method to evaluate use and relevance of the collection. Circulation use numbers will be the primary factor in determining the retention of most items. Exact parameters will depend on the usage statistics. Additionally, age, relevance, condition, and/or accuracy may be used. Materials considered a part of the core collection may be retained even if they would normally be deaccessioned using

the above factors. Materials withdrawn from the collection may be sold in the Friends of the Library sale or disbursed in any other way the library sees fit.

Reconsideration Process

SBPL is an informative library for all, in keeping with our mission and vision statement. SBPL staff adhere to the American Library Association's Freedom to Read Statement and the Library Bill of Rights; and use them in conjunction with library policy to provide relevant and diverse materials and programs to its patrons and community.

We recognize that occasionally a title, display, or program needs to be reconsidered when its content is objectionable to some members of the service community. SBPL values all patron feedback. Holders of fully- valid SBPL library cards (excluding temporary cards) or residents of Robertson County may request that the library reconsider an item currently included in the collection. They may request that an item is moved to a different part of the collection or is removed entirely. The reconsideration process will be as outlined in the Request for Reconsideration of Library Materials or Programming form which will be supplied to patrons upon request.

Intellectual Freedom

SBPL strives to offer a collection that represents the needs of our community and is committed to the principle that the constitutionally-protected freedoms of speech and press are enjoyed by all. SBPL provides a balanced collection of materials with diverse ideas and viewpoints. However, the inclusion of an item in the SBPL collection does not mean that SBPL endorses any theory or statement contained within. SBPL is committed to free and open access to its collections and subscribes to the positions articulated in the following ALA statements: The Library Bill of Rights & The Freedom to Read Statement.

Board Approved: 1/14/22 ~~Last Revised: 9/12/25~~ Last Revised: 9/11/2026



405 White Street Springfield, TN 37172

Request for Reconsideration of Library Materials or Programming

SBPL employs professional and paraprofessional staff that have been tasked with selecting library materials, creating displays and coordinating programming. We strive to represent all members of the community and their diverse views. We recognize that occasionally a title, display, age designation, or program needs to be reconsidered when it is objectionable to some members of the service community. As required by the Department of State, the results of any reconsideration request will be disclosed in the public library's official Board of Trustee minutes; even if a satisfactory resolution is reached between the library and the requester.

Note: Grade level stickers are used to reflect the reading difficulty of the work and are not a judgement on the age appropriateness of the information or content.

Thank you for recognizing the vital role libraries play in building their communities, and taking time to participate in that process. We value all patron and community feedback.

Date of Request: _____

Only those with a valid SBPL library card OR residents of Robertson County can request reconsideration.

Last Name _____ First Name _____

Library Card Number _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email _____

(In most cases, e-mail will be the primary means of communication, please write legibly)

I have been provided with and have read all the contents of this packet including 1) The Stokes Brown Public Library Collection Development Policy 3) The Libraries' Reconsideration Process 2) The Library Bill of Rights 4) The ALA Freedom to Read Statement.

INITIALS _____

Request for Reconsideration of Library Materials or Programming

I am a resident of Robertson County

_____ yes

_____ no

I have a valid Stokes Brown library card

_____ yes

_____ no

Group/organization request is on behalf of (if applicable): _____

Item Information (If applicable)

Author: _____

Title: _____

Publisher: _____

Format (book, cd, DVD, e-book): _____

Display/ Event Information (If applicable) The library is not responsible for events conducted by outside agencies using library space.

Name or Theme: _____

Date & Location: _____

Presenter: _____ Staff Present: _____

Did you read, listen to, or view the entire work, attend the event, or personally see the display?

Please list concerns with the content using facts and being as specific as possible. (For example: Page 3 contains full- frontal nudity.). Include time stamps/ page numbers when possible. General feedback and opinions (For example: This book is inappropriate.) are welcome, but less helpful in building an assessment.

Would the material be more appropriate re-catalogued/moved to a different section of the library? (ex: children's book to youth, youth to adult) Yes___ No___

What is the ideal resolution?

How might other community members be impacted by this resolution?

Is there an alternate resolution that you would like to propose?

Is there any other information that should be considered in this decision?

Reconsideration Process

- The Director of Stokes Brown Public Library will notify the Chairperson of the Library Board that a Request for Reconsideration of Materials has been received.
 - Note: As required by the Department of State, the results of any reconsideration request will be disclosed in the public library's official Board of Trustee minutes; even if a satisfactory resolution is reached between the library and the requester. The reconsideration request and any information submitted in connection with it may be disclosed publicly.
- The Library Director will review the work and information related to it. This may include, but is not limited to, professional reviews, catalog information from other libraries, and grade level information. In the case of a display or program, interviews of staff, presenters, or (potential) attendees may be conducted. Experiences of other libraries who serve a similar service populations may be solicited.
 - In order to provide thoughtful, informed feedback the Director can typically only process one or two requests per month. This depends, in part, on the length and complexity of the work.
 - Program and display reconsiderations may be prioritized before item reconsiderations. Programs and displays will continue pending a decision by the Director.
 - All item reconsiderations will be evaluated by the Director strictly in the order they are received. Items under consideration may remain in circulation pending the Director's decision. The director will notify the submitter of their resolution when it has been reached.
- If the resolution is unsatisfactory to the initiator, they may appeal to the Library Board. The reconsideration request will be added to a forthcoming Board meeting agenda, as time allows. The library board can typically only hear one to two requests per meeting.
 - All Stokes Brown Public Library board meetings are open to the public, all are welcome to attend.
 - If anyone, including the submitter, wishes to make a public comment at the meeting they must follow the public comment section in the Library Board by-laws. Information as to the meeting time and the policies for public comment will be included in the communication to the submitter from the Director.
- The Board will reconsider the item based on the conformity of the title to the Board-approved Collection Development Policy. This process may include referring the request to a committee for further review. The Library Board's vote will be final.
- A title will be reviewed only once within a three year period unless the content of the title has undergone major revisions.

Board Approved: 1/14/22 ~~Last Revised: 9/12/2025~~ Last Revised: 9/11/2026

The Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide entertainment and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**Adopted June 18, 1948. Amended February 2, 1961; and January 23, 1980.
Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.**

AMERICAN LIBRARY ASSOCIATION

The Freedom to Read Statement

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these positions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
7. *It is the responsibility of the publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953. Revised January 28, 1972; January 16, 1991; July 12, 2000; and June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

Technology Use & Internet Safety Policy

Safe and Ethical Use

The Library has no control over the information obtained through the Internet and cannot be held responsible for its content or accuracy. It may contain materials which some find offensive or inappropriate. Library users have the responsibility of evaluating the validity and appropriateness of any information found.

As required by the Public Library Service Agreement, the library acknowledges it is aware of and adheres to CIPA (see below) & the Board of Directors will meet to discuss the Internet Safety policy and review compliance with CIPA annually in an open-to the public board meeting and will document the approvals of these policies in the board minutes.

Violations of the following policies may result in being restricted from using the computers for the day. Further, or serious violations may be subject to consequences as outlined in the Patron Conduct section.

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided. It is unacceptable to use the Library's computer system and Internet resources for any of the following:

- ❖ For any purposes which violate applicable U.S. or state laws. Users must respect all copyright laws and licensing agreements pertaining to software, files and other resources obtained via the Internet.
- ❖ Destruction of or damage to equipment, software, or data belonging to the library.
- ❖ Disruption or interference of network users or services. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising, harassment, libeling, or slandering of others; propagation of computer worms or viruses.
- ❖ Sending, receiving, or displaying text or graphics which may reasonably be construed as either obscene or child pornography by community standards.

As with any other information the user chooses to access, library staff will respect the patron's confidentiality. However, since computer screens are visible to others, they cannot be considered private. Some material is inappropriate for display in a public setting. Library staff reserves the right to monitor the use of computer workstations.

Although the library has anti-virus software, firewall protection, and content filtering, there is no guarantee that files downloaded from the Internet will not contain a virus. The Library assumes no responsibility for damages, direct, or indirect, for the use of the Internet.

Internet users should be aware that it is not a secure medium. It is possible for third parties to obtain information regarding an individual user's search activities. Users should be very cautious about providing personal information over the Internet.

CIPA & Filtering

As with other library resources, parents or legal guardians are responsible for deciding what is appropriate for their children, within the confines of the law. Anyone under the age of 18 must abide by the following:

- ❖ Ages 0 – 14: Must be directly supervised by a responsible adult while on any library owned internet connected device.
- ❖ Ages 15 – 17: Must be accompanied by a responsible adult OR have signed permission (located on the registration card) from a parent or legal guardian before using any library owned internet connected device.

It is the policy of Stokes Brown Public Library to: (a) prevent access by minors to, or transmission of, inappropriate material via internet, (b) promote the safety of minors when using electronic mail, chat rooms, or other forms of direct electronic communications; (c) prevent unauthorized access, including so-called 'hacking, and other unlawful activity by minors online; (d) prevent unauthorized online disclosure, use, or

dissemination of personal identification information of minors; (e) or the access by minors to materials harmful to them. To comply with the Children's Internet Protection Act [Pub. L. No., 106-554 and 47 USC 254(h)] all library computers are ~~equipped with filtering software~~ **behind a firewall**. The ~~software~~ **firewall** is set to screen out sites which may reasonably be construed as obscene, as that term is defined in section 1460 of title 18, United States Code; or child pornography, as that term is defined in section 2256 of title 18, United States Code; or harmful to minors as defined in section 1703, Pub. L., 106-554.

Users 18 years of age and older may request unfiltered internet access for research purposes. Those needing access to specific blocked sites may request a review of the site be conducted by the library director or technology supervisor. At the library's discretion, unfiltered access may be provided with a laptop and a hotspot due to the library's firewall settings. Such access must be arranged with the library director or technology supervisor in advance. Under no circumstances will filtering software be modified or hotspots supplied for users 17 and under.

To the extent practical, steps shall be taken to promote the safety and security of users of the Stokes Brown Public Library's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. However, no computer virus protection, **firewall**, or internet filter is foolproof. Parents & guardians should exercise caution and vigilance when allowing minors access to the internet.

Guidelines for Public Computer Use

- ❖ Computers are available to all members of the public, who meet age requirements, regardless of borrower status.
- ❖ The computer lab is a quiet study area. Noise should be kept to a minimum. Food and drink are not allowed.
- ~~❖ Filters on public PCs in the Children's and YA areas will not be disabled for any reason.~~
- ❖ Problems with public PCs must be reported immediately to library staff. Do not try to troubleshoot or otherwise fix problems.
- ❖ Only software owned and installed by the library may be run on any of the public PCs. Computer users may not load software from any source or change any settings.
- ❖ Personal headphones may be used with public PCs. Extra headphones are available at the Reference Desk.
- ❖ Except for headphones and storage devices (flash/jump drives, etc.), only hardware owned and installed by the Library may be used with the public PCs. Users may not connect any other devices such as, but not limited to, modems, joysticks, mice, printers, or scanners unless pre-approved by the Technology Supervisor.
- ❖ The library is not responsible for damage to or loss of data from power interruption, viruses, hard disk failure, faulty software, or any other cause. The use of library computer equipment and the entering of personal information or data (e.g., credit card numbers, home address) are at your own risk.
- ❖ Material not saved to storage devices/ the cloud before the end of the session will be lost. Customers must supply their own drives for downloading and saving data. Unsaved data cannot be recovered.
- ❖ Catalog- PCs are not for accessing the internet, applications, or other resources.
- ❖ Patrons who need accommodations or assistance may enquire at the desk.

Printing

Printing is 25¢ per page for black and white prints and 75¢ per page for color prints. However, library card holders in good standing (\$0 balance and no 'blocked' status) will receive the first five (5) black and white prints FREE per day when printing from a library computer when they present their card at the desk. Fees for printing must be paid before the print job is released by staff to the printer. Personal paper is not allowed. Prints must be sent to the printer before the end of a session.

Time Limit

Sessions end automatically 4 hours after beginning or 15 minutes before closing time; whichever is earlier. Those needing a session longer than 4 hours or special accommodations for a timed/ proctored test, class

session, online meeting, or similar reason should make arrangements with the technology supervisor in advance. Sessions will not be extended to last beyond 15 minutes before closing.

Revised 9/11/2026

Square Fees

Transaction	Fee	Percentage of Total
\$1.00	\$0.18	18.0%
\$2.00	\$0.20	10.00%
\$3.00	\$0.23	7.60%
\$4.00	\$0.25	6.35%
\$5.00	\$0.28	5.60%

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

	A	B	C	D	E	F	G	H	I	J
1										Original Request
2						July 25- June 26	July 26- June 27			
3	Ordinary Income/Expense									
4			Income							
5					Robertson Co. Appropriation	468,990.00	493,990.00	25,000.00		\$ 514,206.00
6					City of S'fld Appropriation	468,990.00	493,990.00	25,000.00		\$ 514,206.00
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	1,075,290.00	44,090.00		\$ 1,115,830.00
26					Gross Profit	1,031,200.00	1,075,290.00	44,090.00		\$ 1,115,830.00

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

	A	B	C	D	E	F	G	H	I	J
1										Original Request
2						July 25- June 26	July 26- June 27			
27					Expense					
28					Meals	400.00	200.00	-200.00		\$ 300.00
29					Salaries					
30					Medical Insurance	61,400.00	75,300.00	13,900.00		\$ 73,700.00
31					Payroll Taxes	47,000.00	48,200.00	1,200.00		\$ 50,700.00
32					Retirement	18,500.00	19,100.00	600.00		\$ 19,900.00
33					DD Fees	3,200.00	3,200.00	0.00		
34					Employee Health Clinic	0.00	5,400.00	5,400.00		\$ 7,400.00
35					Salaries - Other	614,000.00	630,000.00	16,000.00		\$ 661,900.00
36					Salaries	744,100.00	781,200.00	37,100.00		\$ 816,800.00
37					Staff Development					
38					Dues	1,300.00	2,000.00	700.00		
39					Travel	500.00	1,000.00	500.00		\$ 1,500.00
40					Staff Development - Other	2,000.00	1,300.00	-700.00		
41					Total Staff Development	3,800.00	4,300.00	500.00		\$ 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	5,000.00	-500.00		\$ 6,000.00
48					Insurance	15,000.00	14,260.00	-740.00		\$ 13,000.00
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**

	A	B	C	D	E	F	G	H	I	J
1										Original Request
2						July 25- June 26	July 26- June 27			
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	1,500.00	-1,000.00		\$ 2,000.00
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	8,500.00	-3,500.00		\$ 12,500.00
69					Utilities	41,000.00	42,000.00	1,000.00		
70					Postage	1,000.00	900.00	-100.00		\$ 1,000.00
71					Total Expense	1,031,200.00	1,075,290.00	44,090.00		\$ 1,115,830.00
72					Net Ordinary Income	0.00	0.00	0.00		
73						0.00	0.00	0.00		
74										

Sample from Weighted Salaries

[illegible]

	Target for Role	FYE '26 Rate	FYE '27 Base Rate
Library Director (1 FT)	\$36.36	\$ 32.88	\$ 33.87
Assistant Director (1 FT)	\$30.63	\$ 25.75	\$ 26.52
Librarian II (2 FT)	\$24.89	\$ 20.60	\$ 21.22
Librarian I (4 FT)	\$21.71	\$ 19.84	\$ 20.44
Asst Circ Super (1FT)	\$20.65	\$ 15.85	\$ 17.00
Library Technician (1 FT 36hrs; 3 PT)	\$19.58	\$ 15.68	\$16.27
Clerk w/ Special Duties (3PT)	\$17.27	\$ 12.01	\$12.37
Library Clerk (10 PT)	\$14.96	\$ 10.93	\$11.26

STOKES BROWN PUBLIC LIBRARY

SURPLUS PROPERTY NOMINATION FORM

SPRINGFIELD, TENNESSEE



*Serving all of
Robertson County!*

The following item is hereby nominated for designation as surplus library property:

Item: Laptop

Description: Dell

Serial Number: GK01LC2

9ZT0LC2

4ST0LC2

4LJ7LC2

6WT0LC2

5QT0LC2

8RJ7LC2

7RT0LC2

1XT0LC2

1VT0LC2

LAPTOP CART#: 3Y9S5X1

Age: 11 yrs Estimated remaining useful life (years) 0 yrs

Purchase price: \$ 6,000 Estimated Current Value: 0 \$

Disposal Suggested:

Recycle

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE WHITE HOUSE PUBLIC LIBRARY
AND STOKES BROWN PUBLIC LIBRARY**

1. Parties. This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between the White House Public Library, whose address is 105B College St., White House TN, 37188, and the Stokes Brown Public Library, whose address is 405 White St, Springfield, TN 37172.

2. Purpose. The purpose of this MOU is to establish the terms and conditions under which the White House Public Library and Stokes Brown Public Library will enter into a contract with The Library Corporation to supply both libraries with an Integrated Library System.

3. Terms of MOU. This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and shall remain in full force and effect for not longer than 2 years from the date it is signed, but this MOU may be jointly renewed by the parties. This MOU may be terminated by either party upon 90 day written notice, which shall be delivered by certified mail to the address listed above.

4. Responsibilities of the White House Public Library. The White House public Library is responsible for paying half of the cost of the yearly software fee; coordinating with Stokes Brown on planned software updates, changes, or purges; attend TLC training when applicable to stay informed on software changes; notify Stokes Brown of any issues when using the software; and attend meetings with members of the Stokes Brown Library either face-to-face, virtually or through phone conference call to discuss problems, concerns, and future prospects.

5. Responsibilities of the Stokes Brown Public Library The Stokes Brown Public Library is responsible paying half of the yearly software fee; coordinating with White House Library on planned software updates, changes, or purges; notify White House Library of any issues when using the software; and attend meetings with members of the White House Library either face-to-face, virtually or through phone conference call to discuss problems, concerns, and future prospects.

6. General Provisions.

A. Amendments. Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

B. Applicable Law. This construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Tennessee. The courts of the State of Tennessee

shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue.

C. Entirety of Agreement. This MOU, consisting of two pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

D. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

E. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

7. Signatures. In witness whereof, the parties of this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

White House Public Library

Heidi D. Heun City Administrator 8/22/2024
Name and Title Date

[Signature] Library Director 8-22-24
Name and Title Date

Stokes Brown Public Library

Paul J. Nutting CHAIRMAN 9/13/24
Name and Title Date

Michelle Adcock Library Director 9/13/24
Name and Title Date