Stokes Brown Public Library Board Agenda

Date November 13th, 2026 10:00

Call to Order
Public Comment
Special Report

- Audit Report, Blankenship CPA, Bob Adams, Hellens Sanchez

Approval of Minutes

- September 11th

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 the Hotspot Policy.

Unfinished Business

New Business

- Discuss and possibly take action on Library Calendar
- Discuss and possibly take action on Holiday Bonuses for Staff
- Discuss and possibly take action on Tech Grant
- Discuss and possibly take action on Draughon Foundation Grant

Adjournment NEXT BOARD MEETING – January 8th 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

September 11, 2026

IN ATTENDANCE

Board Members present: Stephanie Bradley, Norma Dutton, Drew Sadler, Tiffany Thomson, Laurel Burr, Suzanne Glover, and Martin Morgan.

Others present: Caitlyn Haley (Regional Services Coordinator, Red River Regional Library), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Steve Pierson, CPA, Jennie Waddington (FoL Member), and Joyce Munda (FoL President, arrived after the meeting began).

CALL TO ORDER

Stephanie Bradley called the meeting to order at 10:00 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 Drew Sadler and seconded by Laurel Burr to approve the July 10, 2026 minutes as presented.

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

REPORT OF THE TREASURER

Steve Pierson presented the July and August financial statements and reviewed the year-end actuals from June. He explained that the current figures appear somewhat skewed because the library is awaiting City appropriation revenue and should catch up once those funds are received.

The financial statements were approved without objection.

REPORT OF THE REGIONAL LIBRARIAN

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

- Maintenance of Effort (MOE) is due October 31, 2026.
- Cecilie will contact Tiffany Thomson and Drew Sadler regarding Trustee orientation.

REPORT OF THE DIRECTOR

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

- The ADA compliance issue and the reason for the current pause were explained.
- Libby will require patrons to use a PIN.
- Laurel Burr, Drew Sadler, and Michelle Adcock attended Trustee training.
- The City of Springfield provided AWE computers through a grant, along with Chromebooks and iPads.
- Hunter McDougal has been hired as the new Technology Trainer. Plans for technology training and creation of a Maker Space were discussed.
- The 100 Books Before Graduation initiative has launched.
- A Winter Read Up is planned in connection with the Pinewood Derby.
- Cindy Sneed retired after 10 years of service as Cataloger.
- Summer Reading participation totaled 449, continuing an upward trajectory.

STRATEGIC PLAN UPDATE

Michaela Willbanks presented an update on the library's Strategic Plan. Laurel Burr asked about the proposed book vending machine, and the Board discussed potential tariff-related costs for equipment from Canada.

FRIENDS OF THE LIBRARY

Jennie Waddington provided a Friends of the Library update, including funding, a meeting regarding parking feasibility, and garden construction.

REPORT OF POLICY COMMITTEES

Discuss and possibly take action on Laptop/Chromebook Policy

The Board discussed the Laptop/Chromebook Policy, including a full replacement cost of $384. The Board agreed that patrons should be clearly informed of the replacement cost.

The motion was made by Drew Sadler and seconded by Laurel Burr to approve the policy with the amendment regarding notice of replacement cost.

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

Discuss and possibly take action on Collection Development Policy

The motion was made by Tiffany Thomson and seconded by Suzanne Glover to approve the Collection Development Policy as written.

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

Discuss and possibly take action on Children's Internet Protection Act (CIPA)

The motion was made by Laurel Burr and seconded by Tiffany Thomson to approve the CIPA policy as written.

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

UNFINISHED BUSINESS

The Board agreed to use the term “Unfinished Business” in place of “Old Business.”

NEW BUSINESS

Discuss and possibly take action on release of microfilm to County Archives

The motion was made by Tiffany Thomson and seconded by Drew Sadler to release the microfilm to the Robertson County Archives.

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

Discuss and possibly take action on release of Jo Byrns materials to the History Museum

The motion was made by Laurel Burr and seconded by Tiffany Thomson to release the Jo Byrns materials to the History Museum.

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

Discuss and possibly take action on extended hours for Christmas Parade Day

The Board discussed extending library hours on the day of the Christmas parade.

The motion was made by Drew Sadler and seconded by Suzanne Glover to approve the extended hours.

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

Discuss and possibly take action on Minimum Credit Card Charges

The Board discussed reducing the minimum credit card charge from $5.00 to $2.00.

The motion was made by Laurel Burr and seconded by Drew Sadler to reduce the minimum credit card charge from $5.00 to $2.00.

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

Discuss and possibly take action on Approval of the FY 26-27 Budget

Michelle Adcock reviewed the FY 2026-2027 budget, including cost savings related to telephone and data services. The Board also discussed the employee health clinic and retirement costs.

The motion was made by Drew Sadler and seconded by Tiffany Thomson to approve the FY 2026-2027 budget as presented.

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

Discuss and possibly take action on employee raises retroactive to July 1

Michelle Adcock explained the employee raise structure and that the raises would be retroactive to July 1, 2026.

The motion was made by Tiffany Thomson and seconded by Norma Dutton to approve the raises retroactive to July 1, 2026.

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

Discuss and possibly take action on Starting Pay Rates

The Board reviewed the FY 2026-2027 base starting pay rates. It was discussed that the starting pay be the lowest tier for those hired in even if they had education that would later put them at a higher rate.

The motion was made by Laurel Burr and seconded by Drew Sadler to approve the FY 2026-2027 starting pay rates.

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

Discuss and possibly take action on Employee Health Insurance Premiums

The Board discussed the library's contribution toward employee health insurance premiums.

The motion was made by Tiffany Thomson and seconded by Drew Sadler to approve payment of 75% of the cost of employees' health insurance premiums.

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

Discuss and possibly take action on Depreciation of Laptops and Cart

The motion was made by Laurel Burr and seconded by Suzanne Glover to approve the depreciation of the laptops and cart.

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

Discuss and possibly take action on Renewal of MOU with White House Public Library

The Board reviewed renewal of the Memorandum of Understanding with White House Public Library regarding the shared TLS system.

The motion was made by Tiffany Thomson and seconded by Suzanne Glover to approve renewal of the MOU.

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

ADJOURNMENT

The meeting was adjourned without objection.

The next Library Board meeting will be held on Friday, November 13, 2026, at 10:00 a.m.

STOKES BROWN PUBLIC LIBRARY

FINANCIAL STATEMENTS

September 30, 2026 and October 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 October 31, 2026, and the related statements of financial income and expenses for the two months and four months ended October 31, 2026, and the related statements of financial income and expenses - budget vs. actual for the four months ended October 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.

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

November 10, 2026

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

ASSETS	
Current Assets	
Checking/Savings	
Cash on Hand	$ 189.30
U.S. Bank 8988	326,051.83
Total Checking/Savings	326,241.13
Other Current Assets	
Credit Card Receivables	302.00
Total Other Current Assets	302.00
Total Current Assets	326,543.13
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	$ 4,306,261.98
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	$ 1,914.97
Total Accounts Payable	1,914.97
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	15,501.49
Total Other Current Liabilities	76,768.46
Total Current Liabilities	78,683.43
Long Term Liabilities	
Deferred Inflows of Resources	49,743.00

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

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	4,060,310.22
Equity	
Fund Balance	196,975.85
Net Income	48,975.91
Total Equity	245,951.76
TOTAL LIABILITIES & EQUITY	$ 4,306,261.98

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 Four Months Ended October 31, 2026

	Current	Year-to-Date
Ordinary Income/Expense		
Income		
City of S'fld Appropriation	$ 123,497.50	$ 123,497.50
E-rate Reimbursement	-	1,440.00
Other Income		
Credit Card Transaction	475.42	2,108.15
Notary Fee	75.00	144.00
Copies	322.35	631.15
Faxing	131.00	348.00
Fines	1,188.03	2,509.97
Interest	1.77	1.77
Lost Books	417.59	948.09
Memorials	595.00	1,295.00
New Cards	85.90	140.70
Other Donations	963.99	1,027.14
Printing	1,203.70	2,698.55
Room Rental Fee	200.00	200.00
Other Income - Other	1,098.56	1,127.46
Total Other Income	6,758.31	13,179.98
Robertson Co. Appropriation	123,497.50	246,995.00
Total Income	253,753.31	385,112.48
Gross Profit	253,753.31	385,112.48
Expense		
Audio Visual Material	753.16	1,262.69
Books Purchased	5,705.49	9,239.72
Equipment & Capital Expend.	169.99	851.35
Insurance	2,249.00	2,249.00
Maintenance	1,953.30	10,695.78
Miscellaneous	12.66	25.50
Periodicals	228.24	328.88
Postage	385.30	385.30
Professional Services	700.00	1,400.00
Programs		
Program fees	409.87	1,380.87
Program Supplies	3,675.52	3,954.61
Summer Reading Program Supplies	-	602.75
Total Programs	4,085.39	5,938.23
Repairs	165.00	695.87
Salaries		
DD Fees	705.81	1,225.81
Medical Insurance	11,911.48	23,822.96

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 Four Months Ended October 31, 2026

	Current	Year-to-Date
Payroll Taxes	$ 7,810.56	$ 15,155.77
Retirement	3,288.01	6,333.72
Employee Health Clinic	1,368.09	1,368.09
Salaries - Other	107,564.25	208,802.37
Total Salaries	132,648.20	256,708.72
Shortage/Overage	(24.55)	(7.54)
Software & Licensing	799.61	12,834.96
Staff Development		
Dues	-	780.00
Travel	60.47	60.47
Staff Development - Other	63.41	63.41
Total Staff Development	123.88	903.88
Supplies	3,824.57	6,410.00
Taxes	0.42	1.28
Telephone/Internet	2,834.84	7,319.55
Utilities	9,081.11	18,893.40
Total Expense	165,695.61	336,136.57
Net Ordinary Income	88,057.70	48,975.91
Net Income	$ 88,057.70	$ 48,975.91

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 Four Months Ended October 31, 2026

	Jul - Oct 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
City of S'fld Appropriation	$ 123,497.50	$ 164,663.36	$ (41,165.86)	75.0%
E-rate Reimbursement	1,440.00	1,933.36	(493.36)	74.48%
Other Income				
Credit Card Transaction	2,108.15	266.64	1,841.51	790.64%
Notary Fee	144.00	100.00	44.00	144.0%
Copies	631.15	433.36	197.79	145.64%
Faxing	348.00	533.36	(185.36)	65.25%
Fines	2,509.97	3,166.64	(656.67)	79.26%
Interest	1.77	3.36	(1.59)	52.68%
Lost Books	948.09	800.00	148.09	118.51%
Memorials	1,295.00	500.00	795.00	259.0%
New Cards	140.70	166.64	(25.94)	84.43%
Other Donations	1,027.14	12,000.00	(10,972.86)	8.56%
Printing	2,698.55	2,266.64	431.91	119.06%
Room Rental Fee	200.00	166.64	33.36	120.02%
Other Income - Other	1,127.46	433.36	694.10	260.17%
Total Other Income	13,179.98	20,836.64	(7,656.66)	63.25%
Regional Funding	-	5,500.00	(5,500.00)	0.0%
Robertson Co. Appropriation	246,995.00	164,663.36	82,331.64	150.0%
State of TN - Tech Grant	-	833.36	(833.36)	0.0%
Total Income	385,112.48	358,430.08	26,682.40	107.44%
Gross Profit	385,112.48	358,430.08	26,682.40	107.44%
Expense				
Advertising	-	16.64	(16.64)	0.0%
Audio Visual Material	1,262.69	1,900.00	(637.31)	66.46%
Books Purchased				
E-books/E-audio	-	1,666.64	(1,666.64)	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 Four Months Ended October 31, 2026

	Jul - Oct 26	Budget	$ Over Budget	% of Budget
Books Purchased - Other	$ 9,239.72	$ 7,333.36	$ 1,906.36	126.0%
Total Books Purchased	9,239.72	9,000.00	239.72	102.66%
Books Purchased-Regional	-	5,500.00	(5,500.00)	0.0%
Equipment & Capital Expend.	851.35	10,666.64	(9,815.29)	7.98%
Insurance	2,249.00	4,753.36	(2,504.36)	47.31%
Maintenance	10,695.78	18,233.36	(7,537.58)	58.66%
Meals and Entertainment	-	66.64	(66.64)	0.0%
Miscellaneous				
Bank Charges	25.50	26.64	(1.14)	95.72%
Miscellaneous - Other	-	16.64	(16.64)	0.0%
Total Miscellaneous	25.50	43.28	(17.78)	58.92%
Periodicals	328.88	500.00	(171.12)	65.78%
Postage	385.30	300.00	85.30	128.43%
Professional Services	1,400.00	5,950.00	(4,550.00)	23.53%
Programs				
Program fees	1,380.87	500.00	880.87	276.17%
Program Supplies	3,954.61	1,333.36	2,621.25	296.59%
Summer Reading Program Fees	-	833.36	(833.36)	0.0%
Summer Reading Program Supplies	602.75	266.64	336.11	226.05%
Total Programs	5,938.23	2,933.36	3,004.87	202.44%
Repairs	695.87	2,666.64	(1,970.77)	26.1%
Salaries				
DD Fees	1,225.81	1,066.64	159.17	114.92%
Medical Insurance	23,822.96	25,100.00	(1,277.04)	94.91%
Payroll Taxes	15,155.77	16,066.64	(910.87)	94.33%
Retirement	6,333.72	6,366.64	(32.92)	99.48%
Employee Health Clinic	1,368.09	1,800.00	(431.91)	76.01%
Salaries - Other	208,802.37	210,000.00	(1,197.63)	99.43%

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 Four Months Ended October 31, 2026

	Jul - Oct 26	Budget	$ Over Budget	% of Budget
Total Salaries	$ 256,708.72	$ 260,399.92	$ (3,691.20)	98.58%
Shortage/Overage	(7.54)			
Software & Licensing	12,834.96	7,233.36	5,601.60	177.44%
Staff Development				
Dues	780.00	666.64	113.36	117.01%
Travel	60.47	333.36	(272.89)	18.14%
Staff Development - Other	63.41	433.36	(369.95)	14.63%
Total Staff Development	903.88	1,433.36	(529.48)	63.06%
Supplies	6,410.00	10,000.00	(3,590.00)	64.1%
Taxes	1.28			
Telephone/Internet	7,319.55	2,833.36	4,486.19	258.34%
Utilities	18,893.40	14,000.00	4,893.40	134.95%
Total Expense	336,136.57	358,429.92	(22,293.35)	93.78%
Net Ordinary Income	48,975.91	0.16	48,975.75	30,609,943.75%
Net Income	$ 48,975.91	$ 0.16	$ 48,975.75	30,609,943.75%

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

Red River Regional Library Board Report
November 2026

Targeted Standards

- The collection has at least two items per capita (physical and locally owned digital materials).
  - Statewide average is 63%. This went down two percentage points from 2025, where the statewide average was 65%.
- Once every three years an image evaluation of the library and its services is conducted by the library board or an outside party.
  - Statewide average is 65%. This went down three percentage points from 2025, where the statewide average was 68%.

Upcoming Trainings & Meetings

Topic	Provider	Date & Time	Location	Link
When You Wonder, You're Learning Part 1: Book Club Discussion	Red River Regional Library	November 3rd 10-12	Cheatham County Public Library	In person only
From Collections to Access: Using Tennessee's Digitization Hubs	TSLA	November 17th 10-12:30	Red River Regional Library	Register
Post-Webinar: Process Mapping for Efficient Library Workflows	Crystal Trice	November 18th 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

- Our office will be closed on November 11th for Veteran's Day and November 26th and November 27th for Thanksgiving.
- The 2026 Standards Report is ready for review. Take notice of the standards not met and consider making them goals in an upcoming strategic plan. Please look for an email with your library's Standards Report in the next month.
- Congrats to Red River's tech grant recipients:
  - Clarksville-Montgomery County Public Library System
  - Dickson County Public Library
  - Friends of the Gallatin Public Library
  - Houston County Public Library
  - Stewart County Public Library
  - Stokes Brown Public Library
  - White House Public Library
- In total, Red River libraries were awarded $30,598!
- Please be mindful of the Sunshine Law and remember that all meetings and conversations about library business must be open to the public.

Follow-up

- If we have not yet received your signed board appointment form, please send it to us as soon as you are able.

Annual Documents

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

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

Attachments & Handouts

- 2026 State Standards Report Review
- Continuing Education infographic
- Signed MOE
- Core Competencies Certificates
- Trustee Certification Certificates

Cecilie Maynor, Regional Director
cecilie.maynor@tnsos.gov
(931) 645-0691

Red River Regional Library
1753 Alpine Drive, Suite A
Clarksville, TN 37040

Caitlyn Haley, Regional Services Coordinator
caitlyn.haley@tnsos.gov
(931) 645-0694

STOKES BROWN PUBLIC LIBRARY

Serving all of Robertson County

Stokes Brown Public Library Director's Report

(615) 384-5123

September 2026

Both physical circulation and total circulation increased significantly compared to September 2025, while library visits decreased slightly.



Studying Cause & Effect: Rain & Drought

Technology Training & Online Resources: The library has cataloged a fleet of new Chromebooks for in-library use. These will be incorporated into the library's planned makerspace.

Outreach & Community Partners: The field trip this month was to the Robertson County Courthouse. Howard Bradley led 47 homeschool students around the historic building.

The library established a new partnership with the Robertson County Sheriff's Office to support children's social-emotional development. As part of this initiative, Lt. Jennifer Holmes conducts a weekly story time focused on fostering social-emotional growth and well-being.

Local Author, Sharon Wilharm, had a chat with adult patrons on writing and publishing.

Expanded children's programming with the addition of two new programs: Music & Movement for children ages 7 and older, and a Children's Book Club. The Book Club is currently reading The Lightning Thief and engaging in critical thinking activities by comparing and contrasting the book with its film adaptation. These programs encourage creativity, literacy, and active engagement among young participants.

October 2026

Door count and circulation numbers are both up over October 2025.

Outreach & Community Partners: The Homeschool group took a field trip to Beck's Farm to learn about cause & effect. They used the creek to study the effects of rainfall on the environment.

The library's annual Trick-or-Treat event was a success, with approximately 400 children in attendance. Seventeen community partners participated, sharing information about their services and resources. These included the Tennessee Dyslexia Alliance, The Shepherd's Place Clothing Closet, and Tennessee State Parks. We appreciate the Friends of the Library for covering the cost of candy for participating nonprofit organizations.

The library also partnered with the City as a stop for Trick-or-Treat on the Square.



Our partners make trick-or-treat fun

The library participated in Red Ribbon Week this month. We partnered with Cho-Zen, Robertson County Prevention Coalition, and the Health Department to visit schools to hand out information on healthy choices and drug abuse prevention. We also had lessons from the Sheriff's Department about making healthy and safe choices.

In October, we launched the Pinewood Derby Reading Race. Participants can read four books and submit their completed reading logs to earn a free Pinewood Derby car kit. The kits are generously provided by the Friends of the Library. This initiative builds on the popularity of our existing car-building sessions and annual race while encouraging reading and community engagement.

Looking Forward:

We are looking forward visits from Santa on Thursday, November 19th, and Saturday, November 21st. On the 21st we will also be hosting a pancake breakfast.

Our Friends of the Library will be sponsoring the Scholastic Book fair November 16th-21st.

The library staff will have staff training day on December 1st.

The library will remain open late on December 5 to provide residents with a safe, warm place to gather while awaiting the Christmas parade. This new initiative supports community engagement, and we look forward to evaluating its impact and potential for future years.

Planning is well underway for our third annual Murder Mystery program, a popular event that has become highly anticipated by adults and older teens in our community.

Planning is underway for our annual Pinewood Derby Race. Patrons have already begun participating in the reading challenge to earn their car kits. Building sessions will begin in January, leading up to the highly anticipated race.



Staff & Volunteers get in the spirit during Trick-or-Treat at the Library

Staff Updates:

Anniversaries

Jana, Cataloger, 5 years
Sam, Clerk, 3 years
Jessica Circulation Super., 3 years

Training

We had four staff attend the Summer Reading Conference in Nashville on October 13th. They have already begun planning for the 2027 theme.

MYSTERIES AWAIT at YOUR LIBRARY™

Three supervisory staff members are participating in a multi-session Process Mapping training series offered through the Tennessee State Library and Archives. The training focuses on evaluating workflows, identifying inefficiencies, and developing strategies to streamline processes and improve overall operational effectiveness.

The Numbers:

MONTHLY DATA

	Sept.	Oct.
Total Circulation	15,354	15,639
Physical Circulation	9,776	9,730
Library Visits	8,160	10,112
Programs & Activities	**90**	**91**
***Attendance**	**1,546**	**1,959**
ILL (loaned & received)	104	95
New Cards Issued	149	149
Use of Meeting Rooms	76	75

Strategic Planning Update

Updated: October 29, 2026

Goal A: Connect our community through current technology and training

Objective	Project	Progress / status	Next steps
A1	New technology through grant funding and community training	Chromebooks designated for in-library use have been cataloged and are available to patrons. Staff are working with the City on a software portal to support circulation of take-home Chromebooks. iPad security configurations remain under review; the approach used by White House Public Library was evaluated but determined unsuitable for this library.	Continue working with the City to implement the take-home Chromebook circulation portal. Identify and test an alternative iPad security solution.
A2	Book vending machine	No further progress during this reporting period. The project remains in the strategic plan, with grant funds designated for the book vending machine, but has been temporarily deprioritized while staff address other projects.	Retain the project for future implementation; revisit the timeline, procurement requirements and use of designated grant funds as capacity permits.
A3	Windows 10 computer lab issue	The library was awarded the technology grant for computer upgrades. Equipment and materials have not yet arrived; implementation has not begun.	Receive the grant-funded equipment and begin installation and replacement work once supplies arrive.
A4 (new initiative)	Reading room makerspace	Planning is underway for a reading room makerspace. This is a new initiative aligned with Goal A, not a formal amendment to the adopted strategic plan.	Develop project scope, equipment needs, budget and timeline. Consider whether a formal plan amendment is appropriate.

Goal B: Prepare young readers for school and continued academic success

Objective	Project	Progress / status	Next steps
B1	Homeschool presentation events	The library incorporated Red Ribbon Week activities into its programming where feasible. Staff plan to coordinate more comprehensive Red Ribbon Week programming for homeschool families and other library participants in 2027 with the Robertson County Health Department, CHO-ZEN, Robertson County Prevention Coalition (RCPC), and other	Begin advance planning with community partners for 2027 Red Ribbon Week programming and incorporate activities into homeschool and other library programs.

		community organizations.	
B2	Summer Reading and Winter Reading	The 2026 Summer Reading Program has concluded. Planning and promotion are underway for the Winter Reading Race and Pinewood Derby. Participants read four books and return completed reading logs from November 16 through December 16 to earn a complimentary car kit. The Friends of the Library are supporting the cost of the kits. Car-building activities and the race are planned for January 2027.	Distribute and collect reading logs, promote participation, and coordinate January car-building sessions and the Pinewood Derby race.
B3	100 Books Before Graduation	The 100 Books Before Graduation program has launched and remains active. Greater promotion is needed to build awareness and participation.	Increase promotion through library communications, local schools and community outreach to encourage teen enrollment and participation.

Goal C: Be a reliable source of information for Robertson County communities

Objective	Project	Progress / status	Next steps
C1	Online community information resources	Work on community information resources remains ongoing. No significant changes were reported since the September update.	Continue developing and maintaining community resource information and identify opportunities to share it with patrons.
C2	Robertson County Health Council partnership	Participation in the Robertson County Health Council and related community health partnerships continues. No significant changes were reported since September.	Continue participating in community partnerships and identifying opportunities for library-based information and programs.
C3	Resources and programming for older adults	Community resource and older-adult programming efforts remain ongoing. The grant previously considered for mural-related activities was determined not to be an appropriate funding fit because the finished mural would not serve a senior-specific use. Other potential funding sources are being researched.	Continue exploring appropriate programming opportunities and eligible funding sources. Coordinate any mural-related plans with the facilities project under D1.

Goal D: Be a community hub for activities and connection

Objective	Project	Progress / status	Next steps
D1	Mural outside children's area	The potential grant previously explored for the mural cannot be used for this project because the completed mural would not	Identify eligible grants or other funding support, then establish the project schedule once funding is secured.

Objective	Project	Progress / status	Next steps
		be designated for senior-specific use. Staff are researching alternative grant opportunities and funding sources to complete the mural.	
D2	Spanish-language services and outreach	Spanish-language collection and outreach efforts continue. The library will again participate in Día de los Muertos activities. A Spanish-speaking staff member is expected to join the team, strengthening the library's ability to assist Spanish-speaking patrons.	Support Día de los Muertos participation and continue exploring opportunities for Spanish-language services and programming.
D3	Emergency management and natural disaster readiness	Emergency management and natural disaster preparedness efforts remain ongoing, with no significant changes to report since September. Separately, security-improvement work funded through a $25,000 award remains in planning and procurement coordination.	Continue reviewing and developing library-specific emergency procedures and coordinate planned security improvements with county technology staff.

This is the current policy.
To be replaced by the one following in red.

Serving all of Robertson County!

405 White Street Springfield, TN 37172

Hotspot Policies

- Patrons must be 21 years of age or older and must read, understand, fill out, and sign this agreement at the Reference Desk in the presence of the Technology Supervisor or a Library Staff Member. This will need to be done only once and will be kept on file.
- A valid Stokes Brown Public Library account ("Adult" only – NO teacher's card can be used) AND a current driver's license, passport, or military photo ID must be presented at the time of check out.
- Patron must be a resident of Robertson County (no exceptions).
- Patrons must be in good standing with the library, with a current address on file and no fines above $5.00.
- Mobile HotSpots may only be checked out from and returned to the Reference Desk on the 2nd floor of Stokes Brown Public Library.
- Mobile HotSpots may be checked out for ONE WEEK with NO renewals.
- Overdue Mobile HotSpots will be deactivated after 48 hours of the due date.
- A reactivation fee of $5.00 will be charged to your account if device is deactivated.
- Three deactivations on an account will result in a 3 month suspension of Mobile HotSpot check out privileges for that household.
- A patron cannot be placed on hold for a Mobile HotSpot if they have one checked out to them. As such, a patron in a household cannot be placed on hold for a Mobile HotSpot if another Mobile HotSpot is already checked out to another patron in that same household.
- The Mobile HotSpot can provide Wi-Fi access for up to 10 devices.
- *Note to Parents/Guardians: Internet content filtering is NOT provided through the Stokes Brown Public Library (SBPL) Wireless HotSpot. Parents/Guardians are responsible for monitoring what their children access via the SBPL Wireless HotSpot.*

Fines and Liability

- The overdue fine is $3.00 PER DAY until returned.
- A reactivation fee of $5.00 will be charged to your account if device is deactivated.
- Patrons will be charged $20.00 for Mobile HotSpots returned to a book drop (indoor or outdoor). Two violations of this return policy will result in the loss of privilege of checking out Mobile HotSpots.
- The Mobile HotSpot should be kept in a temperature-controlled environment; DO NOT leave it in your car.
- The Patron is responsible for costs associated with loss or damage of the Mobile HotSpot and/or peripherals.

Mobile Hotspot replacement costs due to loss or damage:

- **Mobile HotSpot Unit: $115.00**
- **Power Adapter: $10.00**
- **Power Cord: $10.00**
- **Case: $15.00**
- **Total Replacement Cost: $150.00**

I AGREE:

- To abide by the Stokes Brown Public Library's Mobile HotSpot Lending Guidelines as stated above.
- To pay an overdue fine if returned late.
- To pay full repair and/or replacement costs should the Mobile HotSpot or any peripherals be stolen, lost, not returned, or damaged.
- To return the Mobile HotSpot to the Reference Desk on the 2nd floor at the Stokes Brown Public Library and understand returning to a book drop (indoor or outdoor) will result in a $20.00 fine.

I have read this entire document and my signature below indicates my agreement with the above statements.

Signature: _____

Print Name: _____

Library Card Number: _____ Phone Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____Email Address: _____

Photo ID Type: _____ ID #: _____

I understand that the Mobile HotSpot does not provide content filtering. Your initials: _____

I agree that the Mobile HotSpot is in working order upon checkout. Your initials: _____

Staff initials: _____ Today's Date: _____

Board Approved 7/9/21 Reviewed 5/10/24

STOKES BROWN PUBLIC LIBRARY

Serving all of Robertson County

405 White Street, Springfield, TN 37172

Hotspot Policy

General

- You must be **18 or older with your own library card and valid photo ID** to check out a hotspot. 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.
- Failure to return hotspots will result in fines and loss of technology 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 hotspot and any associated equipment if lost, stolen, or damaged beyond normal wear and tear.
- If patrons experience problems with the hotspot they should ask library staff for assistance.
- Devices must be returned directly to staff at the Upstairs Reference Desk. 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.
- Hotspots may not be used for unlawful activities or activities that violate the library's Computer and Internet Use Policy.
- Hotspots are not intended for use by minors. Content filtering is not provided through the hotspot program.

In Library Use

- The library maintains a hotspot for use in the library. It may be checked out by patrons aged 18 or older for use in the library when not being used for library services.
- Patrons must leave photo ID at the desk while using the hotspot.
- The patron who checked out the device will be financially responsible for any loss or damage to the device.
- The device is due 15 minutes before closing. It is eligible for fines and fees at the same rate as a take home hotspot.
- Leaving the hotspot unattended may result in suspension of technology borrowing privileges.

Checking Out For Home Use

- There are a limited number of hotspot devices for home use.
- A patron cannot be placed on the hold list multiple times or if they already have one

checked out. A patron cannot place a hold on a hotspot if someone else in their household already has a device or a hold.

- Devices may be checked out for one week. They may not be renewed.
- Take home hotspots 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.
- 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 11/13/2026

STOKES BROWN PUBLIC LIBRARY
Serving all of Robertson County

Stokes Brown Public Library Hotspot Borrowing Agreement

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

1. I will check out a hotspot 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 financially responsible for any loss of or damage to the device 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.
3. I will inspect the Hotspot 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.
4. I will return the Hotspot 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.
5. I understand that overdue Hotspots may be remotely deactivated by the library.
6. I understand that Hotspots 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.
7. I agree to comply with the library's Computer and Internet Use Policy and all other applicable library policies while using the Chromebook.
8. I will not allow children under the age of 18 use the device.

Current replacement costs:

Note: These costs are current as of November 2026 and are subject to change.

Hotspot unit	$115
Power Adapter	$10
Power Cord	$10
Case	$15
Total Replacement	**$150**

Borrower Name: _____

Library Card Number: _____

Borrower Signature: _____

Date: _____

Closure Dates 2027		
New Year's Day	Friday, January 1st	
Martin Luther King, Jr. Day	Monday, January 18th	
President's Day	Monday, February 15th	
Good Friday	Friday, March 26th	
Easter Sunday	Sunday, March 28th	
Staff Training	TBD April	
Memorial Day	Monday, May 31st	
Juneteenth	Saturday, June 19th	
Independence Day	Sunday, July 4th	Monday, July 5th
Labor Day	Monday, September 6th	
Veteran's Day	Thursday, November 11th	
Thanksgiving	Thursday, November 25th	
Day after Thanksgiving	Friday, November 26th	
Staff Training	Tuesday, December 7th	
Christmas Eve	Friday, December 24th	
Christmas Day	Saturday, December 25th	
New Year's Eve	Friday, December 31st	All day due to 1/1 falling on a Saturday

Note: Staff Training Days require a note. The remainder days are outlined in the Employee Handbook.

Christmas Bonus Proposal 2026

Category	25-26	Suggested 26-27	# of Employees	SubTotal
Full Time Employees	$ 150.00	$ 100.00	10	$ 1,000.00
Part Time Special Duties	$ 100.00	$ 75.00	6	$ 450.00
Part Time Clerks	$ 50.00	$ 50.00	10	$ 500.00
			Net	**$ 1,950.00**
			Gross Estimated	**$ 2,300.00**

Last Year: Gross total was $2,901.59. Net total was $2,600.

$2,500 budgeted for this year

Tennessee Secretary of State
Tre Hargett

Tennessee State Library & Archives
1001 Rep. John Lewis Way North
Nashville, Tennessee 37219

James Ritter
State Librarian & Archivist

615-741-3667
Jamie.Ritter@tn.gov

October 26, 2026

Mark Wilson, Technology Supervisor
Stokes Brown Public Library
405 White Street
Springfield, TN 37172

Mr. Wilson,

Congratulations on receiving a Technology Grant from the Tennessee State Library and Archives in the amount of $2791.00. This project was made possible by the Institute of Museum and Library Services.

During this grant cycle, we received nearly 100 applications with grant requests totaling 125% of our $400,000 annual budget. However, thanks to good stewardship of our department, we are adding additional funds to meet these requests, and we are pleased to share that we are allocating a total of $508,522 this year to ensure that libraries with strong applications receive the funds they requested.

As a result, we were able to fully fund grant requests for those libraries that met all three important criteria of submitting a Standards Survey, having a trustee attend a Trustee Workshop, and having 80% or more trustees on the board as Certified Trustees. Those libraries that did not meet all three of those criteria are receiving reduced award amounts.

As this is a 50/50 matching grant, for each dollar in grant funds awarded, the same amount will be spent from local funds. Please see below for your award and match information.

	Grant Award	**Local Match**	**Total to be Spent**
Technology Grant	$2791.00	$2791.00	$5582.00

Technology has become a fundamental service provided by libraries for the community to have equal access to the internet and online services needed in everyday life.

You will receive your grant contract shortly, and this grant will begin on October 1, 2026, and will end on April 30, 2027. Please have the contract signed and returned to us. Please be aware that we will be unable to provide any reimbursement until your grant contract is fully signed. Once fully signed, a copy will be sent to you for your files. More information will be provided with your grant contract.

We are pleased to support your library in the work and services you provide.

Sincerely,



James Ritter
State Librarian and Archivist