

NASHVILLE PUBLIC LIBRARY

Board of Trustees Meeting

June 17, 2025



Nashville Public Library Board of Trustees
Agenda
June 17, 2025
Pruitt Branch
117 Charles E. Davis Blvd.
Nashville, TN 37210
12:00 PM

- I. Call to Order / Roll Call
- II. Metro Ordinance required to be announced at all Board Meetings – *Chair, Joyce Searcy*
 - a. “Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of the Nashville Public Library Board may be appealed to the Chancery Court of Davidson County for review under a common law writ of certiorari. Any appeal must be filed within sixty days after entry of a final decision by the Board. Any person or other entity considering an appeal should consult with an attorney to ensure that time and procedural requirements are met.”
- III. Public Comments
 - a. “Pursuant to T. C. A. § 8-44-12, time is reserved at the beginning of Library Board meetings for which there is an actionable item on the agenda for public comment germane to items on the agenda. Up to five people will be allowed up to three minutes each to speak. Speakers must register within one half hour prior to the beginning of the meeting by signing their name on a physical sign-up sheet available at the entrance and identifying any agenda item on which they intend to comment.
- IV. Board Chair Comments, *Joyce Searcy*
- V. Approval of Minutes: May 20, 2025
- VI. Library Director Report, *Terri Luke*
- VII. Foundation Report, *Shawn Bakker*
- VIII. New Business
 - a. Vote on Special Collections Updated Reproduction Request Form, *Kathleen Feduccia*
 - b. Vote on Autism Tennessee Grant Contract, *Susan Drye*
 - c. Pruitt Library Program and Services, *Dr. Raymond Kinzounza*
- IX. Old Business

- a. Main Library Wedding Discussion, *Terri Luke*
- b. Vote on Terri Luke's Vacation, *Joyce Searcy*

X. Adjournment

Next Scheduled Board of Trustees Meeting

**July 15, 2025
Main Library
Second Floor
615 Church Street
Nashville, TN 37219
12:00 PM**

**Nashville Public Library Board of Trustees
Meeting Minutes
May 20, 2025
Main Library Board Room
615 Church Street
Nashville, TN 37219
12:00 PM**

Members Present: Joyce Searcy, Keith Simmons, Katy Varney, Dr. Nadine De La Rosa, and Rosalyn Carpenter

Library Staff: Terri Luke, Jena Schmid, Andrea Fanta, Susan Drye, Shawn Bakker, Anna Harutyunyan, Sherry Adams, Maria West, Kelley Sirko, Sarah Arntz, and Larry Jirik.

Others: Macy Amos and Tessa Ortiz-March, Metropolitan Attorneys at Metropolitan Government of Nashville and Davison County

I. Call to Order / Roll Call

- a. Ms. Searcy called the meeting to order at 12:00 PM.

II. Metro Ordinance required to be announced at all Board Meetings – *Chair, Joyce Searcy*

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III. Public Comments

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IV. Board Chair Comments, *Joyce Searcy*

- a. Ms. Searcy thanked the staff who attended the State of Metro.
- b. Ms. Searcy was able to attend “Black Men in Leadership”
- c. Ms. Searcy was able to be on a panel with Andrea Fanta, Bret Wilson, and Paige Clancy after a preview of a documentary “Free for All” co-hosted by Nashville Public Television.

V. Approval of Minutes: April 15, 2025

- a. Ms. Varney motioned to approve the minutes. Mr. Simmons seconded. The motion passed unanimously.**

VI. Library Director Report, *Terri Luke*

- a. Ms. Luke stated, “The only two positions not recommended by Mayor O’Connell were the two positions for the bookmobile, which will be funded by NPLF.”
- b. Ms. Luke stated, “We will be getting a third allocation of 4% funds. We need \$750,000 next fiscal year to replace the servers. Today, it is recommended that \$450,000 be allotted of the \$750,000 to replace the servers. This is the first of two 4% allocations for the servers.”
- c. Ms. Luke stated, “The final draft of the Continuous Improvement Plan was presented to Library Managers last week. Clifton Peay, from the Mayor’s Office, had no additions to the Continuous Improvement Plan, which will start July 1st.”
- d. Ms. Luke gave a presentation at the Rotary Club of Nashville last Monday.
- e. Ms. Luke stated, “NPL is continuing Assistant Director for the Main Library interviews. The first round will be done next week; Friday, we will be finishing interviews for the Administrative and Statistical Specialist. The position for Innovation, Collections, and Technology Assistant Director closed last Friday, and interviews will start soon.”
- f. Ms. Luke stated, “Mr. Barber came to me and asked about the future of weddings at NPL.”
 - i. Mr. Barber stated, “NPL does charge for weddings, and we are currently at capacity with staff for the Conference Center. NPL’s Conference Center has returned to normal since COVID, and staff running the Conference Center as well as weddings/evenings is not feasible.”
 - ii. Ms. Luke stated that the last wedding that is booked is October 4th.
 - iii. Ms. Carpenter asked, “How much is it to have a wedding at the library?”
 - iv. Ms. Bakker responded, “Depends on which space they are in.”
 - v. Mr. Simmons asked, “Does the money go into the Metro General Fund?”
 - vi. Ms. Drye responded, “No, it goes into a special revenue fund.”
 - vii. Ms. Varney asked, “Would it matter if we charged more for weddings to supplement for staff?”

- viii. Ms. Schmid stated, “It’s disruptive to normal library business.”
- ix. Mr. Simmons asked, “What is the downside of not having weddings at the library?”
- x. Ms. Searcy stated that “Weddings at NPL” will be on the June Library Board agenda.
- g. Ms. Luke stated, “I am excited to announce that we selected the artists for the library courtyard project. Ripon DeLeon and Matthew Wilson were unanimously selected during a meeting on May 7th. Ripon and Matt spent time visiting Nashville and the Library last week. We look forward to seeing their updated design(s).”
- h. Ms. Varney thanked Susan Drye for her hard work.
- i. Ms. Luke stated, “The new Donelson branch is LEED certified, and Hastings Architecture won an international award for the design. They received The Green Good Design Award for Sustainable Architecture. This award and the Donelson branch were featured on NewsChannel 5.”
- j. Ms. Luke thanked those who attended the Safety and Security Summit, as well as Susan Drye, Mark Crowder, and Sherry Adams. Ms. Luke stated there is a survey for staff to complete to provide feedback.
- k. Ms. Luke expressed her gratitude and excitement for the *Goldilocks* puppet show, produced and performed by Wishing Chair Productions.

VII. Foundation Report, *Shawn Bakker*

- a. Ms. Bakker thanked those who attended the 10th “Picnic at the Library.” The theme was *Where the Wild Things Are* with more than 500 attendees.
- b. Ms. Bakker stated, “NPLF is finalizing their Strategic Plan, which will be presented to the Foundation Board tomorrow.”
 - i. Dr. De La Rosa asked, “Who did NPLF work with?”
 - ii. Ms. Bakker responded, “NPLF worked with Library Support Network.”
 - iii. Ms. Searcy asked, “When can you share the strategic plan with the NPL Board?”
 - iv. Ms. Bakker responded, “I could share after the NPLF Board votes on the three strategic priorities; a full report will be presented in September.”
 - v. Ms. Carpenter asked, “Do you have the three recommendations in place?”
 - vi. Ms. Bakker stated, “One will be lessons learned from Begin Bright, the second is looking at building a broader base, and the third is advocacy efforts.”
- c. Ms. Bakker gave an update on the Begin Bright initiative. NPLF will continue fundraising and focusing on individuals during house gatherings. There will be around thirty to forty people at each event to learn more about Begin Bright.

VIII. New Business

- a. Library Board Elections, *Joyce Searcy*

- i. Ms. Searcy stated, “Today we will choose a Board Chair, a Vice Chair, and Secretary.”
- ii. Mr. Simmons noted that he would like to have Joyce Searcy remain as NPL Board Chair.
- iii. **Ms. Varney motioned to have Joyce Searcy remain as Chair. Ms. Carpenter seconded. The motion passed unanimously.**
- iv. Ms. Searcy stated, “The floor is open for Vice Chair.”
- v. **Dr. De La Rosa nominated Katy Varney. Mr. Simmons seconded. The motion passed unanimously.**
- vi. Ms. Searcy stated, “The floor is open for Secretary.”
- vii. **Mr. Simmons nominated Charvis Rand. Ms. Carpenter seconded. The motion passed unanimously.**
- viii. The board positions for May 2025 – May 2026 are as follows:
 - 1. Joyce Searcy, Board Chair
 - 2. Katy Varney, Vice Chair
 - 3. Charvis Rand, Secretary

b. Vote on Terri Luke’s Salary and Vacation, *Joyce Searcy*

- i. Ms. Searcy stated, “Ms. Luke is currently making \$175,792.”
- ii. Ms. Drye stated, “If you approve Terri’s new salary at \$192,000, that would be a 9.3% increase.”
- iii. Ms. Carpenter asked, “What happens when Metro votes on pay increases in July, will we (NPL Board) have to adjust?”
- iv. Ms. Adams stated, “The Metro study has already been completed, and the recommendations have been submitted to the Civil Service Commission, Mayor O’Connell, and Metro Council. We have already received what the Library Director’s pay grade will be. Whatever Ms. Luke’s salary will be set at is how the Library Director will be slotted into the new pay grade.”
- v. Dr. De La Rosa asked, “Do you have the ranges for the Directors’ pay grades?”
- vi. Ms. Adams responded, “Central HR has not released that information yet.”
- vii. Ms. Varney asked, “How does \$192,000 come into the offer?”
- viii. Ms. Drye responded, “It was based on what the previous Library Director was making, as well as making sure we could hire a new Library Director in at that salary.”
- ix. Ms. Drye stated, “The \$192,000 is in the range of DP2- (Department Head 2).”
- x. Dr. De La Rosa asked, “What are the incremental increases?”
- xi. Ms. Drye responded, “The Director for NPL is a non-Civil Service position. Department heads get across-the-board ranges – anything beyond that, the library would have to find the budget for.”
- xii. Dr. De La Rosa asked, “What is the percentage of the increase?”
- xiii. Ms. Drye responded, “1% if Metro Council passes.”

- xiv. Dr. De La Rosa asked, “Is the highest you can receive 1-3%?”
- xv. Ms. Drye responded, “1% is across the board; Open Range for Civil Service employees is an additional 2%.”
- xvi. Ms. Adams stated, “The open Range increase that has been recommended for the Director is within the guidelines of what Metro has recommended for Open Range employees. The Board has the option to increase those open range percentages, as well.”
- xvii. Mr. Simmons asked, “What is the range from top to bottom?”
- xxviii. Ms. Adams responded, “This fiscal year at the end of July, DP2 is no longer the pay grade of the Director for the Library. Metro will be going to five different pay grades starting July 1st, five being the highest, with Ms. Luke being a pay grade 3.”
- xix. Ms. Carpenter asked, “If Ms. Luke is a pay grade 3, what is the salary range?”
- xx. Ms. Adams responded, “We do not know since Metro has not released that information because it has not yet been approved by Metro Council.”
- xxi. Ms. Adams stated, “Currently the minimum salary for DP2 is \$158,912. Midpoint is \$238,000, and maximum is \$315,000.”
- xxii. Dr. De La Rosa asked, “If the increase is now 1-3%, wouldn’t we do 3% from the time we posted the job at \$192,000, where we need to be with the salary from 2023 to 2025?”
- xxiii. Ms. Drye responded, “It does make sense, but \$192,000 is what we have in the budget; we would have to find the rest of the salary from another position.”
- xxiv. Ms. Searcy asked, “Do we need to make a decision on the salary and vacation for Ms. Luke today?”
- xxv. Ms. Drye responded, “No.”
- xxvi. Ms. Searcy stated, “What we recommend will be retroactive to February.”
- xxvii. Ms. Searcy stated, “The recommendation for Ms. Luke’s vacation be four weeks.”
- xxviii. Ms. Searcy stated, “Ms. Luke’s vacation will be on the agenda for the next Board Meeting in June.”
- xxix. Ms. Varney motioned to have Ms. Luke’s salary raised to \$192,000 and receive retroactive pay from February 2025. Ms. Carpenter seconded. The motion passed unanimously.**

c. Vote on Contracts for New Program Partners for FY26 NAZA Funding, *Anna Harutyunyan*

Approving total of \$1,529,250 NAZA grant awards to the following community organizations to provide high quality afterschool and summer programs in FY 2026:

Returning Partners

- AAOC Camps for Youth Development
- Aspiring Youth Enrichment Services
- Black Lemonade
- Carnegie Writers
- Elmington Elevates
- Moves and Grooves
- Rocklife Youth

New Partners

- Boys & Girls Clubs
- Girls Write Nashville
- Salama Urban Ministries
- Water Walkers
- Youth Encouragement Services, Inc.

- i. Ms. Harutyunyan is requesting \$1,529,250, which will cover grants from the partners listed above. In total, they will serve 560 youth slots in after school and 305 during the summer for fiscal year 2026. Additionally, the contracts allocate funding for afternoon transportation and youth-led activities.
 - ii. Mr. Simmons asked, “How are we protecting children that are in these programs?”
 - iii. Ms. Harutyunyan responded, “We have a Child Safeguard Policy. They get trained on youth development, which is mandatory for those who work with children. They are also adhering to school policies on abuse prevention, as well as reporting. We are doing site visits, and we also have site accessors who look at the overall environment and support.”
 - iv. Ms. Searcy asked, “What insurance is implemented?” Ms. Harutyunyan stated, “We do require general liability and sexual molestation and other types of coverage in the contract.”
 - v. Ms. Harutyunyan stated, “All MNPS employees are required to have background checks, which is also in the contracts.”
 - vi. **Ms. Varney motioned to approve the total \$1,529,250 for NAZA fiscal year 2026. Mr. Simmons seconded. The motion passed unanimously.**
- d. Approve Amendments to the Following Contracts to add a Total of \$153,600 in Funds for Adding Three Sites of Free Summer Camps at the Following Public Housing Locations for June 2025, *Anna Harutyunyan*
- Black Lemonade at Preston Taylor Apartments
 - Aspiring Youth Enrichment Services at Sudekum Apartments
 - Bethlehem Centers of Nashville at John Henry Hale Apartments

- e. Introduction of the Metro Archivist, *Kyle Barber*
 - i. Mr. Barber introduced Kelley Sirko and stated, “Kelley has worked for Metro Archives for thirteen years. Ms. Sirko has degrees from Ohio Wesleyan University, the College of Charleston, and the University of South Carolina. She also received certification from the Academy of Certified Archivists in 2018, as well as a certificate from the National Association of Government Archivists and Records Administrators (NAGARA) in 2023.”

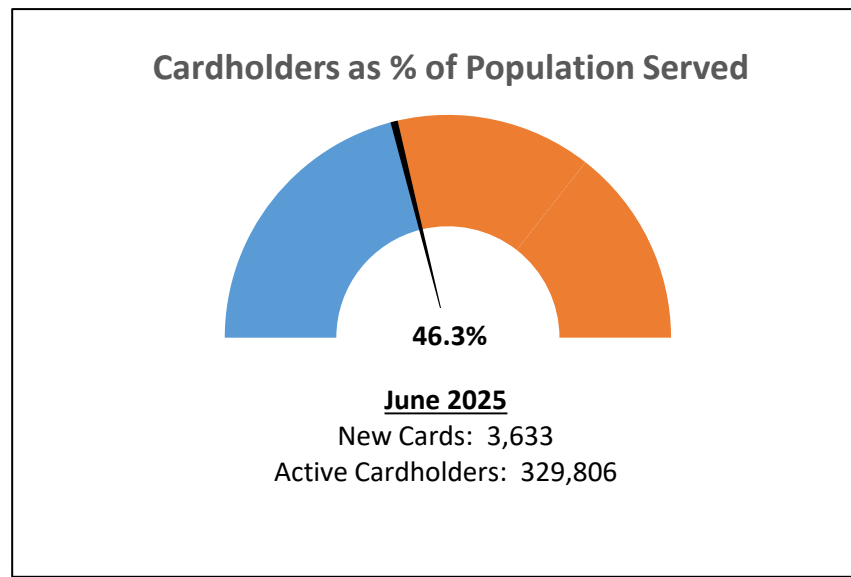
- a. Archives, “What’s on Your Home Movies,” *Kelley Sirko*
 - i. Ms. Sirko played a video that highlighted the home video pilot project.

a. Meeting adjourned at 1:32 PM.

Page | 9

Statistical Summary – June 17, 2025

Nashville Public Library



Cardholders	May-25	May-25 Year-to-Date	Active Patron Cards	Average Cards in Last 12 Months
New Registrations	3,633	3,633	329,806	321,967

Volunteer Services	May-25	May-24	Year-to-Date	% Change 2024-2025
Number of Volunteers	107	139	1,150	-23.02%
Volunteer Hours	674	842	7,886	-19.95%

Attendance for Room Use	May-25	May-24	% Change 2024-2025
Community Use	7,175	4,457	60.98%
Library Use	27,217	14,833	83.49%

Reference	May-25	May-24	% Change 2024-2025
Answered	17,073	21,652	-21.15%

Statistical Summary – June 17th, 2025

Nashville Public Library

Wireless Data

Wireless	Month				
	May-25 Sessions	May-25 % of Total	Wireless %	May-24 Sessions	% Change 2024-2025
Bellevue	3,611	6.36%	69.2%	6,350	-43.13%
Bordeaux	1,445	2.54%	51.6%	3,839	-62.36%
Donelson	6,525	11.48%	46.8%	2,048	218.60%
East	5,341	9.40%	52.8%	1,916	178.76%
Edgehill	589	1.04%	49.3%	688	-14.39%
Edmondson Pike	1,862	3.28%	54.4%	5,458	-65.88%
Goodlettsville	228	0.40%	50.7%	2,712	-91.59%
Green Hills	2,410	4.24%	61.2%	3,874	-37.79%
Hadley Park	608	1.07%	47.5%	1,129	-46.15%
Hermitage	2,594	4.57%	52.8%	4,979	-47.90%
Inglewood	1,021	1.80%	40.7%	1,811	-43.62%
Looby	675	1.19%	28.0%	451	49.67%
Madison	1,890	3.33%	37.6%	3,422	-44.77%
Main	18,510	32.58%	65.8%	35,443	-47.78%
North	397	0.70%	29.1%	638	-37.77%
Old Hickory	352	0.62%	64.2%	1,254	-71.93%
Pruitt	1,509	2.66%	46.1%	1,743	-13.43%
Richland Park	1,544	2.72%	45.0%	2,691	-42.62%
Southeast	4,174	7.35%	69.1%	9,031	-53.78%
Thompson Lane	597	1.05%	24.3%	859	-30.50%
Watkins Park	935	1.65%	57.0%	645	44.96%
NPL Total	56,817		58.1%	90,981	-37.55%

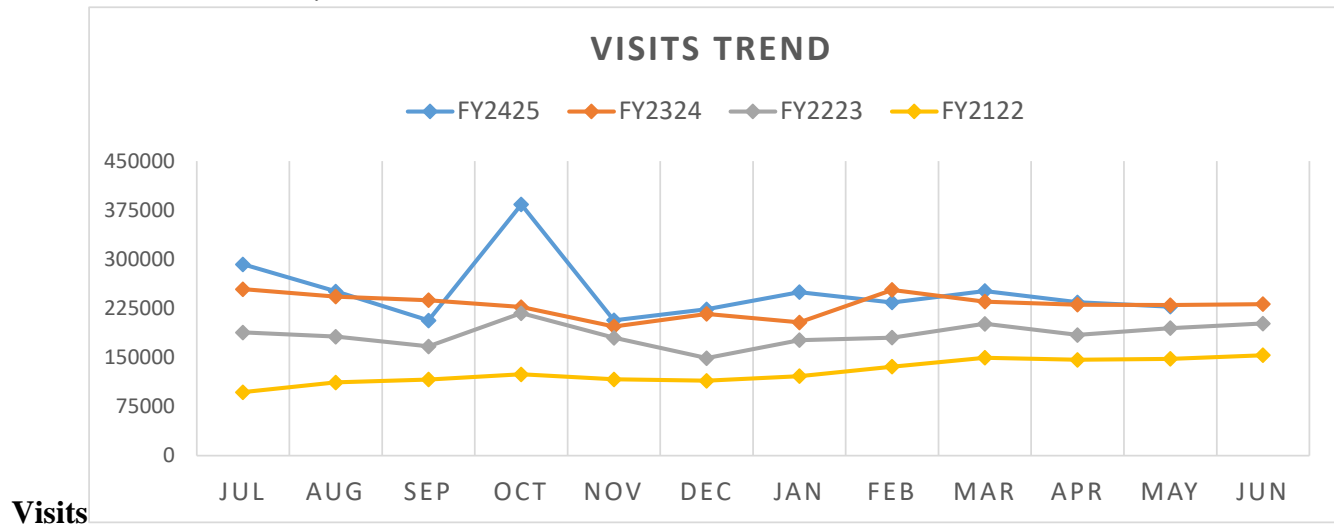
Database and Website Data

Public Computer Use	Month		% Change
	May-25	May-24	2024-2025
Total Computer Use	22,638	21,526	5.17%
Total Wireless Use	56,886	26,893	111.53%

Website Visits	Month		% Change
	May-25	May-24	2024-2025
Webserver	385,175	362,845	6.15%

Database Usage	Month		% Change
	May-25	May-24	2024-2025
Sessions	31,921	12,933	146.82%

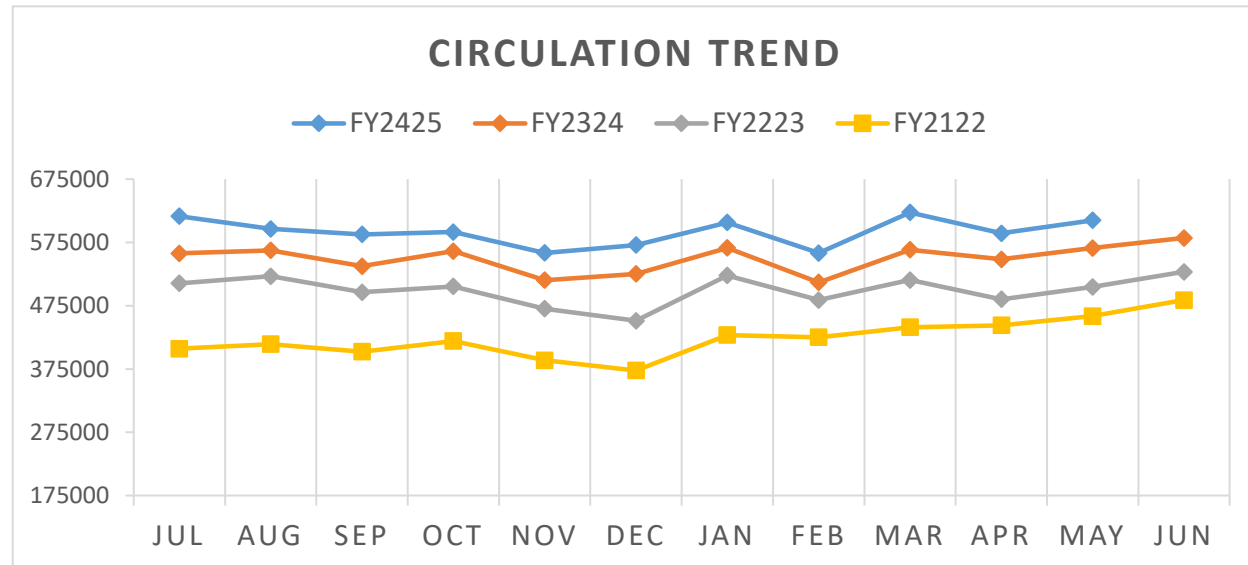
Statistical Summary – June 17th, 2025
Nashville Public Library



Visits	May-25 Visits	May-24 Visits	% Change 2024-2025	May-25 Circ / Visit	May-24 Circ / Visit	% Change 2024-2025
Bellevue	11,558	14,091	-17.98%	0.35	1.45	-75.53%
Bordeaux	5,589	4,187	33.48%	0.40	0.63	-37.05%
Donelson	7,650	6,306	21.31%	0.52	0.84	-37.70%
East	9,757	11,115	-12.22%	0.37	0.36	4.17%
Edgehill	3,227	3,096	4.23%	0.25	0.40	-37.89%
Edmondson Pike	16,422	10,115	62.35%	1.15	1.97	-41.72%
Goodlettsville	-	4,641	N/A	N/A	1.89	N/A
Green Hills	21,218	14,995	41.50%	1.20	1.67	-27.99%
Hadley Park	3,210	1,494	114.86%	0.18	0.23	-20.72%
Hermitage	11,788	5,651	108.60%	1.30	1.67	-21.95%
Inglewood	12,538	14,326	-12.48%	0.51	0.44	15.88%
Looby	4,144	2,707	53.08%	0.21	0.24	-12.11%
Madison	14,734	10,832	36.02%	0.37	0.42	-11.85%
Main	52,895	30,943	70.94%	3.37	5.96	-43.48%
North	6,623	3,404	94.57%	0.08	0.20	-59.55%
Old Hickory	3,010	2,951	2.00%	0.73	0.75	-1.60%
Pruitt	5,443	6,797	-19.92%	0.04	0.05	-16.87%
Richland Park	9,457	7,510	25.93%	1.12	1.12	0.31%
Southeast	11,907	8,106	46.89%	0.55	0.88	-37.61%
Thompson Lane	13,683	9,593	42.64%	0.19	0.31	-37.82%
Watkins Park	2,802	3,477	-19.41%	0.07	0.04	97.42%
NPL Total	227,655	176,337	29.10%	1.33	1.83	-27.46%

Statistical Summary – June 17th, 2025
Nashville Public Library

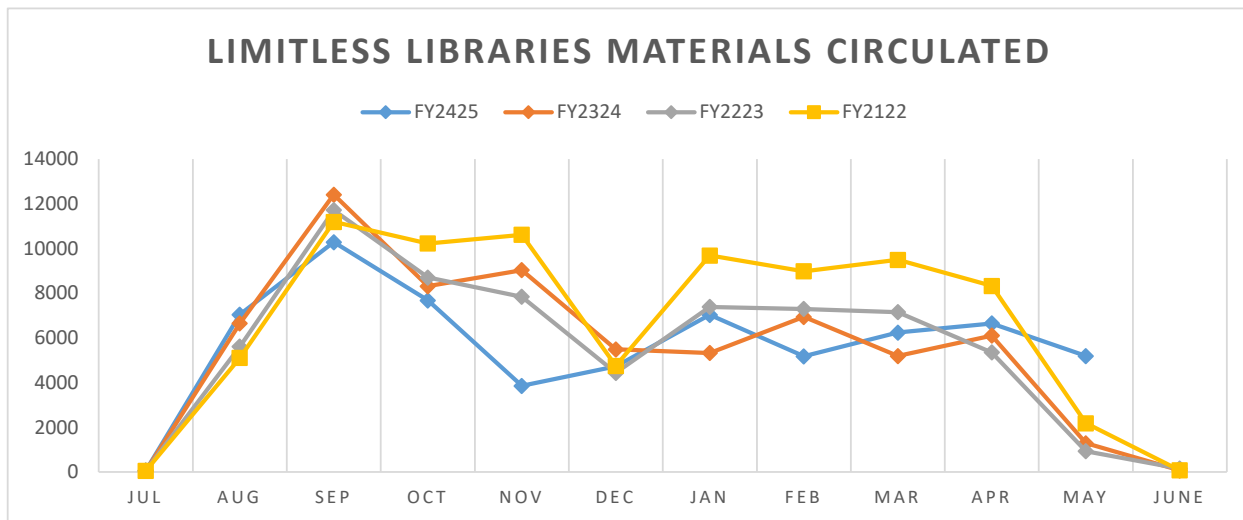
Circulation Data



Circulation	Month				Fiscal Year-to-Date		
	May-25 Circulation	May-25 % of Total	May-24 Circulation	% Change 2024-2025	May-25 Year-to-Date	May-24 Year-to-Date	% Change 2024-2025
Bellevue	28,111	4.61%	32,270	-12.89%	316,384	313,461	0.93%
Bordeaux	6,260	1.03%	5,870	6.64%	68,114	64,971	4.84%
Donelson	17,166	2.81%	9,078	89.09%	185,433	91,412	102.85%
East	5,807	0.95%	6,559	-11.47%	69,703	75,942	-8.22%
Edgehill	2,804	0.46%	3,466	-19.10%	40,617	36,887	10.11%
Edmondson Pike	29,729	4.87%	30,580	-2.78%	316,543	326,268	-2.98%
Goodlettsville	34,493	5.65%	13,520	155.13%	181,826	151,962	19.65%
Green Hills	3,922	0.64%	39,079	-89.96%	336,002	434,246	-22.62%
Hadley Park	1,871	0.31%	2,002	-6.54%	21,705	22,907	-5.25%
Equal Access	238	0.04%	259	-8.11%	2,127	3,135	-32.16%
Hermitage	24,284	3.98%	17,194	41.24%	267,152	259,217	3.06%
Inglewood	10,418	1.71%	11,001	-5.30%	111,363	116,990	-4.81%
Looby	2,862	0.47%	2,615	9.45%	31,966	30,191	5.88%
Madison	11,964	1.96%	9,671	23.71%	125,812	128,889	-2.39%
Main	38,440	6.30%	45,171	-14.90%	392,779	464,284	-15.40%
North	2,387	0.39%	2,305	3.56%	28,751	28,230	1.84%
Old Hickory	4,765	0.78%	5,229	-8.87%	55,039	56,087	-1.87%
Pruitt	1,296	0.21%	1,743	-25.65%	11,276	18,601	-39.38%
Richland Park	13,295	2.18%	12,952	2.65%	152,770	151,267	0.99%
Southeast	13,030	2.14%	14,901	-12.56%	154,191	161,396	-4.46%
Thompson Lane	5,921	0.97%	6,773	-12.58%	69,820	73,259	-4.69%
Watkins Park	1,014	0.17%	369	174.80%	12,672	11,283	12.31%
eMedia	350,020	57.37%	250,317	39.83%	3,558,611	2,885,561	23.32%
Talking Library	-	0.00%	1	-100.00%	-	11	-100.00%
NPL Total	610,097		522,925	16.67%	6,510,657	5,906,457	10.23%

Statistical Summary – June 17th, 2025
Nashville Public Library

Terminal Activity	Month				Fiscal Year-to-Date		
	May-25 Circulation	May-25 % of Total	May-24 Circulation	% Change 2024-2025	May-25 Year-to-Date	May-24 Year-to-Date	% Change 2024-2025
Bellevue	4,097	1.36%	20,409	-79.93%	172,397	196,783	-12.39%
Bordeaux	2,215	0.73%	2,636	-15.97%	28,219	27,162	3.89%
Donelson	3,990	1.32%	5,279	-24.42%	86,495	47,629	81.60%
East	3,655	1.21%	3,997	-8.56%	35,691	42,056	-15.13%
Edgehill	795	0.26%	1,228	-35.26%	11,921	10,730	11.10%
Edmondson Pike	18,846	6.24%	19,917	-5.38%	194,734	207,148	-5.99%
Equal Access	34	0.01%	39	-12.82%	324	648	-50.00%
Goodlettsville	7,663	2.54%	8,789	-12.81%	82,927	92,817	-10.66%
Green Hills	25,471	8.44%	24,998	1.89%	234,980	277,189	-15.23%
Hadley Park	586	0.19%	344	70.35%	4,889	5,102	-4.17%
Hermitage	15,367	5.09%	9,439	62.80%	148,150	147,847	0.20%
Inglewood	6,453	2.14%	6,363	1.41%	62,230	65,132	-4.46%
Limitless	5,191	1.72%	7,385	-29.71%	67,355	76,365	-11.80%
Looby	884	0.29%	657	34.55%	10,914	7,961	37.09%
Madison	5,391	1.79%	4,496	19.91%	54,239	58,536	-7.34%
Main	178,275	59.06%	184,516	-3.38%	1,752,200	1,853,623	-5.47%
North	543	0.18%	690	-21.30%	7,114	7,663	-7.16%
Old Hickory	2,209	0.73%	2,201	0.36%	22,941	22,503	1.95%
Pruitt	237	0.08%	356	-33.43%	1,295	2,965	-56.32%
Richland Park	10,585	3.51%	8,380	26.31%	91,460	97,218	-5.92%
Southeast	6,542	2.17%	7,138	-8.35%	65,422	71,936	-9.06%
Talking Library	-	0.00%	-	N/A	35	1	N/A
Thompson Lane	2,605	0.86%	2,937	-11.30%	28,580	29,921	-4.48%
Watkins Park	210	0.07%	132	59.09%	2,175	1,703	27.72%
NPL Total	301,844		322,326	-6.35%	3,166,687	3,350,638	-5.49%



Statistical Summary – June 17th, 2025
Nashville Public Library

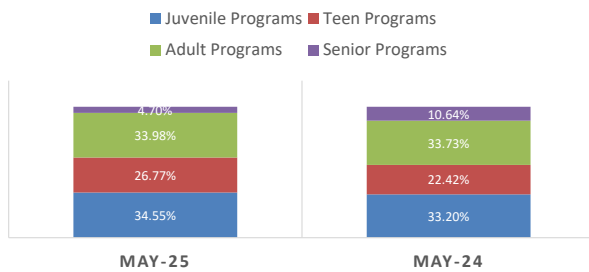
May Programming Data

Programming	May-25	May-24	% Change 2024-2025
Juvenile Programs	551	496	11.09%
Teen Programs	427	335	27.46%
Adult Programs	542	504	7.54%
Senior Programs	75	159	-52.83%
Total Programs	1,595	1,494	6.76%
Programming	May-25	May-24	Change
Juvenile Programs	23,139	18,834	22.86%
Teen Programs	7,799	5,241	48.81%
Adult Programs	11,699	5,723	104.42%
Senior Programs	780	891	-12.46%
Total Attendance	43,417	30,689	41.47%

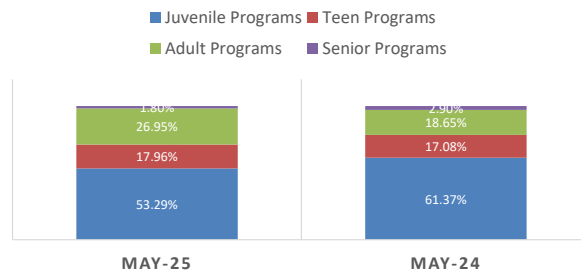
Programming	May-25	May-24	% Change 2024-2025
In Person	1,233	1,208	2.07%
Outreach	306	250	22.40%
Virtual	56	36	55.56%
Total Programs	1,595	1,494	6.76%

Programming	May-25	May-24	% Change 2024-2025
In Person	30,715	23,329	31.66%
Outreach	12,430	7,177	73.19%
Virtual	272	183	48.63%
Total Attendance	43,417	30,689	41.47%

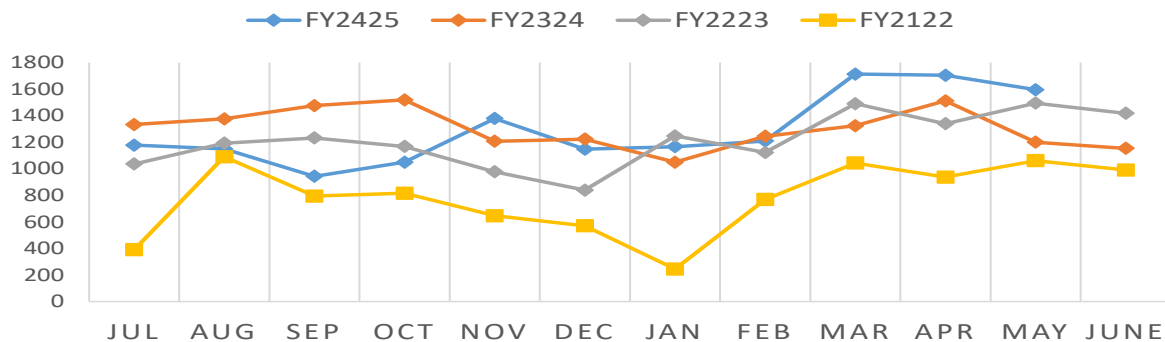
PROGRAMS BY AGE GROUP



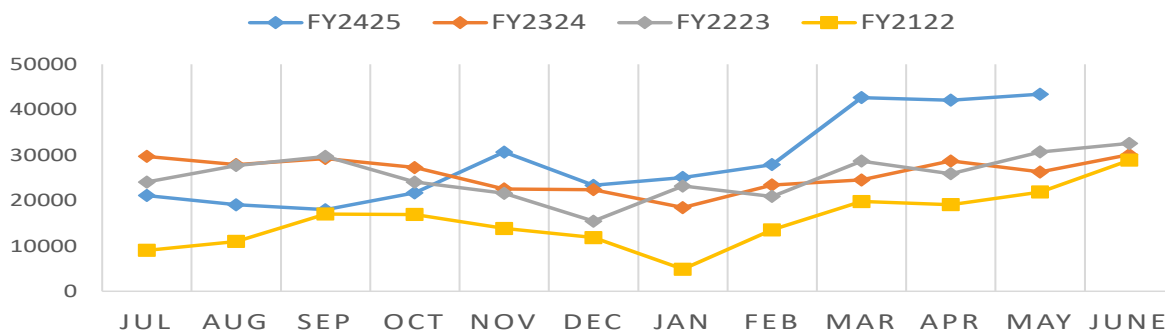
PROGRAM ATTENDANCE BY AGE GROUP



PROGRAM TREND



PROGRAM ATTENDANCE TREND



Statistical Summary –June 17th, 2025
Nashville Public Library

MONTH - May 2025

Library Programming	Location Totals								Programs by Age Group							
	Library		Outreach		Virtual		Totals		Juv		Teen		Adult		Senior	
	NO.	AUD.	NO.	AUD.	NO.	AUD.	No.	Aud.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.
ARCHIVES	1	4	0	0	0	0	1	4	0	0	0	0	1	4	0	0
BELLEVUE	89	1,830	1	100	0	0	90	1,930	31	1,080	36	509	18	243	5	98
BORDEAUX	54	650	0	0	0	0	54	650	12	167	28	407	9	41	5	35
BBTL (Bringing Bks to	2	17	36	1,208	44	80	82	1,305	31	915	0	0	51	390	0	0
BBTL (Adult Literacy)	0	0	3	230	0	0	3	230	0	0	0	0	3	230	0	0
DONELSON	55	1,182	6	163	0	0	61	1,345	27	921	12	158	22	266	0	0
EAST	38	2,006	7	515	0	0	45	2,521	12	640	33	1,881	0	0	0	0
EDGEHILL	40	429	3	179	0	0	43	608	32	448	4	12	7	148	0	0
EDMONDSON PIKE	66	1,914	7	1,060	0	0	73	2,974	39	2,720	8	22	26	232	0	0
GOODLETTSVILLE	20	470	4	165	1	8	25	643	11	514	0	0	12	110	2	19
GREEN HILLS	69	1,911	1	133	0	0	70	2,044	29	723	20	970	13	288	8	63
HADLEY PARK	15	97	17	304	0	0	32	401	17	317	0	0	9	28	6	56
HERMITAGE	32	843	40	348	0	0	72	1,191	26	884	9	57	37	250	0	0
INGLEWOOD	21	610	3	164	2	5	26	779	17	734	0	0	9	45	0	0
LOOBY	23	280	4	138	0	0	27	418	15	312	0	0	7	51	5	55
MADISON	61	932	8	554	0	0	69	1,486	24	992	16	190	28	296	1	8
MAIN - Adult Svcs	173	1,223	7	47	1	8	181	1,278	0	0	0	0	181	1,278	0	0
MAIN - Children Svcs	31	909	9	535	0	0	40	1,444	40	1,444	0	0	0	0	0	0
MAIN - Digital Inclusion	0	0	26	164	0	0	26	164	0	0	0	0	0	0	26	164
MAIN - LSDHH/Equal	12	35	4	645	4	7	20	687	2	2	2	20	16	665	0	0
MAIN - Puppet Truck	1	30	44	4,022	0	0	45	4,052	38	3,449	2	106	3	459	2	38
MAIN - Special Coll.	16	439	0	0	1	58	17	497	3	108	1	72	11	277	2	40
MAIN - Studio NPL	126	734	17	438	0	0	143	1,172	0	0	142	1,154	1	18	0	0
MAIN - Teen Svcs	56	1608	5	31	0	0	61	1639	0	0	61	1639	0	0	0	0
MAIN - Wishing Chair	25	2943	0	0	0	0	25	2943	25	2943	0	0	0	0	0	0
NORTH	17	85	23	398	0	0	40	483	33	459	0	0	7	24	0	0
OLD HICKORY	26	242	5	166	0	0	31	408	13	305	10	64	6	23	2	16
PRUITT	35	6969	11	273	3	106	49	7348	16	1120	5	80	20	5995	8	153
RICHLAND PARK	23	699	2	25	0	0	25	724	13	663	0	0	10	38	2	23
SOUTHEAST	79	1250	5	272	0	0	84	1522	26	917	36	441	22	164	0	0
THOMPSON LANE	22	331	3	96	0	0	25	427	12	291	0	0	13	136	0	0
WATKINS PARK	5	43	5	57	0	0	10	100	7	71	2	17	0	0	1	12
TOTALS	1,233	30,715	306	12,430	56	272	1,595	43,417	551	23,139	427	7,799	542	11,699	75	780

Library Programming	Location Totals								Programs by Age Group							
	Library		Outreach		Virtual		Totals		Juv		Teen		Adult		Senior	
	NO.	AUD.	NO.	AUD.	NO.	AUD.	No.	Aud.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.
ARCHIVES	1	4	0	0	0	0	1	4	0	0	0	0	1	4	0	0
MAIN - Adult Svcs	173	1,223	7	47	1	8	181	1,278	0	0	0	0	181	1,278	0	0
MAIN - Children Svcs	31	909	9	535	0	0	40	1,444	40	1,444	0	0	0	0	0	0
MAIN - LSDHH/Equal	12	35	4	645	4	7	20	687	2	2	2	20	16	665	0	0
MAIN - Special Coll.	16	439	0	0	1	58	17	497	3	108	1	72	11	277	2	40
MAIN - Studio NPL	126	734	17	438	0	0	143	1,172	0	0	142	1,154	1	18	0	0
MAIN - Teen Svcs	56	1608	5	31	0	0	61	1639	0	0	61	1639	0	0	0	0
MAIN - Wishing Chair	25	2943	0	0	0	0	25	2943	25	2943	0	0	0	0	0	0
TOTALS	440	7,895	42	1,696	6	73	488	9,664	70	4,497	206	2,885	210	2,242	2	40

*MN includes Studio and Wishing Chair, which hosts outreach events at other locations.

Financial – June 17, 2025
Nashville Public Library

May 2025 Spending, 6/4/25	Appropriations	Spent in May 2025	Current Open Orders	Invoices Paid, FY25 to date	Invoices & Open Orders, FY25 to date	Current Free Balance	% Committed
Metro-4% Funds	\$ 6,997,555.67	\$ 366,866.01	\$ 108,661.67	\$ 3,470,618.12	\$ 3,579,279.79	\$ 3,418,275.88	51.15%
Foundation	\$ 710,234.25	\$ 123.53	\$ 82.74	\$ 503.69	\$ 586.43	\$ 709,647.82	0.08%
Subscriptions	\$ 197,800.00	\$ -	\$ -	\$ 197,800.00	\$ 197,800.00	\$ -	100.00%
Grants	\$ 430,500.00	\$ -	\$ -	\$ 430,500.00	\$ 430,500.00	\$ -	100.00%
Particip Budget-Central Asia**	\$ 15,000.00	\$ -	\$ -	\$ 15,121.47	\$ 15,121.47	\$ (121.47)	100.81%
Particip Budget-Musical Inst.**	\$ 144,900.00	\$ 125.76	\$ -	\$ 99,461.38	\$ 99,461.38	\$ 45,438.62	68.64%
	\$ 8,495,989.92	\$ 367,115.30	\$ 108,744.41	\$ 4,214,004.66	\$ 4,322,749.07	\$ 4,173,240.85	50.88%

**Participatory Budget funds are multi-year; the cumulative 'Spent' column includes FY24 spending

Personnel Summary/HR – June 17, 2025

2025 New Hires

<u>Name</u>	<u>Classification</u>	<u>Hire Date</u>	<u>Location</u>
Holly Wells	Program Coordinator	5/12/2025	BBTL
Latoya Crutcher	Circulation Assistant	5/12/2025	Donelson
Julie Lifo	Office Support Rep	5/26/2025	Tech Services
Indie Pereira	Library Associate	5/26/2025	Equal Access
Michael Bowlds	Circulation Assistant	5/26/2025	Donelson
Lauren Lewis	Library Associate	5/26/2025	BBTL

2025 Promotions

<u>Name</u>	<u>Classification</u>	<u>Promotion Date</u>	<u>Location</u>
Danielle Geiger	Librarian 1	5/12/2025	Green Hills
Shelly Bryson	Program Coordinator	5/26/2025	Bordeaux

2025 Resignations

<u>Name</u>	<u>Classification</u>	<u>Resignation Date</u>	<u>Location</u>
Stephanie Klima	Custodian	5/2/2025	Custodial Svcs (retiring)

Personnel Summary/Vacancy – June 17, 2025
Nashville Public Library

NPL Vacancies as of 05/31/2025								
	Division / Branch	Title	Grade	Name	FP	FTE	Date Vacant	Notes
1	DIRECTOR	ADMINISTRATIVE SPECIALIST	ST11	VACANT (ROSE, M)	F	1.00	8/30/24	Candidate chosen, start in June
2	BORDX	CIRCULATION ASST	ST05	VACANT (PITTS, J)	F	1.00	11/12/24	
3	ED PIKE	CIRCULATION ASST	ST05	VACANT (IBRAHIM, S)	P	0.49	4/29/24	On hold for salary savings
4	ED PIKE	CIRCULATION ASST	ST05	VACANT (ISLAM, M)	F	1.00	4/28/25	
5	EDGH	CIRCULATION ASST	ST05	VACANT (MILLER, K)	F	1.00	9/16/23	
6	THOMP	CIRCULATION ASST	ST05	VACANT (E MARTIN)	F	1.00	8/1/24	On hold for salary savings
7	OP & MAIN-BR	CUSTODIAN - Branch	TG07	VACANT (KLIMA, S)	F	1.00	5/2/25	
8	TALKING	INFO SYSTEMS MEDIA TECH 1	OR02	VACANT - NEW	P	0.49	7/1/22	
9	ARCHIVES	LIBRARIAN 1	OR03	VACANT (SIRKO, K)	F	1.00	3/31/25	
10	BELLEVUE	LIBRARIAN 2	OR04	VACANT (BUCHHOLTZ, K)	F	1.00	6/4/25	
11	BORDX	LIBRARIAN 2	OR04	VACANT (BRYANT, M)	F	1.00	6/1/25	
12	SE	LIBRARIAN 2	OR04	VACANT (HENDRICK, M)	F	1.00	6/6/25	
13	CHILD	LIBRARY ASSOC	OR01	VACANT (GEIGER, D)	F	1.00	5/12/25	
14	ED PIKE	LIBRARY ASSOC	OR01	VACANT (BOURQUE, L)	F	1.00	7/5/24	On hold for salary savings
15	HERM	LIBRARY ASSOC	OR01	VACANT (REYNOLDS, S)	F	1.00	7/5/24	On hold for salary savings
16	NORTH	LIBRARY ASSOC	OR01	VACANT (THARPE, E)	F	1.00	4/28/25	
17	SE	LIBRARY ASSOC	OR01	VACANT (MOUSSA, A)	F	1.00	12/2/24	On hold for salary savings
18	BORDX	LIBRARY ASSOC	OR01	VACANT (BRYSON-DE LOS SANTOS, S)	F	1.00	5/26/25	
19	SPEC COLL	LIBRARY ASSOC	OR01	VACANT (WURST, E)	F	1.00	8/5/24	
20	EDGH	LIBRARY MGR 1	OR05	VACANT (WALKER, A)	F	1.00	11/11/24	
21	CHILD	LIBRARY PAGE	LP01	VACANT (WELSH, I)	P	0.49	8/8/24	On hold for salary savings
22	DONELS	LIBRARY PAGE	LP01	VACANT (AUSTIN, J)	P	0.49	11/25/24	On hold for salary savings
23	DONELS	LIBRARY PAGE	LP01	VACANT (BAILEY, C)	P	0.49	8/1/24	On hold for salary savings
24	GOOD	LIBRARY PAGE	LP01	VACANT (OLEAS, F)	P	0.49	8/12/23	
25	REF	LIBRARY PAGE	LP01	VACANT (LUCAS,)	P	0.49	3/20/25	
26	BRNCH ADMIN	LIBRARY SVCS ASSIST DIRECTOR	OR11	VACANT (LUKE, T)	F	1.00	7/22/22	
27	TECH SVCS	LIBRARY SVCS ASSIST DIRECTOR	OR11	VACANT (BOULIE, P)	F	1.00	8/7/24	
28	TECH SVCS	OFFICE SUPPORT REP SR	ST06	VACANT (SAIN, V)	F	1.00	4/17/25	
29	HR IMP	PROGRAM MGR 2	OR05	VACANT (GREATHOUSE, T)	F	1.00	12/27/24	On hold for salary savings
30	HR IMP	PROGRAM MGR 2	OR06	VACANT (MOYNIHAN, C)	F	1.00	9/2/24	
31	NAZA	PROGRAM MGR 2	OR05	VACANT (PENDRAGON, R)	F	1.00	1/31/25	
32	SECURITY	SECURITY GUARD	ST06	VACANT (HOLT, D)	F	1.00	8/5/25	
33	SECURITY	SECURITY GUARD	ST06	VACANT (MOLOKWU, C)	F	1.00	8/9/24	
34	SECURITY	SECURITY GUARD	ST06	VACANT (RAGLAND, P)	F	1.00	1/27/25	
35	ED & LIT - Adult Lit	LIBRARY ASSOC	OR01	VACANT (TAYLOR, C) (Adult Lit)	F	1.00	11/28/24	Grant funded
36	ED & LIT - BBTL	PROGRAM SPEC 2	OR01	VACANT (ALBEE, S) (BBTL Curriculum Coord)	F	1.00	11/1/24	Grant funded
37	ED & LIT - LL	LIBRARY ASSOC	OR01	VACANT NEW - (Limitless Libraries)	P	0.49	7/1/24	Grant funded
38	WISH CHAIR	LIB PERFORMING ARTIST	ST08	VACANT (WALTMAN, B)	P	0.25	12/9/24	Grant funded

Brief Area Updates – June 17, 2025

Nashville Public Library

ADMINISTRATIVE SERVICES

Safety & Security: May 2025

Security coverage was provided for special events during the month of May. Listed below are the dates and time of the after-hour events that required security coverage. All events required 2 or 3 NPL Security officers depending on the size of the attendees. Over time was required in most cases due to scheduling of the events:

May 1 - end time 7pm

May 8 - end time 8:30pm

May 10 - end time 6pm

May 12 - end time 9pm

May 14 - end time 9pm

May 18 - end time 8pm

May 19 - end time 9pm

May 21 - end time 9pm

The window film project continued at branch locations which during the month of May finishing with the Madison branch. Discussion continues about adding the window film and armor core at the GSA branch operated locations.

Armor core has been installed at branch locations that were scheduled to have it installed. The last week of May, armor core installation started on the third floor at Main and will work downward as each floor has been completed.

Safety and Security Manager, Mark Crowder, met with Allied security management team as well as Bolt management team to discuss improvements in the security service that they are providing.

Mr. Crowder also met with the new supervisor (Captain) Alex and discussed the library expectations for the contract guards.

Mr. Crowder attended the branch managers meeting at Bellevue to discuss improvements that are needed with our contract security vendor (Bolt Security Services). This was a good discussion, and we are starting to see improvement in the quality of service in the guards from Bolt.

Library HR received 80 applications for the 2 open NPL security guard positions. Mr. Crowder is hopeful that we can maintain the current staff, plus fill these 2 before school resumes. We tend to see less serious incidents at locations that experience many teens after school when staffed by an NPL officer.

Total number of incident reports for the month of **May (73)** and related categories per incident report down from 75 incident reports in April:

Below is the number of incident Reports per Branch and then breakdown of each Branch:

NOTE: Each report could have one or more conduct violations, a safety or security concern, and an injury or accident associated with the report which could or could not result in a suspension.

Number of Incident Reports per Branch			
Bellevue Branch	1	Inglewood Branch	3
Bordeaux Branch	3	Madison Branch	6
Donelson Branch	1	Main Library	42
Edgehill Branch	1	North Branch	2
Edmondson Pike Branch	1	Old Hickory Branch	1
Green Hills Branch	2	Pruitt Branch	3
Hadley Park Branch	1	Southeast Branch	2
Hermitage Branch	2	Thompson Lane Branch	2
Total			73

Bellevue Branch	1	Madison Branch	6
Conduct or Rule Violation	1	Conduct or Rule Violation	13
Suspensions	1	Suspensions	6
Bordeaux Branch	3	Main Library	42
Conduct or Rule Violation	2	Conduct or Rule Violation	53
Safety or Security Incident	1	Injury or Accident	17
Suspensions	2	Safety or Security Incident	6
Donelson Branch	1	Suspensions	32
Conduct or Rule Violation	1	North Branch	2
Suspensions	1	Conduct or Rule Violation	2
Edgehill Branch	1	Injury or Accident	2
Conduct or Rule Violation	1	Suspensions	1
Edmondson Pike Branch	1	Old Hickory Branch	1
Conduct or Rule Violation	2	Conduct or Rule Violation	1
Suspensions	1	Suspensions	1
Green Hills Branch	2	Pruitt Branch	3
Conduct or Rule Violation	1	Conduct or Rule Violation	6
Injury or Accident	1	Suspensions	3
Suspensions	1	Southeast Branch	2
Hadley Park Branch	1	Conduct or Rule Violation	3

Safety or Security Incident	1	Safety or Security Incident	2
Hermitage Branch	2	Suspensions	2
Conduct or Rule Violation	2	Thompson Lane Branch	2
Injury or Accident	1	Conduct or Rule Violation	7
Suspensions	1	Suspensions	2
Inglewood Branch	3		
Conduct or Rule Violation	3		
Safety or Security Incident	5		
Suspensions	3		

Number of Injury or Accident and Safety or Security Incidents			
911 for assistance	3	Non-Emergency	2
Ambulance	5	Non-Emergency	3
Illness / Accident	1	Police called	7
Medical	9	Police Report Filed	1
Mobile Crisis	1	Safety Related	4

Number of Conduct or Rule Violations					
#1	1	#9		#17	19
#2		#10		#18	3
#3	2	#11	1	#19	8
#4	7	#12	4	#20	3
#5	10	#13		#21	5
#6	1	#14	5	#22	2
#7	2	#15	4	#23	3
#8	14	#16	4		

Suspensions	57
Reminder of the Day	2
1 day	1
30 days	15
60 days	3
90 days	3
180 days	3
365 days	30

Delivery: May 2025

Main:

- We received 393 incoming UPS packages and sent 26 packages UPS GROUND.
- There were 131 overnight packages received from FedEx, DHL, etc.
- We received 72 inserts of mail from the United States Post Office, and we sent 61 inserts of mail to Metro Mail for postage.
- There were 64 special deliveries from [Ricoh](#), [Supply Room](#), [Firefly](#), [Amazon](#), etc.

Branches:

- We moved: 4,802 hold bins (153,664 items)
4,397 non-hold bins (140,704 items)
1,571 Circulation/Main bins (50,272 items).
Total of 10,770 bins moved.
Total item count of 344,640.
An average of 513 bins and **16,411** items moved per day.

0 skids were sent to Pratt Industries for book recycling.

6 skids were sent to BWB.

Daily Complete Percentage:

Holds 21 of 21 days for 100% in May.

Facilities Maintenance: May 2025

Tamis work order report shows 459 work requests, 431 completed, 28 still active with an 94% completion rate for the month of May.

May 1st - May 31st 2025					
Craft	Month	Total # Work Orders	# Completed	# Active	Completion %
None Entered	May 2025	5	0	5	0%
Administration	May 2025	6	0	6	0%
Branch Custodial Services	May 2025	81	81	0	100%
Canceled	May 2025	1	1	0	100%
Contractor	May 2025	2	1	1	50%
Grounds	May 2025	3	3	0	100%
Maintenance	May 2025	361	345	16	96%
		Quantity 459	Completed 431	Active 28	Completion % 94%

May Maintenance monthly report 2025:

347 work orders got completed with 5 employees. Maintenance is now fully staffed.

Preventative Maintenance completed, 441 in the month of May

Grounds Projects: May 2025

1. Removed storm damaged trees from various branches.
2. Cleaned carpet at EP BX HM.
3. Washed windows at RP GO TL HP
4. Started Irrigation at BX MA MAIN
5. Deep cleaned tile at BX NO
6. Repaired irrigation at GO EP

Interior Design / Special Projects: May 2025

Jennifer Fournier – Interior Designer / Special Projects Coordinator

Goodlettsville - Renovation

Adult side is complete with shelving back in place. Books are going on shelves now.

Watkins Park

Office addition started

East

Wall repairs and paint started

Main

Installed new office furniture for Equal Access manager

Installed furniture in Custodial Offices

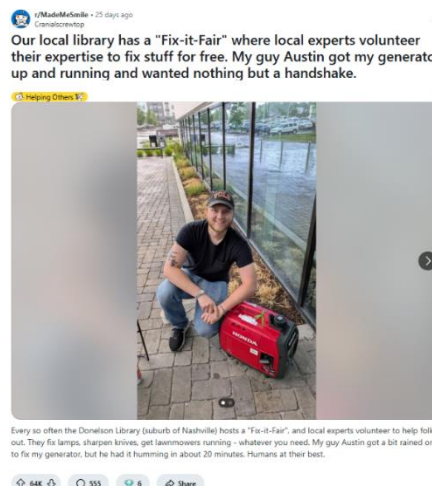
Installed work room furniture and new chairs in Archives

BRANCH SERVICES

At **Bellevue**, the branch hosted a public *Opioid Overdose Awareness & First Aid* class in partnership with MNPD's Overdose Prevention Unit. Attendees received overdose response training and took home Naloxone kits—an important step in supporting community health.

Bordeaux celebrated big with its first-ever *Sneaker Ball*, where over 100 people showed up in formalwear and sneakers for a joyful evening of music, dancing, and a performance from the Hartman Park Senior High Steppers. It was a standout moment of community spirit and fun.

The *Repair Fair* at **Donelson** generated national buzz, reaching over 64,000 upvotes on Reddit's "Made Me Smile" and landing on Upworthy's Instagram. Libraries from as far as Louisiana reached out to learn more. On top of that, Donelson was shortlisted for the **International Federation of Library Associations (IFLA) Green Library Award**, joining finalists from China and Paris.



Edgehill's Eggstravaganza returned in full force with over 300 attendees. Thanks to extensive community partnerships, the event featured more than 3,000 hidden eggs, nearly 400 hot dogs, 150 treat bags, and 108 free books for families.

The *Bubble Blast Foam Party* at **Edmondson Pike** marked a strong start to summer programming with 480 people in attendance. Children played in foam, enjoyed popsicles donated by a local orthodontist, and signed up for Summer Reading.



At **Goodlettsville**, 95 patrons joined staff and volunteers for a whimsical *Alice in Wonderland Tea Party*, complete with themed costumes, tea, games, and decorations.



At **Green Hills**, two *Community Input Meetings* invited the public to share their vision for the renovated library. Participants explored design options, took part in creative feedback activities, and more than 500 people responded to the online survey.

Hadley Park welcomed youth from Preston Taylor Ministries for a lively musical spoon performance by Louis "The Spoonman" Talley, brought in through the Country Music Hall of Fame and Museum.



Hermitage Branch benefitted from a community-led *Garden Cleanup Day*, giving families the chance to enjoy preschool story time outdoors in a newly refreshed garden space.

Looby's spring highlight was *Once Upon a Time*, a performance based on stories written by local youth. Created in partnership with the Looby Community Center and Metro Parks Theater, the event attracted 67 attendees and celebrated creativity and collaboration.



Madison's third annual *Little Formal* welcomed 50 attendees and delivered a heartfelt, dance-filled evening that delighted both kids and parents.

The **North Branch** kicked off its *Lunch @ The Library* program with Second Harvest Food Bank. Youth under 18 receive meals, and extra items were shared on a communal table for any patron to enjoy.

Pruitt held a joyful *Easter Egg Hunt & Earth Day* celebration that featured music, food, giveaways, educational workshops, and a community cleanup.

At **Southeast**, the children's department rolled out the red carpet—literally—for the *Little Formal*. The event drew 170 attendees and was such a hit that staff plan to make it an annual tradition.



Thompson Lane celebrated its 60th anniversary with music, tie-dye, the Puppet Truck, and a custom staff-designed t-shirt. Over 100 people participated in the festivities, which also served as a kick-off to the Summer Reading Challenge.

Watkins Park hosted a creative and heartfelt service project titled *Creating with a Purpose*. Teens painted 40 wooden dove memorials under the guidance of artist Ashleigh Wilson to honor victims of roadway crashes.

Save the Date

- **Donelson** will host a *Book Sale* on June 21.
- **Edgehill** is gearing up for a *Juneteenth Escape Room* on June 17, where patrons will solve clues and explore African American history.
- **Southeast** is participating in *Community Day* at Mill Ridge Park on July 26, with a possible Bookmobile appearance.
- And **Hermitage** has set their *Glow Up Party* for June 26—featuring glow-in-the-dark rock.

COLLECTIONS & TECHNOLOGY

Materials Management

- Noel trained new staff in Overdrive, Materials Management, Request for Reconsideration and Collection HQ. She also completed 8 EPPR's and met with staff to go over their evaluations.
- Noel participated in an Overdrive Advisory Board meeting. The board provides advice and feedback in an effort to improve the product and service.
- Beth posted two collection spotlights: *Celebrate Asian American Authors: New Fiction; Pulitzer Prize for Fiction: 2000 to Present* and two blog posts: *A Century of The New Yorker; Memoirs with a Little Something Extra*.
- Beth completed a quarterly Overdrive project: identifying out-of-print editions with holds and purchasing new editions.
- Joanna saved \$1,811.19 on July pre-publication print orders by comparing prices between Metro vendors. She also applied and received a Wellness Works Mini-Grant to receive desk fans for Materials Management staff was accepted.
- Joanna posted three collection spotlights: *It's Teacher Appreciation Week!, 15 Books by AAPI Authors*, and *Middle Grade Novels in Verse*.
- Melissa ran a Green Hills shelf list report for Noel to prepare a shelving report for the architects working on the new interior design.
- Amanda posted the following blogposts: *Enjoyable Nonfic to Expand Your World, Audio Books for Summer Road Trips*.
- Ben posted two collection Spotlights: *National Mental Health Awareness Month, Road Trip Dreams* and two blog posts: *One for Your Watchlist: Exhuma*.
- Collection Development Librarians responded to a total of **705 material requests** in PIKA and LibAnswers from staff and library customers.
- Susan recorded 6 episodes of the Family Folktales podcast: *The Witch and her Servants; The Boy who Found Fear at Last; The Envious Neighbor; The Story of Big Klaus and Little Klaus; The Girl-Fish; and Jack the Giant-Killer*.
- Collection Development Librarians responded to a total of **material requests** in PIKA and LibAnswers from staff and library customers.

Meetings/Webinars Attended:

- Internal: Manager's meeting, Materials Management Committee, Supply Ordering Updates mtg.

External: Leader's Chat with Baker & Taylor, Urban Libraries Collection Leaders' Call; ALMA Book Buzz; Parnassus publisher rep breakfast; Ingram Lightning Source print-on-demand and Warehouse tour; OCLC Resource Sharing Conference 25 "The side effects of ILL" and "OCR they? A data project to estimate optical character recognition"; OCLC Resource Sharing Conference 25 "Resource sharing in the Québec University Library Partnership" and "Making sense of all your data"; TN Resource Sharing Committee Meeting, Thriller, Mystery, and True

Crime, PRH Spring Book & Author Festival, Cooking with Comics, MacKids School & Library Fall 2025 Preview Event, May 2025 Manga For Libraries Book Buzz With Kodansha.

Materials Management Statistical Report May, 2025

May New Circulation		
User category	# of Unique Users	Items checked out
Digital	54,811	350,020
Physical	20,505	137,281*
Totals =	75,316	487,301
May New Acquisitions		
Format	Copies added	
Digital	5,290	
Physical	6,054	
Totals =	11,344	

*Physical checkout statistics do not include renewals as this report is used by Material Services to determine the demand for content, not how long customers want to borrow the content.

Fund Source:	FY25 Funds	Free Balance	Total Amt Spent	% Spent	Spent in May
Metro-4% Funds*	\$6,997,555.67	\$3,418,275.88	\$3,579,279.79	51.15%	\$3,668,66.01
Foundation	\$710,234.25	\$709,647.82	\$586.43	0.08%	\$123.53
Subscriptions	\$197,800.00	-	\$197,800.00	100.00%	-
State & Federal Grants	\$430,500.00	-	\$430,500.00	100.00%	-
Part. Budget Central Asia	\$15,000.00	(\$121.47)	\$15,121.47	100.81%	-
Part. Budget Musical Instrum.*	\$144,900.00	\$45,438.62	\$99,461.36	68.64%	\$125.76
Totals	\$8,495,989.92	\$4,173,240.85	\$4,322,749.07	50.88%	\$367,115.30

*Funds for lessons and programming tracked elsewhere.

Shared Systems

- Jones updated Aspen to 25.05.00
- Jones is working on AspenCon 2025 planning. It will take place in Nashville on Oct. 8-10 2025. Jones set up a meeting with principle players at NPL to discuss monthly in order to stay on target.
- Lane discovered that AT&T will be eliminating email-to-text messaging on their network in mid-June. This is the method our ILS uses to send texts to patrons for coming due and hold available notifications. There is no time to mitigate this problem by June 16, we can only inform staff and patrons. Lane is working with Marcom on this part. Lane will work with Kyle Barber and others to write an RFQ to potentially get a 3rd party vendor to handle texting for us going forward. With AT&T eliminating service, Lane believes it is a matter of time before the other large tele-companies follow suit.

- Jones, Lane, Wingate worked with the Limitless Bookmobile team to change their work methodology a little bit to show all owned material in their iteration of Aspen.
- Lane and Wilson have mostly killed the Connect with NPL program as we were down to about 11 six-year-old Chromebooks. Ellis/Cook removed mention from the website, Jones eliminated placards in the catalog. We are recalling them all to MN where they will live in Jirik's workroom until we (may) repurpose them.
- Wingate handled the end of school year by wrapping up inventories, doing the daily checkout period countdown/server cycle, getting final stats, and setting up promising scholars. Jones eliminated schools as hold pickup locations for the summer. Wingate and Wilson canceled many holds. Staub set up reporting and barcode generation. Lane had to do very little for schools this year, which is thanks to her awesome team.
- Cook and Ellis have been testing various calendars, including the Drupal module Intercept and the new events calendar in Aspen (along with a few others). We are hoping to find a free solution that will work for NPL to replace Bedework.
- Ellis switching NECAT over to LibCal for calendar booking.
- Lane working with procurement on Round Two of the Patron Contact and Engagement Platform (Springshare) solicitation. Expect a contract by summer! This will give us two new modules: forms & surveys and Library of Things. Plus, it will increase our capacity for staff scheduling, room booking and ticketing queues.
- Jones is working with children's staff about a new kid interface for Aspen OPACs.
- Lane is working on EPPRs but that will mostly occur in June.
- Jones and Staub have been involved in various governance committees for handling Aspen, an open-source product. We have been historically very much on the side of the creator of said product and still are, but other players contribute and add value. This needs to be managed by a group, not one guy.
- Wingate entered the new Donelson Branch as a contestant in the IFLA/ENSULIB Best Green Library/Grand-scale Project Award. This international award is given once per year, and this year, Donelson shares the shortlist with two other libraries: Shenzhen Yantian Library in Shenzhen, China; and James Baldwin Library in Paris, France. The award will be given out at the 89th IFLA World Library and Information Congress (WLIC) in Astana, Kazakhstan, in August. Wingate is working with NECAT, etc. to film a video presentation to send for the ceremony. Kudos!
- Ellis and Cook, working with NetTango our web development vendor, updated the website to Drupal 11. Now on to the Limitless and NECAT sites.
- Ellis and Cook have moved NPL away from Google Analytics and into Matomo. I expect we will work with Emily Kriebel and John McFarland on getting stats from Matomo eventually.
- Lane toured the Ingram plant in LaVergne with the Materials Management folks and a few other NPL peeps. It was super interesting and very high tech.
- As always, the team has been working to promote daily library operations by:

- Working with front line staff to ensure access to systems.
- Running a help desk for MNPS librarians
- Providing NPL staff with reports and statistics.
- Regular retrieval, edits and sideloads of new digital marc records into catalog to provide access to new acquisitions and remove metered-access items whose licenses have expired.
- Keeping the events calendar up to date with the latest online happenings.
- Improving system(s) usability with development, testing and planning features.
- Patron and item data cleanup and quality assurance.

Technology/Production Services/NECAT

IT Infrastructure Technology

➤ **RJ Young Printer Replacements – Replace all Staff & Public Printers**

- Work with RJ Young on deployment scheduling
- Replacements Continue – 80% Complete

➤ **Southeast Art Wall**

- Receive funding from council - Complete
- Evaluate existing equipment - Complete
- Quotes from vendors to repair/replace - Ongoing
- Implement changes – TBD

➤ **Windows 11 Migration**

- All Metro Push - Complete
- Cleanup Phase - TBD

➤ **INK**

Completed

- Finalized HR site build, streamlining navigation and enhancing document accessibility
- Successfully migrated and archived all Division INK sites, completing a major consolidation effort
- Integrated new ShareGate features into existing workflows following comprehensive training
- Launched internal feedback mechanism for INK to gather insights from admin assistants
- Held collaborative work sessions with admin assistants and wider staff workgroup to complete deep cleaning and restructure of INK content

Current

- Coordinating final user testing and review of new HR site prior to full launch
- Collecting and analyzing feedback from INK users to guide further refinements
- Continuing modern conversion of remaining INK sub-sites, with final quality assurance by staff workgroup
- Exploring long-term archival strategy for Office Supply Ordering data and records

Production Services

➤ Live events

Production Services provided AV support for 49 production requests around the Nashville Public Library system.

- 33 Main Branch events with AV support
- 5 Satellite & Branch events (TLx2 music performances, DOx2 hybrid meetings, HM Adult services Hybrid Meeting)
- 4 Maintenance visits (Production Studio, SE Touch panel, B1 meeting room AV, GH Teens Center)
- 2 Filming sessions
- 5 Podcast Studio sessions (Just Listen, Family Folktales x2, Metro HR Training VO, NPLMB Podcast)

➤ Podcast Log

- 17 New episodes completed edits. Family Folk Tales (6), NPL Means Business (3), Just Listen (2), All Things Eerie (1), The Spark (1), Business as Usual (4)
- Published 7 episodes. Family Folktales (4), The Spark (1), All Things Eerie (1), NPLMB first full episode of Business as Usual (1)
- YouTube/iTunes Stream data (May 1st-30th) - Total combined streams = 2,029

Podcast	Stream
Family Folktales	1258
All Things Eerie	41
Just Listen	154
Your Mind Matters	16
Truth B Told	491
Back in the Day	0
Legends of Film	0
The Spark	52
Business as Usual	17

➤ NPLU Filming

- 3 videos completed, 1 with ongoing edits
- Published 2 videos Internally
- 2 Livestreams in May

- 3 Filming Sessions
- Channel Wide Stats
- Channel Wide Stats

Channel Wide Views	6.7K
Hours of Watch Time	1.3k
New Subscribers	30

➤ **Captioning Data**

- Number of videos completed: 10 (includes 2 podcast episodes)
- Total time captioned: 09:15:25 (9 hours, 15 minutes, 25 seconds)

➤ **Talking Library (Travis)**

- "Book Hour" - 81 hours/episodes edited, 11 "non-Book Hour" episodes edited
- 6 books completed, 3 books in progress
- 11 instances of helping trouble-shoot technical issues with booth volunteers
- "Tennessean" Live Reading - 4 times
- Filled-in for Ben one day when he was out
- 1 meeting with Ben reviewing NTL hosting procedures, Updating TalkLib GitHub repository, etc.
- 1 meeting with Ben and Cynthia about NTL statistical reporting numbers
- Created a custom QR code for updated NTL brochure
- Continued working on updated potential NTL logo, as well as potential new Canva Monthly Program Guide

➤ **Upcoming Production Projects and Highlights**

- NPL Means Business Podcast fully launched in May and will be regular programming moving forward.
- Per request from Procurement, StokesMedia production budget will be renewing Annually vs Quarterly, starting FY25-26
- Summer Church Street Park events Starting Wednesday 6/11.

NECAT

Membership

New Members	7
People in Production 1	8
People in Production 2	16
People in Specialty Class	3
Equipment Checkouts	6

Studio Usage

	Blocks Booked	Time in Hours
Producer Led Productions	23	92
Podcast Studio Productions	18	36
NECAT Productions/Staff working Days	8	32
Meetings/Tours	6	10
Trainings	10	40
Editing Bay Usage	5	10
Holiday Closures	2	8
Cancelations	6	24

Kiosk Check-Ins

Reason	Number of People
Production	142
Class	35
Meeting	8
Tour	1
Event	0
Editing	5
Other	7
Total	198

Network Content

NPL Programming Run Time	13634.73 Minutes
MTSU Programming Run Time	7068.35 Minutes
New First Run Programs	1
New First Run Episodes	54
New NPL Carousel Bulletins	2
New Carousel Bulletins	0

May Quick View

5/1 State of Metro Live
5/3 Production 1 Class (8 attendance)
5/4 Audio Class (3 attendance)
5/5 Wishing Chair Shoot at NECAT
5/7 NECAT Now Taping (2 episodes taped)
5/8-9 Production 2 Class (16 attendance)
5/17-18 Able Youth Tennis Camp Tourney
5/29 Metro Arts Forging Ahead Taping

June Quick View

6/1 TSA Workshop with Marti King Young
6/3 Cameron to PBS CAB Meeting
6/7 Production 1 Class
6/8 Sam Burns Last Day
6/11 Friends Life
6/19 Juneteenth Live at Fort Negly
6/21 Editing Class
6/25 Forge Ahead
6/28 Dr. Gangrene LIVE

EDUCATION & LITERACY

Adult Literacy at NPL – Jamil Sameen

The Adult Literacy team will host its 2nd “Student Celebration Event” for adult learners at the Southeast branch on Saturday, August 23rd from 11 AM to 2 PM. Adult Lit hosted this event last year and it was a huge success with over 120 attendees. Adult Literacy staff decided to make it an annual event where students will be connected to resources in the community and informational/ instructional sessions will be provided to enhance and expand their knowledge.

May was a busy month for community events. The team participated in the Medical Mission at Home event by Saint Thomas at Nashville Fairground on Saturday, May 3rd, where they provided information to 123 individuals and issued 17 library cards on site. The team also participated in a resource fair at the Hickory Hollow Towers in Antioch, supporting 61 multilingual residents by talking about NPL services and registering 12 individuals for library cards.

In May, the mobile labs served 18 learners at the Room at the Inn.

Adult Literacy is working with GOAL Collective as they plan to host another event for the ESL students on waitlist in September. This is a follow-up to events earlier this spring: Never Stop Learning (held at the Madison branch) and a training event for Transparent Language. Over 1,500 individuals are on waitlists for ESL classes at Nashville organizations.

The Adult Literacy team is in the beginning stages of collaborating with the Coalition for Better Future for Southeast Nashville on a career fair at the Southeast branch.

Bringing Books to Life! – Liz Attack

BBTL provided 82 programs with 1,305 in attendance in May. After June, programming numbers are expected to drop as the partnership with Vanderbilt University Medical Center for their COACH trial ends.

May provided several opportunities to share BBTL with new audiences:

On May 3rd, Liz and Heather presented to 125 Middle TN teachers at TN Child Care Resource & Referral’s Early Literacy and Language Summit. Not only did they talk about BBTL’s services, but they also covered best practices for finding books in the library’s collection. Together, the teachers created a “[Books for Summer Fun](#)” booklist with the titles they found. The list is public and available to all.

Klem-Mari worked with MNPS’s Early Learning Department to host a Spanish-language Kindergarten Readiness workshop.

In late May, Liz traveled to Plainview, NY to attend the [Public Library Youth Services Leadership Summit](#) where she shared about BBTL and Begin Bright as part of a panel on Early Literacy in Libraries.

BBTL welcomed two new staff members in May:

Holly Wells is the new Early Literacy Coach. She possesses over 2 decades of experience as an early childhood educator, administrator and coach, and will work with the team to develop new coaching initiatives made possible by Begin Bright Funds.

Lauren Lewis is the new Curriculum & Training Coordinator. She comes to the team with a wealth of experience as a pre-K teacher and children's performer.

The team continues to get stellar reviews on educator surveys:

"The training before this one [by another organization] made me feel I had to buy a bunch of things on Amazon. This workshop showed me how easy it was to implement fun learning activities with things I already have on hand."

"I like how you said we may already know these things, but we can be reminded and refreshed. This is absolutely true. Thanks for all you do to keep us going!"

"Keep doing what y'all are doing! These sessions have been incredibly helpful in connecting literacy with child development, thank you!"

"Keep providing virtual workshops! I recommend your workshops to all my teacher friends! Y'all are fantastic!"

"Thanks!! Today was awesome as always! I'm always excited to get back to the classroom after these PDs!"

Begin Bright's online learning platform entered post-production with 5 editors working 5-6 days per week to edit hours of content. There are over 180 minutes of content that will be loaded into the platform in June, and will start being available to child care centers in July.

Be Well at NPL – Bassam Habib

Be Well Sundays now have a full schedule of meditation, yoga, and an Ayurveda 101 workshop that began in May.

Bassam attended BMHV's Pathways to Health Summit this month. Black Mental Health Village is one of Be Well's partners, and their curriculum includes mental health, gardening education, and community wellness across the North Nashville cluster.

Be Well partnered with Nashville Black Wellness Collective to start a dance program at the Pruitt branch.

Be Well held its final Wellness Works Committee meeting before the new fiscal year.

News Channel 5 is scheduled to do a feature on the Be Well Community Garden at the Edmondson Pike Branch on June 21st.

Digital Inclusion – Marian Christmon

Digital Inclusion completed a training series at Thistle Farms. The training covered basic digital skill and the basics of Microsoft Office applications. The team received this “thank you” from management at Thistle Farms:

“Woowwww! I know I’ve told Danny before but allow me to say once again how amazing this first round of computer classes went for our community here at Thistle Farms. I believe we had a really great group, but honestly, the course would not be what it is without Danny’s expertise and his instructional approach. The women loved learning new skills and gaining confidence, but they loved Danny even more! I can’t tell you how many conversations I’ve overheard the students telling others about the class, and each time they sing Danny’s praises. We celebrated the group at our Staff Meeting on Monday and showed pictures of the students with their certificates, and our whole community is so proud of each woman who showed up to develop their computer skills.”

The Senior Tech Academy session was also completed at Hadley Park Community Center, and the class was so successful that a waitlist is already being built for the next session this fall.



Digital Inclusion held seven Senior Planet AI classes for seniors at Leah Rose, Radnor Towers, Dandridge Towers, Elizabeth Senior Center and Villa Maria Manor. After the workshops were completed at Dandridge Towers, the service coordinator made the following comment:

“I love partnering with the Nashville Public Library to educate my seniors on current events in technology”

Cheryl Hadley attended the National Digital Inclusion Alliance (NDIA) Net Inclusion Conference this year and brought back lots of new information and insights the team can use such as the new checklist for learning AI skills developed by World Education.

Limitless Libraries – Syreeta Butler

COLLECTION DEVELOPMENT

Sarah Allen and Emily Farmer began their typical post-school-end tasks in earnest, working on summer and early fall pre-pub and bulk orders, drafting the new school year’s collection development schedule, and making plans for school-by-school collection profile work.

Sarah completed an order for the bookmobile to refresh picture book and Spanish language holdings, and Emily compiled vendor performance reports to close out the year. Jane Miller and Kyle Yadlosky finished out invoices for the year and began planning for the next.

COMMITTEE/ GROUP PARTICIPATION/ PROFESSIONAL DEVELOPMENT

Limitless Libraries staff engaged in collaborative planning and professional development throughout the month:

- Syreeta Butler and Emily Farmer attended a tour of the Ingram warehouse in La Vergne, organized by Noel Rutherford.
- Sarah Allen, Emily Farmer, Amy Guerrero, Adam Kumatz, and Traci Webb met to discuss collection development for the bookmobile.
- Sarah Allen led a virtual training for Battle of the Books volunteers, and Emily Farmer led a virtual training for Battle team coaches.
- Sarah Allen, Syreeta Butler, Emily Farmer, Jane Miller, and Kyle Yadlosky discussed procedures for vendor issue reporting for the next school year and finalized a system.
- Emily Farmer attended the monthly Summer Reading Committee work group meeting.
- Sarah Allen, Sidra Cutts-Byrne, and Emily Farmer attended the school year’s final MNPS Library Services Office Hours.
- Emily Farmer met with the librarian at McMurray Middle School to brainstorm ways to make the Battle of the Books competition more accessible for English language learners.

- Sidra Cutts-Byrne pulled a final round of books for students who returned their “Golden Ticket” before the end of the school year. Sarah Allen and Emily Farmer coordinated with NPL Children’s and YA staff to distribute the remaining books from the program to branches for prize use during Summer Reading.

OUTREACH

Sidra Cutts-Byrne visited nine schools in May, assisting with the following activities:

- Weeding and inventory
- School-level Battle of the Books competitions
- Packing up and organizing libraries that will be moved or repaired over the summer
- NPL Summer Reading promotion
- After-school events for families

Sidra crafted over 20 lesson plans, activities, and passive programming options for MNPS school librarians this month. She also kept up the Word Wednesday game on Instagram, engaging an average of 20 followers each week.

Outreach Snapshot

- School Visits: **9**
- Student Program Participants: **175**
- Parents Reached: **28**
- Adult Library Card Sign Ups: **3**
- Lesson Plans and Activities: **20+**
- Social Media Engagement: 15 Instagram posts, 23 new followers, views up by an average of 12%, multiple posts with 400+ views

BOOKMOBILE UPDATES

Amy Guerrero, Adam Kumatz, and Traci Webb continued to process visit requests and conduct pre-visit meetings with charter school administrators, in addition to visiting schools to circulate materials. They attended three NPL branch story times to let community members tour the vehicle and provided programming for students at an after-school movie night at JE Moss Elementary. The team created displays and shifted the collection in accordance with the needs of each event.

Bookmobile Activity Snapshot

- School Requests: **21**

- Pre-Visits: **3**
- Scheduled Visits: **5**
- Completed Visits: **4**
- Total Visitors: **290**
- Items Checked Out: **151**
- Programs Held: **3**
- Program Participants: **259**
- Reference/Advisory Questions Answered: **11**
- Additional Visits: **3 NPL branches**
- Committee Participation: Teen Services Meeting, Promising Scholars Training, Summer Reading Meeting

Vehicle Maintenance

- Camera installation on 5/13
- Routine maintenance on 5/29

ADDITIONAL UPDATES

Limitless Libraries hosted two large events at Main in May:

- On May 1st, Limitless Libraries hosted an event in the Grand Reading Room for a Percy Jackson-themed dinner with colleagues from MNPS Library Services, Shared Systems, and 90 school librarians and clerks. The event celebrated two School Library Program of the Year winners and touched on various successes of the year. Special shoutout to Nina NeSmith for assisting with décor and setup.
- The annual Middle School Battle of the Books was held on May 15th, where the Main branch welcomed 25 middle school teams to compete, listen to an amazing author presentation by Tracey Baptiste, receive copies of Ms. Baptiste's two most recent books, and eat a ton of pizza. West End Middle emerged the day's winner, and defending champs Meigs Magnet came in second place, and MLK Magnet was third. Big thanks to the many volunteers from throughout the NPL system who helped pull off this very fun event.

CIRCULATION

Limitless Libraries circulated 990 items before May 9th, when full delivery service concluded for the school year, and received 42 gray bins from NPL and 35 laundry carts from MNPS and sent out 13 laundry carts to MNPS during May's brief circulation window.

NAZA – Anna Harutyunyan

Anna Harutyunyan facilitated a session at a national out-of-school conference on “Preparing Youth for AI-driven future” in Minneapolis on May 16th.

Monica McLaurine participated in the LJ & SLJ Public Library Youth Services Leadership Summit on May 28th - 30th, held in Plainview, NY. There she engaged in a panel discussion focused on Community Partnerships and shared about NAZA partnerships and resources.

NAZA partners enrolled and served 1,738 (105% against funded slots) students as of May 2nd, and 98% attended at least two weeks. Afterschool programs closed after the first week of May. Summer programs started after Memorial Day.

NAZA team processed contracts for FY 2026 programming with a total of \$4.1 million allocation to 23 organizations to serve 2,587 youth program slots between afterschool and summer programs.

NAZA provided two training sessions on skill building (Vision trainings) with total of 21 participants.

The Puppet Truck – William Kirkpatrick

The Puppet Truck performed 45 shows for a total audience count of 4,032 people in the month of May, despite losing a truck to repairs in the latter half of the month. A new location was added via the Regional Intervention Program, and performed for Thompson Lane branch’s 60th year anniversary celebration. There have been an increase in requests for shows at more Farmer’s Markets in and around Davidson County.

The builds for *Goldilocks* are in progress in preparation for rehearsals and show runs next semester. William Kirkpatrick built a new C Stage to fit inside of smaller locations in preparations for the rollout of *Goldilocks*. There have already been an abundance of performance requests due to the buzz of the new show.



A request has been sent for a new truck in the FY26 budget requests for Puppet Truck, but in the meantime the team is preparing to try and

make shows with the one truck work for now. Unfortunately, having only one truck may result in extreme wear and tear on personal vehicles because of travel distances.

The Puppet Truck team is still preparing for the 20th year anniversary celebration in June.



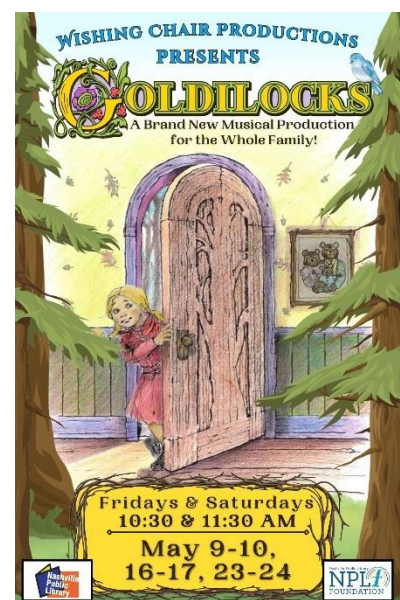
The Puppet Truck was asked to participate in a performance with the Nashville Symphony this month, which was met with high praise.

Wishing Chair Productions – Bret Wilson

In May, Wishing Chair Productions held 12 in-person Story Time performances in the children's theater with an audience count of 1,059 patrons, and 13 in-person mainstage performances in the children's theater with an audience count of 1,884 patrons, for a total 25 programs with 2,943 patrons in attendance.

Wishing Chair premiered a brand-new production in the children's theater this month: *Goldilocks*. Work started on the production 11 months ago and was finally shared with visiting families:

"Not too hot, not too cold, but just right!!! The price of curiosity is examined in this new adaptation brought to you by Wishing Chair Productions. Experience a day in the life of Goldilocks and



her encounter with the Three Bears. This new production features new music by Steve Stokes and the beloved Tichenor marionettes.”

Audience Reactions:

“I went to see it and it’s really good. I got as much enjoyment seeing the excitement of the children as the show itself.”

“That was fantastic!!! The message was so good...the puppeteers worked the puppets so well and the sets looked amazing!”

“You all do such great work...it feels so good to have something like this here.”

Joan Brasher and the splendid Marcomm team put together an amazing PR campaign that placed a very bright spotlight on NPL. News Channel 5 ran a story on the show titled “[Nashville Public Library reimagines Goldilocks fairy tale with original music from Music City musicians.](#)”



On May 14th and May 16TH, the members of NECAT Network filmed the production in a closed performance and then in front of a live audience. They were also able to capture interviews from the production team and audience reactions. The final product should be completed and available for viewing in June.

All company members are engaged in the final rehearsal of *Peter and the Wolf*. This partnership with the Nashville Symphony will take place on June 1st at 3 PM. At this time, the Wishing Chair team has conducted an in-house private rehearsal at the Schermerhorn Symphony Center. The full rehearsal with the orchestra took place with conductor Na’Zir McFadden on May 28th.

Cast

Noel Williams – *Peter*

Pete Carden – *Grandfather*

Sally Bebawy – *Duck/Scout*

Evelyn O’Neal – *Cat*

William Kirkpatrick – *Red Bird*

Evelyn Petty – *Wolf*

Brian Waltman – *Hunter*

Mallory Kimbrell – *Scout*

Bret Wilson – *Narrator*



On May 2nd, Wishing Chair completed its month-long Shadow Puppet Workshop with members of Friends Life Community. The 10-member class created five original pieces: The Zoo, The Missing Trident, The Big Blue Sky, Tea Party and Percy Pizza.

Wishing Chair team members completed the 2nd Tom Tichenor Marionette that will be given to a sister company in Magdeburg, Germany as a gift. The team is looking to work with Sister Cities to facilitate the delivery of the gift.

Studio NPL – Niq Tognoni

Main

May marked the end of Studio’s school-year programming, and— along with an end of year open mic event— the team sent the regulars off with a new “Summer Shindig” event. This event— planned and facilitated by the joint Studio and Teen Center Youth Advisory Board with advisors Mariano (Studio) and Lauren (Teen Center)— featured games, live music, karaoke, and a variety of other fun activities with prizes, food, and drink. This was the first big event hosted by the pilot Youth Advisory Board, and it went off perfectly with a lot of participation and even new patrons.



(Left to right): Studio Patron and Junior Mentor hosts Karaoke at the “Summer Shindig” in Studio NPL; A trio of new patrons perform at our May Open Mic.

Outreach:

Studio NPL wrapped up a strong year of outreach at several partner sites. At Old Hickory Branch, youth who previously created buttons using iPads returned to design custom vinyl stickers— an exciting next step in their tech skills journey. The team was proud to see students from Studio’s DuPont Tyler program now joining at Old Hickory, helping with setup and assisting others— a sign that the outreach work is resonating.

The 2nd Annual Robot Dog Park Day at Bellevue Branch welcomed 18 patrons— some brought their own robots, while others used Studio’s. It was a playful and engaging way to wrap up programming at the site and promote upcoming STEAM summer offerings.

Studio NPL also hosted several “Lunch and Learn” programs at area high schools to help them wrap up their year with hands-on activities. May also included a week with eight separate outreach events— tying Studio’s all-time record for the most events in a single week. The Studio team is well on their way to serving over 5,000 patrons through outreach this fiscal year.



A Bellevue Patron Controls a robot during “Robot Dog Park Day.”

MAIN

Adult Services

Reference Questions	Patron Interactions	Total Programs	Program Attendance	Instagram Followers	Notary Appts	Proctored Exams
584	4,547	183	1,276	1,057	17	12

- An outreach team of Katelynd Frierson, Frand Hand, Joy Porter, and Leigh Ann Wilson conducted their first 2 outreach visits to the Behavioral Care Center, a state licensed adult supportive treatment facility providing gender responsive trauma-informed care to residents in a short-term residential setting as an alternative to jail. The team connected with 61 residents.
- Liz Coleman shares, “this month we’ve had several patrons make a special point to talk about how the Adult Services Team has been a source of support in difficult times. One patron talked about her mental health struggle and resultant homelessness, crediting NPL with helping her get off the streets.”
- Leigh Ann Wilson hosted three sessions of “Watercolor Wednesdays” in Church Street Park, with 31 total participants.

Archives

Patron Requests	Collection Donations	Images Scanned	AV Materials Digitized	Programs	Outreach	New Instagram Followers
142	1	2,825	0	1	0	208

- Sarah Arntz, Darnetha Myers, and Grace Hulme attended a Digital Preservation Workshop given by Vanderbilt Special Collections on May 13th.
- Archives received a large donation of records from Judge Cheryl Blackburn, who is retiring from the bench. Kelley Sirko and Grace Hulme went to the Justice A.A. Birch building on May 27th to pick up 80 boxes of materials. The collection is currently closed to the public until we have a basic inventory and consulted with Tennessee Open Records Counsel regarding what records are public and which are not.

Children’s

Reference Questions	Patron Interactions	Total Programs	Program Attendance	Total Outreach	Outreach Attendance	Instagram Followers
222	384	4	204	4	147	775

- The Children’s team has been very busy helping out with Summer Reading. Everyone on the team has counted logs and bookmarks, stapled instructions for Take and Make kits and counted prizes to send to all of the branches. Nikki Glassley provided a live virtual training about Beanstack, the software we use to track kid’s reading hours to 70 library staff members across our system. This year, we are excited to announce NPL trading cards, with a sketch of each branch on the front and a fact on the back. This idea resulted in a partnership with the Art Department at Belmont University.

Special Collections

Reference Questions	Patron Interactions	Total Programs	Program Attendance	Total Outreach	Outreach Attendance	Instagram Followers
218	2,988	18	837	2	69	1,607

- Linda Barnickel curated the “Music City Before the Opry” art exhibition in the lobby of the Main Library.

Teens

Reference Questions	Total Programs	Program Attendance	Total Outreach	Outreach Attendance	Instagram Followers	Passive Programs
251	56	1,608	5	31	877	590

- The Youth Advisory Council with oversight from Teen Dept. Manager Lauren Gilpin and Mariano Hayes from Studio NPL, decorated and hosted a Summer Shindig to celebrate the end of the school year. We had 63 teens in attendance.
- Lauren Gilpin and Andrew Palmer attended Hume-Fogg’s graduation. Several of the graduates expressed surprise and appreciation for their attendance.

MARKETING & COMMUNICATIONS

MarCom May 2025 Collaboration with Literacy & Education Department

Wishing Chair Productions

Full-channel comms for new show **“Goldilocks”**

RESULTS:

Email marketing: 222,309 reach + 77,284 opens + 168 clicks

Socials: 3,739 reach + 88 interactions

Earned media: NewsChannel 5

WISHING CHAIR PRODUCTIONS DEBUTS ORIGINAL MUSICAL ADAPTATION OF ‘GOLDILOCKS’

Original songs, Music City talent add twist to classic fairytale

[Goldilocks](#) found her voice in a new musical adaptation of the classic fairytale as Wishing Chair Productions, NPL’s resident troupe of puppetry performance artists, unveiled the show on May 9 in the Children’s Theatre at the Main Library in downtown Nashville.

The lineup of Music City creatives who collaborated with Wishing Chair on the soundtrack included session players like Brandon Moore on saxophone (Blake Shelton, Patti LaBelle, Trisha Yearwood), and Steve Patrick on trumpet (Carrie Underwood, Elton John, Marvel’s Spider-Man”).

Nashville producer Steve Stokes co-wrote the score and three new songs with Wishing Chair Program Director Bret Wilson, and Travis Humbert (Alan Jackson, Darius Rucker, Luke Combs) served as vocal engineer. Veteran session singer and actor Jenny Littleton (“Doyle & Debbie,” “Dead Sea Squirrels”) voices Goldilocks.

This latest gem in Wishing Chair’s creative crown illustrated again how intertwined NPL is with the talented session players, vocalists, producers and performers who help give Music City its worldwide fame.

More About The Show

Wishing Chair’s talented puppetry performance artists brought “Goldilocks” to life using seven puppets in all, including four vintage marionettes and one hand puppet crafted by the late puppet master Tom Tichenor.

The reimagined tale introduced a more detailed backstory for the three bears, as well as greater insight into Goldilocks’ intentions through word and song, while a wise blue jay named Feathers provided narration.

Cast

Jenny Littleton – Goldilocks

Bret Wilson – Papa Bear

Courtney Buggs – Mama Bear

David Torres-Fuentes – Junior

Brian Waltman – Feathers the Blue Jay

Production

Travis Humbert, Vocal Engineer

Steve Stokes, Music Director/Co-Composer, Xylophone, Synth

Musicians

Barry Green (Brass)

Brandon Moore (Saxophone)

Steve Patrick (Trumpet)

Brian Powell (Bass)

Scott Williams (Percussion)

Puppetry

Set Construction – Pete Carden

Concept Art – Louise Krauss

Fabric Construction – Evelyn O’Neal

Puppet Construction – Joyce Noel Williams

[Wishing Chair Productions](#) creates world-class shows that delight children and adults alike. Founded by puppet master Tom Tichenor in the early '60s, the curated collection is composed of more than 3,000 handmade new and vintage puppets. Wishing Chair is supported in part by generous donations to the Nashville Public Library Foundation.

New Business – June 17, 2025
Nashville Public Library

Nashville Public Library
Special Collections Division/Nashville Room
615 Church St.
Nashville, TN 37219

Image Duplication, and Publication Policies and Fees

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From film depends on original size of the film for the scan size	\$15.00

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Local not-for-profit organizations will be charged 50% of the following listed rates. Proof of not-for-profit status must be provided before the not-for-profit rate will be provided. Publication fees are waived for theses, dissertations, and student projects.

All fees are per item.

One time use in publication, production, or exhibit, print or online - \$25.00

All media, worldwide rights, for the life of the production - \$100

Revised Oct. 26, 2022

Nashville Public Library
Special Collections/Nashville Room
615 Church St.
Nashville, TN 37219

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I hereby request permission to reproduce and publish the following pictorial items physically owned by Nashville Public Library (NPL):

I wish to use the material for the following purpose (article, dissertation, book, e-book, exhibit, website, social media post, etc.). Please include a title and description of the project:

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Signature _____ Date _____

Printed Name: _____

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Subject to all specifications and conditions stated above, **worldwide rights** permission to publish the designated materials owned by Special Collections Division, Nashville Public Library is granted. Repeat use of these materials is not permitted without written consent. Permission to publish is granted only insofar as the rights of the Nashville Public Library are concerned. The Library may not hold copyright to the material; responsibility for identifying and satisfying copyright holders must be assumed by users wishing to publish this material.

Additional copyright clearance needed: **YES** **NO**

The applicant agrees to send the Special Collections Division one complimentary copy of the work containing the reproduction. The credit line should read: **SPECIAL COLLECTIONS DIVISION, NASHVILLE PUBLIC LIBRARY.**

Staff Use Only

Request Approved

Director, Branch/Division Manager, or Designee Date

Request Denied

Director, Branch/Division Manager, or Designee Date

Fee Paid

Initials

Comments

Nashville Public Library
Special Collections/Nashville Room
615 Church St.
Nashville, TN 37219

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Additional copyright clearance needed: YES NO

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Staff Use Only

Request Approved

Director, Branch/Division Manager, or Designee

Date

Request Denied

Director, Branch/Division Manager, or Designee

Date

Fee Paid

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Comments

Nashville Public Library
Special Collections/Nashville Room
615 Church St.
Nashville, TN 37219

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I understand that the copies I receive are not to be used for any purpose other than private use, scholarship, or research, as stated in the warning above. If the reference copies ordered by me are ultimately selected for publication, I AGREE TO OBTAIN WRITTEN PERMISSION IN ADVANCE from the Nashville Public Library using a "Request for Permission to Publish Pictorial Materials" form. I further understand that any publication of library materials which may be subject to copyright may also require the permission of the current copyright owner(s).

The Special Collections Division at the Nashville Public Library charges a reproduction fee of \$15 per high resolution digital image.

Signature _____ Date _____

Printed Name: _____

Institution or Company: _____

Street address: _____

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Phone: _____ Email: _____

Note: Payment must be received in advance before this order can be processed.

Fee Assessed: _____ Fee Waived: _____

**GRANT CONTRACT
BETWEEN THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
ASMT, INC (DBA AUTISM TENNESSEE)**

This Grant Contract issued and entered into pursuant to Resolution RS2023-1947, by and between the Metropolitan Government of Nashville and Davidson County (“Metro”), through Nashville Public Library and ASMT, Inc. (DBA Autism Tennessee) (“Recipient” or “Autism TN”), is for the provision of the Hermitage Branch Library as well as in the South or West Nashville area in Davidson County, Participatory Budget programs, as further defined in the “SCOPE OF PROGRAM”. Additional documents, including Recipient’s Review of Financial Statements, are incorporated herein by reference as attachments A-F.

A. SCOPE OF PROGRAM:

A.1. The Recipient will use the grant funds as follows:

Recipient will implement the “Empower” program which aims to address the unique challenges faced by Autistic people, including those with intellectual and other developmental disabilities (IDD), in accessing sexuality education and learning about health relationships. By equipping Autistic people with accurate, affirming information, we empower them to make informed decisions about their bodies and any relationships they may wish to develop. This program emphasizes the importance of creating inclusive, accessible, and affirming spaces for all adult autistic people including LGBTQI+ participants and those with varied support needs.

The “Empower” program provides an evidence-based, trauma-informed curriculum that is specifically tailored to the unique needs and experiences of Autistic people, ensuring they are equipped with the knowledge and skills to navigate relationships safely and confidently.

Program Objectives:

- Provide developmentally appropriate sexuality education tailored to the sensory and communication needs of Autistic people and people with IDD.
- Promote self-advocacy and communication skills to enable participants to express their needs and concerns regarding relationships.
- Educate participants about body autonomy, boundaries, and consent to empower them to make informed choices.
- Create a safe and supportive space where participants feel comfortable sharing experiences and learning about relationships.

Program Components and Deliverables:

The “Empower” program will be offered twice, each as a six-week series, at two different public libraries in Davidson County: The Hermitage Branch Library and a library in the South or West Nashville area (TBD). Each series will consist of six weekly sessions lasting approximately 90 minutes.

- Both sessions will open to all levels of support needs
 - Session one will include introductory-level educational sessions on topics such as Body Parts, Caring for Your Body, Sexual Feelings, Attractions, Acts, and Consent, and more.
 - Session two will include intermediate-level educational sessions on topics such as Gender Identity and Expression, Decision-Making About Sex, Family Planning, and more.

- Recipient will work to maximize the allowable number of participants in consideration of the capacity of the libraries hosting the program, with the intention of supporting meaningful engagement and interaction.

Recipient will use the Elevatus curriculum, a proven, evidence-based, trauma-informed program for sexuality education specifically designed for Autistic people and people with IDD.

In addition to the six-week sessions, Autism TN will host two (2) panel discussions open to program participants and other Autistic community members and their support networks. These discussions will cover topics related to the program, fostering additional community learning and connection.

Pre- and Post-Program Assessments:

To measure the program's impact, Autism TN will conduct a pre-program assessment and understand participants' knowledge before the sessions begin. At the conclusion of the program, a post-program evaluation will be administered to assess knowledge gained, gather feedback, and identify areas for future improvement.

Target Audience:

The "Empower" program is designed for Autistic people aged 16 and above, including people with IDD, residing in Davidson County

Anticipated Impact:

Through the "Empower" program, Autistic people, including those with intellectual disabilities, will gain essential knowledge about their bodies, relationships, and decision-making. The tailored sessions will address diverse support needs, ensuring that all participants feel included and empowered. By fostering greater understanding of autonomy, boundaries, and consent, this program will enable participants to build healthier relationships, enhancing their overall well-being and quality of life.

A.2. The Recipient must spend these funds consistent with the Entire Scope of Work and Grant Spending Plan, attached and incorporated herein as Attachments A and B. The Recipient must collect data to evaluate the effectiveness of their services and must provide those results to Metro upon request.

A.3. The Recipient will only utilize these funds for services for Nashville Public Library patrons.

A.4. Additionally, the Recipient must collect data on the primary county of residence of the clients it serves and provide that data to Metro upon request.

B. GRANT CONTRACT TERM:

B.1. **Grant Contract Term.** The term of this Grant will commence on July 1, 2025, and end on June 30, 2026. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.

C. PAYMENT TERMS AND CONDITIONS:

C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed fifty thousand dollars (\$50,000). The Grant Spending Plan will constitute the maximum amount to be provided to the Recipient by Metro for all the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct or indirect costs incurred or to be incurred by the Recipient.

Subject to modification and amendments as provided in section D.2 of this agreement, this amount will constitute the Grant Amount and the entire compensation to be provided to the Recipient by Metro.

C.2. **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1.

Recipient may invoice for **\$6,890 upon approval of the Grant Contract** to facilitate the training needed to become a Sexuality Educator and Trainer through Elevatus, request needed print materials, provide marketing for ads, printed flyers and signage, and other administrative items necessary to facilitate the requisite classes.

Recipient may invoice **monthly** for up to **\$3,168.75**

Receipts must be made available for all expenses claimed.

Recipient must send all invoices to **Nashville Public Library, 615 Church Street, Nashville, TN 37219, Attn: Susan Drye**

Final invoices for the contract period should be received by Nashville Public Library by **July 15, 2026**. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

C.3. **Annual Expenditure Report.** The Recipient must submit a final grant **Annual Expenditure Report**, to be received by Nashville Public Library, within 45 days of the end of the Grant Contract. Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.

C.4. **Payment of Invoice.** The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or services provided nor as an approval of any of the costs included therein.

C.5. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, based on audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.

C.6. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.

C.7. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.

C.8. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.

C.9. **Grant Subject to Availability of Funds.** This Grant contract is subject to the availability of funds. In the event funds are unavailable, Metro reserves the right to terminate this Grant Contract upon provision of written notice to Recipient. Metro's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by Metro. Upon provision of written notice to Recipient, Recipient shall cease all work associated with this Grant Contract. Recipient shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date.

D. **STANDARD TERMS AND CONDITIONS:**

D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.

D.2. **Modification and Amendment.** This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council.

D.3. **Termination for Cause.** Metro shall have the right to terminate this Grant Contract immediately if Metro determines that Recipient, its employees or principals, have engaged in conduct or violated any federal, state or local laws which affect the ability of Recipient to effectively provide services under this Grant Contract. Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will have the right to immediately terminate the Grant Contract, and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.

D.4. **Subcontracting.** The Recipient may not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient will be considered the prime Recipient and will be responsible for all work performed.

D.5. **Conflicts of Interest.** The Recipient warrants that no part of the total Grant Amount will be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work contemplated or performed relative to this Grant Contract.

D.6. **Nondiscrimination.** The Recipient hereby agrees, warrants, and assures that no person will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient must, upon request, show proof of such nondiscrimination and must post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

D.7. **Records.** The Recipient must maintain documentation for all charges to metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, must be maintained for a period of three (3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract are subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records must be maintained in accordance with the standards outlines in the Metro Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.

D.8. **Monitoring.** The Recipient's activities conducted, and records maintained pursuant to this Grant Contract are subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient must make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.

D.9. **Reporting.** The Recipient must submit an Interim Program Report, to be received Nashville Public Library, by no later than February 20, 2026, and a Final Program Report, to be received by Nashville Public Library, within 45 [forty-five] days of the end of the Grant Contract. Said reports shall detail the outcome of the activities funded under this Grant Contract.

D.10. **Strict Performance.** Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.

D.11. **Insurance.** The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.

D.12. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.

D.13. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.

D.14. **Indemnification and Hold Harmless.**

- (a) Recipient agrees to indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Recipient, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Recipient, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- (b) Metro will not indemnify, defend or hold harmless in any fashion, the Recipient from any claims, regardless of any language in any attachment or other document that the Recipient may provide.
 - i.
- (c) Recipient will pay Metro any expenses incurred as a result of Recipient's failure to fulfill any obligation in a professional and timely manner under this Contract.
 - ii.
- (d) Recipient's duties under this section will survive the termination or expiration of the grant.
 - iii.

D.15. **Force Majeure.** "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party. Except as provided in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a breach under this Grant Contract. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. Recipient will promptly notify Metro within forty-eight (48) hours of any delay caused by a Force Majeure Event and will describe in reasonable detail the nature of the Force Majeure Event.

D.16. **State, Local and Federal Compliance.** The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract. Metro shall have the right to terminate this Grant Contract at any time for failure of Recipient to comply with applicable federal, state or local laws in connection with the performance of services under this Grant Contract.

D.17. **Governing Law and Venue.** The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.

D.18. **Completeness.** This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

D.19. **Headings.** Section headings are for reference purposes only and will not be construed as part of this Grant Contract.

D.20. **Metro Interest in Equipment.** The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its pro rata share, based upon Metro's contribution to the purchase price. "Equipment" is defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

The Recipient agrees to be responsible for the accountability, maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Grant Contract. Upon termination of the Grant Contract, where a further contractual relationship is not entered, or at any time during the term of the Grant Contract, the Recipient must request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment must be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

D.21. **Assignment-Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.

D.22. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.

D.23. **Communications and Contracts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by facsimile transmission, or by first class mail, addressed to the respective party at the appropriate facsimile number or address as set forth below or to such other party, facsimile number, or address as may be hereafter specified by written notice.

Metro

For contract-related matters:	For inquiries regarding invoices:
Susan Drye	Susan Drye
Nashville Public Library	Nashville Public Library
615 Church Street	615 Church Street
Nashville, TN 37219	Nashville, TN 37219
(615) 880-2614	(615) 880-2614

Recipient

Jessica Moore, Executive Director
ASMT, Inc (DBA Autism Tennessee)
955 Woodland Street
Nashville, TN 37206
(615) 270-2077

D.24. **Lobbying.** The Recipient certifies, to the best of its knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Recipient must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - iv.
- c. The Recipient will require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, subcontracts, and contracts under grants, loans, and cooperative agreements) and that all subcontractors of federally appropriated funds shall certify and disclose accordingly.

D.25. **Certification Regarding Debarment and Convictions.**

- a. Recipient certifies that Recipient, and its current and future principals:
 - v. are not presently debarred, suspended, or proposed for debarment from participation in any federal or state grant program;
 - vi. have not within a three (3) year period preceding this Grant Contract been convicted of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) grant;
 - vii.
 - viii. have not within a three (3) year period preceding this Grant Contract been convicted of embezzlement, obstruction of justice, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

- ix.
- x. are not presently indicted or otherwise criminally charge by a government entity (federal, state, or local) with commission of any of the offenses detailed in sections D.25(a)(ii) and D.25(a)(iii) of this certification.
- xi.
- b. Recipient shall provide immediate written notice to Metro if at any time Recipient learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals fall under any of the prohibitions of Section D.25(a).

D.26. **Effective Date.** This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above.

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.)

**SIGNATURE PAGE
FOR
ASMT, INC (DBA AUTISM TENNESSEE) GRANT**

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

**METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY**

Library Department, Director

Date

APPROVED AS TO AVAILABILITY

OF FUNDS:

Director
Department of Finance

Date

APPROVED AS TO RISK AND INSURANCE:

Director of Insurance

Date

APPROVED AS TO FORM AND
LEGALITY:

Metropolitan Attorney

Date

FILED:

Metropolitan Clerk

Date

TABLE OF CONTENTS OF ATTACHMENTS

- A. Grant Spending Plan
- B. Grant Spending Addendum
- C. Internal Revenue Service 501(c)(3) Tax-Exempt Organization Documentation
- D. Tennessee Secretary of State Nonprofit Confirmation
- E. Review of financial statements by an independent CPA
- F. Full Grant Proposal from Autism Tennessee

**ATTACHMENT A -
Grant Spending Plan**

RECIPIENT NAME: ASMT, Inc. (DBA Autism Tennessee)

THE FOLLOWING IS APPLICABLE TO EXPENSES PLANNED TO BE INCURRED DURING THE CONTRACT GRANT PERIOD; July 1, 2025 - June 30, 2026				
	EXPENSE OBJECT LINE-ITEM CATEGORY	METRO GRANT FUNDS	RECIPIENT MATCH (participation)	TOTAL PROJECT
	Salaries and Wages	\$ 38,025	\$ -	\$ 38,025

	Benefits and Taxes (%)	\$ -	\$ -	\$ -
	Professional Fees	\$ 2,224	\$ -	\$ 2,224
	Supplies		\$ -	\$ -
	Communications		\$ -	\$ -
	Postage and Shipping		\$ -	\$ -
	Occupancy	\$ 1,020	\$ -	\$ 1,020
	Equipment Rental and Maintenance		\$ -	\$ -
	Printing, Publications and Marketing	\$ 2,791	\$ -	\$ 2,791
	Travel/Conferences, Meetings and Training	\$ 5,140	\$ -	\$ 5,140
	Insurance	\$ -	\$ -	\$ -
	Specific Assistance to Individuals	\$ -	\$ -	\$ -
	Other Non-Personnel	\$ 800	\$ -	\$ 800
	GRAND TOTAL	\$ 50,000	\$ -	\$ 50,000

ATTACHMENT B – Spending Plan Addendum

ASMT, Inc. (DBA Autism Tennessee) provided a spending plan that includes:

\$38,025 for staff compensation to provide the “Empower” Sexual Education classes for people with Autism or developmental disabilities by providing: 2 Empower Co-Facilitators, an Executive Director that will also serve as Project Director and dedicate hours supervising project staff and maintaining budget and schedule adherence, a Communications Director will dedicate hours overseeing the marketing and communications of this project, writing press releases, announcements and leading public communication about this project, and a Program Coordinator will dedicate hours to assist in the scheduling and marketing of sessions and panel discussions, handling the administrative tasks involved with website event creation and participation registration.

\$2,224 for Professional Fees to provide training for the Empower Co-Facilitators and to provide compensation for 4 area professionals and self-advocates to participate in 2 panel discussions relevant to the program.

\$1,020 for Occupancy that pays for a portion of Autism Tennessee’s office space that is essential serving as the central hub for coordinating program activities, hosting staff meetings, maintaining participant records, and providing critical support for the program.

\$2,791 for printing and marketing for bound Participant Handbooks, providing social media ads to promote the program, printing flyers and signage for the program, and providing marketing ads for the program.

\$5,140 for having two Autism Tennessee staff members take the Three-Day Certificate Training to become a Sexuality Educator and Trainer through Elevatus a leader for training in sexuality and developmental disabilities. Elevatus offers extensive experience and a proven methodology for training facilitators, which includes covering what makes a good facilitator and how to ease unsettled parents. Also to provide light refreshments to participants at each program session. To provide mileage reimbursement for volunteers. Volunteers play a critical role in in the success of this program, assisting with participant support, logistics, and general program facilitation.

\$800 for Sensory items for in-person sessions. The topic of sexual health can be uncomfortable and stress inducing for many but amplified for Autistic people. Sensory items such as fidget tools, weighted lap pads, and textured items provide essential regulation and comfort for participants during sessions.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 08 2011

ASMT INC
955 WOODLAND ST
NASHVILLE, TN 37206

Employer Identification Number:
27-1003749
DLN:
400363166
Contact Person:
NANCY L HEAGNEY ID# 31306
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
June 24, 2008
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

-2-

ASMT INC

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert Choi".

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

ATTACHMENT D – Tennessee Secretary of State Nonprofit Confirmation



Tre Hargett
Secretary of State

Division of Business Services

Department of State

State of Tennessee

312 Rosa L. Parks AVE, 6th FL

Nashville, TN 37243-1102

Filing Information

Name: ASMT, INC.

General Information

SOS Control #	000579993	Formation Locale: TENNESSEE
Filing Type:	Nonprofit Corporation - Domestic	Date Formed: 06/24/2008
	06/24/2008 11:11 AM	Fiscal Year Close 12
Status:	Active	
Duration Term:	Perpetual	
Public/Mutual Benefit:	Public	

Registered Agent Address

JESSICA MOORE
JESSICA MOORE
955 WOODLAND ST
NASHVILLE, TN 37206

Principal Address

JESSICA MOORE
955 WOODLAND ST
NASHVILLE, TN 37206

The following document(s) was/were filed in this office on the date(s) indicated below:

<u>Date Filed</u>	<u>Filing Description</u>	<u>Image #</u>
06/26/2023	2022 Annual Report	B1418-1912
	Principal Address 1 Changed From: 2607 WINFORD AVE To: 955 WOODLAND ST	
	Principal Address 3 Changed From: No value To: JESSICA MOORE	
	Principal Postal Code Changed From: 37211-2162 To: 37206	
	Registered Agent Physical Address 1 Changed From: 2607 WINFORD AVE To: 955 WOODLAND ST	
	Registered Agent Physical Address 3 Changed From: No Value To: JESSICA MOORE	
	Registered Agent Physical Postal Code Changed From: 37211-2162 To: 37206	
06/02/2023	Notice of Determination	B1391-9063
03/22/2022	2021 Annual Report	B1185-1111
	Principal Address 1 Changed From: 955 WOODLAND ST To: 2607 WINFORD AVE	
	Principal Postal Code Changed From: 37206-3753 To: 37211-2162	
	Registered Agent First Name Changed From: BABS To: JESSICA	
	Registered Agent Last Name Changed From: TIerno To: MOORE	
	Registered Agent Physical Address 1 Changed From: 955 WOODLAND ST To: 2607 WINFORD AVE	
	Registered Agent Physical Postal Code Changed From: 37206-3753 To: 37211-2162	
03/10/2021	2020 Annual Report	B0994-5209
09/28/2020	2019 Annual Report	B0926-7692
7/19/2023 10:45:50 AM		

Page 1 of 2

Filing Information

Name: ASMT, INC.

08/01/2020 Notice of Determination	B0899-5528
03/25/2019 2018 Annual Report	B0676-1327
09/21/2018 Assumed Name Renewal	B0596-5367
Assumed Name Changed From: Autism Tennessee To: Autism Tennessee	
Expiration Date Changed From: 11/19/2018 To: 09/21/2023	
04/19/2018 2017 Annual Report	B0540-5968
04/04/2017 2016 Annual Report	B0376-5175
01/21/2016 2015 Annual Report	B0187-3238
Registered Agent First Name Changed From: AMANDA To: BABS	
Registered Agent Last Name Changed From: PELTZ To: TIERNO	
03/27/2015 2014 Annual Report	B0078-0788
03/29/2014 2013 Annual Report	A0229-0005
11/19/2013 Assumed Name	7256-3079
New Assumed Name Changed From: No Value To: Autism Tennessee	
03/15/2013 2012 Annual Report	A0162-1277
03/30/2012 2011 Annual Report	A0114-1120
Principal Address 1 Changed From: 955 WOODLAND STREET To: 955 WOODLAND ST	
Principal Postal Code Changed From: 37206 To: 37206-3753	
Principal County Changed From: No value To: DAVIDSON COUNTY	
03/21/2011 2010 Annual Report	A0062-1512
10/12/2010 Articles of Amendment	6781-1438
07/02/2010 2009 Annual Report	A0036-2476
06/03/2010 Notice of Determination	A0029-2539
04/02/2009 2008 Annual Report	6502-1818
06/24/2008 Initial Filing	6334-0884
 Active Assumed Names (if any)	
Autism Tennessee	<div style="display: inline-block; width: 150px; text-align: center;">Date</div> <div style="display: inline-block; text-align: center;">Expires</div>
	11/19/2013 09/21/2023



ASMT, INC dba Autism Tennessee

(A California Not-for-Profit)

Financial Statements
and
Independent Accountants' Review Report

For the Year Ended December 31, 2024



	<u>Page</u>
Independent Accountants' Review Report	1
Financial Statements	
Statement of Financial Position	2
Statement of Activities	3
Statement of Functional Expenses	4
Statement of Cash Flows	5
Notes to Financial Statements	6

* t: (909) 307-2323
* f: (909) 825-9900
* 1940 orange tree lane #100
* redlands, ca 92374



The Governing Body of
ASMT, INC dba Autism Tennessee
Nashville, TN

Independent Accountants' Review Report

We have reviewed the accompanying financial statements of ASMT, INC dba Autism Tennessee, which comprise the statement of financial position as of December 31, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of ASMT, INC dba Autism Tennessee, and to meet our ethical responsibilities, in accordance with the relevant ethical requirements to our review.

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Smith Marion & Co.

May 5, 2025
Redlands, CA

ASMT, INC dba Autism Tennessee
Statement of Financial Position
December 31, 2024

Assets

Current assets

Cash and equivalents - operating	\$ 181,898
Prepays and deposits	<u>24,258</u>
Total current assets	<u>206,156</u>

Property and equipment, at cost

Furniture and equipment	<u>25,964</u>
Total acquisition costs	25,964
Less accumulated depreciation	<u>(25,964)</u>
Property and equipment, net	<u>-</u>

Total Assets	<u>\$ 206,156</u>
---------------------	--------------------------

Liabilities and Net Assets

Current liabilities

Accounts payable	\$ 4,684
Total current liabilities	<u>4,684</u>

Total Liabilities	<u>4,684</u>
--------------------------	---------------------

Net assets

Without donor restrictions

Undesignated	<u>177,214</u>
Total without donor restrictions	<u>177,214</u>

With donor restrictions

Total with donor restrictions	<u>24,258</u>
Total net assets	<u>201,472</u>

Total Liabilities and Net Assets	<u>\$ 206,156</u>
---	--------------------------

See independent accountants' review report
and accompanying notes

ASMT, INC dba Autism Tennessee
Statement of Activities
For the Year Ended December 31, 2024

	Without Donor Restrictions	With Donor Restrictions	Total
Revenue, Support, and Gains			
Contracts and grants	\$ 309,668	\$ 27,290	\$ 336,958
Program service fees	26,169	-	26,169
Other revenue	39,067	-	39,067
Special events revenue, net	56,961	-	56,961
Net assets released from restrictions	3,032	(3,032)	-
Total revenue, support, and gains	434,897	24,258	459,155
Expenses and Losses			
Program services expense	258,141	-	258,141
Supporting services expense			
Management and general	55,265	-	55,265
Fundraising	360	-	360
Total supporting services expense	55,625	-	55,625
Loss of disposition of assets	-	-	-
Total expenses and losses	313,766	-	313,766
Change in net assets	121,131	24,258	145,389
Net assets, beginning of year	56,083	-	56,083
Net Assets, End of Year	\$ 177,214	\$ 24,258	\$ 201,472

See independent accountants' review report
and accompanying notes

ASMT, INC dba Autism Tennessee
Statement of Functional Expenses
For the Year Ended December 31, 2024

	Program Services	Management and General	Fundraising	Total
Payroll and burden	\$ 192,915	\$ 48,229	\$ -	\$ 241,144
Program activities	36,444	-	-	36,444
Administrative expenses	26,188	6,220	327	32,735
Licenses and fees	-	180	-	180
Bank fees	-	20	-	20
Miscellaneous	2,594	616	33	3,243
Cost of direct benefits to donors	-	-	24,728	24,728
Total Expenses by Function	258,141	55,265	25,088	338,494
Less expenses included with revenues on the statement of activities				
Cost of direct benefits to donors	-	-	(24,728)	(24,728)
Total Expenses Included in the Expense Section on the Statement of Activities	\$ 258,141	\$ 55,265	\$ 360	\$ 313,766

See independent accountants' review report
and accompanying notes

ASMT, INC dba Autism Tennessee
Statement of Cash Flows
For the Year Ended December 31, 2024

Cash Flows from Operating Activities	
Change in net assets	\$ 145,389
<i>Adjustments to reconcile change in net assets to net cash from (used for) operating activities:</i>	
Changes in operating assets and liabilities:	
Prepays and deposits	(24,258)
Accounts payable	(3,684)
Net cash from (used for) operating activities	<u>117,447</u>
Cash Flows from Investing Activities	
Net cash from (used for) investing activities	<u>-</u>
Cash Flows from Financing Activities	
Net cash from (used for) financing activities	<u>-</u>
Net change in cash and equivalents	117,447
Cash and equivalents, beginning of year	<u>64,451</u>
Cash and Equivalents, End of Year	<u><u>\$ 181,898</u></u>

See independent accountants' review report
and accompanying notes

Note 1 - Summary of Significant Accounting Policies

Nature of Organization

ASMT, INC dba Autism Tennessee (the Corporation), is a nonprofit corporation located in Nashville, Tennessee dedicated to serving the autism community of Middle Tennessee and fostering an inclusive society that supports their unique needs. The Corporation operates with the aim of bridging the gaps that exist between various aspects of support, resources, and programs. By focusing on advocacy, support services, community engagement, education and training, as well as collaborations and partnerships, the Corporation strives to empower autistic individuals, promote inclusivity, and facilitate their journey towards recognizing their potential and realizing their goals.

Basis of Presentation

The accompanying financial statements were prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Cash and Cash Equivalents

The Corporation considers all cash and highly liquid financial instruments with original maturities of three months or less, which are neither held for nor restricted by donors (which includes grantors, as applicable, throughout) for long-term purposes, to be cash and cash equivalents.

Receivables and Credit Policies

Accounts receivable consist primarily of amounts due for services provided in connection with the fulfillment of the Corporation's mission. The Corporation determines the allowance for uncollectable accounts receivable based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectable. For the year ended December 31, 2024, there were no accounts receivable due to the Corporation.

Leases

The Corporation determines if an arrangement is or contains a lease at inception. Leases are included in right-of-use (ROU) assets and lease liabilities in the consolidated statement of financial position. ROU assets and lease liabilities reflect the present value of the future minimum lease payments over the lease term, and ROU assets also include prepaid or accrued rent. Operating lease expense is recognized on a straight-line basis over the lease term. The Corporation does not report ROU assets and leases liabilities for its short-term leases (leases with a term of 12 months or less). Instead, the lease payments of those leases are reported as lease expense on a straight-line basis over the lease term. At December 31, 2024, the Corporation did not have any leases with remaining terms greater than 12 months or leases that were expected to be renewed.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets without Donor Restrictions - Net assets available for use in general operations and not subject to donor restrictions.

Net Assets with Donor Restrictions - Net assets subject to donor restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates those resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Support and Revenue

Contributions are recorded as revenue upon the receipt of cash, securities, a gift or when the donor makes a promise to give to the Corporation that is, in substance, unconditional. Contributions are considered to be available for unrestricted use unless specifically restricted by the donor. If contributions are restricted by the donor, they are reported as increases to net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

Donated Services, Resources and In-Kind Contributions

Volunteers may contribute time to the program service activities; however, the financial statements do not reflect the value of these contributed services because the services do not meet recognition criteria prescribed by generally accepted accounting principles. Donated professional services and resources if applicable, are recorded at the respective fair values of the services and resources received. During 2024, the Corporation did not receive contributed goods.

Functional Allocation of Expenses

The cost of programs and supporting services have been summarized on a functional basis in the accompanying consolidated statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, the expenses attributable to more than one functional area have been allocated among the programs and supporting services based on the analysis of staff time, location and the nature of usage.

Revenue Share Arrangements - License Plate Revenue

The Corporation shares license plate revenue generated from third parties with certain partners (see Note 3 - Licenses Plate Revenue). For revenue generated from third parties, the Corporation records the transaction on a net basis in the consolidated financial statements.

Income Taxes

ASMT, INC dba Autism Tennessee is organized as a Tennessee nonprofit corporation and has been recognized by the IRS as exempt from federal income taxes under IRC Section 501(a) as a corporation described in IRC Section 501(c)(3). The Corporation qualifies for the charitable contribution deduction and has been determined not to be a private foundation. The Corporation is required to file a Return of Organization Exemption from Income Tax (Form 990) with the Internal Revenue Service (IRS) annually. Any significant tax positions have been reviewed by ASMT, INC dba Autism Tennessee's management, and it has been determined that all tax positions would be reconsidered upon examination by taxing authorities. There are no material uncertain tax positions that require recognition in the accompanying consolidated financial statements or further disclosure in the notes to the consolidated financial statements.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles require the Corporation to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Concentration of Credit Risk

The Corporation manages deposit concentration risk by placing cash, Money Market accounts, and Certificates of Deposit with a financial institution believed by to be creditworthy. During the year ended December 31, 2024, amounts on deposit did not exceed insured limits or include uninsured investments in Money Market mutual funds. To date, the Corporation has not experienced losses in any of these accounts.

Note 2 - Liquidity and Availability

Financial assets available for general expenditure, within one year of the balance sheet date, compromise the following:

Cash and equivalents - operating	\$ 181,898
	<u>\$ 181,898</u>

As part of the Corporation's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

Note 3 - License Plate Revenue

The Corporation shares license plate revenue generated by a third party with other connected non-profit organizations. All license plate revenue generated by the third party is first received by the Corporation and then allocated to the other non-profit organizations. Allocations are based on the number of counties each non-profit organization serves. License plate revenue, net was calculated as follows:

Total license plate revenue received by a third party	\$ 96,955
License plate revenue allocated to other non-profit organizations	<u>(58,173)</u>
License plate revenue, net	<u>\$ 38,782</u>

Note 4 - Special Events

The Corporation hosts special events with the intention to increase public awareness of autism. Special event revenue and expenses for the year ended December 31, 2024, were \$56,961.

Note 5 - Subsequent Events

The Corporation has evaluated subsequent events through May 5, 2025, the date the financial statements were available to be issued. During this period, ASMT, INC dba Autism Tennessee did not have any material recognizable events that required recognition or disclosure in the December 31, 2024, financial statements.

* * * * *

**“Empower” A Sexuality Education Class for Autistic People
and People with IDD**

Respectfully submitted by AutismTN

Updated May 16, 2025

Introduction

The “Empower” program aims to address the unique challenges faced by Autistic people, including those with intellectual and other developmental disabilities (IDD), in accessing sexuality education and learning about healthy relationships. By equipping Autistic people with accurate, affirming information, we empower them to make informed decisions about their bodies and any relationships they may wish to develop. This program emphasizes the importance of creating inclusive, accessible, and affirming spaces for queer participants and those with varied support needs.

Sexuality education is particularly important for Autistic people for several reasons:

- **Lack of Access to Sex Education:** Students with disabilities, especially Autistic students, are far less likely to receive comprehensive sex education in schools. Few states mandate that students with disabilities receive the same sex education as their neurotypical peers, and many states do not require any sex education at all. As a result, Autistic people often enter adulthood without crucial knowledge about their bodies, relationships, and safety.
- **Exclusion of LGBTQIA+ Topics:** Traditional sex education often fails to address LGBTQIA+ identities, leaving queer people unsupported and uninformed about LGBTQIA+-specific health issues. For Autistic people, who are more likely to identify as queer or gender expansive, this lack of representation can result in feelings of isolation, increased vulnerability, and poorer lifelong health outcomes.
- **Harmful Assumptions About Disability and Sexuality:** Many people wrongly assume that disabled people do not need sexuality education because they are perceived as asexual¹ or incapable of consent. These misconceptions can lead to restrictions on Autistic people's autonomy, such as being denied opportunities for dating, maintaining privacy, or even engaging in consensual sexual activity. These systemic barriers highlight the critical need for programs like “Empower” that affirm the rights and autonomy of Autistic people.
- **Increased Risk of Sexual Violence:** Autistic and other disabled people are at a significantly higher risk of sexual assault. Comprehensive, accessible sexuality education that teaches body autonomy, consent, and healthy relationship skills is a vital tool for reducing this vulnerability.

¹ Some Autistic people identify as asexual, but not all Autistic people are asexual.

Research also underscores the need for sexuality education tailored to Autistic people:

- Autistic adults report similar levels of desire for sex and sexual satisfaction as their neurotypical peers, but there has been limited empirical focus on their unique educational needs as they transition to adulthood (Solomon et al., 2019).
- Conventional sexuality education often does not meet the needs, abilities, and circumstances of Autistic individuals, who may experience sexual vulnerability, social and sexual anxiety, and confusion about sexuality (Hannah & Stagg, 2016).
- Autistic people are more likely to identify as queer or gender expansive, making it essential to provide nonjudgmental education that reflects the full spectrum of sexual and gender diversity (Dewinter et al., 2017).

The “Empower” program addresses these gaps by providing an evidence-based, trauma-informed curriculum that is specifically tailored to the unique needs and experiences of Autistic people, ensuring they are equipped with the knowledge and skills to navigate relationships safely and confidently.

II. Program Objectives

- Provide developmentally appropriate sexuality education tailored to the sensory and communication needs of Autistic people and people with IDD.
- Promote self-advocacy and communication skills to enable participants to express their needs and concerns regarding relationships.
- Educate participants about body autonomy, boundaries, and consent to empower them to make informed choices.
- Create a safe and supportive space where participants feel comfortable sharing experiences and learning about relationships.

III. Program Components

The “Empower” program will be offered twice, each as a six-week series, at two different public libraries in Davidson County: the Hermitage Public Library and a library in the South or West Nashville area. Each series will consist of six weekly sessions lasting approximately 90 minutes.

- Both sessions will open to all levels of support needs
 - Session one will include introductory-level educational sessions on topics such as Body Parts, Caring for Your Body, Sexual Feelings, Attractions, and Acts, Consent, and more.
 - Session two will include intermediate-level educational sessions on topics such as Gender Identity and Expression, Decision-Making About Sex, Family Planning, and more.
- We will work to maximize the allowable number of participants in consideration of the capacity of the libraries hosting the program, with the intention of supporting meaningful engagement and interaction.

We will use the Elevatus curriculum, a proven, evidence-based, trauma-informed program for sexuality education specifically designed for Autistic people and people with IDD. AutismTN will send two staff members to attend Elevatus training to become Sexuality Educators and Trainers, enabling us to deliver the Elevatus program to the community during this grant period and beyond.

In addition to the six-week sessions, we will host two panel discussions open to program participants and other Autistic community members and their support networks. These discussions will cover topics related to the program, fostering additional community learning and connection.

Curriculum Topics

The curriculum will cover the following topics, tailored to the needs of each group:

- Gender Identity and Expression
- Different Types of Relationships
- Public and Private
- Friendship
- Communication
- Decision-Making
- Moving from Friend to Partner/Sweetheart
- Internet, Social Media, and Communication
- Many Roads to Relationships
- Being in a Relationship
- Has Your Relationship Gone Bad?
- Body Parts
- Caring for Your Body
- Sexual Feelings, Attractions, and Acts
- Communicating About Sex
- Decision-Making About Sex
- Challenges or Things That Can Go Wrong
- Do You Want to Have a Child?
- Avoiding Pregnancy
- Getting a Sexually Transmitted Infection

Pre- and Post-Program Assessments

To measure the program's impact, we will conduct a pre-program assessment to understand participants' knowledge before the sessions begin. At the conclusion of the program, a post-program evaluation will be administered to assess knowledge gained, gather feedback, and identify areas for future improvement.

IV. Target Audience

The "Empower" program is designed for Autistic people aged 16 and above, including people with IDD, residing in Davidson County and surrounding areas of Middle Tennessee. We will collaborate with local disability organizations such as the Tennessee Disability Coalition, The

Arc of Tennessee, the Down Syndrome Association of Middle Tennessee, and Disability Rights Tennessee, as well as public libraries and school districts to ensure a diverse and inclusive participant pool. We will also promote this opportunity to AutismTN's Spectrum Families networking groups and Self-Advocate Community Groups, which include Connect (open to all Autistic adults), The Spectrum Connection (a space for Queer Autistic adults), Unveiling Autistic Identity (for late-discovered/late-diagnosed Autistic adults), WENBY Connect (for Women, Non-Binary and Gender Expansive Autistic adults), and our forthcoming Teen Connect (for Autistic teens). Additional outreach for "Empower" will include posts on AutismTN's social media and email marketing to AutismTN's newsletter audience.

V. Timeline

The proposed timeline is as follows and is subject to change based on library location and availability. AutismTN staff members will complete training with Elevatus by July 31, 2025. We suggest that Empower sessions be held on Saturday mornings to allow for maximum participation.

Session Set 1

- Pre-Assessment: Participants will receive and be asked to complete a pre-learning assessment no later than 2 weeks before the first session.
- 1st set of sessions: 1 - 1.5 hour session each week starting Saturday, October 4, 2025, and ending November 8, 2025.
- Post-Assessment: Participants will receive and be asked to complete a post-learning assessment no later than 2 weeks after the last session.
- Panel Discussion to be held on Saturday, November 15, 2025.

Session Set 2

- Pre-Assessment: Participants will receive and be asked to complete a pre-learning assessment no later than 2 weeks before the first session.
- 2nd set of sessions: 1 - 1.5 hour session each week starting Saturday, February 7, 2026 and ending Saturday, March 14, 2026.
- Post-Assessment: Participants will receive and be asked to complete a post-learning assessment no later than 2 weeks after the last session.
- Panel Discussion to be held on Saturday, March 21, 2026.

VI. Budget

The expanded budget includes funding for the Elevatus training, program materials, staff hours, consultant fees, support staff, marketing, refreshments and snacks, venue rentals, and the panel discussions. [A detailed budget breakdown is attached.](#)

VII. Anticipated Impact

Through the "Empower" program, Autistic people, including those with intellectual disabilities, will gain essential knowledge about their bodies, relationships, and decision-making. The tailored sessions will address diverse support needs, ensuring that all participants feel included

and empowered. By fostering greater understanding of autonomy, boundaries, and consent, this program will enable participants to build healthier relationships, enhancing their overall well-being and quality of life. Furthermore, by completing the sexual education training with Elevatus, AutismTN's staff will gain the knowledge and skills to implement this curriculum in future sessions, extending its impact well beyond the designated grant period and broadening access to vital education across Middle Tennessee and beyond.