

NASHVILLE PUBLIC LIBRARY

Board of Trustees Meeting

September 16, 2025



Nashville Public Library Board of Trustees
Agenda
September 16, 2025
Inglewood Branch Library
Meeting Room
4312 Gallatin Pike
Nashville, TN 37216
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: July 15, 2025
- VI. Library Director Report, *Terri Luke*
- VII. Foundation Report, *Shawn Bakker*
- VIII. New Business
 - a. Vote on NAZA Contract Amendment, Why We Can’t Wait, *Anna Harutyunyan*
 - b. Vote on FY26 NAZA Contract with Black Lemonade, *Anna Harutyunyan*
 - c. Vote on ESL contracts, *Susan Drye*
 - d. Vote on Oasis contract, *Susan Drye*
 - e. Vote on Terri Luke’s 2% Open Range Increase, *Susan Drye*
- IX. Staff Report
 - a. Library Card Sign Up Month, *Andrea Fanta*
 - b. Inglewood Branch Library Report, *Suzanne Robinson*

X. Adjournment

Next Scheduled Board of Trustees Meeting

October 21, 2025

Hermitage Branch Library

Meeting Room

3700 James Kay Lane

Hermitage, TN 37076

12:00 PM

Meeting Minutes – September 16, 2025

**Nashville Public Library Board of Trustees
Minutes
Southeast Branch Library
5260 Hickory Hollow Pkwy
#201
Antioch, TN 37013
12:00 PM**

Members Present: Joyce Searcy, Katy Varney, Charvis Rand, Kate Ezell, and Keith Simmons

Library Staff: Terri Luke, Andrea Fanta, Susan Drye, Linda Harrison, Sherry Adams, Shawn Bakker, Mark Crowder, Jessica Piper, Bret Wilson, Forrest Eagle, Hannah Gerst, Kris Cagle, Joan Brasher, Larry Jirik, and Emily Kriebel

Others: Macy Amos and Tessa Ortiz-Marsh, Metropolitan Attorneys at Metropolitan Government of Nashville and Davison County; Bob Zaiatz, OccuHealth; Jeremy Hettich, First On Site; Vickie Sparks; Vera Snelson; Maurice Sparks; Lisa Millraney; Nathan Eubank, Metro Nashville Network; Nic Martindale, News Channel 2; Amanda Roberts and Angie Dones, Channel 5; Brent Thompson, Channel 4; Cynthia Abrams, WPLN; Ann Leslie Owens, Metro Arts; Shawna Reynolds, Nashville Banner

- I. Call to Order / Roll Call
 - a. Joyce Searcy called the meeting to order at 12:04 PM.
- II. Metro Ordinance required to be announced at all Board Meetings – *Chair, Joyce Searcy*
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- b. Vickie Sparks addressed the board about the Main Library Restoration. Her daughter had a wedding planned for October 4th, which was set before the discontinuation of weddings at the library. Ms. Sparks asked if there was any way to use the library lobby or Grand Reading Room to accommodate this wedding as it has been difficult to find another venue.
- c. Ms. Searcy thanked her for her comments and will brainstorm ideas to help.

IV. Board Chair Comments, *Joyce Searcy*

- a. Ms. Searcy thanked the library staff for their efforts during the closure. This event has affected everyone, and she acknowledged how difficult this is on all involved.

V. Approval of Minutes: June 17, 2025

- a. **Charvis Rand motioned to approve the minutes. Kate Ezell seconded. The motion passed unanimously.**

VI. Library Director Report, *Terri Luke*

- a. Ms. Luke wanted to provide updates on both the restoration process of the Main Library and remediation taking place at the Old Hickory Branch.
- b. Ms. Luke noted that the Main restoration efforts continue, and key Library services have been moved to continue operations. Delivery is now working from the Old Donelson location, and the collections team is at the Southeast Branch to receive new materials. Main staff have been relocated to branches to provide coverage.
- c. Administration has been working to provide updates to staff as soon as possible. Over 160 staff attended a virtual meeting with the restoration crew leaders to ask questions. The library intends to open on July 28th, but Ms. Luke stated this is a fluid process. Library administrators do not want to go into the building prematurely.
- d. The Old Hickory Branch was tested for mold spores. The company, Athena, collected samples from all over the library, both internal and external. Mold spore levels do not pose a threat to the overall air quality of the building. However, there were areas with visible mold. Professionals were contracted to clean and mitigate these spots. Going forward, Old Hickory will conduct an annual mold survey.
- e. Ms. Luke extended an invitation to the Board to attend the Cyber Senior graduation on Friday, July 18th at 11am at the Pruitt Branch Library.
- f. Summer Reading is well underway, and Nikki Glassley reports that the participation numbers are up from last year.
- g. Ms. Luke thanked First Onsite and Occuhealth for being willing to speak to the library's key stakeholders throughout this process.
- h. Mr. Rand highlighted the staff who were displaced due to the closure and thanked staff for their continued efforts.

VII. Foundation Report, *Shawn Bakker*

- a. Ms. Bakker explained that with the start of the new fiscal year, the Foundation has added new board members. New members include Lillian Blackshear, Paige Clancy, Rascoe Dean, Margaret Riley King, and Kate Satz. Casey Gymrek and Katarina Richter O'Rourke will be the new YLC Board interns.
- b. NPLF is looking for donor support for the Civil Rights Room. This space is usually covered, but one of the long-term funders has had to cease funding. NPLF is also asking for help with the Bookmobile and continuing to raise funds for Begin Bright.
- c. Ms. Bakker hopes the Gala will be at the Main Library again this year. Amor Towles is the honoree.

VIII. New Business

- a. Update on the Main Library Restoration, *Jeremy Hettich and Bob Zaiatz*
 - i. Mr. Hettich explained that a team of over 150 people has been working 24/7 to get the library cleaned. They have completed gross cleaning of the facility and have moved on to detailed cleaning. They are 90% completed.
 - ii. Keith Simmons asked about the difference between gross cleaning and detail cleaning. Mr. Hettich explained that gross cleaning removes the bulk of the debris, while detail cleaning focuses on the cracks and crevices.
 - iii. Katy Varney asked what library staff can expect when they return to their space. Mr. Hettich assured the group that the space would be clean, but items might be rearranged.
 - iv. Mr. Zaiatz noted that any setback to reopening at the end of July would be coordinating the removal and replacement of components. The library is clean, and the closure remains in place because of the physical safety hazard of being a construction zone.
 - v. Mr. Rand asked about the verification process. Mr. Zaiatz explained the process begins with physical and visual verification. They also collect samples along the way. Before the library reopens, a final sample will be collected.
 - vi. Ms. Searcy asked if either company was involved in the parking garage. Mr. Hettich noted that their contract includes the library's part of the garage, but the majority is out of their scope of work. Ms. Luke added that she has been working closely with NDOT, and NPL will be at the table for any discussions about the parking garage. However, the investigation is still ongoing.
 - vii. Mr. Zaiatz spoke about the collections and what needed to be removed or cleaned. Only items in the Conference Center were heavily impacted. The majority of collections were lightly impacted and have since been cleaned. Valuable content is being inspected by a second team of experts. Ms. Varney asked about the art in the Conference Center. Mr. Zaiatz is waiting to hear back.

- viii. Ms. Searcy asked about parking for employees. Susan Drye explained that with the new stadium, parking options are limited. Employees who currently pay to park will be relocated to another garage. Mr. Simmons noted that customer parking will be an issue and was concerned about losing customers. Andrea Fanta reported that surrounding branches have seen a spike in attendance and usage. Programs like Studio NPL have already been sent into the community to provide outreach.
 - ix. Ms. Luke thanked Ms. Drye and her team for their updates on the HVAC system. Ms. Searcy thanked Chief Swann and the Nashville Fire Department for their swift action.
- b. Vote on Updated Art Lending Library MOU between Metro Arts and Nashville Public Library, *Anne Leslie Owens, Jessica Piper*
 - i. Ms. Luke thanked Metro Arts for being an incredible partner with the Art Lending Library.
 - ii. Ms. Owens thanked the library for their involvement. The Art Lending Library began in 2021 at the Madison and Southeast branches and 60 pieces of art. This has since expanded to include several other branches and 53 additional artworks. The collection is customizable and depending on the size of the location, the number of art pieces can be changed. Ms. Piper noted that the collection is very popular. 100% of the collection has been checked out this past year.
 - iii. Ms. Varney asked if any pieces had been damaged. Ms. Piper stated that there has been some wear and tear on the cases, but no art has been damaged.
 - iv. **Ms. Ezell motioned to approve the MOU. Ms. Varney seconded. The motion passed unanimously.**
- c. SEIU Report, *Kyle Cook*
 - i. Mr. Cook explained that as Lead Steward for the Union, he wanted to report staff experience with the closure. Staff were relieved to hear from Mr. Zaiatz and the restoration crew about the clean-up. Staff are frustrated by the lack of day-to-day consistency with scheduling. However, a new scheduling format is in place and will hopefully lead to more stability. Ms. Searcy thanked Mr. Cook and the employees for adjusting and for their hard work.
- d. What is a Budget: Video Preview, *Linda Harrison and Bret Wilson*
 - i. Ms. Harrison explained that Metro Finance approached Wishing Chair to create an informational video about the budget process. Mr. Wilson noted that many people were involved in the creation of the video, from lyrics to music to footage.

- ii. Mr. Wilson also stated that the Steve and Judy Turner marionettes were part of String City this year.
- iii. After watching the video, Ms. Searcy congratulated the group on a job well done!

IX. Adjournment

- a. Meeting adjourned at 1:24 PM.

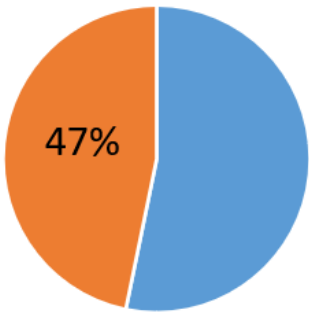
Next Scheduled Board of Trustees Meeting

**September 16, 2025
Inglewood Branch Library
4312 Gallatin Pike
Nashville, TN 37216
12:00 PM**

Respectfully submitted by Emily Krieble

Statistical Summary – September 16, 2025
Nashville Public Library

Cardholders as % of Population Served



July 2025

New Cards: 3,928

Active Cardholders: 333,145

Cardholders	Jul-25	Jul-25 Year-to-Date	Active Patron Cards	Average Cards in Last 12 Months
New Registrations	3,928	3,928	333,145	324,395

Volunteer Services	Jul-25	Jul-24	Year-to-Date	% Change 2024-2025
Number of Volunteers	61	123	61	-50.41%
Volunteer Hours	419	1,044	419	-59.89%

Attendance for Room Use	Jul-25	Jul-24	% Change 2024-2025
Community Use	3,267	31,677	-89.69%
Library Use	28,252	17677	59.82%

Reference	Jul-25	Jul-24	% Change 2024-2025
Answered	23,738	26,002	-8.71%

Statistical Summary – September 16, 2025
Nashville Public Library

Wireless Data

Wireless	Month				
	Jul-25 Sessions	Jul-25 % of Total	Wireless %	Jul-24 Sessions	% Change 2024-2025
Bellevue	3,430	7.71%	70.6%	6,398	-46.39%
Bordeaux	2,393	5.38%	59.6%	2,974	-19.54%
Donelson	4,151	9.33%	43.7%	4,744	-12.50%
East	1,804	4.05%	48.1%	1,312	37.50%
Edgehill	734	1.65%	40.4%	535	37.20%
Edmondson Pike	2,455	5.52%	56.2%	4,539	-45.91%
Goodlettsville	1,047	2.35%	45.0%	1,789	-41.48%
Green Hills	2,117	4.76%	60.3%	3,143	-32.64%
Hadley Park	819	1.84%	46.0%	805	1.74%
Hermitage	4,120	9.26%	57.4%	3,496	17.85%
Inglewood	967	2.17%	41.1%	1,106	-12.57%
Looby	1,037	2.33%	29.5%	346	199.71%
Madison	3,187	7.16%	49.2%	2,876	10.81%
Main	5,574	12.53%	70.4%	25,931	-78.50%
North	1,016	2.28%	27.6%	653	55.59%
Old Hickory	492	1.11%	72.7%	883	-44.28%
Pruitt	1,414	3.18%	48.6%	415	240.72%
Richland Park	1,934	4.35%	46.0%	1,750	10.51%
Southeast	4,845	10.89%	58.5%	7,828	-38.11%
Thompson Lane	645	1.45%	30.4%	622	3.70%
Watkins Park	311	0.70%	24.2%	265	17.36%
NPL Total	44,492		58.6%	72,410	-38.56%

Database and Website Data

Public Computer Use	% Change		
	Jul-25	Jul-24	2024-2025
Total Computer Use	23,103	24,159	-4.37%
Total Wireless Use	44,492	72,410	-38.56%

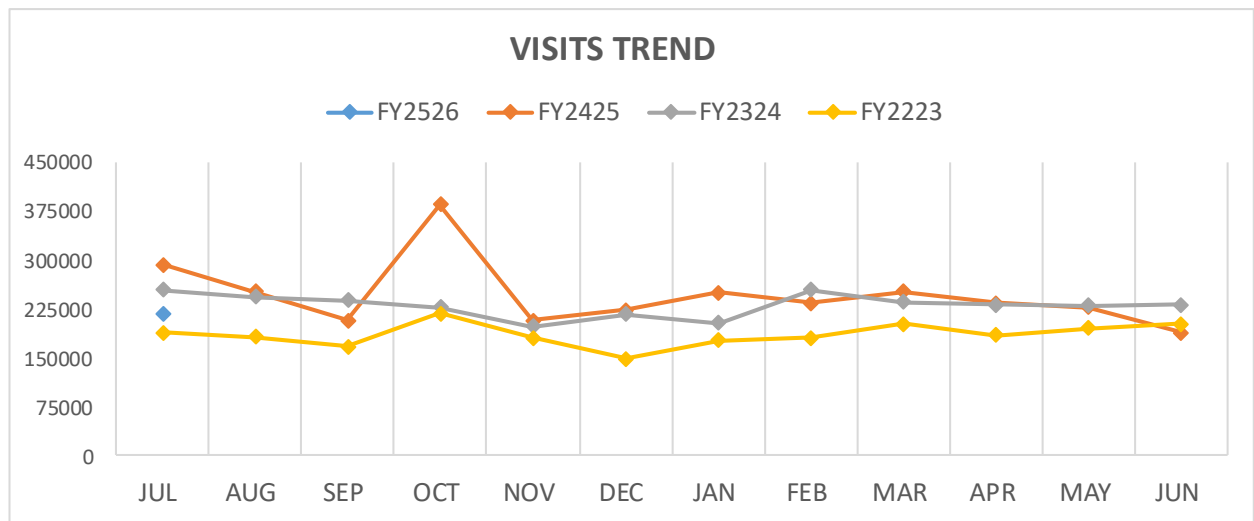
Website Visits	% Change		
	Jul-25	Jul-24	2024-2025
Webserver	373,708	345,921	8.03%

Database Usage	% Change		
	Jul-25	Jul-24	2024-2025
Sessions	6,857	3,601	90.42%

Statistical Summary – September 16, 2025

Nashville Public Library

Visits

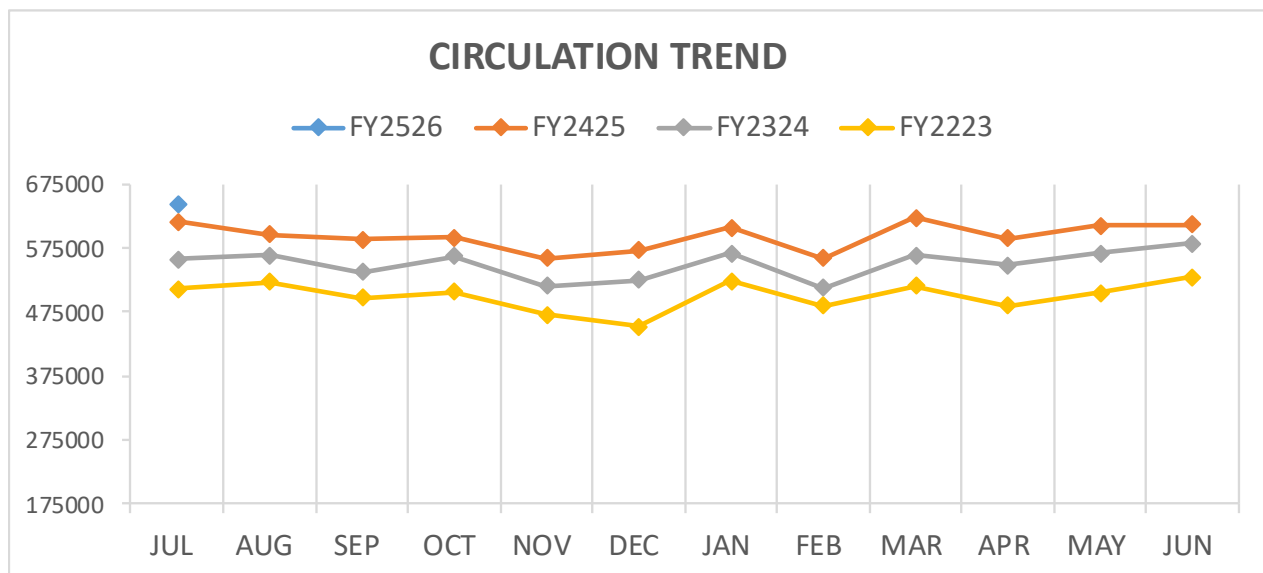


Visits	Jul-25 Visits	Jul-24 Visits	% Change 2024-2025	Jul-25 Circ / Visit	Jul-24 Circ / Visit	% Change 2024-2025
Bellevue	15,084	17,953	-15.98%	1.39	1.20	15.48%
Bordeaux	7,225	6,496	11.21%	0.51	0.40	25.90%
Donelson	5,661	12,130	-53.33%	1.90	1.03	85.08%
East	11,064	9,914	11.59%	0.34	0.39	-13.36%
Edgehill	4,720	3,093	52.63%	0.32	0.36	-9.61%
Edmondson Pike	24,529	24,233	1.22%	0.88	0.85	2.81%
Goodlettsville	3,664	7,493	-51.10%	1.77	1.27	39.45%
Green Hills	20,901	29,715	-29.66%	1.25	0.94	32.21%
Hadley Park	3,192	2,477	28.85%	0.15	0.27	-43.01%
Hermitage	13,653	19,855	-31.24%	1.13	0.82	37.65%
Inglewood	15,773	16,208	-2.68%	0.45	0.37	19.30%
Looby	6,561	5,061	29.64%	0.20	0.20	1.46%
Madison	15,113	18,368	-17.72%	0.46	0.32	45.14%
Main	-	57,104	-100.00%	N/A	2.74	N/A
North	12,498	6,810	83.52%	0.07	0.14	-53.41%
Old Hickory	3,306	2,668	23.91%	0.69	1.04	-33.94%
Pruitt	9,781	-	N/A	0.02	N/A	N/A
Richland Park	10,550	10,739	-1.76%	0.90	0.86	4.83%
Southeast	12,414	12,287	1.03%	0.64	0.65	-2.32%
Thompson Lane	18,328	14,966	22.46%	0.16	0.21	-24.23%
Watkins Park	3,004	3,327	-9.71%	0.09	0.06	50.11%
NPL Total	217,017	280,895	-22.74%	1.30	1.11	17.79%

Statistical Summary – September 16, 2025
Nashville Public Library

Circulation Data

eMedia	Jul-25	Jul-24	YTD	% Change 2024-2025
eAudiobooks	155,383	137,608	155,383	12.92%
eVideo	14,388	11,215	14,388	28.29%
eBooks	138,885	133,280	138,885	4.21%
eMusic	13,648	1,667	13,648	718.72%
eMagazines	37,878	23,376	37,878	62.04%
Total	360,182	307,146	360,182	17.27%

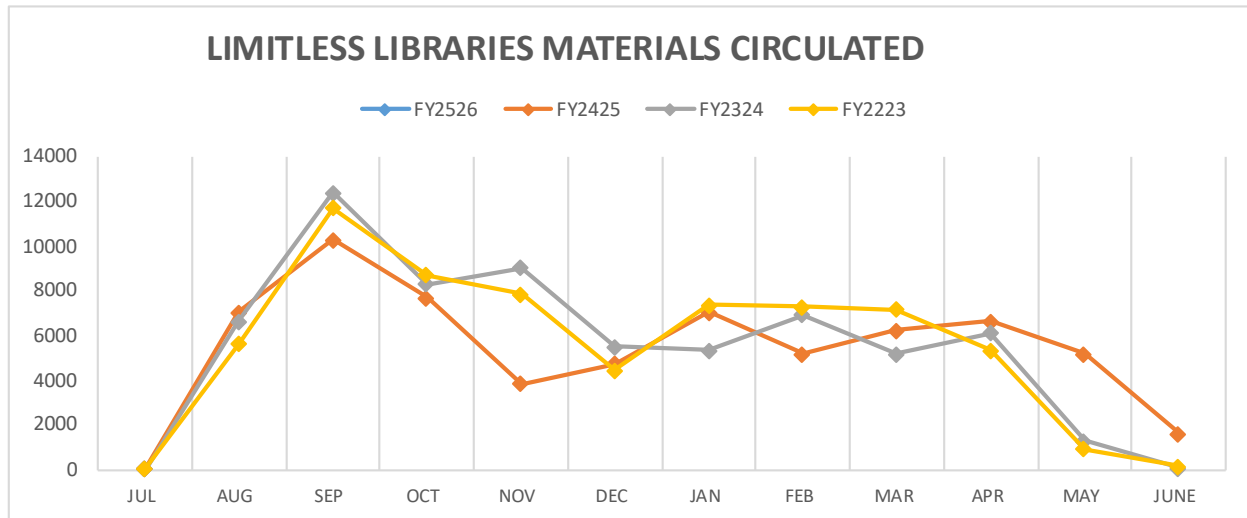


Statistical Summary – September 16, 2025
Nashville Public Library

Circulation	Month				Fiscal Year-to-Date		
	Jul-25 Circulation	Jul-25 % of Total	Jul-24 Circulation	% Change 2024-2025	Jul-25 Year-to-Date	Jul-24 Year-to-Date	% Change 2024-2025
Bellevue	35,106	5.47%	33,957	3.38%	35,106	33,957	3.38%
Bordeaux	8,283	1.29%	5,962	38.93%	8,283	5,962	38.93%
Donelson	20,345	3.17%	20,461	-0.57%	20,345	20,461	-0.57%
East	7,720	1.20%	7,115	8.50%	7,720	7,115	8.50%
Edgehill	3,294	0.51%	3,552	-7.26%	3,294	3,552	-7.26%
Edmondson Pike	35,204	5.49%	32,108	9.64%	35,204	32,108	9.64%
Goodlettsville	8,717	1.36%	14,846	-41.28%	8,717	14,846	-41.28%
Green Hills	41,181	6.42%	42,545	-3.21%	41,181	42,545	-3.21%
Hadley Park	2,165	0.34%	2,049	5.66%	2,165	2,049	5.66%
Equal Access	37	0.01%	276	-86.59%	37	276	-86.59%
Hermitage	27,400	4.27%	27,790	-1.40%	27,400	27,790	-1.40%
Inglewood	12,665	1.97%	10,758	17.73%	12,665	10,758	17.73%
Looby	3,522	0.55%	2,837	24.15%	3,522	2,837	24.15%
Madison	14,166	2.21%	11,311	25.24%	14,166	11,311	25.24%
Main	11,088	1.73%	45,441	-75.60%	11,088	45,441	-75.60%
North	2,826	0.44%	2,594	8.94%	2,826	2,594	8.94%
Old Hickory	5,481	0.85%	5,720	-4.18%	5,481	5,720	-4.18%
Pruitt	1,540	0.24%	755	103.97%	1,540	755	103.97%
Richland Park	15,297	2.38%	14,815	3.25%	15,297	14,815	3.25%
Southeast	16,757	2.61%	16,304	2.78%	16,757	16,304	2.78%
Thompson Lane	7,315	1.14%	7,160	2.16%	7,315	7,160	2.16%
Watkins Park	1,170	0.18%	1,061	10.27%	1,170	1,061	10.27%
eMedia	360,182	56.14%	307,146	17.27%	360,182	307,146	17.27%
Talking Library	86	0.01%	-	N/A	86	-	N/A
NPL Total	641,547		616,563	4.05%	641,547	616,563	4.05%

Terminal Activity	Month				Fiscal Year-to-Date		
	Jul-25 Circulation	Jul-25 % of Total	Jul-24 Circulation	% Change 2024-2025	Jul-25 Year-to-Date	Jul-24 Year-to-Date	% Change 2024-2025
Bellevue	20,984	7.43%	21,627	-2.97%	20,984	21,627	-2.97%
Bordeaux	3,649	1.29%	2,606	40.02%	3,649	2,606	40.02%
Donelson	10,751	3.80%	12,448	-13.63%	10,751	12,448	-13.63%
East	3,738	1.32%	3,866	-3.31%	3,738	3,866	-3.31%
Edgehill	1,523	0.54%	1,104	37.95%	1,523	1,104	37.95%
Edmondson Pike	21,474	7.60%	20,636	4.06%	21,474	20,636	4.06%
Equal Access	-	0.00%	92	-100.00%	-	92	-100.00%
Goodlettsville	6,486	2.30%	9,512	-31.81%	6,486	9,512	-31.81%
Green Hills	26,100	9.24%	28,065	-7.00%	26,100	28,065	-7.00%
Hadley Park	489	0.17%	666	-26.58%	489	666	-26.58%
Hermitage	15,403	5.45%	16,273	-5.35%	15,403	16,273	-5.35%
Inglewood	7,032	2.49%	6,057	16.10%	7,032	6,057	16.10%
Limitless	19	0.01%	68	-72.06%	19	68	-72.06%
Looby	1,310	0.46%	996	31.53%	1,310	996	31.53%
Madison	6,919	2.45%	5,794	19.42%	6,919	5,794	19.42%
Main	132,764	46.98%	156,340	-15.08%	132,764	156,340	-15.08%
North	837	0.30%	979	-14.50%	837	979	-14.50%
Old Hickory	2,270	0.80%	2,773	-18.14%	2,270	2,773	-18.14%
Pruitt	207	0.07%	-	N/A	207	-	N/A
Richland Park	9,485	3.36%	9,210	2.99%	9,485	9,210	2.99%
Southeast	7,906	2.80%	8,011	-1.31%	7,906	8,011	-1.31%
Talking Library	-	0.00%	1	-100.00%	-	1	-100.00%
Thompson Lane	2,958	1.05%	3,188	-7.21%	2,958	3,188	-7.21%
Watkins Park	267	0.09%	197	35.53%	267	197	35.53%
NPL Total	282,571		310,509	-9.00%	282,571	310,509	-9.00%

Statistical Summary – September 16, 2025
Nashville Public Library

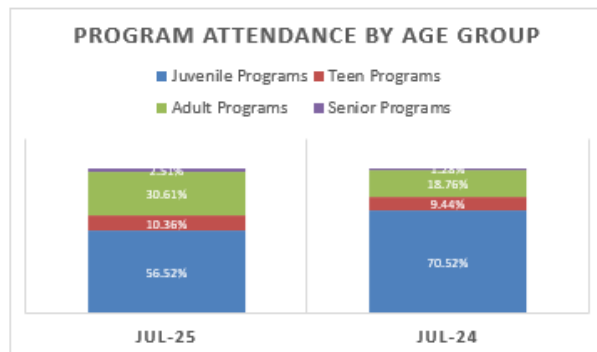
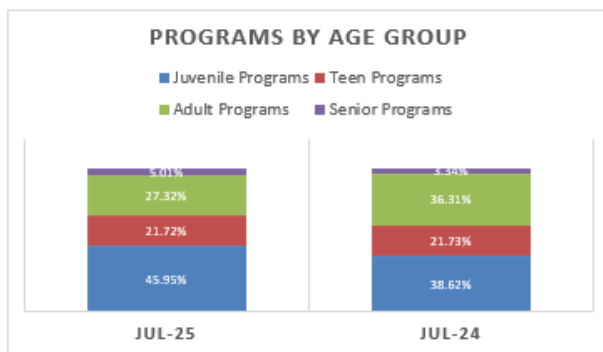


July Programming Data

Programming	Jul-25	Jul-24	% Change 2024-2025
Juvenile Programs	550	567	-3.00%
Teen Programs	260	319	-18.50%
Adult Programs	327	533	-38.65%
Senior Programs	60	49	22.45%
Total Programs	1,197	1,468	-18.46%
	Jul-25	Jul-24	Change
Juvenile Programs	18,842	22,819	-17.43%
Teen Programs	3,452	3,055	13.00%
Adult Programs	10,202	6,072	68.02%
Senior Programs	838	413	102.91%
Total Attendance	33,334	32,353	3.01%

Programming	Jul-25	Jul-24	% Change 2024-2025
In Person	1,068	1,179	-9.41%
Outreach	119	211	-43.60%
Virtual	10	78	-87.18%
Total Programs	1,197	1,468	-18.46%

Programming	Jul-25	Jul-24	% Change 2024-2025
In Person	28,312	21,108	34.13%
Outreach	4,960	10,958	-54.74%
Virtual	62	293	-78.84%
Total Attendance	33,334	32,353	3.01%



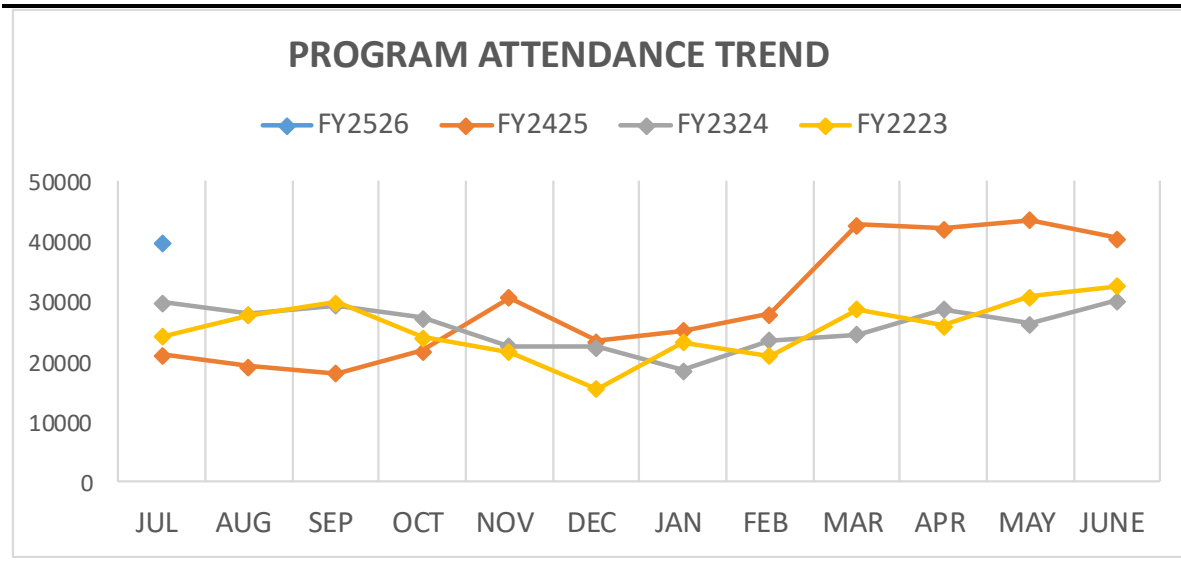
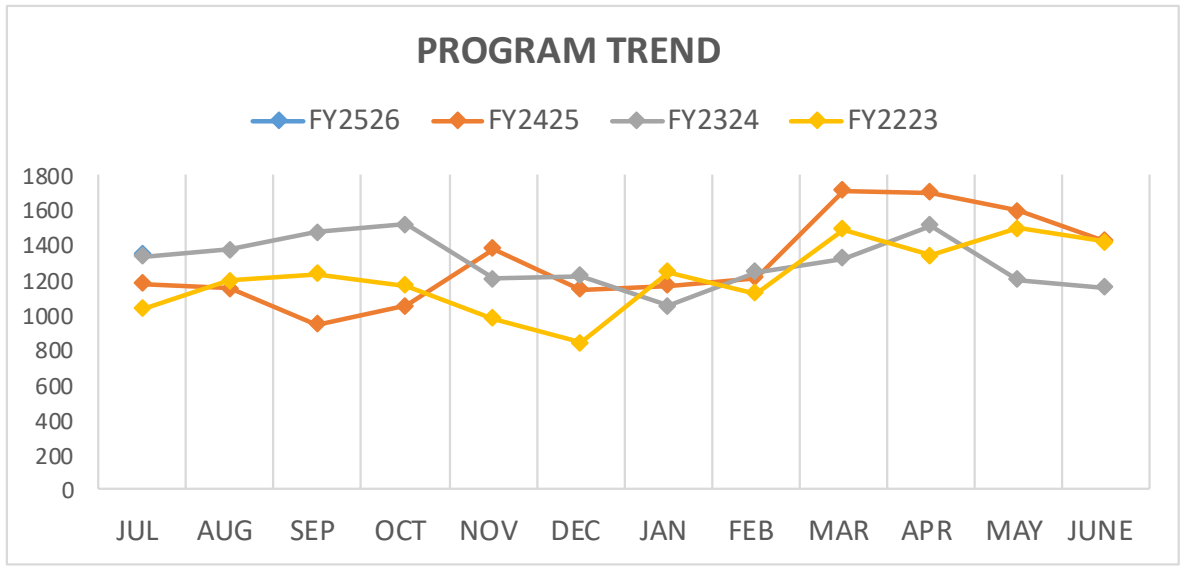
Statistical Summary – September 16, 2025
Nashville Public Library

Location Programming Totals	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.
Bellevue	84	2,206	3	87	0	0	87	2,293	37	1,773	20	102	23	297	7	121
Bordeaux	82	1,168	5	716	0	0	87	1,884	17	535	61	1,197	4	106	5	46
Donelson	68	997	3	57	0	0	71	1,054	32	845	16	42	23	167	0	0
East	18	337	8	525	0	0	26	862	18	681	7	181	1	0	0	0
Edgehill	50	1,149	3	322	0	0	53	1,471	47	1,129	1	203	5	139	0	0
Edmondson Pike	71	2,118	4	421	0	0	75	2,539	45	2,282	1	6	29	251	0	0
Goodlettsville	72	1,953	3	301	0	0	75	2,254	31	1,521	14	302	20	322	10	109
Green Hills	36	936	5	118	1	8	42	1,062	21	832	7	104	12	108	2	18
Hadley Park	79	1,906	2	89	0	0	81	1,995	30	1,341	10	174	41	480	0	0
Hermitage	14	64	14	242	0	0	28	306	10	204	1	10	8	21	9	71
Inglewood	32	597	2	160	2	4	36	761	24	691	0	0	12	70	0	0
Looby	28	526	5	185	0	0	33	711	22	604	0	0	7	35	4	72
Madison	86	1,182	0	0	0	0	86	1,182	27	760	36	163	23	259	0	0
Main	6	146	26	786	7	50	22	862	2	211	15	342	22	429	0	0
North	46	256	16	361	0	0	62	617	48	515	10	82	4	20	0	0
Old Hickory	30	567	4	132	0	0	34	699	19	588	9	76	4	23	2	12
Pruitt	82	9127	7	185	0	0	89	9312	24	1676	12	134	34	7135	19	367
Richland Park	26	877	2	22	0	0	28	899	14	805	0	0	12	72	2	22
Southeast	97	1450	4	187	0	0	101	1637	51	1368	27	146	23	123	0	0
Thompson Lane	38	334	2	8	0	0	40	342	20	197	0	0	20	145	0	0
Watkins Park	23	416	1	56	0	0	24	472	11	284	13	188	0	0	0	0
Traveling Children's Librarians	28	517	28	1614	0	0	56	2131	56	2131	0	0	0	0	0	0
TOTALS	1,068	28,312	119	4,960	10	62	1,180	33,214	550	18,842	260	3,452	327	10,202	60	838

Main 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.
Adult Services	0	0	11	87	6	33	0	0	0	0	0	0	17	120	0	0
Archives	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Children's Services	0	0	3	361	0	0	3	361	1	140	0	0	2	221	0	0
LSDHH/Equal Access	1	71	1	45	1	17	3	133	1	71	0	0	2	62	0	0
Special Collections	5	75	0	0	0	0	5	75	0	0	5	75	0	0	0	0
Teen Services	0	0	11	293	0	0	11	293	0	0	10	267	1	26	0	0
TOTALS	6	146	26	786	7	50	22	862	2	211	15	342	22	429	0	0

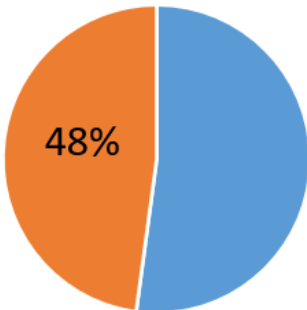
Education and Literacy Programming	Location Totals								Programs by Age Group							
	Library		Outreach		Virtual		Totals		Juv		Teen		Adult		Senior	
	NO.	AUD.	NO.	AUD.	NO.	AUD.	No.	Aud.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.
Adult Literacy	0	0	1	24	1	12	2	36	0	0	0	0	2	36	0	0
Be Well at NPL	2	98	37	1,791	1	75	40	1,964	29	1,312	0	0	11	652	0	0
Bookmobile	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bringing Books to Life	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Digital Inclusion	0	0	6	37	0	0	6	37	0	0	0	0	0	0	6	37
Limitless Libraries	0	0	7	463	0	0	7	463	0	0	0	0	7	463	0	0
NAZA	0	0	33	1,978	0	0	33	1,978	32	1,938	0	0	0	0	1	40
Puppet Truck	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Studio NPL	0	0	11	379	0	0	11	379	11	379	0	0	0	0	0	0
Wishing Chair	50	1,149	3	322	0	0	53	1,471	47	1,129	1	203	5	139	0	0
TOTALS	52	1,247	98	4,994	2	87	152	6,328	119	4,758	1	203	25	1,290	7	77

Total 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.
Location	1,068	28,312	119	4,960	10	62	1,180	33,214	550	18,842	260	3,452	327	10,202	60	838
Education and Literacy	52	1,247	98	4,994	2	87	152	6,328	119	4,758	1	203	25	1,290	7	77
TOTALS	1,120	29,559	217	9,954	12	149	1,332	39,542	669	23,600	261	3,655	352	11,492	67	915



Statistical Summary – September 16, 2025
Nashville Public Library

Cardholders as % of Population Served



August 2025
 New Cards: 3,698
 Active Cardholders: 340,900

Cardholders	Aug-25	Aug-25 Year-to-Date	Active Patron Cards	Average Cards in Last 12 Months
New Registrations	3,698	7,626	340,900	327,203

Volunteer Services	Aug-25	Aug-24	Year-to-Date	% Change 2024-2025
Number of Volunteers	67	124	128	-45.97%
Volunteer Hours	379	941	797	-59.78%

Attendance for Room Use	Aug-25	Aug-24	% Change 2024-2025
Community Use	3,323	4,649	-28.52%
Library Use	23,993	16,848	42.41%

Reference	Aug-25	Aug-24	% Change 2024-2025
Answered	24,672	20,886	18.13%

Statistical Summary – September 16, 2025
Nashville Public Library

Wireless Data

Wireless	Month				
	Aug-25 Sessions	Aug-25 % of Total	Wireless %	Aug-24 Sessions	% Change 2024-2025
Bellevue	3,786	7.91%	69.2%	10,282	-63.18%
Bordeaux	2,222	4.64%	51.6%	4,687	-52.59%
Donelson	4,583	9.58%	46.8%	6,401	-28.40%
East	1,420	2.97%	52.8%	2,237	-36.52%
Edgehill	907	1.90%	49.3%	1,026	-11.60%
Edmondson Pike	2,747	5.74%	54.4%	5,801	-52.65%
Goodlettsville	1,295	2.71%	50.7%	2,512	-48.45%
Green Hills	3,388	7.08%	61.2%	5,973	-43.28%
Hadley Park	930	1.94%	47.5%	1,386	-32.90%
Hermitage	3,358	7.02%	52.8%	4,729	-28.99%
Inglewood	1,336	2.79%	40.7%	1,712	-21.96%
Looby	837	1.75%	28.0%	590	41.86%
Madison	2,871	6.00%	37.6%	3,763	-23.70%
Main	5,164	10.79%	65.8%	28,372	-81.80%
North	671	1.40%	29.1%	686	-2.19%
Old Hickory	575	1.20%	64.2%	1,185	-51.48%
Pruitt	1,676	3.50%	46.1%	-	N/A
Richland Park	2,239	4.68%	45.0%	3,481	-35.68%
Southeast	6,252	13.06%	69.1%	10,072	-37.93%
Thompson Lane	748	1.56%	24.3%	860	-13.02%
Watkins Park	851	1.78%	57.0%	741	14.84%
NPL Total	47,856		58.1%	96,496	-50.41%

Database and Website Data

Public Computer Use	% Change		
	Aug-25	Aug-24	2024-2025
Total Computer Use	21,482	23,365	-8.06%
Total Wireless Use	47,856	96,496	-50.41%

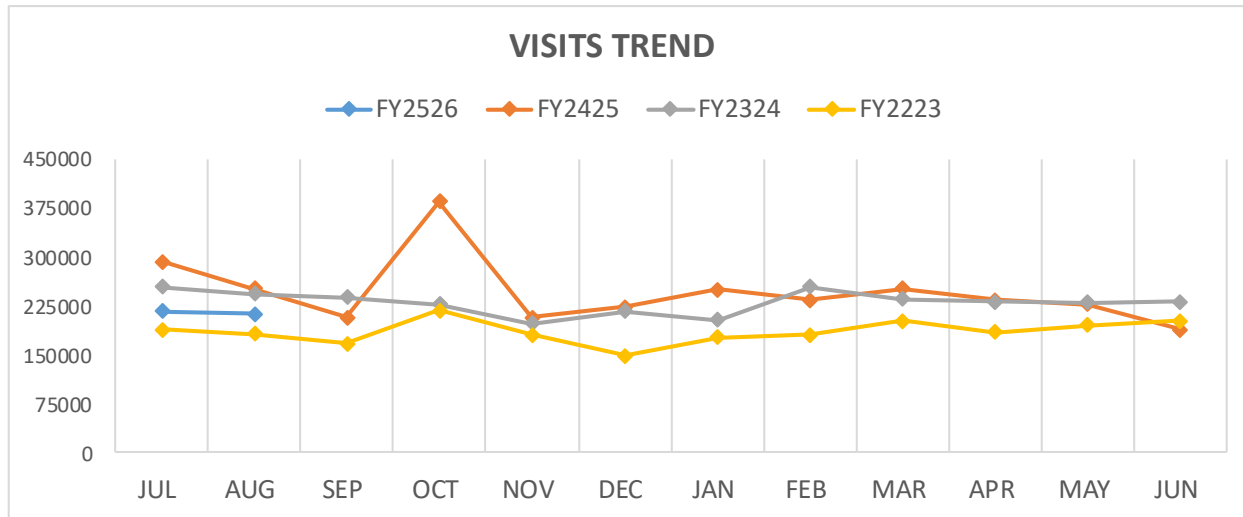
Website Visits	% Change		
	Aug-25	Aug-24	2024-2025
Webserver	408,591	378,185	8.04%

Database Usage	% Change		
	Aug-25	Aug-24	2024-2025
Sessions	52,778	10,457	404.71%

Statistical Summary – September 16, 2025

Nashville Public Library

Visits

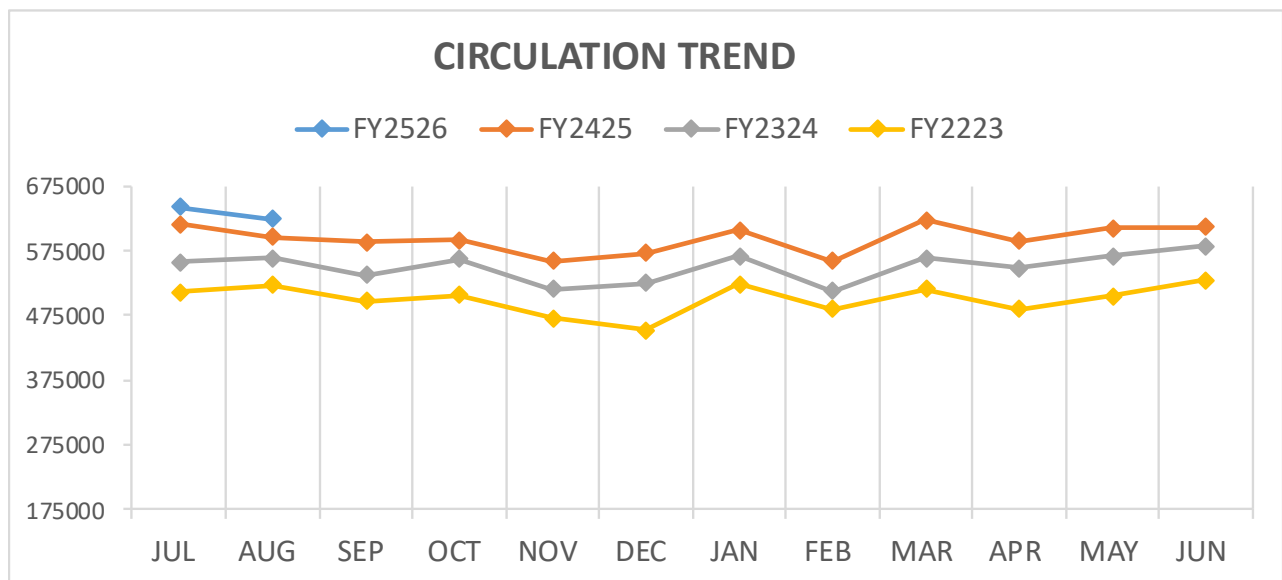


Visits	Aug-25 Visits	Aug-24 Visits	% Change 2024-2025	Aug-25 Circ / Visit	Aug-24 Circ / Visit	% Change 2024-2025
Bellevue	14,680	14,299	2.66%	1.43	1.41	1.10%
Bordeaux	6,033	6,774	-10.95%	0.60	0.44	37.32%
Donelson	5,808	11,034	-47.37%	1.85	0.90	106.56%
East	16,487	15,696	5.04%	0.23	0.24	-3.84%
Edgehill	3,892	3,053	27.48%	0.39	0.44	-10.91%
Edmondson Pike	22,858	19,260	18.68%	0.94	1.10	-14.31%
Goodlettsville	5,491	7,003	-21.59%	1.18	1.28	-8.04%
Green Hills	22,070	32,693	-32.49%	1.18	0.74	60.56%
Hadley Park	3,021	2,354	28.33%	0.16	0.24	-31.96%
Hermitage	10,216	12,505	-18.30%	1.51	1.20	25.22%
Inglewood	14,793	16,432	-9.98%	0.48	0.39	22.03%
Looby	4,922	4,650	5.84%	0.27	0.22	20.75%
Madison	13,965	13,781	1.34%	0.50	0.39	25.81%
Main	-	35,209	-100.00%	N/A	4.17	N/A
North	8,385	9,508	-11.81%	0.10	0.08	22.62%
Old Hickory	2,766	2,493	10.95%	0.82	0.99	-17.10%
Pruitt	10,457	-	N/A	0.02	N/A	N/A
Richland Park	10,670	11,319	-5.73%	0.89	0.87	2.38%
Southeast	13,932	11,220	24.17%	0.57	0.60	-4.63%
Thompson Lane	15,509	12,922	20.02%	0.19	0.22	-12.70%
Watkins Park	5,892	5,710	3.19%	0.05	0.02	88.87%
NPL Total	211,844	247,915	-14.55%	1.33	1.20	11.15%

Statistical Summary – September 16, 2025
Nashville Public Library

Circulation Data

eMedia	Aug-25	Aug-24	YTD	% Change 2024-2025
eAudiobooks	154,556	137,864	309,939	12.11%
eVideo	14,476	11,522	28,864	25.64%
eBooks	134,487	128,753	273,372	4.45%
eMusic	17,745	3,136	31,393	465.85%
eMagazines	39,474	21,502	77,352	83.58%
Total	360,738	302,777	720,920	19.14%

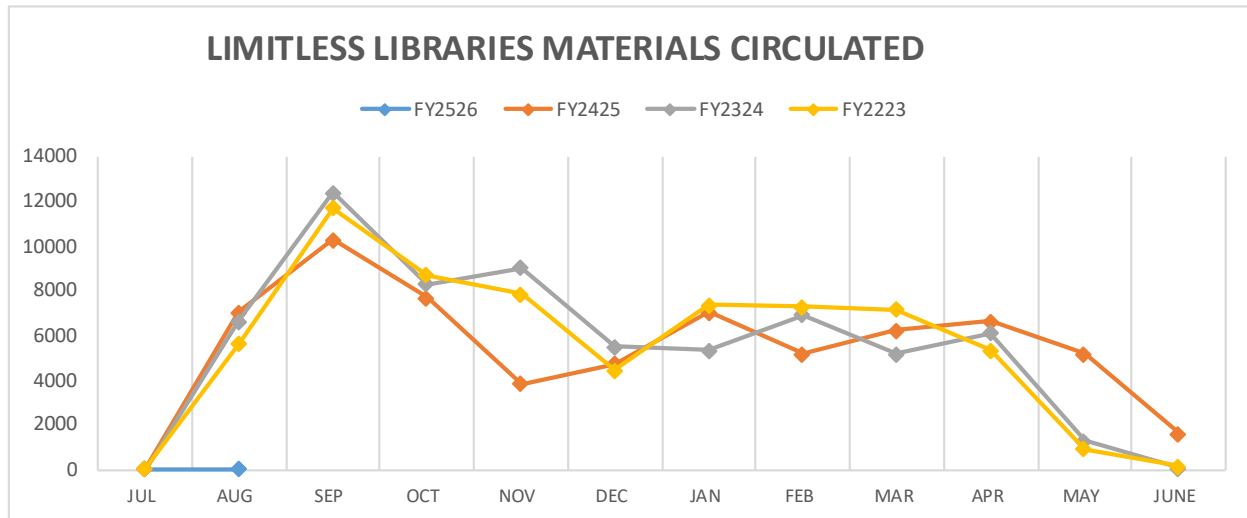


Statistical Summary – September 16, 2025
Nashville Public Library

Circulation	Month				Fiscal Year-to-Date		
	Aug-25 Circulation	Aug-25 % of Total	Aug-24 Circulation	% Change 2024-2025	Aug-25 Year-to-Date	Aug-24 Year-to-Date	% Change 2024-2025
Bellevue	32,054	5.14%	31,968	0.27%	67,160	65,925	1.87%
Bordeaux	7,958	1.28%	6,236	27.61%	16,241	12,198	33.14%
Donelson	19,703	3.16%	19,081	3.26%	40,048	39,542	1.28%
East	7,798	1.25%	7,089	10.00%	15,518	14,204	9.25%
Edgehill	3,158	0.51%	3,971	-20.47%	6,452	7,523	-14.24%
Edmondson Pike	32,040	5.14%	32,576	-1.65%	67,244	64,684	3.96%
Goodlettsville	13,868	2.22%	14,456	-4.07%	22,585	29,302	-22.92%
Green Hills	38,282	6.14%	37,901	1.01%	79,463	80,446	-1.22%
Hadley Park	2,025	0.32%	2,193	-7.66%	4,190	4,242	-1.23%
Equal Access	36	0.01%	249	-85.54%	73	525	-86.10%
Hermitage	25,422	4.08%	25,863	-1.71%	52,822	53,653	-1.55%
Inglewood	11,568	1.86%	10,397	11.26%	24,233	21,155	14.55%
Looby	3,530	0.57%	2,939	20.11%	7,052	5,776	22.09%
Madison	12,957	2.08%	12,091	7.16%	27,123	23,402	15.90%
Main	3,592	0.58%	39,239	-90.85%	14,680	84,680	-82.66%
North	2,916	0.47%	2,752	5.96%	5,742	5,346	7.41%
Old Hickory	5,616	0.90%	5,741	-2.18%	11,097	11,461	-3.18%
Pruitt	1,785	0.29%	326	447.55%	3,325	1,081	207.59%
Richland Park	14,802	2.37%	15,188	-2.54%	30,099	30,003	0.32%
Southeast	15,170	2.43%	15,402	-1.51%	31,927	31,706	0.70%
Thompson Lane	6,955	1.12%	6,830	1.83%	14,270	13,990	2.00%
Watkins Park	1,357	0.22%	1,114	21.81%	2,527	2,175	16.18%
eMedia	360,738	57.87%	302,777	19.14%	720,920	609,923	18.20%
Talking Library	-	0.00%	-	N/A	86	-	N/A
NPL Total	623,330		596,379	4.52%	1,264,877	1,212,942	4.28%

Terminal Activity	Month				Fiscal Year-to-Date		
	Aug-25 Circulation	Aug-25 % of Total	Aug-24 Circulation	% Change 2024-2025	Aug-25 Year-to-Date	Aug-24 Year-to-Date	% Change 2024-2025
Bellevue	20,984	7.43%	20,217	3.79%	41,968	41,844	0.30%
Bordeaux	3,649	1.29%	2,984	22.29%	7,298	5,590	30.55%
Donelson	10,751	3.80%	9,889	8.72%	21,502	22,337	-3.74%
East	3,738	1.32%	3,701	1.00%	7,476	7,567	-1.20%
Edgehill	1,523	0.54%	1,341	13.57%	3,046	2,445	24.58%
Edmondson Pike	21,474	7.60%	21,116	1.70%	42,948	41,752	2.86%
Equal Access	-	0.00%	67	-100.00%	-	159	-100.00%
Goodlettsville	6,486	2.30%	8,995	-27.89%	12,972	18,507	-29.91%
Green Hills	26,100	9.24%	24,081	8.38%	52,200	52,146	0.10%
Hadley Park	489	0.17%	560	-12.68%	978	1,226	-20.23%
Hermitage	15,403	5.45%	15,057	2.30%	30,806	31,330	-1.67%
Inglewood	7,032	2.49%	6,401	9.86%	14,064	12,458	12.89%
Limitless	19	0.01%	7,041	-99.73%	38	7,109	-99.47%
Looby	1,310	0.46%	1,025	27.80%	2,620	2,021	29.64%
Madison	6,919	2.45%	5,427	27.49%	13,838	11,221	23.32%
Main	132,764	46.98%	146,860	-9.60%	265,528	303,200	-12.42%
North	837	0.30%	774	8.14%	1,674	1,753	-4.51%
Old Hickory	2,270	0.80%	2,468	-8.02%	4,540	5,241	-13.38%
Pruitt	207	0.07%	-	N/A	414	-	N/A
Richland Park	9,485	3.36%	9,828	-3.49%	18,970	19,038	-0.36%
Southeast	7,906	2.80%	6,676	18.42%	15,812	14,687	7.66%
Talking Library	-	0.00%	33	-100.00%	-	34	-100.00%
Thompson Lane	2,958	1.05%	2,823	4.78%	5,916	6,011	-1.58%
Watkins Park	267	0.09%	137	94.89%	534	334	59.88%
NPL Total	282,571		297,501	-5.02%	565,142	608,010	-7.05%

Statistical Summary – September 16, 2025
Nashville Public Library

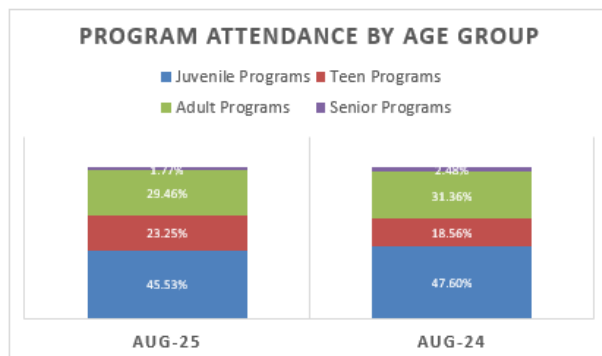
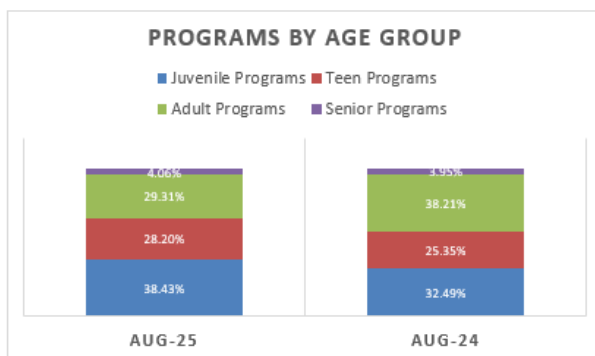


August Programming Data

Programming	Aug-25	Aug-24	% Change 2024-2025
Juvenile Programs	417	460	-9.35%
Teen Programs	306	359	-14.76%
Adult Programs	318	541	-41.22%
Senior Programs	44	56	-21.43%
Total Programs	1,085	1,416	-23.38%
	Aug-25	Aug-24	Change
Juvenile Programs	14,449	16,234	-11.00%
Teen Programs	7,378	6,329	16.57%
Adult Programs	9,349	10,697	-12.60%
Senior Programs	561	846	-33.69%
Total Attendance	31,737	34,106	-6.95%

Programming	Aug-25	Aug-24	% Change 2024-2025
In Person	868	1,151	-24.59%
Outreach	202	220	-8.18%
Virtual	15	45	-66.67%
Total Programs	1,085	1,416	-23.38%

Programming	Aug-25	Aug-24	% Change 2024-2025
In Person	23,354	19,577	19.29%
Outreach	8,182	14,240	-42.54%
Virtual	201	289	-30.45%
Total Attendance	31,737	34,106	-6.95%



Statistical Summary – September 16, 2025
Nashville Public Library

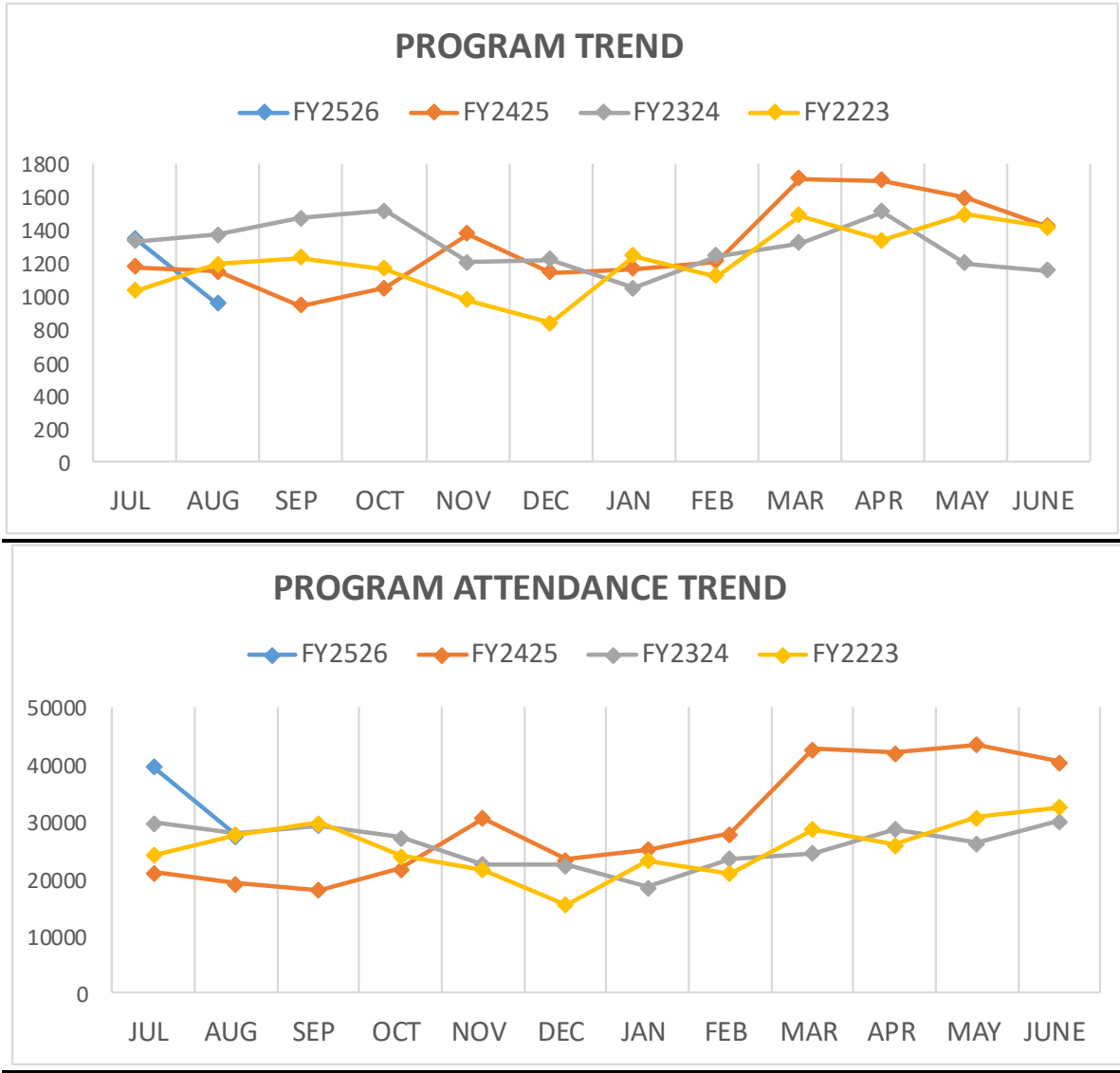
Location Programming Totals	Location Totals								Programs by Age Group							
	Library		Outreach		Virtual		Totals		Juv		Teen		Adult		Senior	
	NO.	AUD.	NO.	AUD.	NO.	AUD.	No.	Aud.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.
Bellevue	89	2,364	4	248	0	0	93	2,612	27	1,336	40	933	20	229	6	114
Bordeaux	63	662	2	191	0	0	65	853	12	272	45	507	4	33	4	41
Donelson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
East	46	1,895	6	442	0	0	52	2,337	12	623	38	1,623	2	91	0	0
Edgehill	39	640	5	446	0	0	44	1,086	35	799	2	81	7	206	0	0
Edmondson Pike	48	710	5	67	0	0	53	777	4	361	16	70	31	325	2	21
Goodlettsville	84	2,905	3	37	0	0	87	2,942	26	925	32	1,716	19	219	10	82
Green Hills	43	804	5	286	2	26	50	1,116	22	853	9	87	16	151	3	25
Hadley Park	52	1,005	2	13	0	0	54	1,018	18	680	3	36	33	302	0	0
Hermitage	19	110	14	297	0	0	33	407	17	321	1	0	7	20	8	66
Inglewood	27	468	1	143	2	5	30	616	17	402	0	0	13	214	0	0
Looby	23	280	4	156	0	0	27	436	15	316	0	0	10	66	2	54
Madison	76	950	1	1	0	0	77	951	15	523	36	89	26	339	0	0
Main	5	163	39	1,429	6	46	35	1,533	6	168	28	1,345	16	125	0	0
North	15	126	2	240	0	0	17	366	12	345	1	2	4	19	0	0
Old Hickory	27	372	7	234	0	0	34	606	19	348	6	29	7	213	2	16
Pruitt	56	7362	12	434	2	88	70	7884	26	1933	17	182	23	5663	4	106
Richland Park	20	588	1	10	0	0	21	598	10	465	0	0	11	133	0	0
Southeast	66	981	2	96	0	0	68	1077	22	531	26	394	20	152	0	0
Thompson Lane	20	104	1	7	0	0	21	111	2	7	0	0	19	104	0	0
Watkins Park	6	61	1	51	0	0	7	112	5	86	1	11	0	0	1	15
Traveling Children's Librarians	19	375	27	1717	0	0	46	2092	46	2092	0	0	0	0	0	0
TOTALS	824	22,550	117	4,828	12	165	938	27,438	322	11,294	301	7,105	288	8,604	42	540

Main 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.
Adult Services	0	0	10	79	5	26	0	0	0	0	0	0	15	105	0	0
Archives	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Children's Services	3	86	1	5	0	0	4	91	4	91	0	0	0	0	0	0
LSDHH/Equal Access	2	77	0	0	1	20	3	97	2	77	0	0	1	20	0	0
Special Collections	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Teen Services	0	0	28	1,345	0	0	28	1,345	0	0	28	1,345	0	0	0	0
TOTALS	5	163	39	1,429	6	46	35	1,533	6	168	28	1,345	16	125	0	0

Education and Literacy 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.
Adult Literacy	0	0	2	86	0	0	2	86	0	0	0	0	2	86	0	0
Be Well at NPL	5	164	28	610	3	36	36	810	26	666	0	0	10	144	0	0
Bookmobile	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bringing Books to Life	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Digital Inclusion	0	0	2	21	0	0	2	21	0	0	0	0	0	0	2	21
Limitless Libraries	0	0	17	562	0	0	17	562	5	276	3	192	9	94	0	0
NAZA	0	0	23	1,333	0	0	23	1,333	21	1,118	0	0	2	215	0	0
Puppet Truck	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Studio NPL	0	0	8	296	0	0	8	296	8	296	0	0	0	0	0	0
Wishing Chair	39	640	5	446	0	0	44	1,086	35	799	2	81	7	206	0	0
TOTALS	44	804	85	3,354	3	36	132	4,194	95	3,155	5	273	30	745	2	21

Total 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.
Location	824	22,550	117	4,828	12	165	938	27,438	322	11,294	301	7,105	288	8,604	42	540
Education and Literacy	44	804	85	3,354	3	36	132	4,194	95	3,155	5	273	30	745	2	21
TOTALS	868	23,354	202	8,182	15	201	1,070	31,632	417	14,449	306	7,378	318	9,349	44	561

Statistical Summary – September 16, 2025
Nashville Public Library



Financial – September 16, 2025
Nashville Public Library

July 2025 Spending 8/4/25	Appropriations*	Spent in July 2025	Current Open Orders	Invoices Paid, FY25 to date	Invoices & Open Orders, FY26 to date	Current Free Balance	% Committed
Metro-4% Funds rolled fwd (estimate)	\$ 3,209,562.61	\$ 423,914.39	\$ 161,340.10	\$ 423,914.39	\$ 585,254.49	\$ 2,624,308.12	18.23%
Foundation	\$ 709,730.56	\$ -	\$ 1,000.81	\$ -	\$ 1,000.81	\$ 708,729.75	0.14%
Subscriptions	\$ 197,800.00	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 147,800.00	25.28%
Particip Budget-Central Asia**	\$ 15,000.00	\$ -	\$ -	\$ 15,121.47	\$ 15,121.47	\$ (121.47)	100.81%
Particip Budget-Musical Inst.**	\$ 144,900.00	\$ -	\$ -	\$ 52,015.70	\$ 52,015.70	\$ 92,884.30	35.90%
	\$ 4,276,993.17	\$ 473,914.39	\$ 162,340.91	\$ 541,051.56	\$ 703,392.47	\$ 3,573,600.70	16.45%
*Estimated roll forward funds from FY25							
**Participatory Budget funds are multi-year; the cumulative 'Spent' column includes FY24 & FY25 spending							

August Spending 9/4/2025	Appropriations*	Spent in Aug 2025	Current Open Orders	Invoices Paid, FY25 to date	Invoices & Open Orders, FY25 to date	Current Free Balance	% Committed
Metro-4% Funds rolled fwd (estimate)	\$ 3,209,562.61	\$ 298,098.86	\$ 193,446.13	\$ 722,013.25	\$ 915,459.38	\$ 2,294,103.25	28.52%
Foundation	\$ 709,730.56	\$ 19.01	\$ 4,343.77	\$ 19.01	\$ 4,362.78	\$ 705,367.78	0.61%
Subscriptions	\$ 197,800.00	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 147,800.00	25.28%
Particip Budget-Central Asia**	\$ 15,000.00	\$ -	\$ -	\$ 15,121.47	\$ 15,121.47	\$ (121.47)	100.81%
Particip Budget-Musical Inst.**	\$ 144,900.00	\$ -	\$ -	\$ 52,015.70	\$ 52,015.70	\$ 92,884.30	35.90%
	\$ 4,276,993.17	\$ 298,117.87	\$ 197,789.90	\$ 839,169.43	\$ 1,036,959.33	\$ 3,240,033.86	24.25%
*Estimated roll forward funds from FY25							
**Participatory Budget funds are multi-year; the cumulative 'Spent' column includes FY24 & FY25 spending							

Personnel Summary/HR – September 16, 2025

July/August New Hires

<u>Name</u>	<u>Classification</u>	<u>Hire Date</u>	<u>Location</u>
Jacob Aparicio	Program Mgr 2	7/7/2025	NAZA
Elizabeth Williamson	Program Mgr 2	7/7/2025	Equal Access
Fakhiri Taabur	Custodian	7/21/2025	Custodial Services
Karen Stevens	Library Page	7/21/2025	Donelson
Josafat Santos	Library Associate	8/4/2025	Hermitage
Angie Swinford	Circulation Assistant	8/18/2025	Edmondson Pk

July/August Promotions

<u>Name</u>	<u>Classification</u>	<u>Hire Date</u>	<u>Location</u>
Clara Warford	Library Associate	8/4/2025	Edmondson Pk
Kenny Cochran	Library Associate	8/4/2025	Old Hickory

July/August Resignations

<u>Name</u>	<u>Classification</u>	<u>Hire Date</u>	<u>Location</u>
Marcia Fenn	Circulation Superviso	7/12/2025	Donelson(retiring)
Georgia Varble	Admin Srvs Officer 3	7/18/2025	Conference Ctr (retiring)
Michael Patton	Library Associate	7/28/2025	Richland Park
Mohamed Fatnassi	Circulation Assistant	7/29/2025	Southeast
Danny Oliver	Library Associate	7/31/2025	Digital Inclusion
Kip Culberson	Custodian	8/1/2025	Custodial Srvs (retiring)
Angela Brady	Library Manager 3	8/2/2025	Southeast
Mary Calix	Librarian 1	8/4/2025	Edmondson Pike
Anthony Mann	Circulation Assistant	8/12/2025	Inglewood
Fakhir Taabur	Custodian	8/14/2025	Custodial Srvs (retire)
Teriz Fahmy	Program Coordinator	8/15/2025	NAZA(transf to Metro waste)
Caroline Morris	Library Page	8/17/2025	Reference - Main

Personnel Summary/Vacancy – September 16, 2025
Nashville Public Library

NPL Vacancies as of 08/31/2025

	Division / Branch	Title	Grade	Name	FPS	FTE	Date Vacant	Notes
1	BORDX	CIRCULATION ASST	ST05	VACANT (PITTS, J)	F	1.00	11/12/24	
2	ED PIKE	CIRCULATION ASST	ST05	VACANT (IBRAHIM, S)	P	0.49	4/29/24	
3	ED PIKE	CIRCULATION ASST	ST05	VACANT (ISLAM, M)	F	1.00	4/28/25	
4	EDGH	CIRCULATION ASST	ST05	VACANT (MILLER, K)	F	1.00	9/16/23	
5	THOMP	CIRCULATION ASST	ST05	VACANT (E MARTIN)	F	1.00	8/1/24	
6	OP & MAIN-BR	CUSTODIAN - Branch	TR01	VACANT (KLIMA, S)	F	1.00	5/2/25	Interviewing
7	TALKING	INFO SYSTEMS MEDIA TECH 1	OR02	VACANT - NEW	P	0.49	7/1/22	
8	ARCHIVES	LIBRARIAN 1	OR03	VACANT (SIRKO, K)	F	1.00	3/31/25	
9	BELLEVUE	LIBRARIAN 2	OR04	VACANT (BUCHHOLTZ, K)	F	1.00	6/4/25	Posted
10	BORDX	LIBRARIAN 2	OR04	VACANT (BRYANT, M)	F	1.00	6/1/25	Posted
11	SE	LIBRARIAN 2	OR04	VACANT (HENDRICK, M)	F	1.00	6/6/25	
12	CHILD	LIBRARY ASSOC	OR01	VACANT (GEIGER, D)	F	1.00	5/12/25	
13	ED PIKE	LIBRARY ASSOC	OR01	VACANT (BOURQUE, L)	F	1.00	7/5/24	
14	HERM	LIBRARY ASSOC	OR01	VACANT (REYNOLDS, S)	F	1.00	7/5/24	
15	NORTH	LIBRARY ASSOC	OR01	VACANT (THARPE, E)	F	1.00	4/28/25	
16	SE	LIBRARY ASSOC	OR01	VACANT (MOUSSA, A)	F	1.00	12/2/24	
17	BORDX	LIBRARY ASSOC	OR01	VACANT (BRYSON-DE LOS SANTOS, S)	F	1.00	5/26/25	
18	SPEC COLL	LIBRARY ASSOC	OR01	VACANT (WURST, E)	F	1.00	8/5/24	
19	CHILD	LIBRARY PAGE	LP01	VACANT (WELSH, I)	P	0.49	8/8/24	
20	DONELS	LIBRARY PAGE	LP01	VACANT (AUSTIN, J)	P	0.49	11/25/24	
21	DONELS	LIBRARY PAGE	LP01	VACANT (BAILEY, C)	P	0.49	8/1/24	
22	GOOD	LIBRARY PAGE	LP01	VACANT (OLEAS, F)	P	0.49	8/12/23	
23	REF	LIBRARY PAGE	LP01	VACANT (LUCAS,)	P	0.49	3/20/25	
24	MAIN ADMIN	LIBRARY SVCS ASSIST DIRECTOR	OR11	VACANT (LUKE, T)	F	1.00	7/22/22	Candidate chosen, starts Sept.
25	TECH SVCS	LIBRARY SVCS ASSIST DIRECTOR	OR11	VACANT (BOULIE, P)	F	1.00	8/7/24	Posted
26	TECH SVCS	OFFICE SUPPORT REP SR	ST06	VACANT (SAIN, V)	F	1.00	4/17/25	
27	BRNCH ADMIN	OFFICE SUPPORT SPEC 2	ST08	VACANT (KRIEBLE, E)	F	1.00	6/9/25	
28	HR IMP	PROGRAM MGR 2	OR05	VACANT (GREATHOUSE, T)	F	1.00	12/27/24	
29	HR IMP	PROGRAM MGR 2	OR06	VACANT (MOYNIHAN, C)	F	1.00	9/2/24	
30	NAZA	PROGRAM MGR 2	OR05	VACANT (PENDRAGON, R)	F	1.00	1/31/25	
31	NAZA	ADMIN SVCS OFFICER 2	OR01	VACANT - NEW	P	0.62	7/1/25	Interviewing
32	SECURITY	SECURITY GUARD	ST06	VACANT (HOLT, D)	F	1.00	8/5/25	Posted
33	SECURITY	SECURITY GUARD	ST06	VACANT (MOLOKWU, C)	F	1.00	8/9/24	Posted
34	SECURITY	SECURITY GUARD	ST06	VACANT (RAGLAND, P)	F	1.00	1/27/25	Posted
35	ED & LIT - LL	LIBRARY ASSOC	OR01	VACANT NEW - (Limitless Libraries)	F	1.00	7/1/24	Grant funded

Brief Area Updates – September 16, 2025

Nashville Public Library

ADMINISTRATIVE SERVICES

Safety & Security: July 2025

Main library remains closed since June 10 due the smoke damage caused by fire in library parking garage.

No special events or major incidents to report about patrons during this month. However, Rebecca Price from Special Collection discussed with Mark Crowder how to handle special after hour events moving forward. If Special Collections were to set up events at Branch locations with large enough space, Mark Crowder would ensure that security coverage was provided. The Bordeaux Branch was determined to be the most convenient location closest to Main. Events will be scheduled based on meeting room availability.

First OnSite (FOS) restoration company working at Main due to smoke damage changed their employee work shifts from 24/7 to 12/7. On July 11 they stopped the evening/ overnight shift and now work from 6:00am until 6:00 pm. This helps with security staffing not covering the overnight shift.

The Madison branch continues to see the most regular patrons that visit the Main library. The North branch has also noticed an increase in patrons from Main. Other branch locations have seen a slight increase. North branch has also noticed an increase in unruly patrons, so Mark Crowder assigned a NPL guard that would usually work at Main to North branch which does not have a guard assigned.

Branch locations that have experienced a larger number of students and issues during the past couple of years, we will assign NPL Security Guards when school starts on August 5. We can provide more of an NPL Security presence at branch locations with Main closed. Brandon Castro, Oscar Madu and Mark Crowder are more mobile and available to respond to branch locations when incidents arise.

Lauren Gilpin (Main Teen Manager) will conduct a training class for all NPL Security staff on August 12, 2025. This training is one that she conducts for library staff to better understand and deal with teens and teen issues. We feel this is another way our security staff can better understand and de-escalate situations involving teens.

Brandon Castro conducted safety inspections and walkthroughs at branch locations during the month of July. A lot of items were removed and taken to surplus.

Total number of incident reports for the month of **July (45)** and related categories per incident report down from 46 incident reports in June:

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
--

Bordeaux Branch	3	Madison Branch	10
Donelson Branch	4	Main Library	1
East Branch	1	North Branch	2
Edgehill Branch	4	Pruitt Branch	2
Edmondson Pike Branch	1	Richland Park Branch	2
Goodlettsville Branch	1	Southeast Branch	1
Green Hills Branch	4	Thompson Lane Branch	6
Hadley Park Branch	1	Watkins Park Branch	1
Hermitage Branch	1	TOTAL	45

Bordeaux Branch	3	Hermitage Branch	1
Conduct or Rule Violation	3	Conduct or Rule Violation	2
Injury or Accident	1	Safety or Security Incident	2
Suspensions	2	Madison Branch	10
Donelson Branch	4	Conduct or Rule Violation	16
Conduct or Rule Violation	1	Suspensions	9
Injury or Accident	2	Main Library	1
Safety or Security Incident	1	Safety or Security Incident	3
Suspensions	1	North Branch	2
East Branch	1	Conduct or Rule Violation	6
Safety or Security Incident	1	Injury or Accident	3
Edgehill Branch	4	Suspensions	1
Conduct or Rule Violation	4	Pruitt Branch	2
Suspensions	4	Conduct or Rule Violation	5
Edmondson Pike Branch	1	Suspensions	2
Injury or Accident	1	Richland Park Branch	2
Goodlettsville Branch	1	Conduct or Rule Violation	2
Conduct or Rule Violation	1	Suspensions	2
Suspensions	1	Southeast Branch	1
Green Hills Branch	4	Conduct or Rule Violation	2
Conduct or Rule Violation	3	Suspensions	1
Injury or Accident	1	Thompson Lane Branch	6
Safety or Security Incident	1	Conduct or Rule Violation	7
Suspensions	2	Injury or Accident	3
Hadley Park Branch	1	Safety or Security Incident	1

Conduct or Rule Violation	3	Suspensions	4
Suspensions	1	Watkins Park Branch	1
		Safety or Security Incident	1

Number of Injury or Accident and Safety or Security Incidents			
911 for assistance	3	Non-Emergency	1
Ambulance	2	Police called	1
Illness / Accident	1	Police Report Filed	1
Injury	2	Property Damage / Vandalism	1
Medical	2	Safety Related	3
Mental Issues	1	Suspicious Activity	1
		Vehicle Towed	1

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

Suspensions	32
Reminder of the Day	2
14 days	4
30 days	9
90 days	5
120 days	2
180 days	3
365 days	7

Delivery: July 2025

Main:

- We received 36 incoming UPS packages and sent 0 packages UPS GROUND.
- There were 10 overnight packages received from FedEx, DHL, etc.
- We received 65 inserts of mail from the United States Post Office, and we sent 51 inserts of mail to Metro Mail for postage.
- There were 23 special deliveries from [Ricoh](#), [Supply Room](#), [Firefly](#), [Amazon](#), etc.

Branches:

- We moved: 5,181 hold bins (165,792 items)
4,823 non-hold bins (154,336 items)
1201 Circulation/Main bins (38,432 items).
Total of 11,205 bins moved.
Total item count of 358,560.
An average of 509 bins and **16,298** items moved per day.

0 skids were sent to Pratt Industries for book recycling.

0 skids were sent to BWB.

Daily Complete Percentage:

Holds 22 of 22 days for 100% in July.

Facilities Maintenance: July 2025

Tamis work order report shows 441 work requests, 405 completed, 36 still active with an 92% completion rate for the month of July.

July 1st - July 31st 2025					
Craft	Month	Total # Work Orders	# Completed	# Active	Completion %
None Entered	July 2025	4	0	4	0%
Administration	July 2025	10	0	10	0%

Branch Custodial Services	July 2025	77	77	0	100%
Canceled	July 2025	1	1	0	100%
Contractor	July 2025	1	0	1	0%
Grounds	July 2025	5	5	0	100%
Maintenance	July 2025	343	322	21	94%
		Quantit y 441	Completed 405	Active 36	Completion % 92%

July Maintenance monthly report 2025:

319 work orders were completed with 5 employees.

Mike Binkley 72 work orders

Mathew Chandler 55 work orders

Joe Klima 49 work orders

Nathan Chandler 84 work orders

Michael Richardson 58 work orders

Grounds Projects: July 2025

1. Sweep / Vacuum parking lots at Goodlettsville, Bordeaux, Green Hills, and Edmondson Pike
2. Watered various branches.
3. Trimmed bushes at Thompson Lane
4. Stumps removed at Green Hills, and Goodlettsville
5. Trimmed /maintenance of trees at Edmondson Pike
6. Removed large dead tree and stump ground at Edmondson Pike
7. Trimmed trees at Old Hickory
8. Repaired storm pond at Edmondson Pike and Green Hills
9. Pressure Washed at Edmondson Pike

Interior Design / Special Projects: July 2025

Jennifer Fournier – Interior Designer / Special Projects Coordinator

Goodlettsville

Reopened to the public!!

Tables and chairs delivered

Soft seating will be delivered in about 3 weeks

Tri-language signs will be delivered in about 3 weeks

Bellevue

Updated children's play area

Safety & Security: August 2025

Main library remains closed since June 10 due the smoke damage caused by fire in library parking garage.

Special Collections are starting to schedule after hour events at branch locations since the conference center at Main will be closed until further notice. The first after hour event is scheduled for September 18 from 5:30---9:00pm at the Donelson branch. Security will be provided for all after-hour events as if the event was held at Main.

The Madison branch continues to see the most regular patrons that visit the Main library. The North branch has also noticed an increase in patrons from Main. The Donelson branch has shown an increase in the number of patrons during the month of August.

Security staff continue to work at Main and branches until Main reopens. We have one person on day and evening shift at Main Monday through Saturday. If First OnSite start working again on Sunday's, we will staff Sunday's shift at Main.

This school year started better than the past two years with very few issues. We believe this is due, in part, to having more NPL Security Guard coverage at branches with Main being closed.

Safety evacuation drills will start in September at the 3 General Services maintained branch locations. Brandon Castro will lead the drills with Mark Crowder on site as well.

Total number of incident reports for the month of **August (40)** and related categories per incident report down from 46 incident reports in July:

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	Madison Branch	10
Bordeaux Branch	1	Main Library	1
East Branch	3	North Branch	2
Goodlettsville Branch	2	Pruitt Branch	2
Green Hills Branch	8	Southeast Branch	2
Hermitage Branch	3	Thompson Lane Branch	1
Looby Branch	2	Watkins Park Branch	2

		TOTAL	40
Bellevue Branch	1	Looby Branch	2
Conduct or Rule Violation	1	Conduct or Rule Violation	1
Suspensions	1	Safety or Security Incident	1
Bordeaux Branch	1	Suspensions	1
Injury or Accident	1	Madison Branch	10
East Branch	3	Conduct or Rule Violation	16
Conduct or Rule Violation	2	Injury or Accident	3
Injury or Accident	1	Suspensions	9
Suspensions	2	Main Library	1
Goodlettsville Branch	2	Injury or Accident	1
Conduct or Rule Violation	2	North Branch	2
Suspensions	1	Conduct or Rule Violation	2
Green Hills Branch	8	Injury or Accident	3
Conduct or Rule Violation	12	Suspensions	1
Injury or Accident	3	Pruitt Branch	2
Suspensions	7	Conduct or Rule Violation	5
Hermitage Branch	3	Suspensions	2
Conduct or Rule Violation	2	Southeast Branch	2
Injury or Accident	1	Conduct or Rule Violation	2
Suspensions	2	Suspensions	1
		Thompson Lane Branch	1
		Conduct or Rule Violation	3
		Suspensions	1

Number of Injury or Accident and Safety or Security Incidents			
911 for assistance	3	Non-Emergency	1
Ambulance	3		
Illness / Accident	1		
Medical	2		
Mental Issues	2		
Mobile Crisis	2		

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

Suspensions	28
Reminder of the Day	4
7 days	1
30 days	7
60 days	1
90 days	6
180 days	1
365 days	8

Delivery: August 2025

Main:

- We received 125 incoming UPS packages and sent 1 packages UPS GROUND.
- There were 42 overnight packages received from FedEx, DHL, etc.
- We received 58 inserts of mail from the United States Post Office, and we sent 51 inserts of mail to Metro Mail for postage.
- There were 33 special deliveries from [Ricoh](#), [Supply Room](#), [Firefly](#), [Amazon](#), etc.

Branches:

- We moved: 4,861 hold bins (155,552 items)
4,543 non-hold bins (145,376 items)
889 Circulation/Main bins (28,448 items).
Total of 10,293 bins moved.
Total item count of 329,376.
An average of 468 bins and **14,972** items moved per day.

0 skids were sent to Pratt Industries for book recycling.

0 skids were sent to BWB.

Daily Complete Percentage:

Holds 22 of 22 days for 100% in August.

Facilities Maintenance: August 2025

Tamis work order report shows 346 work requests, 315 completed, 31 still active with an 91% completion rate for the month of August.

August 1st - August 31st 2025					
Craft	Month	Total # Work Orders	# Completed	# Active	Completion %
None Entered	August 2025	5	0	5	0%
Administration	August 2025	2	0	2	0%

Branch Custodial Services	August 2025	58	57	1	99%
Canceled	August 2025	3	3	0	100%
Contractor	August 2025	2	0	2	0%
Grounds	August 2025	8	7	1	88%
Maintenance	August 2025	268	248	20	93%
		Quantity 346	Completed 315	Active 31	Completion % 91%

August Maintenance monthly report 2025:

250 work orders were completed with 5 employees.

Mike Binkley 50 work orders

Mathew Chandler 49 work orders

Joe Klima 41 work orders

Nathan Chandler 66 work orders

Michael Richardson 43 work orders

Hermitage Chiller repaired, 2 new compressors installed.

Main B2 sewage line repaired all restrooms back operational.

Painted floor safety yellow in front of electrical panels 36in out 30in wide per OHSA The Occupational Safety and Health Administration (OSHA) and the National Electrical Code (NEC), require that electrical panels have a minimum of 3 feet (36 inches) of clearance in mechanical rooms.

Grounds Projects: August 2025

1. Tree maintenance at Madison, Inglewood and Green Hills
2. Bushes trimmed at various branches
3. Clean windows at Pruitt and North
4. Pressure washed at Edgehill, Hadley Park, and Edmondson Pike
5. Main flower beds out front on Church Street cleaned out and mulched

Interior Design / Special Projects: August 2025

Jennifer Fournier – Interior Designer / Special Projects Coordinator

Main

Select paint as needed

Conference center finishes

Furniture for circ work room

Old Hickory

Furniture layout for staff workroom

Watkins Park

Safety film on new office

Furniture installed in new office

Green Hills

Furniture and shelving plans complete

Electrical and data plans complete

BRANCH SERVICES

Bellevue

- **Bubble Blast End of Summer Celebration** – Bellevue hosted its Summer Challenge End of Summer Bash on August 2, featuring a Bubble Blast Celebration with guest vendor Abrakadabra Events. More than 150 people attended the family event.

Bordeaux

- **Friends of Bordeaux Meet & Greet** – On August 28, Erin Piper and Shelly Bryson De-Los Santos hosted a meet and greet with the newly formed Friends of Bordeaux.

Donelson

- **Collaboration with Main** – Donelson and other branches are working with and learning from Main staff who are temporarily reassigned to their locations. We have performed joint story times with Main Children's and Equal Access staff, observed Homeschool Friends programming performed by Main Children's staff, and collaborated on other Teens and Children's programs.

East

- **Tomato Art Festival** – Teen Librarian Lucy Wilson and Children's Library Associate Simone White staffed East's booth at the Tomato Art Festival on August 9. They handed out tomato-themed tattoos, buttons, lanyards, and library flyers.

Edgehill

- **Comics Club Launch** – Edgehill introduced a new Comics Club for tweens and teens, led by Matt Johnstone. This month's program focused on *Jujutsu Kaisen* and included manga reading, anime viewing, and comic creation. Participants proudly shared their artwork with peers and staff.



Edmondson Pike

- **Book Giveaway Day** – On August 2, Edmondson Pike hosted a Book Giveaway Day, which was featured in *Williamson Scene*'s roundup of free summer activities. The Children's Team

distributed 1,605 books to 321 attendees, using donations collected over the past six months along with a major contribution from Book'em.



Goodlettsville

- **Looking fresh** – New furniture and fixtures continued to be installed at the Goodlettsville Branch Library throughout the month of August. Some of these new features include tables for the children's area, upper windows in the new study room, and new display fixtures.

Green Hills

- **Renovations Planning** – Green Hills staff worked to finalize layout and shelving plans for the upcoming renovation. Staff also continued weeding the collection and preparing Green Hills-only copies for reassignment or withdrawal. Outreach partnerships are being arranged with the YMCA and Sevier Park Community Center during the closure.

Hermitage

- **Who Turned 25 This Year? Hermitage Did!** – Hermitage Branch, which first opened on August 26, 2000, celebrated its 25th anniversary the week of August 26 with a series of six special events. A total of 237 people attended the festivities. Support came not only from staff but also from the Friends group, Councilmember Jordan Huffman, and Councilmember Erin Evans. CM Huffman read to families at a special *Babies & Books* storytime, while CM Evans joined the Friends in hosting a lively *Happy Birthday Family Bingo Night*.

Hadley Park

- **Robots at the Library** – Hadley Park hosted Adventure Science Center to provide a Underwater Robotics presentation for grades K – 6 attendees



Inglewood

- **Expanding Outreach** – Children’s staff member Andrew Thompson has scheduled fall outreach visits with local schools and daycares and established a new partnership with Woodland Play Café, which will host a library storytime in late September.

Looby

- **Branch Reorganization** – Looby has been working on reorganizing spaces. The Programming Closet received a much-needed refresh with the installation of five new shelves, improving organization and accessibility.

Madison

- **25th Birthday Celebration** – Madison marked its 25th anniversary on August 4 with a daylong celebration. Events included a foam party, a magic show with Rodney Kelley, a Y2K-themed family dance party, and bingo. Approximately 254 people attended, and the branch also received generous donations from its Amazon wish list, coordinated by the Friends.

North

- **Historic Recognition** – Branch Manager Cloreace W. Eppenger represented North Branch at the Metro Historical Commission Meeting on August 4. The Commission approved a historical marker for the North Branch Library, originally built in 1915 with partial funding from Andrew Carnegie. The marker is expected to be installed in spring/summer 2026.

Old Hickory

- **Clothing & Toy Sustainability Swap** – Old Hickory hosted a sustainability swap event where teens helped sort and distribute clothing and toys.

Pruitt

- **Girlz Like Me Braiding Course** – More than 30 girls completed the braiding course offered at Pruitt. One participant has already launched her own braiding business, showcasing the program’s lasting impact.



Richland Park

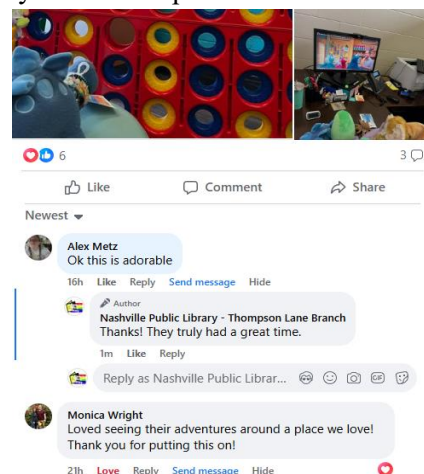
- **Repair Fair** – Richland Park’s Repair Fair drew over 70 participants, who had items repaired onsite. The event received media coverage and highlighted the library’s commitment to sustainability and community building.

Southeast

- **New Community Partnership** – The Children’s Division partnered with Realistically Fed to launch *Tiny Movers*, a crawl-to-walk movement class led by a pediatric physical therapist. The program offers caregivers practical tools to support children’s physical development.

Thompson Lane

- **Stuffed Sleepover** – Librarian Magda Underdown-Dubois organized a stuffed sleepover event, which features patrons dropping off their favorite stuffed animals to spend a couple of nights at the library. Staff pose the animals enjoying the library and post photos to social media. Here are some of the comments we received:



Watkins Park

- **Back to school** – On Tuesday, August 6, 2025. Watkins Park Branch staff welcomed students on the first day of school. We resumed Homework Studio, which takes place after school, Monday -Thursday, 2:00 pm - 5:00 pm. This session allows students to read, study and complete homework assignments/projects, in a quiet environment.

Save the Date

- **Hispanic Heritage Month Fair – Southeast** – October 4, featuring Hispanic Family Services, housing and food assistance, job readiness, financial literacy, and more.
- **Halloween Spooktacular – Edmondson Pike** – October 25, 2:00–4:00 p.m.
- **Green Hills 25th Birthday Celebration** – October 28, featuring storytime, bingo, and live music with The Furies and The Ukedelics.
- **Festival of Lights – Bordeaux** – December 4, 5:00 p.m., with games, crafts, performances, food, Santa, and more.

COLLECTIONS & TECHNOLOGY

Materials Management

July 2025

- Noel, Beth Deeb and Jenny Lane worked with metro procurement on the evaluation for our Materials Management Software RFP.
- Noel provided NPL finance with our material P.O. vendor allocation amounts for this new fiscal year, and conducted materials management training to new staff.
- Beth posted the following collection spotlights: *National Grilling Month*; *Minority Mental Health Awareness Month* and gave recommendations for potential 2026 literary award candidates.
- Joanna posted the following Collection spotlights: *Step Into Summer*, *Time to Investigate and Back to School*. She also achieved \$3,333.38 in savings on September pre-publication titles by comparing vendor prices.
- Melissa set up the FY26 financial reports, circ reports, and updated vendor online grids with the new fund codes.
- Gregg sent out the FY26 periodical renewal instructions and budgets to all NPL depts. Gregg also ensured all invoices were properly received in R12 in the correct fiscal year to comply with procurement requirements.
- Amanda posted to blogs: Winter Holidays in July; Hot Orange Reads for Summer. She also continued work on TennShare Resource Sharing Committee, including co-hosting the monthly Fix-It Forum meeting.
- Ben posted one blog post: One for Your Watchlist: Noises Off! And two collection Spotlights: *National Ice Cream Month*; *Microhistories*.
- Susan created podcast summaries for *Adventures of an Indian Brave*; *The Golden Lion*; *I Know What I Have Learned*; *The Iron Stove*; and *Pivi and Kabo*.
- Collection Development Librarians responded to a total of **609 material requests** in PIKA and LibAnswers from staff and library customers.

Meetings/Webinars Attended:

- Internal: Children's Services Mtg; NPLF Literary Award selection committee; Main restoration;
- External: Ingram vendor meeting; Sharing about ShareIt, ILL Q&A; OCLC Product Insights; IDS Virtual Conference; School Library Journal Picture Book Palooza, collectionHQ Prioritized Items Webinar; Getting to Know Graphic Novels; Great Graphic Novels: Graphic Novel Book Buzz Part 2; DK's Fall 2025 Librarian Preview.

Materials Management Statistical Report July, 2025

July New Circulation		
User category	# of Unique Users	Items checked out
Digital	56,051	360,182
Physical	20,552	144,747*
Totals =	76,603	504,929
July New Acquisitions		
Format	Copies added	
Digital	3,027	

Physical	6,044
Totals =	9,071

*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:	FY26 Funds*	Free Balance	Total Amt Spent	Total % Spent	Amt Spent in July
Metro-4% Funds*	\$3,209,562.61	\$2,624,308.12	\$585,254.49	18.23%	\$423,914.39
Foundation	\$709,730.56	\$708,729.75	\$1,000.81	0.14%	\$0.00
Subscriptions	\$197,800.00	\$147,800.00	\$50,000.00	25.28%	\$50,000.00
Part. Budget Central Asia**	\$15,000.00	(\$121.47)	\$15,121.47	100.81%	\$0.00
Part. Budget Musical Instrum.**	\$144,900.00	\$92,884.30	\$52,015.70	35.90%	\$0.00
Totals	\$4,276,993.17	\$3,573,600.70	\$703,392.47	16.45%	\$473,914.39

*Estimated roll forward funds from FY25

**Participatory Budget funds are multi-year; the cumulative 'Spent' column includes FY24 & FY25 spending

August 2025

- Noel presented a proposal to the Admin team to change our out-of-county library service area and restrict digital content to only Davidson County users. This is an attempt to control digital content costs and to reflect a more reasonable service area that is sustainable. This proposed digital lending change is also being replicated in other large metro libraries across the country.
- Noel hosted Gregg & Melissa at her home to facilitate acquisition training for Gregg and prepare for Melissa's upcoming retirement at the end of Sept. The training consisted of: refreshment training on SQL; weekly and monthly reports, including circulation trend reports, budget reports, P.O. allocation spending reports and Overdrive spending reports.
- Beth conducted research on NPLF Literary Award nominees, identified out-of-print Overdrive editions with holds and purchased new editions to replace these titles. She also posted the following collection spotlight: *Women in Translation Month*.
- Joanna posted the following Collection spotlights: *Bedtime Books*, *Back to School: Dark Academia*, *Stress Management for Teens*, *Making Friends*. She also achieved \$2,731.33 in savings on October pre-publication titles by comparing vendor prices.
- Melissa updated our acquisition manual and trained Gregg and Noel on monthly reports.
- Gregg worked on the completed 2026 annual periodicals renewal for all locations.
- Amanda posted two blogs: Lorne Michaels and SNL; Regional Fiction and moderated the monthly TennShare Fix it Forum meeting.
- Ben posted one blog post: *One for Your Watchlist: Cape Fear* and two collection Spotlights: *It's Elvis Week*; *National Sandwich Month*.
- Susan created summaries for 9 podcast stories and recorded 2 stories: *The Story of the Three Sons of Hali* and *What the Rose Did to the Cypress*.
- Collection Development Librarians responded to a total of **712 material requests** in PIKA and LibAnswers from staff and library customers.

Meetings/Webinars Attended:

- Internal: CIP meeting; Teen Services meeting; Literary Award Selection meeting.
- External: Fall Audiobook Preview; Adult Faves; Keep Turning, Keep Learning – Exciting Nonfiction Awaits; A Comics Conversation; TennShare Resource Sharing Committee meeting; Booklist Adult Faves and Macmillan Winter 2026 Preview.

Materials Management Statistical Report August, 2025

August New Circulation		
User category	# of Unique Users	Items checked out
Digital	56,791	360,738
Physical	14,321	117,576*
Totals =	71,112	478,314
August New Acquisitions		
Format	Copies added	
Digital	4,817	
Physical	5,635	
Totals =	10,452	

*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:	FY26 Funds*	Free Balance	Total Amt Spent	Total % Spent	Amt Spent in August
Metro-4% Funds*	\$3,209,562.61	\$2,294,103.25	\$915,459.38	28.52%	\$298,098.86
Foundation	\$709,730.56	\$705,367.78	\$4,362.78	0.61%	\$19.01
Subscriptions	\$197,800.00	\$147,800.00	\$50,000	25.28%	-
Part. Budget Central Asia**	\$15,000.00	(\$121.47)	\$15,121.47	100.81%	-
Part. Budget Musical Instrum.**	\$144,900.00	\$92,884.30	\$52,015.70	35.90%	-
Totals	\$4,276,993.17	\$3,240,033.86	\$1,036,959.33	24.25%	\$298,117.87

*Estimated roll forward funds from FY25

**Participatory Budget funds are multi-year; the cumulative 'Spent' column includes FY24 & FY25 spending

Shared Systems

July 2025

- Lane submitted the RFQ for a text messaging and phone notification vendor. In June AT&T discontinued email to SMS texting, which is how all ILSes support text notifications. This left about 5K patrons who opted into text notifications now only receiving email. We will leave email notifications in the ILS.
- Lane is developing a concrete plan to transition current non-resident card types through our new policy: 13 surrounding counties as the service area and no paid-for digital access.
- Staub attended a conference code4libse/devops4libse in Atlanta where the main topic of conversation was library catalogs under fire by bots apparently scraping content to build Large Language Models.

- Staub and Wingate worked with MNPS in order to load Promising Scholars student data into the ILS for the first time ever. This made circulation at summer school locations easier and more accurate this year.
- Lane worked with Jirik to iron out plan for moving websites to .gov. Regular NPL site deadline is October 1st. All other sites by EOY. Cook and Ellis will have the majority of the work on this project, although the entire team will proactively test links.
- Wingate managed the beginning of the MNPS school year process for MNPS library staff, including updating the Carl/Aspen manual, presenting an intro to Carl and Aspen to the 15 new MNPS librarians, and presenting at a breakout session open to all school library staff at the MNPS Library Services PD day.
- Wingate and Lane processed the tier waive for students moving from elementary to middle, middle to high, and high to adult, for lost/billed MNPS items. This allows them to start at a new school/new tier with a clean slate as far as MNPS items.
- Wingate and Wilson entered all of the MNPS closed dates into the exception table in Carl, so that MNPS items will not be due on days MNPS schools are closed. Kate worked with James to ensure he entered the same closed dates into circil for Limitless checkouts.
- Lane, Ellis and Cook worked with LSDHH to onboard their new manager, Beth Williamson, and set expectations for the website.
- Wilson provided detailed stats for Beth about LSDHH.
- Jones and Staub worked to troubleshoot slowness in Aspen.
- Jones worked with Archives to improve how their holdings look in catalog, including removing hold button.
- Jones is working with collection development (selectors) to improve purchase suggestion.
- Jones, Lane and Wilson worked with NECAT and Jirik to plan NECAT's upcoming book collection loan rules and catalog instance.
- Ellis added all branch study rooms to LibCal so patrons could reserve study rooms online.
- Ellis updated the website so that any page that features sponsor logos can show the sponsors in any order.
- Cook and Ellis made NECAT studio booking in LibCal live on the NECAT website. This allows members to request studio reservations online. Members can look at a calendar to find days where studios are open, then they fill out an online form to request the use of the room. NECAT staff are trained on how to use LibCal to review requests and approve or deny.
- Ellis, Cook, and Jones made progress installing Matomo on NPL websites and testing out the software. This would allow us to track website usage while preserving privacy for our visitors.
- Ellis updated podcast landing page to show more podcasts above the fold.
- Ellis updated modules on NPL, LL, and LSDHH sites.
- Wingate hosted two screenings of the NPL/NECAT documentary "Its' All Connected: The Art of Sustainability", at Donelson and North. Both events were also aired live on NECAT. After each screening, Kate conducted an on-air interview with one of the community sustainability leaders featured in the film. There are five more screenings planned for August and September – Madison, Edmondson Pike, Green Hills, Goodlettsville, and Richland Park.
- Wingate wrote and recorded a script for the video that will play at the IFLA ENSULIB Best Green Library Award ceremony in Kazakhstan on August 19. She wrote the award submission

for the Donelson Library in December 2024, and it was selected as one of the shortlisted libraries for the award. NECAT is making the video using Kate's voice recording as the audio.

- Wingate submitted two short pieces to the TNLA newsletter – one about the sustainability documentary, and one about DO being shortlisted for the ENSULIB award. Kate also submitted a short piece about the documentary to the ENSULIB newsletter, which was published in June: https://www.ifla.org/wp-content/uploads/IFLA-ENSULIB-Newsletter_Volume5-Number1_June2025.pdf.
- 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.

August 2025

- The team along with Limitless staff met with MNPS Library Services for our quarterly meeting at the old Bailey MS building on 9/3. We discussed getting stats via PowerBI (we are working on getting access to this MNPS purchased application), creating a better method for circulating some reference (or eliminating it altogether since digital reference fulfills state requirements), discussed new librarians and training, MNPS procurement snafus, using Aspen to find gaps in series at specific libraries, rounding materials prices up or down, and more.
- Lane is developing a concrete plan to transition current non-resident card types through our new policy: 13 surrounding counties as the service area and no paid-for digital access.
- Wingate and Staub visited several MNPS schools with new librarians to orient them to Limitless and Shared Systems, make sure they have the tech and training they need, see if they're struggling with anything, get feedback, etc. James fixed some scanners while he was at one school, for example.
- Ellis and Cook worked with Net Tango to bring the Limitless site up to Drupal 11.
- Ellis, Cook and Lane have been working with LSDHH to set website expectations, understand priorities, do a content audit, remove site complications and unused functionality, eliminate "accounts" and remake parts of the site. This is ongoing work that will culminate with a site very different from the one initially imagined by Sandy Cohen.
- Jones has been working to keep Aspen running by: fixing supplemental files, fixing title VI query, troubleshooting purchase suggestions, diagnosing the Hoopla indexer, etc.
- Jones updated Aspen to 25.08.
- Lane has been working with Metro Procurement and vendors to finally get the contracts with Grove for Aspen development and support and Springshare for library applications signed and in the done box. Neither are quite finished.

- Jones has been spending a great deal of energy trying to get AspenCon in Nashville set up. He has been forced to go above and beyond on this since the fire ruined the possibility of having the conference at the library building.
- Cook and Ellis have been testing a new Drupal events module that may be the replacement we need to Bedework (with some modifications).
- Staub is troubleshooting an issue wherein some 3K folks assigned to the Bransford building at MNPS are no longer in the IC extract.
- Cook held online Bedework trainings.
- Staub attended the 3-day in-person Tableau training put on by Metro.
- MNPS has been having undo trouble with their network connections, which has led to a slew of tickets about self-checks and other software not working properly – something we can do little about when the network is spotty.
- Staub worked with the Overdrive team to fix a patron GUID overlap issue wherein a teacher at MNPS had another person's checkouts show up in her account.
- Lane alerted NPL staff about the coming .gov change to the library URL. That will go live October 1st. She is preparing a presentation for managers about certain URLs becoming subdomains as opposed to have their own branded URL: e.g., limitless.library.nashville.gov as opposed to nashvillelimitlesslibraries.gov.
- Staub worked on installing Matomo (our Google Analytics replacement) on CONTENTdm, ILLiad, and Boombox.
- Ellis reordered the Downloads and Streaming page alphabetically after Lane noticed it was in no order at all.
- Team worked to iron out Patron Point down time mid-month by modifying the website to not show the registration forms and working with staff to remove QR codes temporarily. Service was restored in about 24 hours.
- Kate worked a booth with Ashley Monk at the Watermelon Festival at the Nashville Farmer's Market one Saturday.
- Web team worked with Net Tango to set up gtranslate on the .gov mirror and create accounts for us on it. It has to be separate for what we do on .org – but we will do a stop and start at the beginning of October.
- 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.

IT Infrastructure Technology

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

- Work with RJ Young on deployment scheduling
- Replacements – Complete
- New/Additional Orders – In Process

➤ **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 - In Process

➤ **Library Closure Moves**

- Delivery To Old Donelson - Complete
- ILL to Old Donelson - Complete
- Supplies Ordering to Old Donelson – Complete
- Cataloging to Southeast – Complete
- WFH Laptops – Complete and In Process
- Goodlettsville – Reinstall all public computers

➤ **Server Security Vulnerability Patching**

- LINUX Server – Complete/Ongoing
- Windows Server - Complete/Ongoing

➤ **Public Computer Upgrade MS Office to 2024 LSTC**

- Test Deployment to 5 Computers Main - Complete
- Test Application - Complete
- Push to All public computer Main – TBD

➤ **INK**

Completed

- Fully Decommissioned Legacy INK Alert System:
 - In response to platform changes by Microsoft, the automated announcement and notification feature in INK was officially retired. I authored and distributed communication outlining the deprecation and coordinated with internal stakeholders

to ensure a smooth transition. Staff are now informed to share critical NPL-wide updates directly via Outlook.

- Revamped Collection Development Page on INK:
 - Modernized the Collection Development section to improve navigation, ensure current content, and increase visibility of collection strategy resources for selectors and staff.
- Resolved INK and SharePoint Access Issues:
 - Provided support for several staff access concerns, including restoring access for NPLF stakeholders and processing new INK and SharePoint access requests.
- Addressed Critical Staff Support Issues:
 - Responded to and resolved several time-sensitive user support issues, including problems opening INK in Designer mode, questions regarding website navigation, and challenges with linking documents across platforms.
- INK Enhancements and Content Management:
 - Added INK links to Metro Safety SharePoint site for improved staff access to safety protocols.
 - Uploaded and organized proctoring information, gift receipt resources, and internal training links.
 - Updated ordering documentation to reflect new cooperative agreements (e.g., Amazon).

Current

- Supporting Transition to New Communications Workflow:
 - Working closely with Admin Assistants and Communications team to ensure Outlook-based communication practices are adopted across departments following the INK alert feature deprecation.
- Ongoing INK Site Maintenance and Permissions Management:
 - Continuing regular maintenance of INK sites including data hygiene, user access reviews, and ensuring alignment with Metro IT security protocols.
- Monitoring and Supporting New INK Features & Requests:
 - Responding to requests for new features, content areas, and updates across INK to support both daily operations and long-term strategic information sharing.
- Finalizing Data and Site Migration to Modern INK:
 - Continuing the final stages of migrating legacy content and functionality to the Modern INK platform, ensuring consistency, usability, and compliance with updated SharePoint standards.

Production Services

➤ Live events

Production Services provided AV support for 25 production requests around the Nashville Public Library system.

Breakdown

- 1 Main Branch Support Session for First Onsite
- 13 Necat & Branch events (TL 2x, Necat x2, IN, GO, NO, PR, DO, LO, HM, SE)
- 3 Maintenance visits (GL Projector, BL Touchpanel, BL Audio)

- 1 Broadcast sessions (SE NPL Board Meeting)
- 4 Podcast Studio sessions (NPLMB x2, The Spark, Metro HR) all sessions at Necat
- 3 site visits for preproduction of Upcoming Events. (MCC - AspenCon, MLK Magnet School - LSDHH, Miegs Magnet School - SCC Then & Now)

➤ **Podcast Log**

- 6 New episodes recorded (Business as Usual x3, The Spark x2, Metro HR x1)
- 6 New episodes completed edits (Business as Usual x3, The Spark x2, Metro HR x1)
- 12 Episodes Published this Month
- Newly published episode data is expanded on below.
- YouTube/iTunes Stream data (July 1st-31st) - Total combined streams = 2,030

Podcast	Total	YouTube	iTunes
NEW Overdue Adventures	569	569	No Data Yet
Family Folktales	1247	296	951
All Things Eerie	54	16	38
Just Listen	48	17	31
Your Mind Matters	6	6	0
Truth B Told	15	5	10
Back in the Day	32	12	20
Legends of Film	10	0	10
The Spark	18	18	0
Business as Usual	31	21	10

***PODCAST KEY**

FFT = Family Folktales (Susan Poulter)

ATE = All Things Eerie (Paul Smethers)

BAU = Business as Usual (Corey Frederick)

OA = Overdue Adventure (Hannah Gerst)

TS = The Spark (Matthew Pritchett)

Published Multimedia Released in July	Release Date	Views
FFT - The Magic Swan	7/2	102
ATE - The Moon Lit Road	7/7	42

FFT - The Story of the King who would See Paradise	7/9	71
BAU - TSBDC with Gregory Jones	7/10	4
NPL Board Meeting July 15th, 2025 (Live Video)	7/15	130
FFT - In the Land of Souls	7/16	41
FFT - The White Cat	7/23	87
BAU - NBIC with Angela Crane-Jones	7/24	5
OA - Ep1 Big Bad Evil Bay (Video)	7/24	344
OA - Ep2 Only Ghouls Rush In (Video)	7/24	98
OA - Ep3 One Thousand Dollars (Video)	7/24	93
FFT - Rosanella	7/30	25
TS - Comedy with Katie Hill	7/30	7

➤ **NPLU Filming**

- 2 videos completed (OA, LSDHH)
- Published 5 videos (3 Public, 2 Internally)
- 1 Livestreams in July (NPL Board Meeting)
- Channel Wide Stats

Channel Wide Views	6.7k
Hours of Watch Time	1.4
New Subscribers	33

Captioning Data

- Number of videos completed: 9 (includes 2 podcast episodes)
- Total time captioned: 07:21:13 (7 hours, 21 minutes, 13 seconds)**1 in-person meeting with**

Talking Library (Travis)

- "Book Hour" - 14 hours/episodes edited, 23 "non-Book Hour" episodes edited (total of 37)
- 2 books completed
- Filled-in for Ben one half-day when he was out (July 15th)
- Several meetings with Ben reviewing July 15th coverage review, NTL listener application work and feedback, VSCode, GitHub, etc.
- 1 in-person meeting with Equal Access team at Madison branch
- Several MS Teams meeting with Ben and Indie about Program Guide, NTL application review, etc.
- Created NTL listener graphic and volunteer graphic for NECAT
- Created 4 new podcast icons artwork and descriptions for our new shows, "PNS 2025 Talks," "PNS Daily Newscast" "PNS The Yonder Report" and "Hourly Weather Forecast"
- Visited with the Tennessee Library of Accessible Books and Media with the NTL team (and several volunteers) at the Tennessee State Archives and Library

- Created a new favicon for our NTL websites based off our new NTL logo
- Started in on some new on-air promos for NTL programming and advertising various items (such as how to contact us, etc.)

Upcoming Production Projects and Highlights

- Coordinating with Cynthia Moynihan and Rebecca Price to support LSDHH and SCC events through through Spring 26 while Conference Center is out of commission.
- John McFarland and Emily Kriebel have asked Production Services to help provide specific program numbers coming from streaming platforms. They are asking for only the streaming and views for content that has been released to the public that month. These numbers are equivalent attendees to live events. Forrest will gladly help get these numbers for their reports to Metro, while also including in his reports to the board. John and Emily have let Forrest know that that might be an evolving process across the fiscal year

NECAT

Membership

New Members	11
People in Production 1	12
People in Production 2	13
People in Specialty Class	6
Equipment Checkouts	7

Studio Usage

	Blocks Booked	Time in Hours
Producer Led Productions	19	76
Podcast Studio Productions	17	56
NECAT Productions/Staff working Days	11	44
Meetings/Tours	12	15
Trainings	6	24
Editing Bay Usage	5	16
Holiday Closures	2	8
Cancelations	5	20

Kiosk Check-Ins

Reason	Number of People
Production	142
Class	44
Meeting	5
Tour	7
Event	6
Editing	3
Other	5
Total	212

Network Content

NPL Programming Run Time	13830.60 Minutes
MTSU Programming Run Time	7033.07.00 Minutes
New First Run Programs	0
New First Run Episodes	16
New NPL Carousel Bulletins	3
New Carousel Bulletins	1

July Quick View

7/10 NECAT Member Meeting
7/12 Production 1 Class (12 attended)
7/13 Green Screen & Lighting Class (6 attended)
7/17 Its All Connected Screening at Donelson Branch (12 attended)
7/18 Its All Connected Screening Imaginarium Film Fest Louisville KY
7/19 Its All Connected North Branch Screening (13 attended)
7/24-25 Production 2 Class (13 attended)
7/30 Tennessee Screenwriters Association Taping
7/31 Metro Arts Forge Ahead Taping

August Upcoming

8/2 Production 1 Class

8/5 PBS CAB Meeting
8/6 Friends Life Visit
8/11 It's All Connected Madison Screening
8/20 Entertainment Commission Meeting
8/27 Metro Arts Forging Ahead Taping
8/31 Closed Labor Day Observed

August 2025

IT Infrastructure Technology

- **RJ Young Printer Replacements – Replace all Staff & Public Printers**
 - Work with RJ Young on deployment scheduling
 - Replacements – Complete
 - New/Additional Orders – Complete
- **Southeast Art Wall**
 - Receive funding from council - Complete
 - Evaluate existing equipment - Complete
 - Quotes from vendors to repair/replace - Ongoing
 - Implement changes – TBD
- **Server Replacements**
 - Identify EOL Envisionware & Milestone Servers - Complete
 - Funding Received from Council - Complete
 - Prioritize Server Replacements – Complete
 - Order Equipment – Ongoing
 - Install - Ongoing
- **Metro Archives Data Move**
 - Create Archives Share on Isilon - Complete
 - Test Connections / Speeds - Complete
 - Test Data Transfer – Complete
 - Move 15tb Data to Share – Complete
 - Setup/Test Archives Staff Permissions – Complete
 - Go Live – Complete
- **Server Security Vulnerability Patching**
 - LINUX Server – Complete/Ongoing
 - Windows Server - Complete/Ongoing
- **Public Computer Upgrade MS Office to 2024 LSTC**
 - Test Deployment to 5 Computers Main - Complete

- Test Application - Complete
- Push to All public computer Main – TBD

➤ INK

Completed

- Addressed Staff Directory Data Issues:
- Resolved multiple errors and inconsistencies in the Staff Directory, including fixing incorrect entries, duplicate listings, and access issues. These corrections were made in response to staff reports and support and are part of ongoing efforts to ensure staff-facing tools remain accurate and dependable.
- INK and SharePoint Permissions Support:
- Responded to several requests for access to key SharePoint and INK resources. Provided permissions troubleshooting and successfully granted appropriate access in coordination with library policies.
- Supported Critical Form and Data Lock Issues:
- Investigated and resolved locking issues within the “Office Supply” form, restoring user functionality and ensuring the form’s data fields could be updated as intended. Provided support to impacted users.
- Added Safety Resources to INK:
- Integrated a direct hyperlink to the Metro HR Safety SharePoint site within INK, improving visibility of critical safety procedures and streamlining staff access to this content.
- Processed Administrative Requests and INK Content Updates:
- Reviewed and uploaded updated authorization documentation for INK
- Processed content updates related to Office Supply requests and 3D Printing policy access, ensuring internal documentation remains current.

Teams Site Support:

Assisted with multiple staff Teams support requests, including permissions troubleshooting, new member additions, and orientation to Teams site functions.

Current

- Ongoing INK Site Maintenance and Data Hygiene:
- Continuing oversight of INK content and permissions, including periodic checks for broken links, outdated content, and inactive user access.
- Support for New INK Requests and Workflow Improvements:
- Monitoring new feature and content requests submitted through SharePoint and INK
- Final Phase of Modern INK Migration:
- In the final stretch of transitioning legacy INK content to the Modern SharePoint framework. Progress has been slightly delayed due to the INK Oversight Team working fully remotely this month, impacting real-time collaboration. Despite this, work continues on organizing and standardizing data structures, navigation consistency, and permissions accuracy across all remaining components.

Production Services

➤ Live events

Production Services provided AV support for 15 production requests around the Nashville Public Library system. Breakdown;

- 8 Necat & Branch events (Necat x2, IN, TL, MA, GH, BL, NPLF @ Grandpa Bar)
- 4 Maintenance visits (GO Projector, GH Projector, MN Studio NPL Rack, BL Audio, LO Teen Center)
- 1 Broadcast sessions (SE NPL Board Meeting)
4 Podcast Studio sessions (NPLMB, The Spark, Metro HR, Back in the Day) all sessions at Necat

➤ Podcast Log

- 5 New episodes recorded (Business as Usual x2, The Spark, Back in the Day, Metro HR x1)
- 5 New episodes completed edits
- 9 Episodes Published this Month + 1 Archived Re-release (Legends of Film)
- Newly published episode data is expanded on below.
- YouTube/iTunes Stream data (August 1st-31st) - Total combined streams = 1,689

Podcast	Total	YouTube	Itunes
Family Folktales	1221	256	965
Overdue Adventures	260	260	0
All Things Eerie	40	2	38
Just Listen	54	23	31
Your Mind Matters	7	7	0
Truth B Told	17	7	10
Back in the Day	22	2	20
Legends of Film (Archive)	10	0	10
The Spark	30	30	0
Business as Usual	28	18	10

*PODCAST KEY

FFT = Family Folktales (Susan Poulter)

ATE = All Things Eerie (Paul Smethers)

BAU = Business as Usual (Corey Frederick)

OA = Overdue Adventure (Hannah Gerst)

TS = The Spark (Matthew Pritchett)

Published Multimedia Released in July	Release Date	Views
FFT – The Marvelous Musician	8/6	5
Overdue Adventures Ep 4	8/7	75
Metro Budget Gets It Done	8/9	165
FFT – The Story of the Fisherman & his Wife	8/13	15
BAU – Nashville Entrepreneur Center with Sam Davidson	8/14	10
FFT – The Witch	8/20	9
TS – Comics with Kay Davault	8/21	12
Overdue Adventures Ep 5	8/22	48
FFT – How the Dragon Was Tricked	8/27	8
Overdue Adventures Ep 6	8/28	2
FFT – The Marvelous Musician	8/6	5
Overdue Adventures Ep 4	8/7	75
Metro Budget Gets It Done	8/9	165

➤ NPLU Filming

- 3 Videos edited
- 4 Videos Published (3 public, 1 internal)
- 0 Live streams
- 0 Filming Sessions

Channel Wide Views	6.8k
Hours of Watch Time	1.4
New Subscribers	36

Captioning Data

- Number of videos completed: 6 (includes 3 podcast episodes)
- Total time captioned: 06:05:32 (6 hours, 05 minutes, 32 seconds)

Talking Library (Travis)

- 60 blocks of Talking Library programming edited
- Started being responsible for editing all new Friday and Saturday programming (and creating the daily Friday/Saturday schedule logs)
- Continued creating and refining images for NTL applications and for usage across various other NTL platforms
- 3 in-person meeting with NTL team at LABM, Bordeaux and Edgehill

- Several MS Teams meeting with Ben and Indie about Program Guide, NTL application review, etc.
- Had a couple training sessions with Ben regarding HTML, CSS and JavaScript (within VSCode). I've actually started building a dummy site to get practice in writing in these programming languages so that I can help Ben with the NTL application test, booth finder website, etc.
- Recorded a new on-air promo advertising the NTL Instagram page (which was created and is being managed by Indie)

Upcoming Production Projects and Highlights

- Forrest working with Cameron McCasland to collaborate team production support throughout the rest of 2025.
- Forrest meeting with AV Vendors to plan Conference Center AV replacement
- Then & Now series will return offsite from Main while the conference center is being reestablished. First event at Meigs Middle School, then moving to MLK Magnet school through Spring 2026

NECAT

Membership

New Members	9
People in Production 1	9
People in Production 2	NA
People in Specialty Class	10
Equipment Checkouts	7

Studio Usage

	Blocks Booked	Time in Hours
Producer Led Productions	31	124
Podcast Studio Productions	8	22
NECAT Productions/Staff working Days	8	32
Meetings/Tours	5	5.5
Trainings	4	16
Editing Bay Usage	7	20

Holiday Closures	2	8
Cancellations	1	4

Kiosk Check-Ins

Reason	Number of People
Production	189
Class	19
Meeting	8
Tour	1
Event	0
Editing	4
Other	5
Total	226

Network Content

NPL Programming Run Time	13691.35 Minutes
MTSU Programming Run Time	6992.88 Minutes
New First Run Programs	1
New First Run Episodes	107
New NPL Carousel Bulletins	12
New Carousel Bulletins	2

August Quick View

8/2 Production 1 Class (9 attended)
 8/5 PBS CAB Meeting
 8/6 Friends Life Visit
 8/11 It's All Connected Madison Screening (8 attended)
 8/17 IMPROV Class (10 attended)
 8/27 Metro Arts Forging Ahead Taping
 8/31 Closed Labor Day Observed

September Upcoming

9/4 CATV Meeting Howard Office Building
9/6 Production 1 Class
9/11-12 Production 2 Class
9/17 Then & Now Broadcast
9/20 It's All Connected Screening Goodlettsville Branch
9/20 Editing Class
9/24 It's All Connected Screening Edmondson Pike Branch
9/25 Metro Arts Forging Ahead Taping
9/27 Dr. Gangrene Taping

EDUCATION & LITERACY

July 2025

Adult Literacy at NPL – Jamil Sameen

The Carnegie Corporation of NY grant started and leveled English courses are coming to selected NPL branches in August: Donelson, Edmondson Pike and Southeast. The classes will be offered by two nonprofits: The Branch of Nashville and the Nashville International Center for Empowerment.

The Adult Literacy team continues the preparation for the 2nd annual adult learners' event, Adult Learners Connection, which will be held at the Southeast branch on Saturday, September 13th from 11 AM to 2 PM. This is an event to connect adult learners, expand their network and connect them to community resources. Informational sessions will also be provided to enhance and expand their knowledge. In a collaboration with the Coalition for a Better Future for Southeast Nashville, the event will include a career fair for the attendees.

The Adult Literacy team is collaborating with the learner engagement working group GOAL Collective to host another event for the ESL students on the waitlist in October. This event will be a virtual event for the waitlist of Conéxion America, which are mainly Spanish-speaking potential students who are waiting to enroll in English classes.

In July, the mobile labs served 38 learners at the Room at the Inn. Nashville Helps processed 45 requests (the website is going through maintenance and updates).

The Adult Literacy team provided training for volunteers to lead the English Conversation Club. This is a required training for volunteers to receive prior to leading any sessions.

Bringing Books to Life! – Liz Attack

BBTL provided 51 programs with 1,964 in attendance this month, 36 of which were story times, 13 teacher workshops, and two Loving & Learning workshops at branch libraries.

July brought a new Puppet Truck theme (with BBTL-provided curriculum and story times): *Goldilocks and the Three Bears*. Many childcare centers are eager to schedule in July so they can add storytime and the puppet show to their summer activities.

July is one of the busiest times for educator workshops. Many schools have days set aside for professional development and there are two big conferences that happen in July: United Way's Ignite Conference and Metro Action Commission's Summer Learning Institute for Head Start educators. BBTL offered a more limited selection of workshops this year due to limited access to

materials (the workshops are highly interactive and are not simply a PowerPoint presentation). Even so, teachers enjoyed the interactive, practical presentations. One new teacher at the Ignite Conference approached Marie Preptit after the session to let her know that the workshop made her feel inspired to begin her first year of teaching pre-K.

The number of programs gave BBTL's new staff many opportunities to learn alongside veteran staff and helped to build confidence. Lauren Lewis, BBTL's new Curriculum & Training Coordinator, has discovered that she loves leading educator workshops more than she expected. Holly Wells, the new Early Literacy Coach, appreciated the many opportunities to connect with teachers and directors.

Two BBTL staff members attended the Statewide Early Literacy and Education Convening of Tennessee annual conference in Franklin, hosted by the Governor's Early Literacy Foundation. They learned alongside others working in early literacy from across the state and heard keynotes from authors Mac Barnett and Andrea Davis Pinkney.

Begin Bright's online learning content remained in post-production as the team corrected color, sound and graphics. The BBTL team members are continuing planning to roll out Begin Bright to 6 pilot sites in August.

Be Well – Bassam Habib

Be Well partners and programs for this fiscal year include: **Small World Yoga**, offering gentle yoga, flow & restore, chair yoga, kids yoga and stretching, mindfulness and meditation across 18 branches; **Realistically Fed**, offering 2 breastfeeding education classes per month, 2 pediatric physical therapy movement classes, 2 pelvic floor and postpartum core classes per month, and 1 infant & toddler CPR class per month taught by American Red Cross; and **Black Mental Health Village**, offering gardening workshops, sound healing sessions, community mental health discussions, tobacco cessation programming, mental health 101, bingo at Bordeaux branch for seniors, and more; there will also be a candle making series and an environmental education workshop this fiscal year.

The Wellness Works committee is now a part of Be Well @ NPL. Some of the goals for this fiscal year include: a staff wellness summit, an all-day event giving staff an opportunity to engage in physical, mental, financial, and communal wellness, continuing the monthly, system-wide wellness challenges, and offering nutrition and healthy cooking demonstrations for staff.

July's wellness theme was "Summer of Self Care," where programs focused on meditation and yoga, adult happy hour, and Ayurvedic living classes. Other offerings this month included Tai Chi, chair yoga, crotchet, and line dancing.

Grants applications were submitted to Lululemon, Blue Cross Blue Shield, ALA, and Vanderbilt. The program budget goal for next fiscal year is \$50,000, an additional \$12,000 compared to this year's. Be Well ended partnerships with Nashville Black Wellness Collective, HiveClass, Ether Community Coop, and Lupus Foundation this month due to lack of funding. Bassam Habib hopes to recontinue partnership with them in the future once budget goals are met.

Digital Inclusion – Marian Christmon

The highlight of July was Digital Inclusion's annual summer program, Cyber-Seniors. For the first time, the program was held at the Pruitt library branch. Pruitt proved to be a great location because of its spacious room upstairs for the classes and the large conference room downstairs for the graduation celebration. There were 15 older adults registered to complete the class and five teen mentors this year.



Because of generous gifts from Nashville Public Library Foundation, the West End Home Foundation, and GFiber, all graduates received individualized mentoring from one of the 5 teen mentors, as well as a tablet computer to take home. Armed with training and a device, these

Cyber-Seniors Graduation 2025



seniors are now empowered to become new digital citizens



Limitless Libraries – Syreeta Butler

COLLECTION DEVELOPMENT

Sarah Allen and Emily Farmer collaborated with Limitless Libraries' Application Technicians and Shared Systems to prepare year-start school profiles. They generated reports, compiled data, and formatted documents for MNPS school librarians in preparation of the new school year. In addition, they completed the selection and ordering of summer titles for all participating schools, finalized late summer and fall pre-publication and bulk orders, and developed collection development plans for the upcoming school year.

Emily Farmer, Jane Miller, and Kyle Yadlosky set up vendor accounts and fund codes in CarlX for 2025–2026 MNPS ordering.

COMMITTEE/ GROUP PARTICIPATION/ PROFESSIONAL DEVELOPMENT

Limitless Libraries staff remained actively engaged in professional development and cross-sector collaboration:

- **Nashville Black Literacy Convening:** Syreeta Butler represented NPL at this inaugural event at the National Museum of African American Music, sharing NPL's contributions to advancing literacy for communities of color.
- **MNPS New Librarian Orientation:** Syreeta Butler, Sarah Allen, and Emily Farmer presented *Limitless Libraries 101* to 21 new librarians and provided breakfast.
- **Gaylord ICE! Cool Reader Program Relaunch:** Syreeta met with Gaylord representatives to discuss the October relaunch of the Gaylord ICE Cool Reader Program. A kickoff event will be held Saturday, November 1st at the Donelson Branch in collaboration with the Bookmobile from 11 AM–12:30 PM, featuring Gaylord's ICE Theme *A Charlie Brown Christmas* character meet and greet and family fun activities.

- **KIPP Nashville Collegiate High School Meeting:** Syreeta Butler met with educators to discuss literacy initiatives and explore future collaborations, especially around charter school support.
- **MNPS Library Services PD Day:** Limitless Libraries staff participated by hosting lunch and distributing tech gifts to school librarians and clerks. Emily Farmer and Sarah Allen led *Hot Titles* sessions, and Syreeta Butler, Sidra Cutts-Byrne, and NPL colleagues presented on *Outreach*.
- **Joint Conference for Librarians of Color 2026:** Syreeta Butler attended multiple planning meetings as a committee member.

OUTREACH

Sidra Cutts-Byrne prepared outreach materials for school librarians, developed social media content, and led presentations on Limitless Libraries outreach.

School & Community Events and Activities:

- **Dupont Elementary Community Day:** Engaged 63 parents and students with Summer Reading Challenge wrap-up and materials.
- **Gateway Elementary Meet the Teacher:** Interacted with 125 attendees and distributed free books.
- **Stratford STEM Back-to-School Event:** Reached 25 students and parents, promoted Limitless Libraries, and enrolled students in Battle of the Books.
- **Margaret Allen Middle:** Provided shelving assistance.
- **Shelby Parks Walking Club:** Presented on NPL's nontraditional services to 10 attendees, highlighting Art Lending, Library of Things, and online resources.

Social Media Impact (Instagram):

- 8 original posts, 45 shares, 3 new followers
- 4,200 total views
- High-performing content included summer reading challenge data, pets reading, MNPS trainings and back to school content, and Main branch closure updates.

BOOKMOBILE UPDATES

Bookmobile services were paused in July in preparation for possible deployment during the Main Library's closure.

NAZA – Anna Harutyunyan

In July, NAZA funded programs operating in 22 sites, serving 816 youth in summer programs.

The Puppet Truck – William Kirkpatrick

In July, Puppet Truck conducted 31 shows— 6 being at branch locations— with a total of 1,940 in attendance. Puppet Truck was invited to the TN Agricultural Festival, and performed at a number of the branches for Summer Reading themed programs across the system.

Branch libraries were very accommodating this month, letting the team utilize their spaces for rehearsals, blocking, and repairs. Another extensive repair was scheduled in preparation for the new shows being introduced this semester. Luckily, the second truck was also retrieved before the primary shows began this month.



William Kirkpatrick and Bret Wilson have been meeting with Shawn Bakker and Kody Kramer of Freeland Chevrolet about acquiring a third Puppet Truck. This will greatly relieve the team in case of truck maintenance issues, and will increase the Puppet Truck's ability to schedule more shows. Once the third truck is purchased, William and Bret plan to schedule driver trainings for a potential new driver, and have the truck wrapped and ready to get on the road.



Little Bruins daycare at Belmont University requested a performance of *Many Moons*. The new daycare center launched earlier this Summer, and this month marked the first of many Puppet Truck visits to the new partner site. Two librarians from Edgehill branch were also present to show parents how to sign-up for library cards and stay connected with library events throughout the system.

Wishing Chair Productions – Bret Wilson

Due to the Main library's extended closure, Wishing Chair joined the branch locations for Story Time events in July:

Mr. B - Starry Night Story Time at the Bordeaux Branch

Library Pete – Story Time with Mr. Andrew at the Inglewood Branch



“Pajamas...check! Nighttime blanket...check!!!

Alright... we're hours away from Starry Night Story Time with Ms. Dee. Put on your pajamas, grab a bedtime buddy, and join us for stories, songs, and fun! All ages are welcome. That's why Mr. B is stopping by... he's a big kid at heart!

We're a few short hours away from Story Time filled with loads of fun. Mr. Andrew invites preschoolers and their caregivers to an interactive and fun-filled story time event! Weekly programs include stories, songs, sign-language, puppets and crafts specifically for children aged 2-5 and don't forget the goldfish!

And Library Pete plans to stop by and hang out for a while.

We'll see you there!!!”



Dr. Evelyn – Music and Movement at the Edmondson Pike Branch

“Join in as we dance, sing, and get all of our wiggles out during this energy-filled story time! Geared for ages 2-6, but all are welcome. And a little bird told me that Dr. Eve was thinking of stopping by to say hi.”

Met with Cameron McCasland, Forrest Eagle and Larry Jirik to discuss the roll out of the “What’s A Budget?” music video. The team decided to release the video system wide on Saturday, August 9th at 10 AM through NECAT Network, NPL Universe (YouTube) and other social media platforms.

Bret Wilson finally met with representatives from Bradfield Lighting, Inline Electric Supply, and Evolution Electric to execute the removal of the damaged process from the theater lighting grid and install the new one. Pete Carden joined as the grid has been down since a performance in December 2024. After the installation, the team went through training with the programmer, and everything is back to normal.

Met with Scott Leathers (Lighting Designer/ Technician for *String City*) and went over a list of issues from the last run of the show, mainly the concerns with aging equipment and what that means for the future. Bret will be putting forth a recommendation soon asking for new equipment. The conversation is ongoing with Shawn Bakker about replacing the light board for *String City*. After looking at the Agreement Letter between CMHFM and NPL, the responsibility to maintain the equipment falls to NPL. Bret is now working with Larry Jirik and Scott Leathers to find the appropriate replacement laptop for the show. To replace the board would cost about \$8,000, or the team could buy a laptop and ETC part from Bradfield that costs around \$350.

Bret met with Shawn Bakker about the acquisition of a third Puppet Truck. Negotiations have been turned over to her and she is currently in communication with Kody Kramer of Freeland Chevrolet. William Kirkpatrick considered three potential vehicles on the Freeland Chevrolet lot and chose the third vehicle in the lineup.



Wishing Chair is going through the planning process to develop two new presentations for 2026, a special visiting performance troupe and rescheduling performances with the Nashville Symphony.

Studio NPL – Niq Tognoni

Studio NPL hosted its third season of *Monster Medical* at the Madison Branch this July. This week-long intensive guided young people through nearly every tool in the makerspace, all centered around a collaboratively built tabletop RPG (think *Dungeons & Dragons*, but everyone is a veterinarian). Originally the brainchild of Lead Mentor Mariano and Outreach Coordinator M Kelly, the program has consistently maxed out registration and has even been presented at two national conferences. This year, Studio was graciously welcomed at the Madison branch and relocated some flagship equipment to create a home-away-from-home while Main is closed. It was incredible to see the Madison teen space so activated.



Participants at “Monster Medical” work on their projects for the characters/ world on day two.

Studio NPL’s Outreach Coordinator and mentors hosted a *Community Indigo Dyeing Day* at North branch. The team began with an hour-long, teen-focused workshop exploring the indigo dyeing process before opening it up to the broader community. Participants had access to materials like t-shirts, bandanas, and tea towels to experiment with. The team received wonderful feedback, especially from unhoused community members who shared how meaningful it was to create something beautiful themselves. The event took place on the lawn, offering passersbys a glimpse of the exciting things happening at the library.



A patron at North Branch shows their hand-made indigo shirt – accompanied by tech coordinator Stuart.

Outreach & Connection

Shelby Park Community Center had planned a big field trip to Studio NPL for 50 summer program participants in July. But the Studio team— experts at pivoting—redesigned the entire experience to bring Studio NPL to them instead. All Studio NPL mentors came together to host five different activities across a single morning at the community center, engaging participants aged 8–14. Both participants and a staff members shared that the experience was “the best of the summer!”



Kids and teens join a Studio NPL robot race at our visit to Shelby Park Community Center.

Welcoming Hume-Fogg Freshmen

For several years, Studio NPL has partnered with the NPL Teen Center to welcome incoming freshmen from Hume-Fogg High School as part of their orientation. Over two days in July, more than 200 new students typically come through the library to learn about Studio NPL's offerings and how to navigate the short trip from their school to the library. With Main's temporary closure, Lead Mentor Mariano and Teen Library Manager Lauren partnered to create an on-site orientation instead. All Studio NPL staff spent two mornings at the school, sharing resources and leading short, hands-on activities— giving mentors the chance to build connections and offer students a taste of what an afternoon at NPL is like.

August 2025

Adult Literacy at NPL – Jamil Sameen

The Adult Literacy team continues the preparation for the 2nd annual adult learners' connection at the Southeast branch on September 13th, from 11-2. This is an event to connect adult learners to expand their network and connect them to community resources. Informational sessions will be provided to enhance and expand their knowledge. In a collaboration with the Coalition for Better Future for Southeast Nashville, the event will include a career fair for the attendees.

The Adult Literacy team participated at a community event hosted by NICE at Coleman Community Center under Healthy Connections. The event was focusing on assisting Afghan refugees and connecting them to resources. Adult Literacy issued 13 library cards on-site for first-time cardholders. 68 people were served at the library resource table.

The Adult Literacy team is collaborating with the learner engagement working group of GOAL Collective to host another event for the ESL students on the waitlist in October. This event will be a virtual event for the waitlist of Conéxion Americas, mainly for Spanish-speaking prospective students who are waiting to enroll in English classes. Adult Literacy will provide mobile labs and host the in-person option for attendees.

The Adult Literacy team participated in the regional library managers meeting and provided detailed information on the new Carnegie Corporation of New York grant, which focuses on providing leveled English classes at selected library branches.

Progress is happening on implementing the Carnegie Corporation of NY grant. The providers' signed contracts need to be approved by the Metro Council. Leveled English courses are coming to selected NPL branches. The classes are offered by both nonprofit partners, the Branch of Nashville and the Nashville International Center for Empowerment. This opportunity is made

possible through a grant awarded to the adult literacy program at NPL from the Carnegie Corporation of New York.

In August, the mobile labs served 43 learners at the Room at the Inn. Nashville Helps processed 34 requests (the website is currently under updates and improvements).

The Adult Literacy team contributed to leading the English Conversation Club at the Southeast branch.

Bringing Books to Life! – Liz Atack

In August, BBTL provided 36 programs with 810 in attendance. August, as a transitional month for most schools and childcare programs, is usually very quiet. This gives the BBTL staff time to prepare for the busy months ahead.

BBTL provided programming at several branches this month: story times at Richland Park and Bellevue and family workshops at Bellevue and Old Hickory. Children's staff gave BBTL a shoutout at the monthly Children's Services meeting and encouraged other branches to schedule BBTL programming.

The Begin Bright team delivered the first four Little Libraries to Susan Gray School, Little Bruins Preschool, Trinity Way Child Enrichment and the Margaret Maddox YMCA Preschool. All were ecstatic to receive their first shipment of books from Dolly Parton's Imagination Library, and their resource guides and kits to help them use the books in the classroom and learn about other available resources from NPL. Access to the Begin Bright digital learning platform will be made available to these pilot sites in the coming weeks.

Holly Wells followed up with the current four pilot sites after they received their materials to see if they were interested in piloting coaching. The Margaret Maddox YMCA Preschool is the first-ever coaching site and had their first coaching session on August 29th. Holly spent 3 hours observing classrooms and getting to know infant and toddler teachers. From there, she will visit weekly for several weeks and work with teachers to identify their learning goals. Trinity Way will be the second coaching pilot site, beginning in September.

The digital learning platform and app are nearing completion. Major progress happened this month in getting content translated into Spanish as well as finishing the Spanish language toggle for the website.

August saw the return of the Curriculum Corner on BBTL's webpage. Teachers consistently comment on how useful this resource is for their lesson planning.

Be Well – Bassam Habib

In August, over 300 patrons attended regularly funded programming. A total of 160 people attended yoga classes across the system this month.

Be Well volunteers and library patrons harvested 65 pounds of produce from the community garden at Edmondson Pike.

Be Well hosted a Health Fair at the Looby branch in partnership with Elimu Empowerment Center and Ether Collective.

Bassam Habib was asked to be on the board of Small World Yoga and represented NPL at Metro’s “Health in All Policies” Committee Meeting. Bassam also attended the Pathways to Health Justice Training offered through Black Mental Health Village.

Limitless Libraries – Syreeta Butler

COLLECTION DEVELOPMENT

As schools reopened this month, Limitless Libraries navigated service adjustments due to the ongoing Main Library closure. Deliveries from NPL to MNPS were paused while decisions are being made about returning to Main or operating from another location. During this transition, circulation staff have been working at Richland Park, Southeast, and Old Donelson alongside Bookmobile staff. The team looks forward to resuming delivery soon to meet the many requests received through LibAnswers and email.

Preparation for the new school year included vendor setup and Ingram account updates completed by Emily Farmer in coordination with Jane Miller and Kyle Yadlosky. Emily and Sarah Allen also communicated Ingram’s transition to emailed packing slips to school librarians. Sarah Allen placed an elementary order for the bookmobile using Governor’s Early Literacy Foundation (GELF) funds, and both Sarah and Emily distributed instructional materials and posted updated collection development resources on Schoology.

School profiles for all participating MNPS schools were finalized and shared with librarians, accompanied by a survey to guide improvements for next year. Additional work included October prepublication orders, fall bulk purchases, and ongoing school-level collection development. Emily Farmer also purchased the High School Battle of the Books titles, now being processed at Old Donelson for shipment.

This month also marked the completion of a special project for KIPP Nashville Collegiate. Using a generous donation from the Napier-Looby Bar Association, Limitless Libraries purchased and delivered books directly to the school. Through purchasing power and Ingram discounts, materials purchased on their behalf were doubled.

COMMITTEE/ GROUP PARTICIPATION/ PROFESSIONAL DEVELOPMENT

Limitless Libraries staff remained active in professional collaboration and professional development. Syreeta Butler, Sarah Allen, Sidra Cutts-Byrne, and Emily Farmer were present and/or co-facilitated MNPS Library Services weekly office hours, providing updates on services during the Main closure and answering questions. Sarah Allen and Emily Farmer began planning PurchaseCON professional development with Dr. Alyssa Littrell, and Emily Farmer continued serving on the Summer Reading Challenge Workgroup. Syreeta Butler attended the GELF Book Bus Leadership Lab, connecting with book bus leaders across Tennessee and securing \$150 in Scholastic book credit for future outreach.

OUTREACH

Sidra Cutts-Byrne supported four school libraries this month with projects ranging from organizing collections and restocking a book vending machine at Gateway Elementary, to weeding and shelving at Rosebank, leading a reading incentive party at Inglewood for 25 students, and providing prizes and orientation support at Meigs Middle. She also collaborated with additional schools on lesson plans, literacy night planning, and promotional materials.

Limitless Libraries setup booths at both Amqui Station Back to School Bash and Murrell School Family Night, where more than 85 families and community members learned about NPL and Limitless Libraries resources. The team provided activities, swag, and library card sign-up information at both events. Murrell School was connected with East Branch staff and the team coordinated a bilingual story time at Two Rivers Middle School's Open House.

Digital engagement remained strong, with 31 Instagram posts and stories reaching over 2,000 accounts and adding 10 new followers. Highlights included promoting resources available during the Main closure, sharing mindfulness content through Kanopy Kids, and posting downloadable "BINGO for Trying New Things" activities. Three targeted Schoology posts also directed librarians to available Limitless Libraries resources.

BOOKMOBILE UPDATES

The bookmobile resumed service in August, with eight school requests, two pre-visits, and ten scheduled visits, four of which were completed at LEAD Southeast Middle, STEM Prep, Rocketship United Academy, and Nashville Classical East. These visits engaged 333 students and staff, and circulated 481 items. The bookmobile also participated in Madison branch's 25th Anniversary Celebration, circulating 33 items and engaging 75 attendees.

NAZA – Anna Harutyunyan

In August, NAZA offered 10 trainings with 228 participants completing 684 cumulative training hours and achieving an overall average feedback rating of 4.7 out of 5.

NAZA onboarded 22 funded and over 20 affiliated partners in August to provide programming to over 2,500 youth during the school year and summer.

The Puppet Truck – William Kirkpatrick

The Puppet Truck performed a total of 23 shows at 23 locations for 1,234 attendees in August. This month started slow, due to kids returning to school. Most engagements were held at childcare facilities and pre-k locations.

The Puppet Truck team was excited to perform *Many Moons* at Hermitage branch's anniversary celebration. The audience members were enthralled to hear that Puppet Truck is still in operation despite the Main branch closure.

The Puppet Truck is gearing up for multiple new shows, including onboarding new locations and preparing for an upcoming donor event. William Kirkpatrick has also been taking meetings to discuss upgrades to Puppet Truck C-Stage performances.

The Puppet Truck received confirmation about a new truck, and staff are being onboarded for driver trainings in preparation for its arrival. A new manual will be placed in each truck and copies will be distributed to each member of the team by September.



Wishing Chair Productions – Bret Wilson

As the main library's closure extends into the month of August, Wishing Chair is still joining branch locations for Storytime events:

- *Starry Night Storytime* at Bordeaux branch
- *Storytime with Mr. Andrew* at Inglewood branch
- Music and Movement at Edmondson Pike and Bellevue branches

A total of 296 patrons attended special branch programming in August.

Wishing Chair team members were fortunate to have attended a private workshop with partners and friends from Friends Life Community. “Performance for Everyone” was a round table discussion that covered a variety of subjects and took place at the Looby branch.

Work continues with Chris Gingrich on the musical elements of the new show *Rock A Billy Road*— based on the classic tale of *The Three Billy Goats Gruff*. The musical elements are being crafted with a September delivery date.

Bret Wilson was contacted by an unnamed author interested in having her book turned into a production. While waiting for the book, Bret sent a non-commitment MOA so her representative can see the process of development. No promises have been made and plans to discuss this with Linda Harrison have been scheduled. Work has begun creating a concept for the show and if approved by the author it should be slated for 2027. The presentation of the show concept is scheduled to take place on September 12th.

Wishing Chair was tasked with determining which company— **Made by Mosley** or **12 Point Sign Works**— would be contracted to remove the wrap from Puppet Truck 1. 12 Point Sign Works turned in an estimate of \$750 to remove the wrap, while Made by Mosley turned in an estimate of \$1,000 (but would be willing to subtract a few hundred off if they’re applying the new wrap to Puppet Truck 3). Efforts now are being made to offer the contract to Made by Mosley to wrap PT1 for the cost of wrapping PT3. Awaiting an answer as they check the vehicle.

Eric Lowry, Cameron McCasland, Josh Rickerman and Bret Wilson worked on application entries for *Goldilocks*. There were 18 applications across 4 categories. The team is looking forward to hear back in November if the production is nominated. The video recording of the show is 38 minutes in length and needed to be scaled down to the best 30 minutes for the submission.

In April of this year, Bret Wilson, Pete Carden and Evelyn O’Neal were tasked with creating three new songs to be used exclusively for Storytime at Main. Lyrics and instrumentation is complete on two of the three musical selections. Pete Carden’s song, *I Love My Library*, is scheduled to be recorded by Production Services on September 17th. Bret Wilson’s song, *I Got a Feeling it’s Story Time*, is scheduled for October 6th and Evelyn O’Neal’s song, *Story Time Song*, will be scheduled on a later date.

Studio NPL – Niq Tognoni

Although it has been challenging to have Studio’s flagship space closed— especially at the start of the school year— the team has focused on expanding Studio NPL presence across the county and experimenting with new schedules at branches and community partner sites. Staff are grateful to branch colleagues throughout NPL for generously hosting Studio and making space for tech-focused programs.

Currently, Studio NPL and Southern Word programs are running at:

- **East** (Studio mentor + Southern Word mentor)
- **Green Hills**
- **Donelson**
- **Bellevue** (Studio + Southern Word)
- **Watkins Park** (Studio + Southern Word)
- **Southeast** (Southern Word)
- **Hermitage** (bi-weekly)
- **Edgehill** (bi-weekly, kids focused)

Studio NPL also hosted informal sessions at Madison branch, which has graciously housed some of the larger makerspace equipment during the Main closure. Additionally, the team is piloting a “double mentor” model at high-traffic branches. This not only supports larger groups of patrons but also allows mentors to learn from each other and provide more in-depth experiences.

Studio NPL Outreach

Studio’s outreach team kicked off the summer with **Open Streets Nashville**, setting up an NPL booth and offering a Studio NPL mini-loom activity at Bicentennial Park. Both Nashvillians and visitors stopped by to learn about the library and get hands-on “maker” experience with mentors. The team made sure attendees left with information about the current Studio NPL community sites and how to stay connected with NPL. The team also partnered with the Teen Library Center to support orientation programs at Hume-Fogg, introducing freshman to the Studio NPL and Teen Library center. In addition, staff helped Dinkin Middle School launch the year with the first “lunch and learn” in their library.



The first “Lunch and Learn” of the season!



Studio mentors at the Open Streets Nashville event with our “Artist Trading Cards”

Make-A-Wish Experience

In August, Studio NPL partnered with the Make-A-Wish Foundation to help grant a special wish for a young man passionate about cosplay and fandom. He requested a private makerspace experience at Studio NPL. Mentors M and Stuart guided him and his family through vinyl

cutting, 3D printing, and offered advice on building a makerspace at home. Since then, the teen has been returning weekly to the Donelson branch to continue working with the mentors during Wednesday Studio visits— learning a lot about 3D printing in the process.



Stuart takes a teen through a bit of 3D design at Donelson Branch.

MAIN

July 2025

Adult Services

- Chase Caudill launched [Overdue Adventures](#), NPL's new Dungeons and Dragons Live Play series, went live on the July 25th! "This project has been in the making, in some form or fashion for the last 2 years, and it has been a joy to be a part of creating with everyone involved! 3 Episodes are out now, and a new episode comes out every 2 weeks until the series is complete!"
- Crystal Deane hosted **Killer Thrillers Book Club** offsite at the Downtown Farmers Market in a discussion of *Cover Her Face* by P.D. James, with 10 in attendance.
- Jeremy Estes hosted **Panel Discussion** book club. There were 6 attendees. They read *Things We Create* by Axel Brechensbauer.
- Jeremy has been evaluating the applications of 103 artists and vendors hoping to participate in this year's Nashville Comic Arts Festival.
- Joy Porter and Katie Osborne hosted **Slow Burn Book Club** at the Green Hills Branch, with 8 attendees and 1 dog, 3 of those new to the club, the library, and the romance genre! They discussed *Beach Read* by Emily Henry.
- Lavelle Miller hosted 3 sessions of **Let's Play Spades at Bordeaux** with 20 in attendance.
- Lavelle also hosted 3 sessions of **Flowing Thoughts Writing Club** at Bordeaux with 11 in attendance. Lavelle shared *that...a local Nashville song writer attended yesterday (30th). He just happened to be in BX yesterday and heard me talking. He thought it was great I would help all writers achieve their goal(s).*
- Leigh Ann Wilson organized and hosted a pop-up multigenerational glitter arts program at Edgehill with 13 participants.
- Crystal Deane hosted *Shakespeare Allowed!* at the Inglewood Branch. They read *The Taming of the Shrew* attracting 14 readers.

Archives

Patron Requests	Collection Donations	Images Scanned	AV Materials Digitized	Programs	Outreach	New Social Media Followers
87	0	1,276	0	0	0	85

- Archives staff visited and toured the new Metro Historical Commission facility earlier this month.
- We have had three interns this summer, with projects involving processing several collections, Archives social media, and the Nashville Enslaved and Free People of Color Database.
- Kelley Sirko met with some of the faculty at Peabody College earlier this month, who reached out asking for a scholarly review of an exhibit they've been planning about the history of the Peabody campus site.
- Grace Hulme was asked to be on a panel discussion about strategies and challenges for preserving LGBTQ history in archives at the Society of Tennessee Archivists conference in October; wrote and submitted the conference proposal.
- Sarah Arntz will also be participating on a panel discussion about social media relevance in Archives at the Society of Tennessee Archivists conference this year.

Children's

Reference Questions	Patron Interactions	Total Programs	Program Attendance	Total Outreach	Outreach Attendance	Instagram Followers
0	0	0	0	3	259	820

- The Main Children's team has been actively supporting several branch locations this summer. Here's a look at their contributions across the system:
 - Nikki Glassley has been headquartered at Bellevue, where she presented Creation Station, staffed the Children's desk, and initiated a nonfiction weeding project. After reviewing Collection HQ data and consulting with staff, she proposed the project to Annie, who was fully supportive. Bellevue's collection is strong overall, but children's nonfiction had been too large a task for the understaffed team. Nikki is excited to move forward with this project.
 - Haylee Blystone has been working at Donelson, where she's received high praise. Manager Ryan Darrow described her as a "rockstar" for her strong support with programs and ability to assist other locations as well.
 - Cristina Picca has been assisting in the Teen Department at the Southeast Branch over the past several weeks. She found the work to be a good fit and has decided to make a permanent transfer to the Southeast branch, where she will continue supporting teen services.
 - Sol Ayala supported four branches this month: Thompson Lane, Hadley Park, Edmondson Pike, and Green Hills. She reconnected with staff, shared positive interactions, and received encouragement to continue her professional growth. Now based at Southeast, Sol has expanded her skills in adult services—assisting with printing, booking study rooms, and translating for Spanish-speaking patrons during passport appointments. She has been assisting in Teens as well.
- The team has been holding their weekly meetings at the Green Hills Library. This has been a valuable opportunity for the Main Children's team to connect in person. Meeting in the same room has created a productive space for assigning tasks, sharing concerns and updates on work happening across the branches, and continuing professional development as a group.



Equal Access

- The entire Equal Access team is shining with an abundance of new opportunities to promote NPL!
- Participated in the Frist ADA 35th Anniversary Celebration, establishing key partnerships and instigating accessibility goals for the upcoming fiscal year.
- Attended the American Library Association (ALA) Convention to strengthen outreach efforts around library accessibility, connect with the Accessibility Committee, and build collaborative relationships with like-minded library associations nationwide.
- We welcome Beth Williamson, the new LSDHH Manager who joined the team July 7th amid our Main closure. Beth comes with an abundance of energy and passion and remains focused on revitalizing and creating a 2025-2026 strategic approach to LSDHH program growth and outreach.
- Indie Pereira, of the Talking Library has seen a huge boost in our Instagram followers! Launched July 7th with over 2,300 views in under 23 days (by month end) and 2,370 views, more than 1,00 accounts reached and 75 new followers including Nashville's Mayor, Vice-mayor, various organizations within and outside Davidson County, and many other individuals.

Special Collections

Reference Questions	Patron Interactions	Total Programs	Program Attendance	Total Outreach	Outreach Attendance	Instagram Followers
30	6	5	75	0	0	494

- Pathfinders - The Programmers of the Special Collections Division successfully transitioned to BX and completed the Pathfinders Pilot Program – which centered on Women's History, civic duties, voting, etc. The program was a success and was participated in by Metro Nashville Public School students, totaling 15, July 7-11.
- Then & Now Series, Part III - The Special Collections Division Programmers in conjunction with Dr. Churchwell of Vanderbilt University, has successfully inked the third installment of Then & Now, themed: *Black Nashville, Part III*. One installment will be hosted at Meigs Middle School, and the remaining three will be hosted at MLK, Jr. High School.
- Millions of Conversations (MOC Nashville) - The Programmers successfully secured a news partnership with Millions of Conversations that will be a seven-part program series that focuses on community, trust-building, religion, politics, etc., affecting contemporary society.

Teens

Reference Questions	Total Programs	Program Attendance	Total Outreach	Outreach Attendance	Instagram Followers
n/a	4	18	7	275	898 (increase of 20)

- We met 215 Hume Fogg students during freshmen orientation. The students typically come to the Main Library, but this year we went to campus to present about the Teen Center's location, hours,

resources, activities, and programs. We let students know we will be at the Hume Fogg Library Monday-Thursday until Main reopens. We then played an interactive trivia game with prizes. From information shared at orientation, 3 parents have signed up for an upcoming Parent Open House and 5 for a Parent Email List. Carrie later met a Hume Fogg freshman at Southeast who said they had fun with the trivia and enjoyed the presentation.

- Arden Smyth visited Oasis and brought rubber band bracelets and Model Magic for teens (3 participants), Lauren hosted jewelry and clay (4 participants), and Santiago made clay faces with 4 teens.
- Santiago Cardenas and Andrew Palmer attended the MNPS Office of Community and Family Partnerships Fair- a networking opportunity with MNPS partners. They interacted with 26 MNPS staff and partners and 5 visitors also made buttons.

August 2025

Adult Services

- Lavelle Miller was interviewed and photographed by Marcom's Joan Brasher for a *very* special blog feature highlighting his [Let's Play Spades](#) program! So far around 90 clicks/likes on NPL's socials.
- After the intense summer classes proctoring season, Katelynd Frierson and Liz Coleman enjoyed the slower pace of only proctoring five exams at Bordeaux this month. John McFarland and Liz are in the process of coordinating a new approach to proctoring that will hopefully allow for more participation across the system without putting strain on staff.
- Andrew Palmer (Teens Division) hosted Books & Brews at Black Abbey Brewing Co, discussing *Society of Lies* by Laura Ling Brown with 12 in attendance.
- Crystal Deane hosted Killer Thrillers Book Club offsite at the Downtown Farmers Market in a discussion of *Christine Falls* by Benjamin Black, with 10 in attendance.
- Frank Hand has provided guitar to two children's story times, run one children's program where they made little comics, and has helped with several other kids' programs.
- Jeremy Estes hosted Panel Discussion book club. There were 5 attendees. They read *Ballad for Sophie* by Filipe Melo and Juan Cavia.
- Joy Porter and Katie Osborne hosted *Slow Burn Book Club* at the Green Hills Branch, with 10 attendees. They discussed *Slave to Sensation* by Nalini Singh. Shares Joy... "It was a fantastic discussion, and I'm hopeful that we'll have some returners from this group who will join us at future meetings as well."
- Lavelle Miller hosted 3 sessions of *Let's Play Spades* at Bordeaux with 21 in attendance.
- Lavelle also hosted 3 sessions of Flowing Thoughts Writing Club at Bordeaux with 10 in attendance.
- Crystal hosted *Shakespeare Allowed!* at the Inglewood Branch. They read *The Two Gentlemen of Verona* attracting 16 readers.

Archives

- Archives staff visited and toured the Williamson County Archives and new Williamson County Records Center facility.
- Grace Hulme passed her ACA exam, and is now officially a Certified Archivist.

- Carissa edited a new promotional video for the Nashville Neighborhood History and Culture Home Movie Project, and wrote documents and forms for the launch of the program in October.
- Kelley Sirko and Sarah Arntz helped to work on a grant proposal for the TN250 grant about Nashville's history of transportation in the context of accessibility and democracy.
- Sarah led a Podcast this month about Huey Long and his visit to Nashville.
- Archives staff has been working with MarCom and the web team for the launch of the Nashville Neighborhood History & Culture Home Movie Project, which will take place on October 25th at the Bordeaux branch. Promotion for the program will drop on September 25th.
- Archives staff has had several meetings this month to go over our mission statement, collection development, digitization, and donation policies, forms, etc. Many of these forms and policies have not been updated since 2001. Once finished, they will need approval from the Procedure Review Committee.

Children's

- **Homeschool Friends at Donelson**

Since Haylee Blystone and Nikki Glassley launched "Homeschool Friends" earlier than usual at Donelson, the program has received overwhelmingly positive feedback. Parents have expressed how grateful they are that the program is continuing even while Main is closed. They shared praise for how well Haylee and Nikki engage with the kids, how much fun the children have, and how unique and meaningful the program is. Staff interest has also grown, with colleagues like Sonja from Donelson observing and even Stephanie Ruel stopping by to see the program in action.

- **Dungeons & Dragons Camp Success**

Haylee received an email from a parent whose child attended our D&D camp. The parent shared that we are still "the talk of the DM town" in East Nashville, and that every child who participated continues to sing our praises. They even invited Haylee to serve as a Dungeon Master for their after-school program. Although she had to decline, it is a tremendous compliment that the children and families continue to value the camp so highly and that Haylee was their first choice for an ongoing program. We hope to explore future opportunities like this.

- **Communications & Engagement**

Sol Ayala, who oversees both Children's social media and newsletters for Main Children's, has kept families connected even during the closure. With encouragement and creative ideas from the team, social media has regained its spark. Reels now regularly reach 700–2,000 views and receive 40–90 likes, reflecting steady engagement and growing visibility. The newsletters have also continued to go out consistently, keeping families informed and supported. These efforts showcase resilience, creativity, and the power of teamwork in sustaining community connection after Main has been closed for so long.

- **Teen Room Connection**

While helping in the teen room at the Southeast branch, Sol helped a student repair a friendship bracelet. Noticing two beads with initials, she asked about their significance, which sparked a friendly, lighthearted conversation. The student returned a few days later specifically to reconnect with Sol, demonstrating how small acts of care can encourage repeat visits and foster ongoing connections.

- **Summer Reading 2025 Wrap-Up**

This year's Summer Reading program closed on a high note, with strong growth compared to last year:

- 13% increase in registration
- 10% increase in days read
- 36% increase in MNPS student registration
- 2,135 preregistrations in May, including over 500 MNPS students

Equal Access

Beth Williamson, the new LSDHH Manager, continues to make great strides in her short time with LSDHH!

- Social Media Success! Follows up **500%!!!!!!!**

Facebook Views	68.65%
Facebook Reach	100.35%
Facebook Content Interactions	110.81%
Facebook Link Clicks	63.64%
Facebook Visits	47.97%
Facebook Follows	500.00%
Facebook Current Followers	0.63%

- Programming themes for October 2025 through December 2025 were finalized, and development of the 2026 calendar began with a target completion of December 31.
- The August Lunch & Learn re; Lead-K was held with 19 attendees: Co-hosted Family ASL Storytime with 47 participants: Planning for September Family Game Night Sept. 4th and *Feel the Music* with Mandy Harvey, now set for February 2026.
- Outreach remained steady, including meetings with major partners such as Bridges for the Deaf and Hard of Hearing, Sertoma and the Frist. Refreshed social media plan under way with the team: **Theme "Rediscover Connection."**
- Monthly August newsletter distributed, and September finalized: Highlighting staff, upcoming programs, and accessibility initiatives
- Creation of new LSDHH bookmark for distribution across branches and events, helping broaden awareness of the LSDHH mission.
- Social media promotion highlighted key programs and accessibility initiatives, keeping the community informed and engaged. Additionally, the resource list of conferences and organizations was expanded to strengthen outreach and partnerships across Tennessee.
- Library Associate Highlights: August highlighted strong community demand for accessible ASL programming. Increased Storytime participation and positive engagement across outreach efforts to continue the demonstration of the values of these initiatives. Partnerships with local schools and libraries are ongoing for the continued foundation in sustainable future

programming. Blending program delivery, resource development, and careful planning is building momentum in creating and supporting future meaningful engagements.

Special Collections

- During the midst of the MN-Library closure, I am pleased to announce that public program planning has not faltered nor swayed. The Programmers of The Special Collections Division have collectively and successfully planned to execute Part 3 of the Ten & Now Series partnership with Vanderbilt University. Additionally, each of the four programs will be complemented with live captioning for the Deaf and Hard of Hearing – which was an initiative accomplished by Cynthia Moynihan, Equal Access Manager.
- Post the completion of the pilot program, Pathfinders, a final report was composed and presented to The Foundation and Midori Lockett, Chief Community Impact Officer at Vanderbilt University's Division of Government and Community Relations. The impact of the program was overly successful and is likely to become a repeat on an annual basis.
- Community meeting with TPAC to partner with the 'Suffs' musical in early March 2026. Planning a two-prong program engagement: one for the donors, and one for the public.
- Gained a community partner with Millions of Conversations – which will be a 7-part program series focusing on community trust-building spanning across religions, cultures, AI, healthcare, social norms, etc.

Teens

- Teen Center staff held 15 after-school programs at Hume Fogg High School for 294 students. We've enjoyed bringing crafts and games to many of our regulars and meeting freshmen while the Main Library is closed. The Hume Fogg Librarian even told Mayor O'Connell about this partnership! We appreciate Hume Fogg Library staff for staying late to make this a safe space for their students.
 - Hume Fogg students have expressed appreciation that we're hosting activities. Many students ask what the next activity will be or when Arden will be back so they know what day to come back.
 - Parents and students at the Hume Fogg Open House expressed gratitude for our presence at the library.
 - Andrew was able to talk to the teen who has inspired upcoming Magic the Gathering programs. Andrew secured supplies from the non-profit MagiKids and gifted card sleeves to this teen as a thank you for suggesting the new program idea!
- Carrie brought our "Field Agent" shifts to Southeast. She pulled out Monopoly Deal twice and had 1 teen join the first time and 4 teens play the next!
- Programs at Hume Fogg High School
 - Lauren hosted DIY stickers (21), bingo (21), and beaded bracelets (14).
 - Arden hosted button-making (27), rubber band bracelets (17), Model Magic (22), and bead fidgets (19).
 - Carrie led tote bag decorating for 23 students.
 - Andrew hosted Nintendo Day (12 participants), Button Making (14 participants), Board Games (13 participants), and Collages (11 participants).

- o Santiago hosted Tasty Treats programs- Cookie Decorating (35), Pretzel Architecture (25), and Clay Creations & Cookies (20)
- Lauren visited the Oasis Shelter and made tape squishes and beaded bracelets with 1 teen.
- Lauren hosted a Creative Cafe at Early College High School. 11 teens made beaded bracelets, and 1 teen checked out a book (see photos from the ECHS newsletter below).
- Arden tabled at a Back-to-School Bash for the Pearl Cohn cluster. Arden made buttons for families while sharing information about the library (about 450).
- Carrie attended Open Houses and hosted button making at Haynes Middle along with BX staff (50 attendees) and Meigs Middle Open House (327 attendees).
- Santiago attended Open Houses and hosted button making at HEAD Magnet (84) and Hume Fogg (95).

MARKETING & COMMUNICATIONS

July 2025

Crisis Comms Leadership: Main Library Temporary Closure

After leading NPL through the **immediate post-event comms**, MarCom has moved into the **midterm post-event comms** to **illustrate to Nashville that the Library community remains active and vibrant across Davidson County.**

MarCom manager will provide **full comms report RE: Main temporary closure comms** in the Board report that comes after the building's reopening.

Marketing Launch: NEW Library Podcast – Overdue Adventures

Socials:

Reach: 3,705 accounts reached

Engagement: 65 interactions

Digital:

NPL website: 697 views from 462 users

NPL YouTube: 727 views from 425 viewers

Spotlight: Studio NPL Turns 10

Email Marketing

Reach: 222,003

Opens: 80,871

Clicks: 400

Socials

Reach: 1,444

Engagement: 57 interactions

Spotlight: July 2025 CyberSeniors Graduation (NPL Digital Inclusion)

Email Marketing

Reach: 222,003

Opens: 80,871

Clicks: 1,074

Socials:

Reach: 3,466

Engagement: 188 interactions

July 2025 Earned Media

LIBRARY LANDS \$500K GRANT FOR LITERACY PROGRAMS

Nashville Post (July 2)

- Reach: 4,047
- Visits: 121,422

- Unique Users: 82,233
- AVE: \$114.58

SHARING STORIES UNTOLD WITH DR. ANDRE CHURCHWELL AND REBECCA PRICE - PART 1

- NewsChannel5 Plus (July 3)
Unique users: 623,100
- Reach: 39,200
- Visits: 1,200,000
- AVE: \$1,109.25

SHARING STORIES UNTOLD WITH DR. ANDRE CHURCHWELL AND REBECCA PRICE PART 2

- NewsChannel5 Plus (July 3)
- Unique users: 623,100
- Reach: 39,200
- Visits: 1,200,000
- AVE: \$1,109.25

NPL'S ADULT LITERACY WORK GETS CARNEGIE BOOST

Nashville Ledger (July 10)

- Reach: 166
- Visits: 5,000
- Unique users: 2,634
- AVE: \$4.72

SUMMER READING CHALLENGE EN ESPANOL

Nashville Noticias (Facebook) (July 27)

9,400 followers

August 2025

New Podcast Marketing Launch: “Overdue Adventures”

Full-channel digital marketing launch for NPL’s first-ever actual play podcast.

New Podcast Marketing Launch: “Business As Usual”

Full-channel digital marketing launch for podcast companion to NPL Means Business initiative for entrepreneurs and small business owners.

Marketing for 5 in '25 Campaign – Hermitage branch

Full-channel marketing for 25th anniversary celebrations at Hermitage branch.

This branch is latest of five NPL locations to celebrate 25 years at various points in 2025.

Next up: Green Hills and Edmondson Pike branches

Spotlight on Humans of NPL: Lavelle Miller

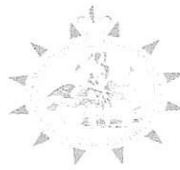
Lavelle is just one of many Main Library employees who are out in the community during the Main Library's temporary closure.

Feature (all digital channels) on his Let's Play Spades program.

Marketing Launch: Donelson Branch Celebrates First Birthday

Full-channel digital marketing for Donelson branch's first anniversary.

Feature story, a revisit with Eryka Shorter and her two daughters, longtime Donelson branch patrons who joined NPL for Donelson's grand opening and are making the new branch a part of their everyday lives.



AMENDMENT NUMBER 1 TO CONTRACT NUMBER L-6160 BETWEEN THE METROPOLITAN
GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY AND WHY WE CAN'T WAIT, INC.

This Amendment is entered into on the day this document is filed with the Metropolitan Clerk's Office, by and between THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY (METRO) and WHY WE CAN'T WAIT, INC (WWCW).

WITNESSETH

WHEREAS, the parties desire to modify the terms and conditions and to add or delete certain other terms and conditions to their original agreement dated JUNE 17, 2025. Metro Contract numbered L-6160, hereinafter the "GRANT CONTRACT."

WHEREAS, the parties desire to increase funding to offer youth mentorship programming at the Metro Juvenile Justice Center (JJC) for the 2025-2026 school year, serving 40 youth detained in the facility on daily average;

WHEREAS, the additional funds will cover the cost of general programming and salaries of, youth support and WWCW staffs;

WHEREAS, NAZA will appropriate the additional funds from its existing budget allocated in FY26 Metro budget ordinance and no new funding is requested from Metro, the parties hereby agree as set forth below:

This amendment affects the following changes to the contract:

1. Amend clause C.1. Contract Value to increase by \$54,200 for a revised contract total of \$317,410. The amended clause will read as follows:

"Maximum Liability. In no event will Metro's maximum liability under this Grant Contract exceed \$317,410.00 (62 slots for afterschool, 70 slots for summer, and 40 slots for JJC). The Grant Spending Plan will constitute the maximum amount to be provided to the Recipient by Metro for all of 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 and 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."

2. This amendment replaces Annex 8 - Program Sites with the revised Annex 8, attached hereto and incorporated herein.

This amendment shall not be binding upon the parties until it has been signed by the Recipient and authorized representatives of the Metropolitan Government, approved by appropriate legislation of the Metropolitan Council, and filed in the office of the Metropolitan Clerk.

[BALANCE OF PAGE IS INTENTIONALLY LEFT BLANK]

THE METROPOLITAN GOVERNMENT OF NASHVILLE
AND DAVIDSON COUNTY:

APPROVED AS TO AVAILABILITY OF FUNDS:

Director of Finance

APPROVED AS TO RISK AND INSURANCE:

Director of Insurance

APPROVED AS TO FORM AND LEGALITY:

Metropolitan Attorney

FILED IN THE OFFICE OF THE CLERK:

Metropolitan Clerk

NASHVILLE PUBLIC LIBRARY

Library Director

RECIPIENT: Why We Can't Wait, Inc.

By: Darrell Caldwell

Name Darrell Caldwell
Title: Authorized Officer Executive Director

Sworn to and subscribed to before me a Notary Public,
this 5th day of September, 2025

Notary Public

Gerald W. Davis



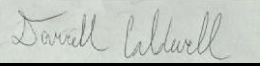
My Commission expires 3/3/2025

<div>Metropolitan Government of Nashville and Davidson County/Nashville Public Library/ NAZA</div> <div>Funds For FY 2026 Program</div>				
<div>ORGANIZATION NAME</div> <div>PROGRAM NAME</div>	Why We Can't Wait, Inc.	CONTRACT # (Office Use):	L-6160	
	WWCW Afterschool Academy	START DATE:	1-Jul-25	
ADDRESS	220 Nathan Drive	END DATE:	30-Jun-26	
CITY, STATE & ZIP	Goodlettsville, TN 37072	CONTACT PERSON	Darrell Caldwell	
FEDERAL ID # (EIN)	46-0755751	CONTACT TELEPHONE	(615) _810_ - _6630_	
COST CATEGORIES	TOTAL BUDGET REQUEST	BUDGET EXPLANATION/DETAILS		<div>OT</div> <div>Funding</div> <div>sources</div> <div>the sal</div> <div>requ</div>
After-School Programs		After-school program starts 09/03/2024 Per slot rate for afterschool is \$1,355		
Salaries and Wages	107,500.00	Executive Director (full time) \$30,000, Site Director \$13,500, 7 Staff, 10 hours wk@ \$20 per hour. Bus driver, Cook, Janitor. The Juvenile Dention Program will include Director \$15,000 fulltime working in the detention center and community with incarcerated youth / families@ 1,250 monthly for 12 months. Site Director \$15,000 full-time working in the detention center as well as in the community with youth/ parents for \$1,250 monthly for 12 months, Parent Engagement Instructor is paid \$20 hourly for 10 hours, weekly for 10 months \$8,000, Education Liasison receives \$20 hourly for six hours weekly, for 10 months, \$6000, and \$20 per hour, six hours per week for 10 months, Court Liasison \$6,000.		
Benefits and Taxes	3,000.00	Taxes @ 10% of E.D. salary; others are contracted		

Total Personnel Expenses	110,500.00	72% of the salaries and wages are build to this grant	
Office Supplies	1,010.00	(\$1000 /\$ 2000) for office supplies	
Communications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant	
Postage and Shipping	200.00	Postage and Shipping	
Occupancy	10,000.00	Occupancy leasing facility for \$1,000 per month @ 10 months	
Equipment Rental and Maintenance	1,000.00	Equipment and Maintenance bus, oil change , filter, minor repairs, brakes.	
Printing and Publications	300.00	Printing and Publication, parent engagement sessions, posters for "Lights On Afterschool celebration, brochures	
Travel/Conferences & Meetings	300.00	Travel/Conferences & meetings	
Insurance	1,000.00	Bus insurance	
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	6,200.00	Food for daily consumption, learning supplies, board games, software, hoodies	
Transportation	2,000.00	Transportation of youth in programs daily from school (fuel)	
Field Trips	1,200.00	Quarterly field trips, i.e., skating, movies, YMCA swimming, etc.	
Professional Fees/Enhancement partners	4,500.00	Enhancement partners for the Afterschool program include instructors in hip hop dance, African dance, Youth yoga, STEM, and art. The Juvenile Detention Program will hire Art Therapist as a consultant for the ten month period for \$150 per session@ two sessions per month,\$3,000.	
Other Non-Personnel	0.00	Anything else that is part of programming cost but is not listed	
Indirect Cost	0.00	Parners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan.	

Total Non-personnel	27,710.00		
Afterschool sub-total	138,210.00		

Summer Programs		Summer program funded in this cycle is July 1-31,2024 and June 1- 30, 2025 Per slot rate for summer to be calculated at \$8 an hour per slot. Maximum cost per youth slot for summer program is \$320 per week for partners programming 5 days per week for 8 hours per day.	
Salaries and Wages	125,000.00	30 staff morning (15), afternoon(15) each working four hours daily @ \$20 per hour charged to this grant.Executive Director full time \$30, 000, Site Director \$15,000, Office Administrator full time summer \$6,400, Supervisor full time summer \$6,400, 70% is charged to this budget for staff cost.	
Benefits and Taxes	10,000.00	Types of benefits, rates and number of staff, whose benefits are charged to this grant	
Total Personnel Expenses	135,000.00		
Office Supplies	2,000.00	Office supplies, i.e., poster paper for workshops, copier paper, ink, pens, pencils, scissors, markers, folders, etc.	
Communications	0.00		
Postage and Shipping	200.00	Postage and shipping, i.e., paying shipping of program shirts, books, sending letters to parents, collaborative partners.	
Occupancy	2,000.00	Occupancy, e.g., leasing space for \$1,000 monthly for June / July.	
Equipment Rental and Maintenance	3,200.00	Equipment rental & maintenance, oil changes, fuel cost, minor repairs.	
Printing and Publications	500.00	Printing and Publications	
Travel/Conferences & Meetings	300.00	Travel/Conferences & Meetings	
Insurance	3,000.00	Insurance.i.e., sexual molestation, liability, professional insurance @ \$1,000,000 per child	

Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	18,000.00	Food, i.e, nutritious snacks daily, field trip food, program shirts(students/staff), learning supplies(Learning A-Z), board games, summer reading books.	
Field Trips	8,000.00	Field trips, i.e., Civil Rights Museum, Memphis, TN, Kentucky Kingdom,, Louisville, Kentucky, Nashville Shores, Rivergate Skate Center, Urban Air.	
Professional Fees/Enhancement partners	7,000.00	Enhancement Partners fees, i.e. African drumming, art, hip hop dance instructors, Youth Yoga instructor, step aerobics instructor, sewing.	
Other Non-Personnel	0.00	Anything else that is part of programming cost but is not listed	
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan.	
Total Non-personnel	44,200.00		
Summer sub-total	179,200.00		
TOTAL	317,410.00		
RECIPIENT			
AUTHORIZED SIGNATURE:			
			
TITLE	Executive Director		
DATE	8/4/2025		

NAZA Annex 8 - 2025-2026 Finalized Entries

Name of Organization **Why We Can't Wait, Inc.**

Programming Information

Days of Week of Afterschool Program **5 days per week**

Edit section title

Afterschool site plan **Community Site**

Please check box if planning summer programming **No answer given**

WWCW Building A Success In Students (BASIS)

Afterschool Program Name

Afterschool Programming

Name of Community Site Location **Juvenile Court Detention Center**

Address of Community Program Site **100 Woodland Street**

For Community Sites Only

Target School for Community Site **Davidson County Juvenile Court**

Number of youths targeted for site **40**

3rd Party Transportation needed? **No**

1 Signature

Darrell Caldwell

Darrell Caldwell

Name

2025-07-29 16:30:37 (UTC)

Date

RESPONSE #17279 SUBMITTED ON 05/29/2024 04:09:25 PM

NAZA Annex 8 - 2024-2025 Finalized Entries

Name of Organization	Why We Can't Wait, Inc.
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Programming Information

Days of Week of Afterschool Program	5 days per week
-------------------------------------	-----------------

Edit section title

Afterschool site plan	Community Site
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Are you conducting summer programming?	Yes
	WWCW Afterschool Academy

Afterschool Program Name
Afterschool Programming

Name of Community Site Location	Cleveland Street Church
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Address of Community Program Site	608 Cleveland Street
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For Community Sites Only

Target School for Community Site	KIPP Academy Nashville
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Number of youths targeted for site	62
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3rd Party Van/Mini-bus needed? **No**

Summer Programming Information

Summer Program Name **Cultivating Character in Millennials Leadership Academy**

1

Summer Programming Information

Edit section title

Name of Summer Site Location **Cleveland Street Church**

Summer Location address **608 Cleveland Street**

Number of summer youth targeted for site (If applicable, include total for July 2024 & June 2025) **70**

Proposed months of Summer programming **Both**

Will the organization's July 2024 and June 2025 programming have different timeframes? **No**

Edit section title

Weeks of Programming **8 weeks**

Days per Week of Summer Program **5 days per week**

Hours per Day **8 hours**

Programming Time Frame

7:00 am - 4:00 pm

tfa_noOverWriteFields

No answer given

Signature

Darrell Caldwell

Darrell Caldwell

Name

2024-05-29 21:09:47 (UTC)

Date

1

Sylvia Johnson, Certified Public Accountant

862 Rodney Dr
Nashville, TN 37205

Independent Auditor's Report

June 9, 2025

To the Management of
Why We Can't Wait Inc.

Opinion

I have audited the accompanying financial statements of Why We Can't Wait Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2024, and the related statements of activities and cash flow for the year then ended and the related notes to the financial statements.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Why We Can't Wait Inc. as of December 31, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of Why We Can't Wait Inc. and to meet my other ethical responsibilities in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Why We Can't Wait Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, I:

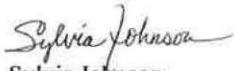
- Exercise professional judgment and maintain professional skepticism throughout the audit.

Sylvia Johnson, Certified Public Accountant

862 Rodney Dr
Nashville, TN 37205

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Why We Can't Wait Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Why We Can't Wait Inc.'s ability to continue as a going concern for a reasonable period of time.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that I identified during the audit.



Sylvia Johnson
Certified Public Accountant

Why We Can't Wait Inc.
Statement of Financial Position
December 31, 2024

ASSETS**Current Assets****Total Cash and Cash Equivalents**

\$ 93,261

Total Accounts Receivable

-

Total Current Assets93,261**Fixed Assets****Total Fixed Assets**

73,284

Accumulated Depreciation(4,637)**Total Fixed Assets**68,647**TOTAL ASSETS**\$ 161,908**LIABILITIES & EQUITY****Liabilities****Payroll Liabilities**

\$ 3,369

Total Liabilities3,369**Equity****Unrestricted Assets**

158,539

Restricted Assets**Total Equity**158,539**TOTAL LIABILITIES & EQUITY**\$ 161,908

See Independent Auditor's Report

The accompanying notes are an integral part of these financial statements.

Why We Can't Wait Inc.
Statement of Activities
For the Fiscal Year Ended December 31, 2024

CHANGES IN UNRESTRICTED NET ASSETS

Revenue and Support	
Public Support	\$ 12,239
Government Grants and Contracts	394,384
	<hr/>
Total Revenue and Support	406,623
	<hr/>
Expenses	
Management and General Expenses	
Professional Fees	6,695
Rent and Utilities	22,345
Utilities	3,626
Other Expenses	19,813
	<hr/>
Total Management and General Expenses	52,479
	<hr/>
Program Expenses	
Payroll Expenses	72,300
Contract Services	133,185
Other Program Costs	54,305
	<hr/>
Total Program Expenses	259,790
	<hr/>
Total Expenses	312,269
	<hr/>
Change in Net Assets	
Unrestricted Assets	94,354
	<hr/>
Total Change in Net Assets	94,354
	<hr/>
Net Asset at Beginning of Year	64,185
	<hr/>
Net Assets at End of Year	\$ 158,539
	<hr/>

See Independent Auditor's Report
The accompanying notes are an integral part of these financial statements.

Why We Can't Wait Inc.
Statement of Cash Flows
For the Fiscal Year Ended December 31, 2024

OPERATING ACTIVITIES

Net Income	\$ 94,354
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accumulated Depreciation	4,637
Payroll Liabilities	(770)
Net cash provided by operating activities	<u>98,221</u>

INVESTING ACTIVITIES

Automobiles	<u>(67,488)</u>
Net cash provided by investing activities	<u>(67,488)</u>

FINANCING ACTIVITIES

Net cash provided by financing activities	<u>-</u>
Net cash increase for period	30,733
Cash at beginning of period	<u>62,528</u>
Cash at end of period	<u>\$ 93,261</u>

See Independent Auditor's Report
The accompanying notes are an integral part of these financial statements.

Why We Can't Wait Inc.
Notes to Financial Statement
For the Period Ending December 31, 2024

Note 1 – Nature of Activities and Summary of Significant Accounting Policies

Nature of Activities

Why We Can't Wait Inc. is a nonprofit organization whose mission is to empower and develop youth in underserved communities to be productive citizens in society. We also strive to improve our participants' home-life by encouraging better parent-child relations and working with both to combat growing health concerns.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles and recommendations of the American Institute of Certified Public Accountants in its industry audit and accounting guide, "Not-for-Profit Organizations."

Cash and Cash equivalents

For purposes of the Statement of Financial Position, the company considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Donated Services

Many hours of donated services have been received. It is therefore impractical to estimate a value for these services, as such, no value has been placed on these services in the financial statements.

Fixed Assets

Fixed assets and other property are recorded at historical cost or at the estimated fair market value as determined by management. Fixed assets are depreciated over their estimated useful lives using the straight-line-method.

Revenue Recognition

The primary source of support is from grants. Revenue is recognized when cash or property is received. Revenues received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on its existence or nature.

Income Taxes

The organization is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Therefore, there are no provisions for income taxes.

Use of Estimates

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

Subsequent Events

Management has evaluated subsequent events through June 9, 2025, the date the financial statements were available to be issued. The subsequent events occurring in the immediate period following the review date that have any material effect on the organization or financial statements have been noted in the related section.

Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract # _____ October 9, 2025 – June 30, 2026

GRANT CONTRACT BETWEEN THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY AND BLACK LEMONADE

This Grant Contract issued and entered into by and between the Metropolitan Government of Nashville and Davidson County, Nashville Public Library ("Metro") on behalf of Nashville After Zone Alliance (NAZA), and **Black Lemonade**, ("Recipient"), is for the provision of free and high-quality afterschool programs, as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

A. SCOPE OF PROGRAM:

A.1. Schedule and Content

NAZA-funded programs will align with the Metro Schools calendar and be available to youth Monday through Thursday during the fall semester (October 20 (prorated) to December 12, 2025) and spring semester (January 7 to May 8, 2026), on days when MNPS is in session. Programs should run at least for 22 weeks (90 days). *NAZA-funded programs may choose to offer longer programs.*

Please note that NAZA-funded programs will not begin before Labor Day due to unavailability of MNPS transportation.

*NAZA-funded summer program with **Black Lemonade** will occur between June 1-30, 2026. (not applicable to organizations not providing summer programming)*

NAZA-funded activities should support youths' physical, social, emotional, cognitive and academic skills development, help them build purpose through learning, and have relevance to their real-life experiences. Throughout the program day, staff should intentionally infuse opportunities for youth to read, write, speak, and listen as well as allocate time for community building and reflection. When possible, programs should consider encouraging youth to be part of activity design or leading to enable them practice leadership skills. Each day should begin with check-in and snack/meals (when in person). Additional activities may be offered by the NAZA funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

A typical program day should focus to creatively combine:

- School day supports (reading, homework, etc.)
- Enrichments (e.g. arts education; STEAM engineering challenges, service learning, etc.) reflecting youth voice and choice and have a learning focus, either provided by program staff or external enrichment partners.
- Focus on youth's skill building, in line with Nashville's Vision for Holistic Youth Development (curricula with activities will be available for individual skills).
- Other Experiences (e.g. physical activity, health and wellness, mental health, healthy eating activities, team games with rules, career exploration, field trips and other age-appropriate developmental activities.) that offer fun, support team and relationship building and foster holistic youth development.
- Youth-led activities or projects if the Recipient chose to apply and was awarded additional (up to \$1000) for youth-led projects. The Recipient must follow NAZA's YIA guidance for youth

Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract # _____ October 9, 2025 – June 30, 2026

- leadership along with other best practices and consult with NAZA team members (YIA Coordinator and/or Partnerships Manager) for the best results.
- NAZA funds should not in any shape or form be related to any religious content or affiliation. NAZA-funded programs should not proselytize during their regular programming time, nor should youth be accepted or denied based on their religious affiliation or commitment to engaging in any type of religious activities before or after NAZA programming time.
- While we encourage using various learning software and educational games to enhance youth learning, we strictly prohibit enabling access to any video games that include violence, shooting or other unwanted behaviors, especially those rated M for Mature, are of solely entertainment purposes during NAZA-funded time. Programming time should focus on young people's development.

Each after-school programming day should begin with check-in and a snack or meal. Additional activities may be offered by the funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

The Recipient must ask parents and youth (who are not participating in sports) to commit to attend regularly, on an on-going basis when program is in session, for both fall and spring semesters. **Only youth who have returned a fully completed enrollment form may participate in NAZA-funded programs.**

Requirements for Programming

By initialing each item below, Recipient agrees to the following:

1. _____ **Supervision:** Recipient commits to maintaining a staff: youth ratio not to exceed 1:15 at all times by establishing and maintaining a mechanism for substitutions. Youth will be supervised at all times by program staff.
2. _____ **School Relationships:** Recipient will be actively involved in communicating and collaborating with schools to enhance youth learning. They will participate in planning meetings with school principals and staff, including Community Achieves staff to help meet school outcomes and to track youth progress. Program staff will also meet with principals and school staff when needed or possible to address strategies for program recruitment, retention, and attendance tracking. Recipient will receive space approval from school administration for programming.
3. _____ **Recruitment and Family Engagement:** Recipient is responsible for recruiting youth, leading program activities, and engaging in family outreach. Recipient will promote consistent participation/retention levels by contacting each family/youth before programming begins, whenever absences begin to develop a pattern, and to confirm an exit/withdrawal if appropriate. Recipient will serve at least 90% of the youth they projected to serve. Youth with no afterschool options should be the first priority for enrollment in NAZA-funded programs. If spots are available, youth participating in school-sponsored athletics can choose to attend school athletics as a portion of their NAZA-funded program time if they can commit to partially (at least one hour per day) attend NAZA-funded programming and the program has more than one staff on site. Only students participating in at least one hour of programming can benefit from a snack/meal, learning time, and transportation home and counted towards the funded slots. Only youth who have returned a fully completed enrollment form, signed by parent/guardian, may participate.
- 4) _____ **Attendance:** Recipient commits to maintain daily attendance, updating the NAZA attendance tracking tool (Salesforce) on a weekly basis (daily direct attendance taking in the Salesforce is strongly Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract # _____ October 9, 2025 – June 30, 2026

recommended); this requires a computer or any other device with internet access. Recipient staff will ensure that youth sign in with their given first and last name daily using the NAZA approved sign-in sheets to verify youth participation. The youth attendance reflected on the sign-in sheet/daily attendance log must match the attendance entered into the Salesforce platform.

Monthly attendance must be accurately updated in the Salesforce by the 2nd working day of each following month so that NAZA can report the attendance numbers to the Mayor's office accurately.

5) _____ **Meals/Snacks:** Recipient is required to provide healthy, prepackaged snack or meal options to youth every day of programming.

6) _____ **Experiential Activities:** Recipient is encouraged to engage external enrichment providers at least twice per semester to increase the diversity of appealing programming options for youth. Enrichment providers are individuals and organizations that offer enriching activities within the afterschool context. For example, they might include teaching artists, mentors, health educators, yoga and martial arts teachers, spoken word literacy teachers, or career exploration and life skills experts.

7) _____ **System-Wide Meetings & Events:** Recipient is responsible for hosting at least 2 free, youth-led events during the 2025-2026 school year that 1) incorporate and highlight growth practices from Nashville's Vision for Holistic Youth Development and 2) that are open to the public to attend during the year, such as a fall and/or spring showcase, an open house, a visual or performing arts piece, a poetry reading or spoken word event, etc.

8) _____ **Branding:** Recipient agrees to recognize NAZA as a funder by, displaying NAZA signs in program spaces, indicating NAZA is a funder on their website and adding NAZA's logo on their website, supporting NAZA through social media outlets, etc.

9) _____ **Communication with NAZA:** Recipient will respond to requests from NAZA in a timely manner and provide requested documentation by the associated deadline. All staff changes must be communicated to the NAZA Operations Manager within 24 hours. *This includes staff leaving their positions: staff no longer with the program must be removed from the Salesforce platform by the NAZA Operations Manager in order to comply with FERPA guidelines.*

Any program experiencing challenges either with the host school or program site that threatens the continuity/further existence of the program, must immediately report the situation to NAZA and seek support in resolving the situation. A decision to close a program/site must be reported to NAZA immediately with documented reasons.

10) _____ **Adding Staff to Data Management System:** Program staff without Salesforce authorization, such as site assistance, coordinators, etc. should have a contact page and included in the staff listing of NAZA's Data Management System, Salesforce.

11) _____ **Partner Meetings:** Key staff and program directors from each NAZA-funded program site are expected to participate in the NAZA learning community by attending **Partner Meetings** four times during the school year. Meeting dates will be shared before the start of the school year.

12) _____ **Professional Development:**

For each NAZA -funded partner, the program director and all frontline staff working with youth are required to attend or complete several trainings. Please see below:

Program Directors and Site Managers are required to attend the following:

- NAZA Essential Operations training
- Introduction to Positive Youth Development (PYD) training

Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract # _____ October 9, 2025 – June 30, 2026

- At least two trainings on the Growth Practices.
- Program Quality Basics (PQA Basics) either in person or online (online version is available at the partner's expense if missed scheduled training offered by NAZA)
- Any training required by MNPS for staff working in school buildings will be made available to NAZA partner staff.

Note: Program Directors and Site Managers who have successfully completed PYD in the past are exempt from retaking. The NAZA Essential Operations training will be archived and accessible online, while Introduction to Positive Youth Development will be conducted multiple times annually. Returning Program Directors and Site Coordinators who have previously completed the PQA Basics or SEL PQA will only need to redo the training every 3 years. Choosing to take SEL PQA requires a prior completion of PQA Basics.

Program Directors and Site Managers strongly recommended trainings:

- Advanced Positive Youth Development
- Salesforce Student Management Systems
- Strategies for Employee Retention and Recruitment
- Any additional trainings offered to NAZA-funded partners supporting high-quality programming, as well as the achievement of their Program Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement.
- Attend at least three professional development opportunities, in addition to other required trainings, either in-person or online, from the following: Weikart online trainings, Exploring Data Training, NAZA's Learning Management System (LMS), or NAZA Learn, Engage, Develop (L.E.D.) Conference.

For each NAZA -funded partner, front-line and part-time staff working with youth are required to attend or complete several trainings. Please see the following for requirements:

Front-line and Part-time staff are required to attend the following trainings:

- Essential Operations training (only topics labeled and related to front-line and part-time staff)
- Positive Youth Development (new staff and staff who have not completed this requirement).
- Two (2) trainings on the Growth Practices

Front-line and Part-time staff strongly recommended trainings:

- Advanced Positive Youth Development
- Salesforce Student Management Systems
- Strategies for Employee Retention and Recruitment
- Any additional trainings offered to NAZA-funded partners supporting high-quality programming, as well as the achievement of their Program Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement.
- Attend at least three professional development opportunities, in addition to other required trainings, either in-person or online, from the following: Weikart online trainings, Exploring Data Training, NAZA's Learning Management System (LMS), or NAZA Learn, Engage, Develop (L.E.D.) Conference.

13) _____ **Evaluation Tools:**

All program directors/managers and site coordinators of NAZA-funded programs will participate in the **Program Quality Improvement (PQI)** cycle. Self-assessments will be required for both fall and spring semesters. External assessments may be scheduled per need and availability of external assessors. Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract # _____ October 9, 2025 – June 30, 2026

The **Youth Program Quality Improvement (YPQI)** cycle is comprised of the following quality improvement activities, offered at no cost to Partners:

- a) **A baseline self-assessment** utilizing the Youth Program Quality Assessment (YPQA) or Social-Emotional Learning Program Quality Assessment (SEL PQA) tool. Program staff conduct pre-self-assessment of their program and enter results in YPQI's Scores Reporter.
- b) Developing and uploading a **Program Improvement Plan** based on the results of all available YPQA or SELPQA assessment tools (i.e. self-assessments, external assessments, and Leading Indicator Survey results).
- c) **A follow-up YPQA/SEL PQA self-assessment at the end of the school year**, also entered into Scores Reporter, and planning for the following fall semester based on the results of this assessment.
- d) An external assessment will be conducted by assessors trained by Weikart Center every three years for returning partners unless otherwise requested. For new partners one external assessment will be conducted annually for the first three years.
- e) The two assessments are reviewed to develop an understanding of how well the program is performing with regard to NAZA Quality Standards.
- f) Additionally, NAZA-funded partners are required to administer YPQI's **Leading Indicators Survey, Youth** annually in the spring semester to youth enrolled at each site to capture youth experience with the program.
- g) NAZA-funded partners are required to administer YPQI's as **Leading Indicators Survey, Staff** annually in the spring semester to capture the experiences of staff with the program.
- h) NAZA-funded partners are also required to administer YPQI's **Leading Indicators Survey, Managers** annually in the spring semester to capture the experiences of administrators with the program.
- i) NAZA-funded partners are also required to provide access to YPQI's **Leading Indicators Survey, Family** annually in the spring semester to attempt to capture the experiences of parents and guardians of youth in the program.
- j) NAZA partners will have access to **students' school data** through the **data-sharing agreement** between NAZA/NPL and MNPS. Partners will be required to attend two trainings as soon as they become available on: 1) Responsible use of data, and 2) Understanding the academic data.
- k) Partners will be required to sign the **data-sharing sub-agreement** (to be attached to the contract) of this document and adhere to all requirements under that document so that they can have access to student data.
- 14) _____ **Youth Survey:** Recipient is required to administer a one-time **Leading Indicator Survey, Youth** to enrolled youth at each site in the spring semester.
- 15) _____ **Staff Survey (Director/Manager and Staff):** Recipient is required to administer a one-time **Leading Indicator Survey, Staff** by program staff the spring semester. Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract # _____ October 9, 2025 – June 30, 2026

16) _____ **Family Survey:** Recipient is required to provide families access to a one-time **Leading Indicator Survey, Family** by program administrators the spring semester.

17) _____ **Compliance with MNPS Requirements:** Programs offered at participating Metro schools will operate in full compliance with MNPS requirements, including covid-related procedures, liability insurance, criminal background checks, non-discrimination, ADA, and other related standard Metro requirements, confidentiality of student records per FERPA, operation as a non-profit, and transportation policies (as appropriate).

18) _____ **Youth in Action Project Funding (If applicable):** The Recipient is required to establish and attend scheduled meetings – in-person or virtual – with NAZA Youth In Action staff. The Recipient must create conditions for youth-led projects and activities and provide project details and photographic proof of such activities in the NAZA end of the year narrative report. The Recipient also understands if proof of a youth-led project is not provided, the allotted funding will be subtracted from the final funding disbursement.

Operational Policies:

The Recipient will operate in full compliance with the following policies and maintain relevant documentation to verify compliance with the policies. The Recipient agrees to:

- Maintain an active 501(c)(3) registration unless the applicant is a public entity.
- Maintain up-to-date certificates verifying the following insurance: commercial general liability, sexual/abuse/sexual harassment, automobile liability (if applicable) and professional liability insurance with limits not less than one million dollars each occurrence. The Recipient shall provide an updated certificate of insurance upon expiration of the current certificate.
- Nondiscrimination, which precludes Recipient from discriminating on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission, access to, or operation of programs, services, or activities. Note that Metro does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of programs, services, or activities. Metro does not discriminate in hiring or employment practices.
- Follow MNPS operating procedures on verification of criminal background checks on all program staff and volunteers. On school grounds, the MNPS criminal background check contractor shall be used for employees. As long as there is no break in service with the agency, staff will not be required to be fingerprinted yearly. If there is any break in service at all, or if they must go through a rehiring process, they are required to complete a background check including fingerprinting.
- Ensure that all educational records created, disclosed or maintained pursuant to the terms of this contract are confidential and shall be created, disclosed and maintained pursuant to the provisions of the Family Educational Rights and Privacy Act (20 U.S.C.A. s #1232g), its regulations and Board of Education policy.
- Appropriately spend Metro dollars, document the spending, and follow Metro guidelines for allowable costs. Recipient is responsible for properly documenting the spending under their contracts, organizing the documentation separately by year, and storing that documentation for three years for auditing purposes. The documents must be readily available for a Metro Audit.
- Meet NAZA's Minimum Quality Standards (**see Annex 4**) and maintain relevant documentation to verify compliance with the policies.
- Meet the 2025-2026 Performance Indicators specific to the Recipient (**see Annex 6**). Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract # _____ October 9, 2025 – June 30, 2026

- **Maintain accurate youth enrollment forms (Annex 7) and ensure that all youth have enrollment forms signed before they accept a youth into their program.** Enrollment forms, as well as evidence to back up outputs and outcomes cited in narrative reports, must be maintained by the Recipient and stored for three years for auditing purposes. The documents must be readily available any time that the Metro requests them, including as part of an Audit.

Enrollment forms must be fully completed and accurate. Forms should include legitimate first and last names youth, their birthdates, student ID numbers, names of legal guardians and emergency contacts, and accurate addresses, phone numbers, e-mails and medical information (as needed) among other information pieces.

In summary, the Recipient will commit to the following:

1. Delivering quality afterschool (and summer, if chosen) programming for the fall and spring semesters in locations identified in Annex 8, aligned with MNPS scheduling;
2. Submitting daily attendance using the NAZA attendance tracking tool, keeping all data updated on a weekly basis, along with all supporting documentation. Ensure monthly attendance updates are in the system by the second working day of each month;
3. Serving at least 90 percent of the number of youth the Agency projected to serve for the 2025-2026 school year and summer, reflecting ongoing youth recruitment activities, engaging programming, and strong communications with the school community; and
4. Full implementation of program quality requirements, including administration of the youth survey.

Violation or breach of this scope may result in Corrective Action. Continued violation could result in termination of the contract.

A.2. The Recipient must spend these funds consistent with the Grant Budget, attached and incorporated herein as **Annex 3**. 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 the Recipient provides to **documented residents of Davidson County**. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued-ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. The Recipient agrees that it will not use Metro funding for services to non-Davidson County residents.

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 be nine (9) months, commencing on October 9, 2025, and ending 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 **\$174,796 (90 slots for afterschool and 60 slots for summer)**. The Grant Budget will constitute the Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract # _____ October 9, 2025 – June 30, 2026

maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Budget line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and 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. Use of Funds. NAZA funds may be used for educational purposes only; organizations funded by NAZA must not promote religious practices nor proselytize during programming time. Such activities may be offered by funded partners outside of their NAZA-funded program time. However, MNPS transportation and other NAZA resources will not be available, and youth who do not wish to participate must not be penalized in any way.

C.3. Payment Methodology. The Recipient will only be compensated for actual costs based upon the Grant Budget and reconciliation reports, not to exceed the maximum liability established in Section C.1. The Recipient can expect to receive three payments during the contracted year. Each payment will be received no later than 30 days from the invoice date of the finalized and NAZA approved statement. The Recipient must provide accurate and timely recording of programming sessions and student attendance in the NAZA Data Management System, Salesforce, before the second and third payments are processed. Daily student sign-in sheets (paper and digital) must be maintained as backup documentation to support the entries.

The first invoice may include up to 50% of the total awarded amount as an advance request to enable programs to procure necessary supplies for beneficiary youth and hire qualified staff to enable proper programming from the beginning of the year.

The first invoice will be processed after the contract is filed with Metro Clerk and within 30 days from the date of the finalized and approved invoice receipt by NAZA.

The second invoice of up to 40% of the total awarded amount will be processed as the second advance for the Spring semester and may be reduced based on the actual expenditure of the program from the first two quarters. The invoice must be submitted by January 15th along with the second scheduled expenditure report.

The third and final invoice of up to 10% of the total awarded amount is a reimbursement based on annual reconciled expenses and will be processed upon the receipt of the year-end narrative and expenditure reports due July 10th, 2026. This final payment will equal the total actual spending for the contract year and cannot exceed the approved awarded amount. **Any invoice for 2025-2026 year not received by the deadline date will not be processed and all remaining grant funds will expire.**

Same invoicing terms apply to organizations receiving funds for summer only.

All actually reported expenditures must have backup documentation filed at the recipient organization for Metro Audit (See Metro Non-profit Grants Manual for details on backup documentation)

If the contract is terminated earlier or any funds remain unspent based on the reports, the unspent amount will be returned to Metro.

The Recipient must send all invoices to: Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract # _____, October 9, 2025 – June 30, 2026

Nashville After Zone Alliance
615 Church St,
Nashville, TN 37219
or email to Teriz.Fahmy@nashville.gov

C.4. Reporting

Expenditure Report. All Recipients will submit quarterly expenditure reports. Report templates will be provided by NAZA.

All grantees must submit expenditure reports four times a year to reconcile grant receipts with grant revenues. NAZA will monitor fund recipients for compliance with reporting requirements. Failure to comply with the reporting requirements would constitute a violation of the grant contract.

The expenditure reports format is shown on Annex 2 attached to this contract. The quarterly expenditure reports are due on January 20, and April 15, and July 10, 2026.

The exception are the organizations receiving summer funds only. Those partners will submit reports from quarters one and four if programming both in July 2025 and June 2026. No expenses will be allowed for quarters two and three.

In addition to the report, the Recipient may receive a request to provide backup financial documentation such as general ledger, payroll information, and other documents supporting expenses from NAZA team for financial monitoring purposes.

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.

Program/narrative Report

All grantees must submit narrative report once a year to explain how the grant has been used on behalf of the citizens of Davidson County. The report is due on July 10, 2026.

Failure to comply with the program reporting requirements would constitute a violation of the grant contract. NAZA will provide the template during the year.

C.5. 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 service provided nor as an approval of any of the costs included therein.

C.6. 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, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.

C.7. 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.8. 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 Budget.

C.9. 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 Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract #_____ October 9, 2025 – June 30, 2026

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.

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.1.1. Special Condition for Approval: Grantee agrees to implement improvements identified in the Administrative Practices Improvement Plan attached to this contract as an annex. Failure to adhere to the requirements of the plan may lead to delays in funds disbursement, termination of the contract and disqualification of future funding.

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 Contract. 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. Termination—Notice. Metro may terminate this Grant Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the Recipient. Metro shall give the Recipient at least thirty (30) days written notice before the effective termination date.

D.5. Termination –Funding. This Grant Contract is subject to the appropriation and availability of local, State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, Metro shall have the right to terminate this Grant Contract immediately upon written notice to the Recipient. Upon receipt of the written notice, the Recipient shall cease all work associated with this Grant Contract on or before the effective termination date specified in the written notice. Should such an event occur, the Recipient shall be entitled to compensation for all satisfactory and authorized services completed as of the effective termination date. The Recipient shall be responsible for repayment of any funds already received in excess of satisfactory and authorized services completed as of the effective termination date.

D.6. 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.7. 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 completed or performed relative to this Grant Contract. Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract # _____ October 9, 2025 – June 30, 2026

D.8. 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.9. 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 outlined in the Non-Profit Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.

D.10. 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.11. Narrative Reporting. The Recipient must submit a Year-End Program Report, to be received by July 10th. Said report shall detail the outcome of the activities funded under this Grant Contract.

D.12. Financial Reporting. The Recipient must submit quarterly expenditure report for the 2025-2026 programming year to reconcile grant receipts with grant revenues. Reports must be received no later than January 20, April 15 and July 10 of FY '26 (October 9, 2025 – June 30, 2026).

D.13. 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.14. 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. **All types of insurances below are required.**

D.14.1 Proof of Insurance

During the term of this Contract, for any and all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension, the types and amounts of insurance identified below by a checked box. Proof of insurance shall be required naming METRO as additional insured and identifying the Purchase Order on the Acord document.

D.14.2 General Liability Insurance

In the amount of one million (\$1,000,000.00) dollars

D.14.3 Automobile Liability Insurance

In the amount of one million (\$1,000,000.00) dollars (if vendor will be making on-site deliveries) Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract # _____ October 9, 2025 – June 30, 2026

D.14.4 Worker's Compensation Insurance

With statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee (Not required for companies with fewer than five (5) employees).

D.14.5 Sexual Molestation and Abuse Insurance In the amount of one million (\$1,000,000.00) dollars.

D.14.6 Such insurance shall:

Contain or be endorsed to contain a provision that includes METRO as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

For any claims related to this agreement, CONTRACTOR'S insurance coverage shall be primary insurance as respects METRO, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering METRO, its officials, officers, employees, and volunteers shall be excess of CONTRACTOR'S insurance and shall not contribute with it.

Automotive Liability Insurance including vehicles owned, hired, and non-owned. Said insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of CONTRACTOR.

Worker's Compensation (if applicable), CONTRACTOR shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance. CONTRACTOR shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by CONTRACTOR'S workers' compensation insurance coverage.

D.14.7

Prior to commencement of services, CONTRACTOR shall furnish METRO with original certificates and amendatory endorsements affecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to:

DEPARTMENT OF LAW INSURANCE AND RISK MANAGEMENT METROPOLITAN COURTHOUSE,
SUITE 108 PO BOX 196300 NASHVILLE, TN 37219-6300

Provide certified copies of endorsements and policies if requested by METRO in lieu of or in addition to certificates of insurance.

Replace certificates, policies, and/or endorsements for any such insurance expiring prior to completion of services. Maintain such insurance from the time services commence until services are completed and attach the certificates of insurance in the METRO system. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by METRO as a material breach of contract. Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract #_____ October 9, 2025 – June 30, 2026

Place such insurance with insurer licensed to business in Tennessee and having A.M. Best Company ratings of no less than A-. Modification of this standard may be considered upon appeal to the METRO Director of Risk Management Services.

Require all subcontractors to maintain during the term of the agreement Commercial General Liability insurance, Business Automobile Liability insurance, and Worker's Compensation/Employers Liability insurance (unless subcontractor's employees are covered by CONTRACTOR'S insurance) in the same manner as specified for CONTRACTOR. CONTRACTOR shall file subcontractor's certificates of insurance in METRO's system.

Any deductibles and/or self-insured retentions greater than \$10,000.00 must be disclosed to and approved by METRO prior to the commencement of services.

If the CONTRACTOR has or obtains primary or excess policy(ies), there shall be no gap between the limits of the primary policy and the deductible features of the excess policies.

D.15. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.

D.16. **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.17. **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.

(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.

(d) Recipient's duties under this section will survive the termination or expiration of the grant.

D.18. **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.19. **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 Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract # _____ October 9, 2025 – June 30, 2026

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.20. **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.21. **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.22. **Headings.** Section headings are for reference purposes only and will not be construed as part of this Grant Contract.

D.23. **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 into, 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.24. **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.25. **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, preparations 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 Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract # _____ October 9, 2025 – June 30, 2026

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.26. Communications and Contacts. 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:

Nashville Public Library Nashville Public Library NAZA Communications Manager NAZA Procurement Officer 615 Church Street 615 Church Street Nashville, TN 37219 Nashville, TN 37219
(615) 862-5894 615-862-5800 ext. 73731

Recipient

Kaymi Butler, Founder and CEO

Black Lemonade

100 Powell PL

Nashville, TN, 37204

615-200-7351

D.27. 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.

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.28. Certification Regarding Debarment and Convictions.

a. Recipient certifies that Recipient, and its current and future principals: Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract

#_____ October 9, 2025 – June 30, 2026

i are not presently debarred, suspended, or proposed for debarment from participation in any federal or state grant program;

ii have not within a three (3) year period preceding this Grant Contract been convicted of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) grant;

iii 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

iv are not presently indicted or otherwise criminally charged 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.

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.29. 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.

Annexes

The following annexes constitute part of this contract:

Annex 1 – Metro Invoice Template

Annex 2 – Expenditure Report Template

Annex 3 – Budget

Annex 4 – Minimum Standards for NAZA funding

Annex 5 – Partner Data-Sharing Sub-Agreement

Annex 6 – Performance Indicators

Annex 7 – Enrollment forms

Annex 8 – Program site/s

(THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.) Grant contract between the Metropolitan Government of Nashville and Davidson County and Black Lemonade, Contract

#_____ October 9, 2025 – June 30, 2026

17

**THE METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY:**
APPROVED AS TO AVAILABILITY OF FUNDS:
Director of Finance

RECIPIENT: Black Lemonade

By

(Signature):_____

Authorized Officer Name:

Title:

Sworn to and subscribed to before me a Notary

Public, this___ day of _____, 202__

APPROVED AS TO RISK AND INSURANCE:

Director of Insurance

APPROVED AS TO FORM AND LEGALITY:

Metropolitan Attorney

FILED IN THE OFFICE OF THE CLERK:

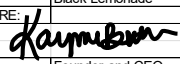
Metropolitan Clerk

Notary Public

NASHVILLE PUBLIC LIBRARY

Library Director

My Commission expires _____ -

Metropolitan Government of Nashville and Davidson County/Nashville Public Library/ NAZA				
Funds For FY 2026 Program				
ORGANIZATION NAME		Black Lemonade		
PROGRAM NAME		Black Lemonade		
ADDRESS		100 Powell Place #1024		
CITY, STATE & ZIP		Nashville, TN 37204		
FEDERAL ID # (EIN)		86-2976641		
CONTRACT # (Office Use):				
START DATE:		7-1-2025		
END DATE:		6-30-2026		
CONTACT PERSON		Kaymi Butler		
CONTACT TELEPHONE		(615) 200-7351		
COST CATEGORIES	TOTAL BUDGET REQUEST	BUDGET EXPLANATION/DETAILS	OTHER FUNDING Funding amount from other sources invested in serving the same number of slots requested from NAZA	Grantor name
After-School Programs		After-school program starts 09/03/2024 Per slot rate for afterschool is \$1,355		
Salaries and Wages	63,540.00	6 site coordinators at \$20/hr, 3hrs a day for 90 days		
Benefits and Taxes	9,900.00	TN employer taxes and health benefits for one		
Total Personnel Expenses	73,440.00			
Office Supplies				
Communications	1,142.91	Email Communications \$22/moPhone Communications \$90/moMailbox \$14.99/mo		
Postage and Shipping				
Occupancy	3,600.00	Storage Unit \$400/mo		
Equipment Rental and Maintenance				
Printing and Publications				
Travel/Conferences & Meetings	1,059.00	Black Lemonade Annual Meeting/Celebration		
Insurance	7,497.00	Workers Comp Insurance \$217/moLiability Insurance \$86/moCommercial Insurance \$530/mo		
Learning software, programs, games,	3,500.00	Snacks, supply storage, family texting software, curriculum supplies		
Transportation				
Field Trips	6,000.00	Thanksgiving Feast and Showcase- Transportation and mealsTransportation to Opry MillsDown		
Professional Fees/Enhancement partners	1,750.09	PNB Boxing partnership for youth		
Other Non-Personnel	0.00	Over the Hump Academy Etiquette for youth		
Indirect Cost		Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.		
	0.00			
Total Non-personnel	24,549.00			
Afterschool sub-total	97,989.00			
Summer Programs		Summer program funded in this cycle is July 1-31,2025 and June 1- 30, 2026 Per slot rate for summer to be calculated at \$8 an hour per slot. Maximum cost per youth slot for summer program is \$320 per week for partners programming 5 days per week for 8 hours per day.		
Salaries and Wages	23,840.00	6 Camp counselors at \$20hr at 30hrs a week for 4 weeks		
Benefits and Taxes	2,600.00	TN employer taxes and health benefits for one		
Total Personnel Expenses	26,440.00			
Office Supplies				
Communications	127.00	Email Communications \$22/moPhone Communications \$90/moMailbox \$14.99/mo		
Postage and Shipping				
Occupancy	20,400.00	Storage Unit \$400/mo		
Equipment Rental and Maintenance				
Printing and Publications	3,000.00	Email and social media marketing, Video marketing		
Travel/Conferences & Meetings	3,000.00	Indiana Youth Institute conference Group of 6 : \$4500 +room/lodging, travel, meals		
Insurance	840.00	Workers Comp Insurance \$217/moLiability Insurance \$86/moCommercial Insurance \$530/mo		
Learning software, programs, games,	5,000.00	Summer Snacks, and Curriculum supplies		
Field Trips	12,000.00	60 youth participating in 4 weekly trips averaging \$200 per youth		
Professional Fees/Enhancement partners	5,500.00	Accounting Fees		
Other Non-Personnel	0.00			
Indirect Cost		Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan that will be acceptable for NAZA in line with Metro Grants Manual.		
	0.00			
Total Non-personnel	49,867.00			
Summer sub-total	76,307.00			
TOTAL	174,296.00			
RECIPIENT	Black Lemonade			
AUTHORIZED SIGNATURE:				
TITLE	Founder and CEO			
DATE	9/15/2025			

**GRANT CONTRACT
BETWEEN THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND**

Nashville International Center for Empowerment

This Grant Contract issued and entered into pursuant to Substitute Nashville Public Library, by and between the Metropolitan Government of Nashville and Davidson County ("Metro"), and Nashville International Center for Empowerment, ("Recipient"), is for the provision of leveled English as a second language (ESL) classes, as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

A. SCOPE OF PROGRAM:

A.1. The Recipient will use the funds to:

(a). Provide leveled English as a second language classes at select branch locations. This support should include the following:

1. Nashville International Center for Empowerment (NICE) will provide English Language classes at Nashville Public Library (NPL) branches to 200 students a year. NICE will offer 11 English Language Classes in total,
2. Classes will follow the schedules set by Metro Nashville Public Schools and Nashville Public Library. Each course will last for 18 weeks, with students meeting twice a week. Instruction will align with English Language Proficiency standards and will cover topics such as personal information, financial matters, workforce skills, education, and health.
3. Students will demonstrate success through assessments and self-evaluations of personal goals. A pre-test will be administered at the time of registration, followed by a post-test after the course. NICE staff will compare the scores from both the pre-test and post-test; any increase in scores will signify progress. Students will participate in in-class assessments, with a score of 85% or higher indicating achievement.
4. Students will collaborate with NICE staff and their instructors to establish personal goals and identify the benchmarks required to attain those goals. At the end of the course, students will engage in a reflection on their progress using a self-reflection tool. The results from self-evaluations and assessment scores will be reported to the grantor.

A.2. The Recipient must spend these funds consistent with the Grant Spending Plan, Plan and Grant Spending Plan Narrative, attached and incorporated herein as Attachment 1 and 2. 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 the Recipient provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued-ID; current record

from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Recipient agrees that it will not use Metro funding for services to non-Davidson County residents.

- 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 be twenty four (24) months, commencing on July 1, 2025 and ending on June 30, 2027. 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 two hundred and forty thousand eleven dollars and four cents (\$240,011.04) The Grant Spending Plan will constitute the maximum amount to be provided to the Recipient by Metro for all of 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 and 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.

Upon progress toward the completion of the work, as described in Section A of this Grant Contract, the Recipient shall submit invoices and any supporting documentation as requested by Metro to demonstrate that the funds have been used as required by this Grant. Such invoices shall be submitted no more often than monthly and indicate at a minimum the amount charged by the Spending Plan line-item for the period invoiced, the amount charged by line-item to date, the total amount charged for the period invoiced, and the total amount charged under this Grant Contract to date.

Recipient must send all invoices to **Metro Payment Services, PO Box 196301, Nashville TN 37219-6301.**

Final invoices for the contract period should be received by Metro Payment Services by July 15, 2027. 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 service 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, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.
- 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.
- 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 Contract. 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. **Termination – Notice.** Metro may terminate this Grant Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the Recipient. Metro shall give the Recipient at least ninety (90) days written notice before the effective termination date.
- D.5. **Termination – Funding.** This Grant Contract is subject to the appropriation and availability of local, State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, Metro shall have the right to terminate this Grant Contract immediately upon written notice to the Recipient. Upon receipt of the written notice, the Recipient shall cease all work associated with this Grant Contract on or before the effective termination date specified in the written notice. Should such an event occur, the Recipient shall be entitled to compensation for all satisfactory and authorized services completed as of the effective termination date. The Recipient shall be responsible for repayment of any funds already received in excess of satisfactory and authorized services completed as of the effective termination date.
- D.6. **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.7. **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.8. **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.9. **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 outlined in the Metro Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.
- D.10. **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.11. **Reporting.** The Recipient must submit three Interim Program Reports, to be received by Nashville Public Library, by no later than February 17, 2026, August 17, 2026, and February 17, 2027. Other required reporting- 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.12. **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.13. **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.13.1 Proof of Insurance

During the term of this Contract, for any all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension, the types and amounts of insurance identified below by a checked box. Proof of insurance shall be required naming METRO as additional insured and identifying the Purchase Order on the Acord document.

D.13.2 General Liability Insurance

In the amount of one million (\$1,000,000.00) dollars

D.13.3 Automobile Liability Insurance

In the amount of one million (\$1,000,000.00) dollars (if vendor will be making on-site deliveries)

D.13.4 Worker's Compensation Insurance

with statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee (Not required for companies with fewer than five (5) employees).

D.13.5 Sexual Molestation and Abuse Insurance

In the amount of one million (\$1,000,000.00) dollars.

D.13.6 Such insurance shall:

Contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

For any claims related to this agreement, CONTRACTOR'S insurance coverage shall be primary insurance as respects METRO, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering METRO, its officials, officers, employees, and volunteers shall be excess of CONTRACTOR'S insurance and shall not contribute with it.

Automotive Liability Insurance including vehicles owned, hired, and non-owned. Said insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of CONTRACTOR.

Worker's Compensation (if applicable), CONTRACTOR shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance. CONTRACTOR shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by CONTRACTOR'S workers' compensation insurance coverage.

D.13.7

Prior to commencement of services, CONTRACTOR shall furnish METRO with original certificates and amendatory endorsements effecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to:

DEPARTMENT OF LAW
INSURANCE AND RISK MANAGEMENT
METROPOLITAN COURTHOUSE, SUITE 108
PO BOX 196300
NASHVILLE, TN 37219-6300

Provide certified copies of endorsements and policies if requested by METRO in lieu of or in addition to certificates of insurance.

Replace certificates, policies, and/or endorsements for any such insurance expiring prior to completion of services. Maintain such insurance from the time services commence until services are completed and attach the certificates of insurance in the METRO system. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by METRO as a material breach of contract.

Place such insurance with insurer licensed to business in Tennessee and having A.M. Best Company ratings of no less than A-. Modification of this standard may be considered upon appeal to the METRO Director of Risk Management Services.

Require all subcontractors to maintain during the term of the agreement Commercial General Liability insurance, Business Automobile Liability insurance, and Worker's Compensation/Employers Liability insurance (unless subcontractor's employees are covered by CONTRACTOR'S insurance) in the same manner as specified for CONTRACTOR. CONTRACTOR shall file subcontractor's certificates of insurance in METRO's system.

Any deductibles and/or self-insured retentions greater than \$10,000.00 must be disclosed to and approved by METRO prior to the commencement of services.

If the CONTRACTOR has or obtains primary or excess policy(ies), there shall be no gap between the limits of the primary policy and the deductible features of the excess policies.

- D.14. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D. 15. **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. 16. **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.

(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.

(d) Recipient's duties under this section will survive the termination or expiration of the grant.

- D.17 **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.18. **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.19. **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.20. **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.21. **Headings.** Section headings are for reference purposes only and will not be construed as part of this Grant Contract.
- D.22. **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 into, 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. 23. **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.24. **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, preparations 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.25. **Communications and Contacts.** 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.

For contract-related matters:

Nashville Public Library
Assistant Director of Administrative Services
615 Church Street
Nashville, TN 37219

(615) 880-2614 phone

For enquiries regarding invoices:

Nashville Public Library
Assistant Director of Administrative Services
615 Church Street
Nashville, TN 37219

(615) 880-2614 phone

Recipient

Nashville International Center for Empowerment

Gatlauk Thach

417 Welshwood Drive Ste 100

Nashville, TN 37211-4225

D.26. **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.
- 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.27. **Certification Regarding Debarment and Convictions.**

- a. Recipient certifies that Recipient, and its current and future principals:
 - i. are not presently debarred, suspended, or proposed for debarment from participation in any federal or state grant program;
 - ii. have not within a three (3) year period preceding this Grant Contract been convicted of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) grant;
 - iii. 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

- iv. are not presently indicted or otherwise criminally charged 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.
 - 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.28. **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.)

**THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON
COUNTY:**

**RECIPIENT: Nashville International Center for
Empowerment**

By: _____

Title: CEO/President

Department

Sworn to and subscribed to before me a Notary
Public, this ____ day

APPROVED AS TO AVAILABILITY OF
FUNDS:

of _____, 202__

Director of Finance

Notary Public

APPROVED AS TO RISK AND
INSURANCE:

Director of Insurance

APPROVED AS TO FORM AND
LEGALITY:

Metropolitan Attorney

My Commission expires_____

FILED IN THE OFFICE OF THE CLERK:

Metropolitan Clerk

ATTACHMENT 1

SPENDING PLAN**FY26/27****Name of Contractor: Nashville International Center for Empowerment**

ITEM #	ITEM	Funds Provided via This Contract	Other Funding Sources	TOTAL
1A	Personnel-Staff Salaries	\$191,336	\$0	\$0
1B	Personnel-Staff Fringe Benefits (26%)	\$0	\$0	\$0
2	Staff Local Travel	\$0	\$0	\$0
3	Occupancy-Rent, utilities, commercial insurance, etc.	\$0	\$0	\$0
4	Communications-Postage, phone, etc.	\$0	\$0	\$0
5	Materials, Supplies, Printing, & Copying	\$19,200	\$0	\$0
6	Furniture, Office Equipment, Computers, etc.	\$0	\$0	\$0
7	Student Programming-Direct Benefit	\$0	\$0	\$0
8	Other Direct Benefits-food, etc.	\$0	\$0	\$0
9	Other Expenses - contracted services (IT) and subscriptions (IT)	\$0	\$0	\$0
10	Indirect	\$29,475.04	\$0	\$0
TOTALS		\$240,011.04	\$0	\$0

ATTACHMENT 2

Nashville International Center for Empowerment SPENDING PLAN NARRATIVE

FY26/27

Salaries and Wages

- **ESL Instructors (6):** NICE will hire six contracted ESL instructors during the grant period. These instructors will teach ESL courses at the Beginning, Intermediate, and Advanced levels, following the schedule set by NPL's adult literacy team. This initiative aims to improve English language skills among adult learners in the community, addressing the current ESL waitlist in Davidson County. 4500 (per class) x 8, \$36,000 plus 0.0765 tax rate, \$2,754.
- **Education Coordinator:** An education coordinator will be hired to effectively manage and facilitate the program throughout the grant period. The coordinator will also be responsible for instructing three out of the eleven classes each semester, as needed, to address any requirements identified during that semester. \$49,920 Annual salary plus 0.1401 tax rate, \$6,994.

Total Salaries and Wages Requested: \$191,336

Programming Materials, Supplies, Printing and Copying

Estimated material and supply costs will be \$600 for supplies and \$9,000 for the Burlington English Curriculum.

Total grant funds requested for programming materials, supplies, printing, and copying - \$19,200

Indirect / Administration

Indirect / Administration 14% - \$29,475.04

Total –\$ 240,011.04

**GRANT CONTRACT
BETWEEN THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
The Branch of Nashville**

This Grant Contract issued and entered into pursuant to Substitute Nashville Public Library, by and between the Metropolitan Government of Nashville and Davidson County ("Metro"), and The Branch of Nashville, ("Recipient"), is for the provision of leveled English as a second language (ESL) classes, as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

A. SCOPE OF PROGRAM:

A.1. The Recipient will use the funds to:

(a). Provide leveled English as a second language classes at select branch locations. This support should include the following:

5. The Branch of Nashville will offer four English classes each year for NPL, with the capacity to accommodate 25 students per semester. The program's objective is to enhance students' English proficiency in listening, speaking, reading, and writing. This training will empower them to become self-sufficient, support their families, and effectively interact with medical personnel.
6. Students will develop essential skills for participating in parent-teacher conferences, navigating job searches and interviews, conducting transactions at banks, and shopping for everyday necessities.
7. Classes will follow the schedules set by Metro Nashville Public Schools and Nashville Public Library. Classes will follow the schedules set by Metro Nashville Public Schools and Nashville Public Library.
8. Each course will last for 18 weeks, with students meeting twice a week. Instruction will align with the core curriculum of Cambridge University Press Ventures, supplemented with Elli Materials. Curriculum will cover topics such as reading, writing, listening, speaking, vocabulary, life skills, and college and career readiness.
9. Students will demonstrate success through assessments and self-evaluations of personal goals. A pre-test will be administered at the time of registration, followed by a post-test after the course. Staff will compare the scores from both the pre-test and post-test; any increase in scores will signify progress. Students will participate in in-class assessments, with a score of 85% or higher indicating achievement.

A.2. The Recipient must spend these funds consistent with the Grant Spending Plan, Plan and Grant Spending Plan Narrative, attached and incorporated herein as Attachment 1 and 2. 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 the Recipient provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued-ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Recipient agrees that it will not use Metro funding for services to non-Davidson County residents.
- 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 be twenty-four (24) months, commencing on July 1, 2025 and ending on June 30, 2027. 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 one hundred and twenty thousand dollars (\$120,000) The Grant Spending Plan will constitute the maximum amount to be provided to the Recipient by Metro for all of 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 and 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.

Upon progress toward the completion of the work, as described in Section A of this Grant Contract, the Recipient shall submit invoices and any supporting documentation as requested by Metro to demonstrate that the funds have been used as required by this Grant. Such invoices shall be submitted no more often than monthly and indicate at a minimum the amount charged by the Spending Plan line-item for the period invoiced, the amount charged by line-item to date, the total amount charged for the period invoiced, and the total amount charged under this Grant Contract to date.

Recipient must send all invoices to **Metro Payment Services, PO Box 196301, Nashville TN 37219-6301.**

Final invoices for the contract period should be received by Metro Payment Services by July 15, 2027. 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 service 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, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.
- 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.
- 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 Contract. 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. **Termination – Notice.** Metro may terminate this Grant Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the Recipient. Metro shall give the Recipient at least ninety (90) days written notice before the effective termination date.
- D.5. **Termination – Funding.** This Grant Contract is subject to the appropriation and availability of local, State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, Metro shall have the right to terminate this Grant Contract immediately upon written notice to the Recipient. Upon receipt of the written notice, the Recipient shall cease all work associated with this Grant Contract on or before the effective termination date specified in the written notice. Should such an event occur, the Recipient shall be entitled to compensation for all satisfactory and authorized services completed as of the effective termination date. The Recipient shall be responsible for repayment of any funds already received in excess of satisfactory and authorized services completed as of the effective termination date.
- D.6. **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.7. **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.8. **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.9. **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 outlined in the Metro Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.
- D.10. **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.11. **Reporting.** The Recipient must submit three Interim Program Reports, to be received by Nashville Public Library, by no later than February 17, 2026, August 17, 2026, and February 17, 2027. Other required reporting- 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.12. **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.13. **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.13.1 Proof of Insurance

During the term of this Contract, for any all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension, the types and amounts of insurance identified below by a checked box. Proof of insurance shall be required naming METRO as additional insured and identifying the Purchase Order on the Acord document.

D.13.2 General Liability Insurance

In the amount of one million (\$1,000,000.00) dollars

D.13.3 Automobile Liability Insurance

In the amount of one million (\$1,000,000.00) dollars (if vendor will be making on-site deliveries)

D.13.4 Worker's Compensation Insurance

with statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee (Not required for companies with fewer than five (5) employees).

D.13.5 Sexual Molestation and Abuse Insurance

In the amount of one million (\$1,000,000.00) dollars.

D.13.6 Such insurance shall:

Contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

For any claims related to this agreement, CONTRACTOR'S insurance coverage shall be primary insurance as respects METRO, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering METRO, its officials, officers, employees, and volunteers shall be excess of CONTRACTOR'S insurance and shall not contribute with it.

Automotive Liability Insurance including vehicles owned, hired, and non-owned. Said insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of CONTRACTOR.

Worker's Compensation (if applicable), CONTRACTOR shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance. CONTRACTOR shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by CONTRACTOR'S workers' compensation insurance coverage.

D.13.7

Prior to commencement of services, CONTRACTOR shall furnish METRO with original certificates and amendatory endorsements effecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to:

DEPARTMENT OF LAW
INSURANCE AND RISK MANAGEMENT
METROPOLITAN COURTHOUSE, SUITE 108
PO BOX 196300
NASHVILLE, TN 37219-6300

Provide certified copies of endorsements and policies if requested by METRO in lieu of or in addition to certificates of insurance.

Replace certificates, policies, and/or endorsements for any such insurance expiring prior to completion of services. Maintain such insurance from the time services commence until services are completed and attach the certificates of insurance in the METRO system. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by METRO as a material breach of contract.

Place such insurance with insurer licensed to business in Tennessee and having A.M. Best Company ratings of no less than A-. Modification of this standard may be considered upon appeal to the METRO Director of Risk Management Services.

Require all subcontractors to maintain during the term of the agreement Commercial General Liability insurance, Business Automobile Liability insurance, and Worker's Compensation/Employers Liability insurance (unless subcontractor's employees are covered by CONTRACTOR'S insurance) in the same manner as specified for CONTRACTOR. CONTRACTOR shall file subcontractor's certificates of insurance in METRO's system.

Any deductibles and/or self-insured retentions greater than \$10,000.00 must be disclosed to and approved by METRO prior to the commencement of services.

If the CONTRACTOR has or obtains primary or excess policy(ies), there shall be no gap between the limits of the primary policy and the deductible features of the excess policies.

- D.14. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D. 15. **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. 16. **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.

(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.

(d) Recipient's duties under this section will survive the termination or expiration of the grant.

- D.17 **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.18. **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.19. **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.20. **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.21. **Headings.** Section headings are for reference purposes only and will not be construed as part of this Grant Contract.
- D.22. **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 into, 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. 23. **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.24. **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, preparations 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.25. **Communications and Contacts.** 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.

For contract-related matters:

Nashville Public Library
Assistant Director of Administrative Services
615 Church Street
Nashville, TN 37219

(615) 880-2614 phone

For enquiries regarding invoices:

Nashville Public Library
Assistant Director of Administrative Services
615 Church Street
Nashville, TN 37219

(615) 880-2614 phone

Recipient

The Branch of Nashville

Melissa K Thomas

2620 Una Antioch
Antioch, TN 37013

D.26. **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.
- 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.27. **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 offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) grant;

- vii. 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
 - viii. are not presently indicted or otherwise criminally charged 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.
 - 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.28. **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.)

**THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON
COUNTY:**

RECIPIENT: The Branch of Nashville

By: _____

Title: CEO/President

Department

Sworn to and subscribed to before me a Notary
Public, this ____ day

of _____, 202__

APPROVED AS TO AVAILABILITY OF
FUNDS:

Director of Finance

Notary Public

APPROVED AS TO RISK AND
INSURANCE:

Director of Insurance

APPROVED AS TO FORM AND
LEGALITY:

Metropolitan Attorney

My Commission expires_____

FILED IN THE OFFICE OF THE CLERK:

Metropolitan Clerk

ATTACHMENT 1

SPENDING PLAN**FY26/27****Name of Contractor: The Branch of Nashville**

ITEM #	ITEM	Funds Provided via This Contract	Other Funding Sources	TOTAL
1A	Personnel-Staff Salaries	\$48,600	\$0	\$0
1B	Personnel-Staff Fringe Benefits (26%)	\$0	\$0	\$0
2	Staff Local Travel	\$0	\$0	\$0
3	Occupancy-Rent, utilities, commercial insurance, etc.	\$0	\$0	\$0
4	Communications-Postage, phone, etc.	\$0	\$0	\$0
5	Materials, Supplies, Printing, & Copying	\$16,200	\$0	\$0
6	Furniture, Office Equipment, Computers, etc.	\$0	\$0	\$0
7	Student Programming-Direct Benefit, Testing	\$11,700	\$0	\$0
8	Other Direct Benefits-food, etc.	\$4,500	\$0	\$0
9	Other Expenses - contracted services (IT) and subscriptions (IT)	\$0	\$0	\$0
10	Indirect/Admin	\$39,000	\$0	\$0
TOTALS		\$120,000	\$0	\$0

ATTACHMENT 2

The Branch of Nashville SPENDING PLAN NARRATIVE

FY26/27

Salaries and Wages

- **ESL Instructors** : The Branch of Nashville will hire contracted ESL instructors during the grant period. These instructors will teach ESL courses at the Beginning, Intermediate, and Advanced levels, following the schedule set by NPL's adult literacy team. This initiative aims to improve English language skills among adult learners in the community, addressing the current ESL waitlist in Davidson County.
- **Education Coordinator**: An education coordinator will be hired to effectively manage and facilitate the program throughout the grant period. The coordinator will also be responsible for instructing three out of the eleven classes each semester, as needed, to address any requirements identified during that semester.

Total Salaries and Wages Requested: \$48,600

Total grant funds requested for programming materials, supplies, printing, and copying - \$16,200

Student Programming and Direct Costs - \$11,700

Other Direct Benefits - \$4,500

Indirect / Administration - \$39,000

Total – \$120,000

**GRANT CONTRACT
BETWEEN THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
Oasis Center Inc**

This Grant Contract issued and entered into pursuant to Substitute Nashville Public Library, by and between the Metropolitan Government of Nashville and Davidson County ("Metro"), and Oasis Center, Inc, ("Recipient"), is for the provision of services that help youth grow, thrive and create positive change in their lives and in our community. Oasis Center provides these three primary program areas: Crisis and Residential Services, Youth Engagement & Action, and Oasis College Connection as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

A. SCOPE OF PROGRAM:

A.1. The Recipient will use the funds to:

Assign a consultant to coordinate the daily functions of the Mayor's Youth Council (MYC). This includes managing their meetings, communication, and youth engagement. In addition, Oasis Center will provide ongoing support in the areas of positive youth development, training, team building, and provide any necessary administrative support. The consultant will report activities and progress on a regular basis and incorporate MCY priorities and feedback as appropriate.

1) The MCY program will provide up 50 hours of service learning for at least 25 Nashville High School students yearly.

A.2. The Recipient must spend these funds consistent with the Grant Spending Plan, Plan and Grant Spending Plan Narrative, attached and incorporated herein as Attachment 1 and 2. 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 the Recipient provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued-ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Recipient agrees that it will not use Metro funding for services to non-Davidson County residents.

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 be twelve (12) months, commencing on July 1, 2025 and ending 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 Thirty Thousand dollars (\$30,000) The Grant Spending Plan will constitute the maximum amount to be provided to the Recipient by Metro for all of 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 and 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.

Upon progress toward the completion of the work, as described in Section A of this Grant Contract, the Recipient shall submit invoices and any supporting documentation as requested by Metro to demonstrate that the funds are used as required by this Grant, prior to any payment for allowable costs. Such invoices shall be submitted not more often than monthly and indicate at a minimum the amount charged by the Spending Plan line-item for the period invoiced, the amount charged by line-item to date, the total amount charged for the period invoiced, the total amount charged under this Grant Contract to date.

Recipient must send all invoices to **Metro Payment Services, PO Box 196301, Nashville TN 37219-6301.**

Final invoices for the contract period should be received by Metro Payment Services 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 service 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, on the basis of audits

or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.

- 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.
- 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 Contract. 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. **Termination – Notice.** Metro may terminate this Grant Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the Recipient. Metro shall give the Recipient at least ninety (90) days written notice before the effective termination date.
 - D.5. **Termination – Funding.** This Grant Contract is subject to the appropriation and availability of local, State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, Metro shall have the right to terminate this Grant Contract immediately upon written notice to the Recipient. Upon receipt of the written notice, the Recipient shall cease all work associated with this Grant Contract on or before the effective termination date specified in the written notice. Should such an event occur, the Recipient shall be entitled to compensation

for all satisfactory and authorized services completed as of the effective termination date. The Recipient shall be responsible for repayment of any funds already received in excess of satisfactory and authorized services completed as of the effective termination date.

- D.6. **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.7. **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.8. **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.9. **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 outlined in the Metro Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.
- D.10. **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.11. **Reporting.** The Recipient must submit an Interim Program Report, to be received by Nashville Public Library, by no later than February 17, 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.12. **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.13. **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.13.1 Proof of Insurance

During the term of this Contract, for any al all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension, the types and amounts of insurance identified below by a checked box. Proof of insurance shall be required naming METRO as additional insured and identifying the Purchase Order on the Acord document.

D.13.2 General Liability Insurance

In the amount of one million (\$1,000,000.00) dollars

D.13.3 Automobile Liability Insurance

In the amount of one million (\$1,000,000.00) dollars (if vendor will be making on-site deliveries)

D.13.4 Worker's Compensation Insurance

with statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee (Not required for companies with fewer than five (5) employees).

D.13.5 Sexual Molestation and Abuse Insurance

In the amount of one million (\$1,000,000.00) dollars.

D.13.6 Such insurance shall:

Contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

For any claims related to this agreement, CONTRACTOR'S insurance coverage shall be primary insurance as respects METRO, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering METRO, its officials, officers, employees, and volunteers shall be excess of CONTRACTOR'S insurance and shall not contribute with it.

Automotive Liability Insurance including vehicles owned, hired, and non-owned. Said insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of CONTRACTOR.

Worker's Compensation (if applicable), CONTRACTOR shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance. CONTRACTOR shall require each of its subcontractors to provide

Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by CONTRACTOR'S workers' compensation insurance coverage.

D.13.7

Prior to commencement of services, CONTRACTOR shall furnish METRO with original certificates and amendatory endorsements effecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to:

DEPARTMENT OF LAW
INSURANCE AND RISK MANAGEMENT
METROPOLITAN COURTHOUSE, SUITE 108
PO BOX 196300
NASHVILLE, TN 37219-6300

Provide certified copies of endorsements and policies if requested by METRO in lieu of or in addition to certificates of insurance.

Replace certificates, policies, and/or endorsements for any such insurance expiring prior to completion of services. Maintain such insurance from the time services commence until services are completed and attach the certificates of insurance in the METRO system. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by METRO as a material breach of contract.

Place such insurance with insurer licensed to business in Tennessee and having A.M. Best Company ratings of no less than A-. Modification of this standard may be considered upon appeal to the METRO Director of Risk Management Services.

Require all subcontractors to maintain during the term of the agreement Commercial General Liability insurance, Business Automobile Liability insurance, and Worker's Compensation/Employers Liability insurance (unless subcontractor's employees are covered by CONTRACTOR'S insurance) in the same manner as specified for CONTRACTOR. CONTRACTOR shall file subcontractor's certificates of insurance in METRO's system.

Any deductibles and/or self-insured retentions greater than \$10,000.00 must be disclosed to and approved by METRO prior to the commencement of services.

If the CONTRACTOR has or obtains primary or excess policy(ies), there shall be no gap between the limits of the primary policy and the deductible features of the excess policies.

- D.14. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D. 15. **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. 16. 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.

(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.

(d) Recipient's duties under this section will survive the termination or expiration of the grant.

D.17 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.18. 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.19. 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.20. **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.21. **Headings.** Section headings are for reference purposes only and will not be construed as part of this Grant Contract.
- D.22. **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 into, 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. 23. **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.24. **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, preparations 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.25. **Communications and Contacts.** 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.

For contract-related matters:

Nashville Public Library
Assistant Director of Administrative Services
615 Church Street
Nashville, TN 37219

(615) 880-2614 phone

For enquiries regarding invoices:

Nashville Public Library
Assistant Director of Administrative Services
615 Church Street
Nashville, TN 37219

(615) 880-2614 phone

Recipient

Dr. LaRhonda S. Dingle Magras President and CEO

Oasis Center, Inc.

1704 Charlotte Ave., Suite 200

Nashville, TN 37203

615-327-4455, phone

- D.26. **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.
- 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.27. Certification Regarding Debarment and Convictions.

- a. Recipient certifies that Recipient, and its current and future principals:
 - ix. are not presently debarred, suspended, or proposed for debarment from participation in any federal or state grant program;
 - x. have not within a three (3) year period preceding this Grant Contract been convicted of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) grant;
 - xi. 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
 - xii. are not presently indicted or otherwise criminally charged 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.
- 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.28. 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.)

**THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON
COUNTY:**

RECIPIENT: Oasis Center, Inc.

By: _____

Title: CEO/President

Department

Sworn to and subscribed to before me a Notary
Public, this ____ day

of _____, 202__

APPROVED AS TO AVAILABILITY OF
FUNDS:

Director of Finance

Notary Public

APPROVED AS TO RISK AND
INSURANCE:

Director of Insurance

APPROVED AS TO FORM AND
LEGALITY:

Metropolitan Attorney

My Commission expires_____

FILED IN THE OFFICE OF THE CLERK:

Metropolitan Clerk

ATTACHMENT 1

SPENDING PLAN

FY26

Mayor's Youth Council

Name of Contractor: Oasis Center, Inc.

ITEM #	ITEM	Funds Provided via This Contract	Other Funding Sources	TOTAL
1A	Personnel-Staff Salaries	\$20,009	\$14,746	\$34,755
1B	Personnel-Staff Fringe Benefits	\$6,151	\$4,867	\$11,018
2	Staff Local Travel	\$500	\$1,600	\$2,100
3	Occupancy-Rent, utilities, commercial insurance, etc.	\$0	\$3,375	\$3,375
4	Communications-Postage, phone, etc.*	\$0	\$325	\$325
5	Youth Summit/Programming Materials, Supplies, Printing, & Copying*	\$1,041	\$5,622	\$6,663
6	Furniture, Office Equipment, Computers, etc.	\$0	\$133	\$133
7	Student Programming-Direct Benefit	\$0	\$3,120	\$3,120
8	Other Direct Benefits-food, etc.	\$0	\$4,000	\$4,000
10	Other Expenses (contracted svcs (IT) and professional development	\$0	\$792	\$792
9	Indirect	\$2,300	\$3,360	\$5,660
TOTALS		\$30,000	\$41,941	\$71,941

ATTACHMENT 2

**MAYOR'S YOUTH COUNCIL SCOPE OF SERVICE AND SPENDING PLAN
NARRATIVE**

FY 26

SCOPE OF PROGRAM:

A). Oasis Center Inc. will assign a consultant to the Mayor's Office of Education and Youth regarding the Mayor's Youth Council (MYC), who will coordinate the daily functions of the MYC. This includes managing their meetings, communication, and youth engagement. In addition, Oasis Center will provide ongoing support in the areas of positive youth development, training, teambuilding, and provide any necessary administrative support. The consultant will report activities and progress on a regular basis and incorporate Mayor's Office priorities and feedback as appropriate.

B). The MYC program will provide 50 hours of service learning for at least 25 Nashville high school students yearly.

C). The MYC program will provide an annual Mayor's Youth Summit which will a) solicit youth voice and recommendations on issues that affect young residents of Nashville/Davidson County; and b) promote priority initiatives of the Mayor's Office.

Spending Plan

Salaries and Wages

- **Director Action & Advocacy:** The Director Youth Action & Advocacy time commitment to the program is for 12 months at 5% ($\$67,465 \times 5\%$) = \$3,373. The Director of Action & Advocacy has program oversight and supervising responsibility of the program coordinator. The cost for this position will be covered through non-Metro grant resources.
- **Mayor's Youth Council Coordinator - (.50 FTE):** The MYC Coordinator's time commitment to the program is for 12 months. The coordinator is responsible for the daily functions of the Mayor's Youth Council (MYC) and manages their meetings, communication and promotes positive youth development and engagement. While the program coordinator dedicates 50% of their time to MYC we are requesting that 40.3% of their salary to the program **\$20,009** ($\$49,650 \times 40.3\%$) be allocated to this grant with the remaining costs covered through non-Metro grant resources.

Total salaries requested - **\$20,009**

Fringe Benefits

Costs of employee fringe benefits

Oasis Center's cost to provide fringe benefits to full-time employees. Benefits provided are based on a standard benefits package offered to all full time Oasis Center employees and consists of health insurance, life and disability insurance, dental insurance, vision insurance and retirement contributions

for those that choose to participate. The benefits package represents 30.7% (Oasis Center's cost of health insurance went up 15% from 2024 to 2025 and is rising another 15% in 2026) of wages and is calculated as follows:

The benefit package offered to each full-time employee includes:

- Health, vision and dental insurance - $(\$20,009 \times 19.3\%)$ \$3,862
- 401(k) contribution (3%) – $(\$20,009 \times 3\%)$ \$600
- Life and Disability insurance (0.7%) - $(\$20,009 \times 0.7\%)$ \$158
- FICA at 7.65% - $(\$20,009 \times 7.65\%)$ \$1,531

Total benefits requested - **\$6,151**

Travel

Local mileage reimbursement and parking reimbursement for meetings. Mileage estimated at 10 miles/week x 36 weeks @ \$.70/mile - \$250 and meeting parking reimbursement estimated at \$50.

Youth engagement conferences and webinars estimated at \$1,800.

Total travel costs are estimated at \$2,100. We are requesting \$500 be allocated to this grant with the remaining costs covered through non-Metro grant resources.

Total grant funds requested for travel - **\$500**

Youth Summit, Materials, Supplies, Printing and Copying

Provision of Mayor's Youth Summit to serve 300 youth. Estimated summit costs to include facility, food and printed materials \$5,633; General program operational supplies (general office supplies and MYC t-shirts) - \$950. Program's pro-rata share of household supplies (allocated based on square footage) \$80. These cost estimates total \$6,663. We are requesting \$1,041 be allocated to this grant with the remaining costs covered through non-Metro grant resources.

Total grant funds requested for youth summit, materials, supplies, printing and copying - **\$1,041**.

Indirect / Administration

Based on 8.3% of total direct program costs **\$2,300** ($\$27,700 \times 8.3\%$).

Total Spending Plan - \$30,000

**GRANT CONTRACT
BETWEEN THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY
AND
Oasis Center Inc**

This Grant Contract issued and entered into pursuant to Substitute Nashville Public Library, by and between the Metropolitan Government of Nashville and Davidson County ("Metro"), and Oasis Center, Inc, ("Recipient"), is for the provision of college access services, as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

A. SCOPE OF PROGRAM:

A.1. The Recipient will use the funds to:

(a). Provide ongoing support for high school students who participated in Metro's Power Youth program. This ongoing support should include the following:

10. A minimum of two in-person meetings per semester with the student either at school or out of school (e.g., at Recipient's business) with the designated staff member for that high school ("HS").
11. Development of a college plan with every student that incorporates short- and long-term goals in any combination of relevant domains (such as, but not limited to, personal finances, high school grades and course credits, service hours, employment, or workplace experience, and/or college knowledge.)
12. On-going monitoring of short-term goals and revision to plan as needed.
13. Outreach and engagement with parents of participating students by Recipient's staff at each HS site.
14. Continued collaboration with HS staff for 11th and 12th grade students to support the college application process.
15. Targeted engagement with parents of participating 11th and 12th graders to support college application process.
16. Increasing awareness of resources available through the high school libraries and Metro's Limitless Libraries program.

(b). Continue outreach and engagement with students at all targeted high schools with Power Youth participants to build college aspiration.

1. Provide regular programming and relationship building opportunities for students in grades 9-12 who were not previously enrolled in Power Youth.
2. In addition to the regular programming for all grade levels that is part of the Oasis College Connections program, recruit students to apply for Power Youth in the summer of 2026.
3. Facilitate the application process for students at the high schools for Power Youth 2026 under the direction of the Power Youth staff.

(c). Build relationships and college access knowledge with staff at the targeted high schools to support a college going culture at each school, assist in removing barriers to access for students and facilitate faculty awareness of the Power Youth program.

1. Provide faculty training to staff at each site about college access facts and challenges for each high school in collaboration with the school administration.
2. Provide classroom presentations with teachers as requested - including, but not limited to, summer recruitment in classrooms in the early Spring 2026.
3. Provide information to faculty at each site about how to assist to students apply to be part of the Power Youth program in 2026.
4. Partner with staff and administrators all feeder middle schools to develop a recruitment strategy for rising 8th and 9th grade students.

(d). Oasis College Connection will adjust its services to better meet the needs of Power Youth targeted schools and students during the COVID-19 pandemic. The work above will be done using text messages, phone calls, online meeting platforms, and in-person meetings when needed. All other resources have been and will continue to be updated into a format that is easily shared in any of the above platforms of communication.

Estimated youth to be served by Oasis College Connection: 1,800

A.2. The Recipient must spend these funds consistent with the Grant Spending Plan, Plan and Grant Spending Plan Narrative, attached and incorporated herein as Attachment 1 and 2. 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 the Recipient provides to documented residents of Davidson County. Documentation of residency may be established with a recent utility bill; voter's registration card; driver's license or other government issued-ID; current record from a school showing address; affidavit by landlord; or affidavit by a nonprofit treatment, shelter, half-way house, or homeless assistance entity located within Davidson County. Recipient agrees that it will not use Metro funding for services to non-Davidson County residents.

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 be twelve (12) months, commencing on July 1, 2025 and ending 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 Two-Hundred Fifty Thousand dollars (\$250,000) The Grant Spending Plan will constitute the maximum amount to be provided to the Recipient by Metro for all of 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 and 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.

Upon progress toward the completion of the work, as described in Section A of this Grant Contract, the Recipient shall submit invoices and any supporting documentation as requested by Metro to demonstrate that the funds are used as required by this Grant, prior to any payment for allowable costs. Such invoices shall be submitted not more often than monthly and indicate at a minimum the amount charged by the Spending Plan line-item for the period invoiced, the amount charged by line-item to date, the total amount charged for the period invoiced, the total amount charged under this Grant Contract to date.

Recipient must send all invoices to **Metro Payment Services, PO Box 196301, Nashville TN 37219-6301.**

Final invoices for the contract period should be received by Metro Payment Services 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 service 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, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed.
- 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.
- 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 Contract. 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. **Termination – Notice.** Metro may terminate this Grant Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the Recipient. Metro shall give the Recipient at least ninety (90) days written notice before the effective termination date.
- D.5. **Termination – Funding.** This Grant Contract is subject to the appropriation and availability of local, State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, Metro shall have the right to terminate this Grant Contract immediately upon written notice to the Recipient. Upon receipt of the written notice, the Recipient shall cease all work associated with this Grant Contract on or before the effective termination date specified in the written notice. Should such an event occur, the Recipient shall be entitled to compensation for all satisfactory and authorized services completed as of the effective termination date. The Recipient shall be responsible for repayment of any funds already received in excess of satisfactory and authorized services completed as of the effective termination date.
- D.6. **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.7. **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.8. **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.9. **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 outlined in the Metro Grants Manual. The financial statements must be prepared in accordance with generally accepted accounting principles.
- D.10. **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.11. **Reporting.** The Recipient must submit an Interim Program Report, to be received by Nashville Public Library, by no later than February 17, 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.12. **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.13. **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.13.1 Proof of Insurance

During the term of this Contract, for any al all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension, the types and amounts of insurance identified below by a checked box. Proof of insurance shall be required naming METRO as additional insured and identifying the Purchase Order on the Acord document.

D.13.2 General Liability Insurance

In the amount of one million (\$1,000,000.00) dollars

D.13.3 Automobile Liability Insurance

In the amount of one million (\$1,000,000.00) dollars (if vendor will be making on-site deliveries)

D.13.4 Worker's Compensation Insurance

with statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee (Not required for companies with fewer than five (5) employees).

D.13.5 Sexual Molestation and Abuse Insurance

In the amount of one million (\$1,000,000.00) dollars.

D.13.6 Such insurance shall:

Contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

For any claims related to this agreement, CONTRACTOR'S insurance coverage shall be primary insurance as respects METRO, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering METRO, its officials, officers, employees, and volunteers shall be excess of CONTRACTOR'S insurance and shall not contribute with it.

Automotive Liability Insurance including vehicles owned, hired, and non-owned. Said insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of CONTRACTOR.

Worker's Compensation (if applicable), CONTRACTOR shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance. CONTRACTOR shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by CONTRACTOR'S workers' compensation insurance coverage.

D.13.7

Prior to commencement of services, CONTRACTOR shall furnish METRO with original certificates and amendatory endorsements effecting coverage required by this section and

provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to:

DEPARTMENT OF LAW
INSURANCE AND RISK MANAGEMENT
METROPOLITAN COURTHOUSE, SUITE 108
PO BOX 196300
NASHVILLE, TN 37219-6300

Provide certified copies of endorsements and policies if requested by METRO in lieu of or in addition to certificates of insurance.

Replace certificates, policies, and/or endorsements for any such insurance expiring prior to completion of services. Maintain such insurance from the time services commence until services are completed and attach the certificates of insurance in the METRO system. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by METRO as a material breach of contract.

Place such insurance with insurer licensed to business in Tennessee and having A.M. Best Company ratings of no less than A-. Modification of this standard may be considered upon appeal to the METRO Director of Risk Management Services.

Require all subcontractors to maintain during the term of the agreement Commercial General Liability insurance, Business Automobile Liability insurance, and Worker's Compensation/Employers Liability insurance (unless subcontractor's employees are covered by CONTRACTOR'S insurance) in the same manner as specified for CONTRACTOR. CONTRACTOR shall file subcontractor's certificates of insurance in METRO's system.

Any deductibles and/or self-insured retentions greater than \$10,000.00 must be disclosed to and approved by METRO prior to the commencement of services.

If the CONTRACTOR has or obtains primary or excess policy(ies), there shall be no gap between the limits of the primary policy and the deductible features of the excess policies.

- D.14. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D. 15. **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. 16. **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.

(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.

(d) Recipient's duties under this section will survive the termination or expiration of the grant.

D.17 **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.18. **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.19. **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.20. **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.21. **Headings.** Section headings are for reference purposes only and will not be construed as part of this Grant Contract.
- D.22. **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 into, 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. 23. **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.24. **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, preparations 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.25. **Communications and Contacts.** 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.

For contract-related matters:

Nashville Public Library
Assistant Director of Administrative Services
615 Church Street
Nashville, TN 37219

(615) 880-2614 phone

For enquiries regarding invoices:

Nashville Public Library
Assistant Director of Administrative Services
615 Church Street
Nashville, TN 37219

(615) 880-2614 phone

Recipient

Dr. LaRhonda S. Dingle Magras President and CEO

Oasis Center, Inc.

1704 Charlotte Ave., Suite 200

Nashville, TN 37203

615-327-4455, phone

- D.26. **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.

- 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.27. Certification Regarding Debarment and Convictions.

- a. Recipient certifies that Recipient, and its current and future principals:
 - xiii. are not presently debarred, suspended, or proposed for debarment from participation in any federal or state grant program;
 - xiv. have not within a three (3) year period preceding this Grant Contract been convicted of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) grant;
 - xv. 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
 - xvi. are not presently indicted or otherwise criminally charged 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.
- 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.28. 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.)

**THE METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON
COUNTY:**

RECIPIENT: Oasis Center, Inc.

By: _____

Title: CEO/President

Department

Sworn to and subscribed to before me a Notary
Public, this ____ day

of _____, 202__

APPROVED AS TO AVAILABILITY OF
FUNDS:

Director of Finance

Notary Public

APPROVED AS TO RISK AND
INSURANCE:

Director of Insurance

APPROVED AS TO FORM AND
LEGALITY:

Metropolitan Attorney

My Commission expires_____

FILED IN THE OFFICE OF THE CLERK:

Metropolitan Clerk

ATTACHMENT 1

SPENDING PLAN**FY26**

College Connection

Name of Contractor: Oasis Center, Inc.

ITEM #	ITEM	Funds Provided via This Contract	Other Funding Sources	TOTAL
1A	Personnel-Staff Salaries	\$150,460	\$207,251	\$357,711
1B	Personnel-Staff Fringe Benefits (26%)	\$39,307	\$55,254	\$94,561
2	Staff Local Travel	\$2,000	\$3,800	\$5,800
3	Occupancy-Rent, utilities, commercial insurance, etc.	\$17,881	\$0	\$17,881
4	Communications-Postage, phone, etc.	\$2,995	\$0	\$2,995
5	Materials, Supplies, Printing, & Copying	\$3,837	\$0	\$3,837
6	Furniture, Office Equipment, Computers, etc.	\$1,224	\$0	\$1,224
7	Student Programming-Direct Benefit	\$0	\$1,000	\$1,000
8	Other Direct Benefits-food, etc.	\$0	\$8,360	\$8,360
9	Other Expenses - contracted services (IT) and subscriptions (IT)	\$7,296	\$3,095	\$10,391
10	Indirect	\$25,000	\$25,330	\$50,330
TOTALS		\$250,000	\$304,090	\$554,090

ATTACHMENT 2

COLLEGE CONNECTION SPENDING PLAN NARRATIVE

FY26

Salaries and Wages

- **VP Youth Action, Advocacy & Engagement:** The time commitment to the program is for 12 months at 20%. The VP YAAE has direct supervision of the Sr Director of School Based programming. We're requesting **\$18,540** ($\$92,700 \times 20\%$) to be allocated to this grant with the remaining costs to be covered through non-Metro grant resources.
- **Sr Director School Based Programs:** The Sr Director has direct supervision off the College Access Director and provides program oversight and administration. The time commitment to the program is for 12 months at 100%. We are requesting that 30% of his salary **\$26,265** ($\$87,550 \times 30\%$) be allocated to the grant with the remaining costs to be covered through non-Metro grant resources.
- **College Access Director:** The Program Director's time commitment to the program is for 12 months at 100%. The College Access Director is responsible for direct supervision of three College Mentors and three Retention Specialist at NSCC and provides grant oversight and administration. We are requesting that 100% of her salary **\$61,800** be allocated to this grant.
- **College Mentors (3):** The time commitment of the mentors is 12 months at 100%. The mentors manage college, financial aid, and scholarship activities for students as well as provide guidance and college counseling. We are requesting that 100% of the salaries for **1** mentor **\$43,855** be allocated to this grant with the remaining costs to be covered through non-Metro grant resources.
- **College Retention Specialist (3):** The time commitment of the retention specialist is 12 months at 100%. The retention specialist provides comprehensive retention support (e.g., tutoring and mentoring) to youth who have participated in OCC services at the high school level. These costs are to be covered through non-Metro grant resources.

Total salaries requested - **\$150,460**

Fringe Benefits

Costs of employee fringe benefits

Oasis Center's cost to provide fringe benefits to full-time employees. Benefits provided are based on a standard benefits package offered to all full time Oasis Center employees and consists of health insurance, life and disability insurance, dental insurance, vision insurance, and retirement contributions (for those that choose to participate). The Benefits package is calculated as a percentage of salary cost at 26.1% as represented below:

The benefit package offered to each full-time employee includes:

- Health and dental insurance (approximately 16% of full-time salaries) - $\$150,453 \times 16.1\% = \$24,223$
- Life & Disability insurance at .4% of salaries - $\$150,453 \times .6\% = \903

- 401(k) at 3% of participating salaries - \$2,671
- FICA at 7.65% of salaries - \$150,453 x 7.65% = \$11,510

Total benefits requested - **\$39,307**

Travel

Local mileage reimbursement for program mentors, manager and director estimated at 8,286 miles per year at \$.70/mile = \$5,800. We are requesting that **\$2,000** of these costs be allocated to the grant with the remaining cost to be covered by non-metro grant resources.

Total grant funds requested for travel - **\$2,000**

Occupancy

Program's pro-rata share (based on square footage) of annual agency occupancy costs (association fee, utilities, commercial insurance, building cleaning/maintenance); 9.7% x 182,999 = \$17,881. We are requesting that 100% of these be allocated to the grant.

Total grant funds requested for occupancy - **\$17,881**

Communications

Program's pro-rata share (based on headcount) of annual agency telephone/internet services 8.5% x \$35,057 = \$2,995. We are requesting that 100% of these be allocated to the grant.

Total grant funds requested for communications - **\$2,995**

Materials, Supplies, Printing and Copying

Program's pro-rata share of agency household supplies (based on headcount) 8.5% x \$8,628 = \$737. Program operational supplies (general office, orientation activities, food and snacks) - \$95/month x 12 months = \$1,140. Total program materials, supplies, printing and copying for the program - \$1,960. We are requesting that 100% of these costs be allocated to the grant.

Total grant funds requested for supplies - **\$3,837**

Furniture, Office Equipment, Computers, Etc.

Program's pro-rata share (based on headcount) of annual agency copier and postage machine rentals 8.5% x \$14,400 = \$1,224. We are requesting that 100% of these be allocated to the grant.

Total grant funds requested for furniture, office equipment, computers, etc. - **\$1,224**

Student Programming - Direct Benefit

Direct financial assistance to students in the form of testing fees, college application submission, transcript retrieval, etc. Average assistance to student is \$33/student ($\$33 \times 30 = \$1,000$). These costs will be covered by non-Metro grant resources.

Total grant funds requested for student programming - **\$0**

Other Direct Benefits

College readiness lunch & learn events including food and supplies; FAFSA events including snacks; college tours including van rental/gas and food. These costs (\$8,360) will be covered by non-Metro grant resources.

Total grant funds requested for other direct benefits - **\$0**

Other Expenses – IT services and subscriptions

Program's pro-rata share (based on headcount) of annual agency contracted IT services (network maintenance, email security and cloud storage) $8.5\% \times \$85,835 = \$7,296$. IT subscriptions for Methodize Test Prep (\$2,500) and Student Clearing House (\$595). We are requesting that \$7,296 be allocated to the grant with the remaining cost to be covered by non-Metro grant resources.

Total grant funds requested for other expenses - **\$7,296**

Indirect / Administration

We are requesting **\$25,000 (de-minimis 10% rate)** in indirect cost be allocated to this grant.