

NASHVILLE PUBLIC LIBRARY

Board of Trustees Meeting

July 19, 2022



Nashville Public Library Board of Trustees
Agenda
July 19, 2022
Main Library – Conference Center
615 Church St, Nashville TN 37219
11:00am

- 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. Mayor John Cooper Comments
- IV. Board Chair Comments, *Joyce Searcy, Chair*
 - a. New Director Search Process Update
- V. Approval of Minutes
 - a. June 21, 2022pgs. 1-5
- VI. Library Director Report, *Kent Oliver*
 - a. Data in Monthly Board Report
 - b. Budget Update
- VII. NPLF Updates, *Shawn Bakker*
- VIII. New Business
 - a. Discussion: Security Defense at Nashville Public Librarypg. 37-39
 - b. Approval for Interim Director Salarypg. 39-40
- IX. Adjournment

Next Scheduled Board of Trustees Meeting
12:00 noon – September 20, 2022
North Library
1001 Monroe Street, Nashville TN 37208

Nashville Public Library Board of Trustees
Minutes
June 21, 2022
Edmondson Pike Library
5501 Edmondson Pike, Nashville TN 37211
12:00 noon

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

Library Staff: Kent Oliver, Susan Drye, Linda Harrison, Jena Schmid, Lee Boulie, Sherry Adams, Libby Cain, Jena Schmid, Emily Kriebel, Forrest Eagle, Kara Youngblood, Ashley Walker-Tyler

Others: Derrick Smith, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County, Lee Molette, Jerry Maynard.

X. Call to Order / Roll Call

- a. Joyce Searcy called the meeting to order at 12:05

XI. 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.”

XII. Board Chair Comments, *Joyce Searcy, Chair*

- a. Ms. Searcy thanked everyone for the support she’s received since her injury. She also thanked Ms. Varney for chairing the last board meeting. Mr. Oliver has kept Ms. Searcy up to date, especially with the Banned Books campaign.

XIII. Approval of Minutes

- a. **Robert Oermann moved to approve the minutes. The motion was seconded by Katy Varney and passed unanimously.**
- b. Mr. Rand questioned the motion determining whether the interim could become the permanent director. Mr. Rand stated that because he had not attended the last meeting, he wanted to put his input into the conversation. He stated that he thought anyone should be able to apply for the permanent position.

- c. Ms. Searcy stated that after speaking with Mr. Smith, Metro legal, anyone who is interested in the permanent position, including the interim, would be able to apply to be a candidate for the permanent position.

XIV. Library Director Report, *Kent Oliver*

- a. Mr. Oliver mentioned that Mr. Simmons has been re-appointed to the NPL Board.
- b. Following the gun violence across the country in public spaces, library security remains a concern. Mr. Oliver is concerned that our security guards are not adequately armed. Next month, Mr. Oliver will be bringing a resolution to the table so the board may revisit arming our security guards with tasers and/or sidearms.
 - i. Mr. Simmons requested that the board receives as much information as possible of examples across the country to justify the need to arm NPL guards.
 - ii. Mr. Oliver clarified that only some guards would be certified to carry, and not all.
 - iii. Ms. Searcy asked that if any board members have any questions about data to send a request to Mr. Oliver.
- c. Banned Books – News is still circulating across the country about NPL’s banned books initiative.

XV. Staff Reports

- a. Edmondson Pike, *Kara Youngblood*
 - i. Edmondson Pike has had a very good last year. They’ve also had a good summer reading start this year. The branch reached out to 800 students about summer challenge. Some summer reading programs have had up to 150-160 people attend while other have needed multiple time slots to accommodate everyone.
 - ii. Adult programs have increased in attendance. A new Associate has begun a Craft Saturdays that has been booked every Saturday.

XVI. Old Business

- a. Library Director Request for Proposal (RFP) Update
 - i. Mr. Simmons met with Metro HR Kristin Wilson in the Mayor’s Office, Shannon Hall with Metro HR and Sherry Adams from NPL. Both Hall and Wilson cautioned about delays with metro procurement. It would be at least

4-6 months to have a search firm in place. Mr. Simmons asked when the RFP would go out, but neither were venturing to guess.

- ii. Ms. Drye mentioned that the RFP has been assigned to a buyer. The buyer will send it out to anyone who fits within a commodity code. Other firms need to be registered as a Metro Vendor to be considered. Ms. Drye will notify the board when the RFP is published. She will also reach out to the firms to let them know they need to register as Metro vendors before the RFP publishes.
- iii. Mr. Oliver offered to call each firm individually with relevant information and keep each call consistent.
- iv. In continuing his report, Mr. Simmons mentioned that if the Board wants to make any changes to the Library Director job description, it should be done quickly since it must then go before the Civil Service Commission for approval which takes its own length of time. Any comments or changes to job descriptions should be sent to Ms. Adams.
- v. Mr. Simmons stated that NPL may have an evaluation committee that is composed of one library board member and two non-library board members. It could be former board members, foundation members, current or former. Ms. Drye mentioned that there are usually four people on an evaluation committee.
- vi. Mr. Smith clarified that Ms. Searcy could appoint the other committee members and that the reason for odd number of members versus the even number is in case of a tie.
- vii. Ms. Drye mentioned that the evaluation committee is the deciding factor in the search firm contract if the board chooses to have a committee.
- viii. Ms. Searcy and Mr. Smith will contact procurement to decide whether to have an evaluation committee or not based on previous practice, best practice, etc.
- ix. Ms. Adams stated that Shannon Hall agreed that if there is an evaluation panel, it would be best practice to bring on Andrea Blackman and Razel Jones in helping to craft questions for the committee to ensure diversity, inclusiveness, equity etc.

b. Selection of Interim Director

- i. Ms. Searcy reiterated that anyone who is interested in the position of library director, including interim, will be considered. Ms. Searcy also stated that the resumes and cover letters that were submitted will make the decision to choose a new interim will be very difficult. It is a testament to Mr. Oliver and his ability to craft a team.
- ii. Mr. Oermann's review – The Board cannot make a wrong decision. Each person is more than qualified, and each will be wonderful
- iii. Ms. Varney's review –she liked Ms. Luke's four areas of focus in her cover letter. Each was thoughtful and showed extensive knowledge. Ms. Luke brings diverse library knowledge and experience. Ms. Boulie's digital inclusion work has been excellent. That's where we are going as a city and a library. NECAT work was impressive. Astounded by number of grants Ms. Boulie has been a part of. Ms. Drye has played a key role in many difficult decisions. She is always professional and easy to work with during projects, which were plentiful. Ms. Harrison's experience throughout the library has been impressive and extensive. Ms. Varney was blown away by her partnership piece.
- iv. Mr. Rand's review – Mr. Rand made his decision prior to the meeting. The interim needs experience looking at what our community needs and knows the pulse of the community. He wants the next person to talk about branches and people. He would like that person to be solution oriented and an innovator. NPL needs the person to make sure that the library is not a place to go, but it is a lifestyle, a transformation system. Mr. Rand would like this interim to be community oriented and the pulse of the community.
- v. Ms. Ezell's review – We need someone who can take what Kent has created and marshal us through this complicated moment.
- vi. Mr. Simmons review – He appreciated what went into these cover letters and resumes. Once the Board names someone, that person is going to take on duties that are going to take away from their current duties. To decide, he looked at how much redundancy and depth is in each department to see organizationally which candidate is best fit so the rest of their department can also run independently.

vii. Ms. Varney moved to name Terri Luke Interim Director. Mr. Simmons seconded.

1. Discussion was opened before voting. Mr. Simmons mentioned that he feels the interim should have the same qualifications of the library director position, which includes Masters in Library Science which he felt disqualified one interim candidates.
2. A roll call vote was called. Mr. Oermann, Ms. Varney, Ms. Ezell, Ms. Searcy, and Mr. Simmons were aye votes. Mr. Rand abstained.

Motion was passed and Ms. Luke was named Interim Director.

XVII. Adjournment

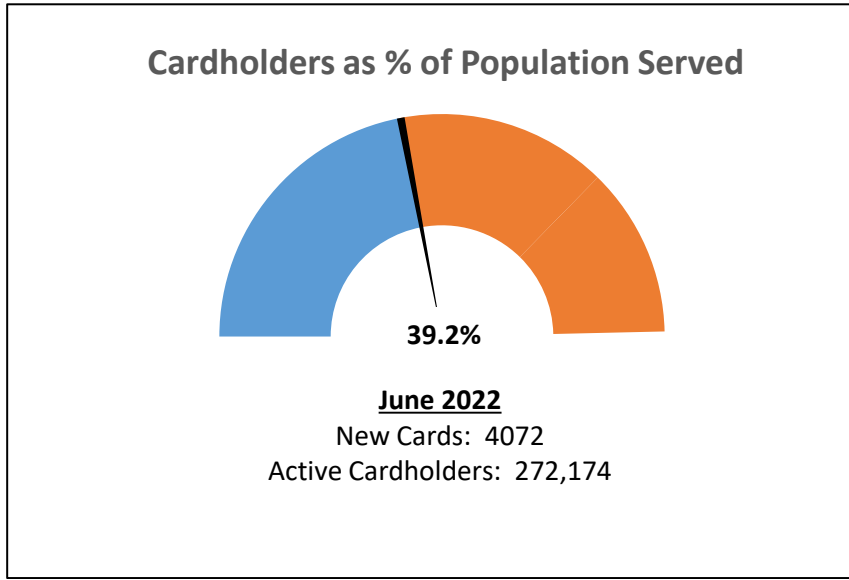
- a. The meeting was adjourned at 1:14pm

Next Scheduled Board of Trustees Meeting

12:00 noon – July 19, 2022
Main Library – Board Room
615 Church St. Nashville TN, 37219

Respectfully submitted by Megan Phouthavong Evans

Statistical Summary – July 19, 2022
Nashville Public Library

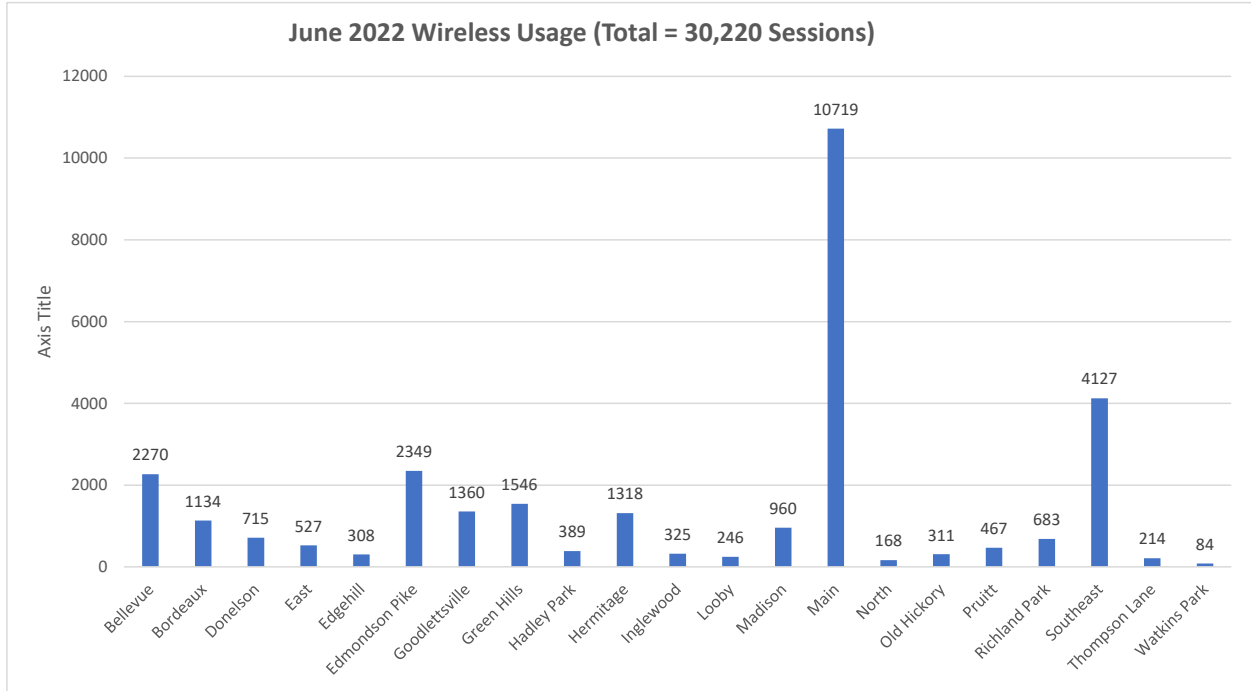


Cardholders	Jun-22	Jun-22 Year-to-Date	Active Patron Cards
New Registrations	4,072	33,880	27214

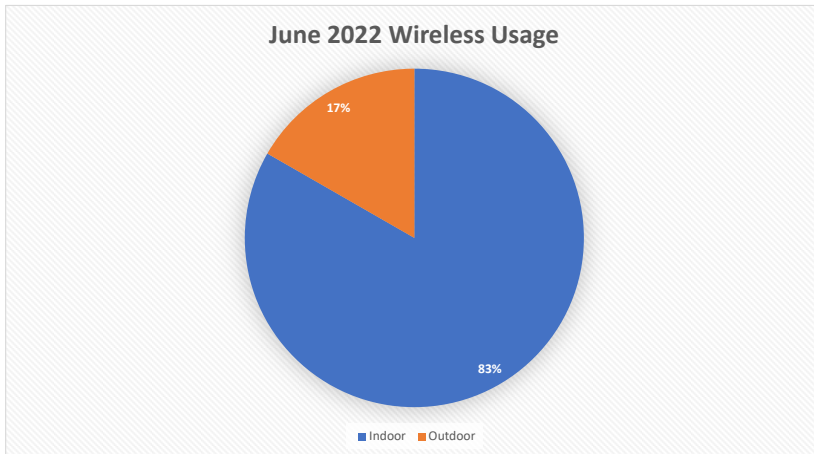
Volunteer Services	Jun-22	Jun-21	% Change 2022-2021
Number of Volunteers	166	112	48.21%
Volunteer Hours	1124.00	876.00	28.31%

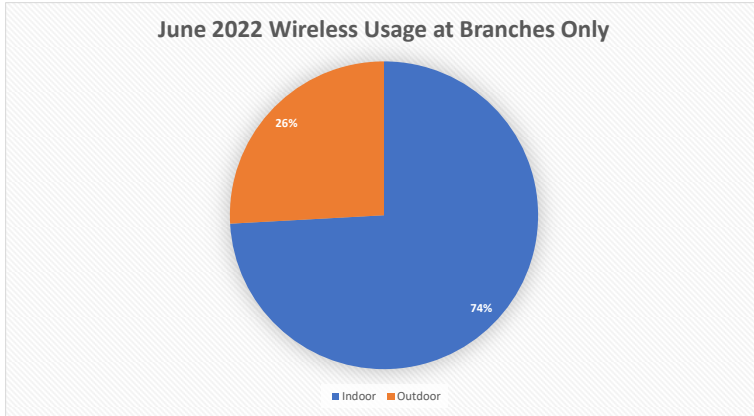
Statistical Summary – July 19, 2022
Nashville Public Library

Wireless Data



**Green Hills outdoor AP was disconnected for a period of time which accounts for lower numbers at their branch.*





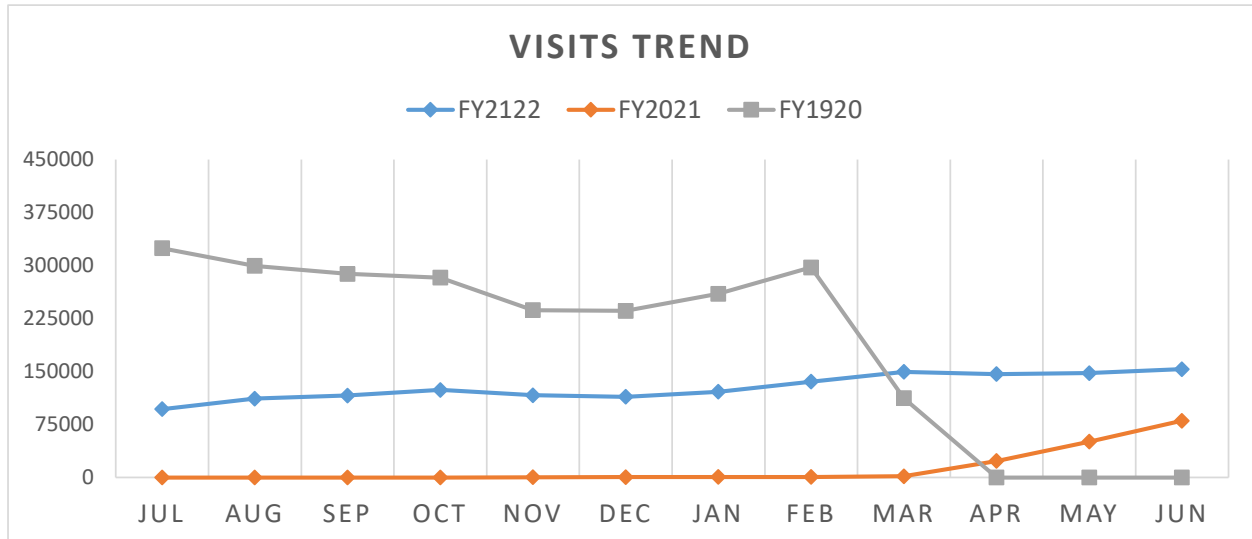
Statistical Summary – July 19, 2022
Nashville Public Library

Database and Website Data

Website Visits			% Change
	Jun-22	Jun-21	2022-2021
Webserver	353,062	334,031	5.70%

Database Usage			% Change
	Jun-22	Jun-21	2022-2021
Sessions	3,799	5,635	-32.58%

Visits



Statistical Summary – July 19, 2022
Nashville Public Library

Visits	Jun-22 Visits	Jun-21 Visits	% Change 2022-2021	Jun-22 Circ / Visit	Jun-21 Circ / Visit	% Change 2022-2021
Bellevue	12,767	9,862	29.46%	2.69	3.46	-22.33%
Bordeaux	4,917	3,542	38.82%	1.11	1.42	-21.40%
Donelson	5,594	0	N/A	1.34	N/A	N/A
East	6,335	0	N/A	0.94	N/A	N/A
Edgehill	2,080	0	N/A	1.35	N/A	N/A
Edmondson Pike	10,244	8,785	16.61%	3.06	3.59	-14.56%
Goodlettsville	6,905	4,407	56.68%	1.96	2.81	-30.15%
Green Hills	12,958	10,232	26.64%	3.17	4.11	-23.01%
Hadley Park	1,275	0	N/A	1.20	N/A	N/A
Hermitage	10,521	8,179	28.63%	2.54	3.07	-17.22%
Inglewood	1,834	0	N/A	2.08	N/A	N/A
Looby	2,515	0	N/A	0.71	N/A	N/A
Madison	10,213	7,331	39.31%	1.30	1.56	-16.20%
Main	30,807	20,893	47.45%	1.43	2.22	-35.79%
North	4,812	0	N/A	0.42	N/A	N/A
Old Hickory	1,601	0	N/A	2.63	N/A	N/A
Pruitt	3,548	1,668	112.71%	0.38	0.54	-28.59%
Richland Park	7,149	0	N/A	1.80	N/A	N/A
Southeast	7,842	5,448	43.94%	2.07	2.54	-18.74%
Thompson Lane	7,887	0	N/A	0.84	N/A	N/A
Watkins Park	1,589	0	N/A	0.37	N/A	N/A
NPL Total	153,393	80,347	90.91%	1.81	3.11	-41.88%

Circulation Data

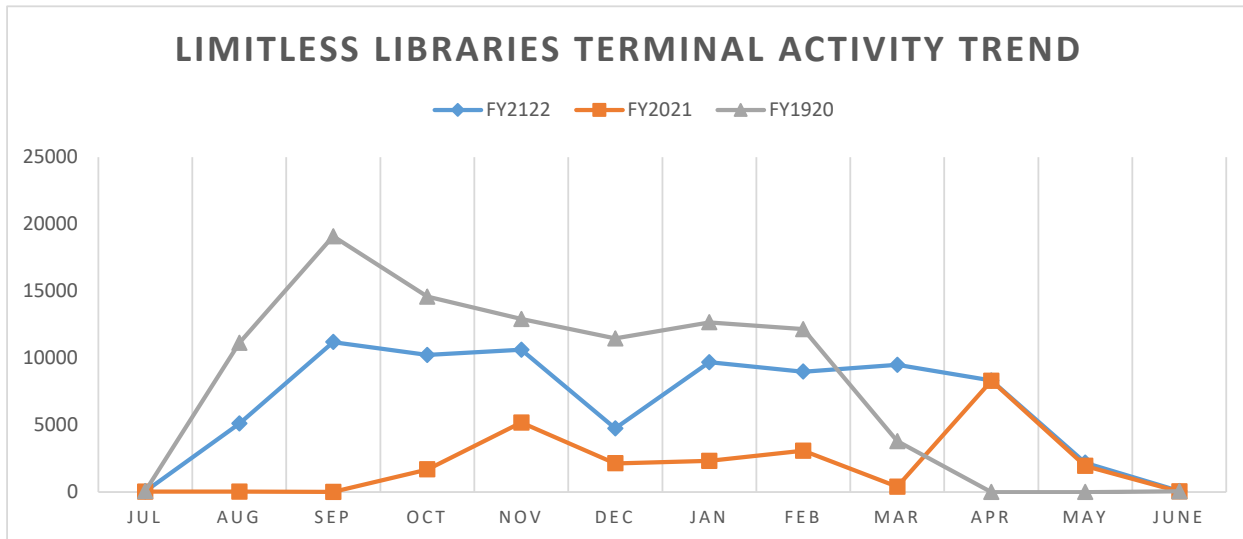
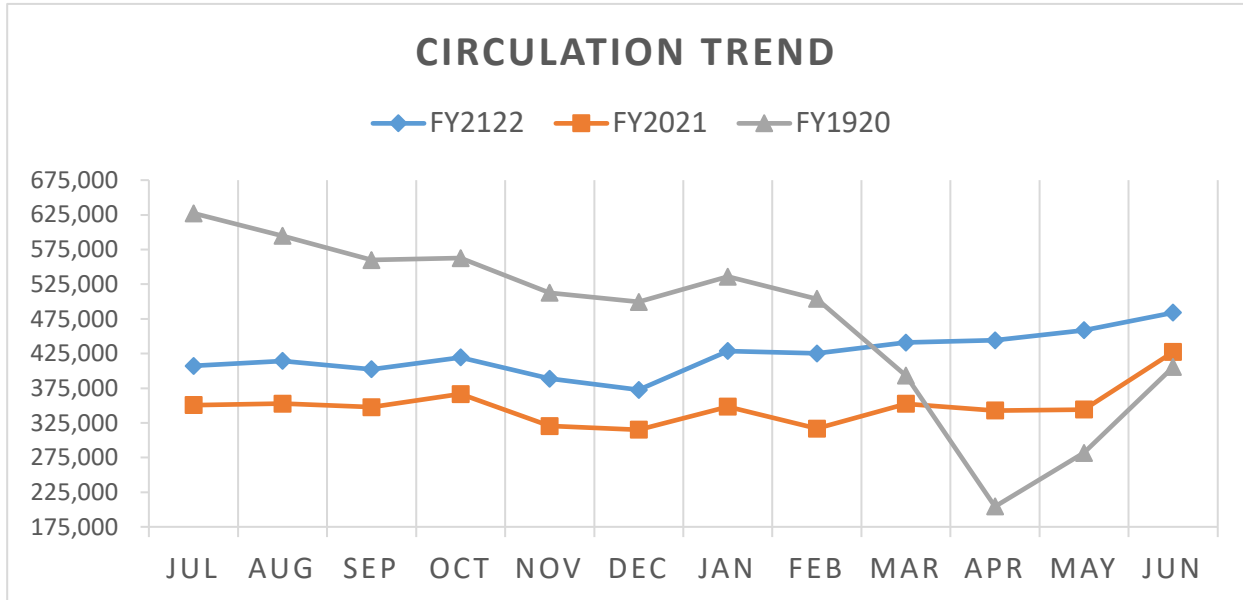
eMedia Circulation*

June 2022

eAudiobooks	eVideos	eBooks	eMusic	eMagazines	Total
91,209	5,773	102,402	1,497	6,093	206,974

*eMedia accounts for 43% of total June 2022 circulation.

Statistical Summary – July 19, 2022
Nashville Public Library



Statistical Summary – July 19, 2022
Nashville Public Library

Circulation	Month				Fiscal Year-to-Date		
	Jun-22 Circulation	Jun-22 % of Total	Jun-21 Circulation	% Change 2021-2019	Jun-22 Year-to-Date	Jun-21 Year-to-Date	% Change 2022-2021
Bellevue	34,328	7.09%	34,139	0.55%	366,355	199,076	84.03%
Bordeaux	5,472	1.13%	5,015	9.11%	64,921	43,490	49.28%
Donelson	7,516	1.55%	3,898	92.82%	65,938	51,556	27.90%
East	5,982	1.55%	2,576	132.22%	56,496	29,862	89.19%
Edgehill	2,798	0.58%	957	192.37%	28,153	13,247	112.52%
Edmondson Pike	31,382	6.48%	31,497	-0.37%	340,845	168,043	102.83%
Goodlettsville	13,550	2.80%	12,381	9.44%	146,630	93,714	56.47%
Green Hills	41,024	8.48%	42,073	-2.49%	458,438	249,979	83.39%
Hadley Park	1,525	0.32%	287	431.36%	18,426	9,090	102.71%
Equal Access	235	0.05%	213	10.33%	2,784	2,775	0.32%
Hermitage	26,742	5.52%	25,114	6.48%	298,251	151,208	97.25%
Inglewood	3,822	0.79%	4,556	-16.11%	95,968	49,088	95.50%
Looby	1,775	0.37%	825	115.15%	21,197	12,942	63.78%
Madison	13,315	0.37%	11,405	16.75%	121,802	81,921	48.68%
Main	43,724	9.03%	46,215	-5.39%	510,657	452,068	12.96%
North	2,009	0.42%	1,429	40.59%	25,116	20,030	25.39%
Old Hickory	4,205	0.87%	1,943	116.42%	40,829	28,260	44.48%
Pruitt	1,361	0.28%	896	51.90%	14,217	4,292	231.24%
Richland Park	12,902	2.67%	5,585	131.01%	120,235	66,233	81.53%
Southeast	16,209	3.35%	13,857	16.97%	170,096	108,741	56.42%
Thompson Lane	6,592	1.36%	4,295	53.48%	72,343	54,192	33.49%
Watkins Park	591	0.12%	553	6.87%	7,342	8,621	-14.84%
eMedia	206,974	42.76%	177,494	16.61%	2,034,392	2,287,334	-11.06%
Talking Library	1	0.0002%	0	#DIV/0!	16	9	77.78%
NPL Total	484,034		427,203	13.30%	5,081,447	4,185,771	21.40%

Programming Data

In-Person

June 2022	# of Programs	# of Attendees
TOTAL	866	16217

Outreach

June 2022	# of Programs	# of Attendees
TOTAL	148	4998

Virtual

June 2022	# of Programs	# of Attendees
TOTAL	47	663

Statistical Summary – July 19, 2022
Nashville Public Library

MONTH - JUNE 2022

(3) ATTENDANCE AT LIBRARY PROGRAMS	Juvenile						Teen						Adult						Senior					
	Library (3a)		Outreach (3b)		Virtual (3c)		Library (3a)		Outreach (3b)		Virtual (3c)		Library (3a)		Outreach (3b)		Virtual (3c)		Library (3a)		Outreach (3b)		Virtual (3c)	
	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.
ARCHIVES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BELLEVUE	21	1,091	0	0	0	0	8	19	0	0	0	0	9	67	0	0	2	11	1	9	0	0	0	0
BORDEAUX	25	332	2	95	0	0	39	634	1	36	0	0	12	57	0	0	0	0	0	0	0	0	0	0
BBTL (Bringing Bks to	0	0	14	542	0	0	0	0	0	0	0	0	0	0	3	17	11	103	0	0	0	0	0	0
BBTL (Adult Literacy)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	10	0	0	0	0	0	0	0	0
DONELSON	10	84	2	58	0	0	4	0	0	0	0	0	14	129	1	12	0	0	0	0	0	0	0	0
EAST	26	174	0	0	0	0	2	5	2	25	0	0	1	10	0	0	0	0	0	0	0	0	0	0
EDGEHILL	23	204	1	15	0	0	0	0	0	0	0	0	12	55	0	0	0	0	0	0	0	0	0	0
EDMONDSON PIKE	25	1,139	0	0	0	0	3	14	0	0	0	0	49	200	1	3	1	4	0	0	4	40	0	0
GOODLETTSVILLE	13	380	3	217	0	0	15	207	2	53	0	0	6	49	0	0	0	0	1	4	0	0	0	0
GREEN HILLS	31	883	0	0	0	0	9	20	0	0	0	0	18	123	1	250	0	0	1	1	0	0	0	0
HADLEY PARK	6	46	1	100	0	0	3	48	0	0	0	0	4	11	0	0	0	0	0	0	0	0	0	0
HERMITAGE	21	754	0	0	0	0	7	70	0	0	0	0	16	139	0	0	2	169	0	0	1	11	0	0
INGLEWOOD	2	34	1	98	0	0	0	0	0	0	0	0	1	3	0	0	0	0	0	0	0	0	0	0
LOOBY	15	355	0	0	0	0	2	17	0	0	0	0	2	1	0	0	0	0	0	0	0	0	0	0
MADISON	31	572	3	65	0	0	19	45	0	0	0	0	18	135	0	0	0	0	6	37	0	0	0	0
MAIN - Adult Svcs	0	0	0	0	0	0	0	0	0	0	0	0	58	450	1	7	7	14	0	0	0	0	0	0
MAIN - Children Svcs	18	925	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAIN - Digital Inclusion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38	108	0	0
MAIN - LSDHH/Equal	0	0	0	0	3	26	0	0	0	0	0	0	0	0	1	40	6	52	0	0	0	0	0	0
MAIN - Puppet Truck	0	0	29	1,386	0	0	0	0	3	83	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAIN - Special Coll.	1	18	0	0	0	0	10	219	0	0	0	0	1	149	0	0	1	10	0	0	0	0	0	0
MAIN - Studio NPL	0	0	0	0	0	0	21	488	3	34	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAIN - Teen Svcs	0	0	0	0	0	0	23	159	6	881	2	10	0	0	0	0	0	0	0	0	0	0	0	0
MAIN - Wishing Chair	26	2630	1	150	2	172	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ed. & Lit. Systemwide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NORTH	21	683	0	0	0	0	7	165	1	300	0	0	14	27	0	0	0	0	7	17	0	0	0	0
OLD HICKORY	14	198	3	100	0	0	0	0	0	0	0	0	2	8	0	0	0	0	0	0	0	0	0	0
PRUITT	6	92	0	0	0	0	3	77	0	0	0	0	5	62	1	29	4	47	0	0	4	32	0	0
RICHLAND PARK	10	445	0	0	0	0	0	0	0	0	0	0	11	54	1	17	4	19	0	0	0	0	0	0
SOUTHEAST	16	550	2	60	0	0	9	23	0	0	0	0	16	58	0	0	2	26	0	0	0	0	0	0
THOMPSON LANE	8	252	6	124	0	0	3	22	0	0	0	0	9	12	0	0	0	0	0	0	0	0	0	0
WATKINS PARK	9	145	0	0	0	0	7	132	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	378	11,986	68	3,010	5	198	194	2,364	18	1,412	2	10	278	1,799	15	385	40	455	16	68	47	191	0	0

Financial – July 19, 2022
Nashville Public Library

FY22 Budget vs Actual June 2022

FY22 Budget vs Actual June

Business Unit Name	Annual			Encumb.	
	Budget	June 2022	YTD Actuals	Balance	YTD Variance
LIB Administrative Support	2,290,000	117,540.49	1,917,810.96	112,021.19	260,167.85
LIB Public Relations	584,000	24,289.84	458,571.84	792.00	124,636.16
LIB Technical Services	4,000,500	306,381.68	3,958,024.25	0.00	42,475.75
LIB Conference Center	230,800	7,760.73	203,439.03	0.00	27,360.97
LIB Interlibrary Loan	87,200	2,909.09	68,834.58	0.00	18,365.42
LIB Special Collections	929,200	23,937.56	555,417.78	0.00	373,782.22
LIB Community Engagement	187,600	7,597.42	190,603.40	0.00	(3,003.40)
LIB Limitless Libraries	1,909,000	199,690.48	1,808,928.12	0.00	100,071.88
LIB Operation and Maintenance	3,815,400	414,266.58	4,687,140.37	535,245.72	(1,406,986.09)
LIB Production Services	218,000	8,908.80	105,543.58	2,883.00	109,573.42
LIB BW Circulation	879,400	16,463.87	467,345.80	0.00	412,054.20
LIB BW Children's Services	492,200	13,835.43	340,474.71	0.00	151,725.29
LIB Reference Services	1,112,100	34,505.27	920,929.40	0.00	191,170.60
LIB Teen Services	238,100	11,729.47	221,432.55	0.00	16,667.45
LIB Digital Inclusion	229,800	4,511.73	104,893.13	0.00	124,906.87
LIB Performing Artists	366,600	14,331.67	354,106.30	0.00	12,493.70
LIB Public Technology Program	289,100	9,257.39	232,589.10	0.00	56,510.90
LIB Studio NPL	242,800	6,965.26	207,108.15	0.00	35,691.85
LIB Hermitage Branch	951,500	48,806.71	1,031,127.54	55.00	(79,682.54)
LIB Edmondson Branch	866,700	41,762.71	912,648.37	55.00	(46,003.37)
LIB Bellevue	1,083,900	36,483.82	904,399.94	25.00	179,475.06
LIB Bordeaux	876,300	39,187.41	711,494.08	85.00	164,720.92
LIB North Library	238,600	10,277.57	197,134.77	135.00	41,330.23
LIB Donelson	384,900	13,970.45	345,846.27	25.00	39,028.73
LIB East	314,400	12,066.53	267,525.22	55.00	46,819.78
LIB Edgehill	282,100	9,809.38	184,848.56	25.00	97,226.44
LIB Goodlettsville	546,800	25,881.79	558,850.16	115.00	(12,165.16)
LIB Green Hills	1,323,900	54,256.09	1,157,375.68	210.00	166,314.32
LIB Hadley Park	216,800	8,361.19	182,073.44	90.00	34,636.56
LIB Inglewood	432,400	16,048.85	418,793.14	0.00	13,606.86
LIB Looby	308,800	12,329.98	219,335.36	25.00	89,439.64
LIB Madison	904,300	40,153.33	885,273.69	70.00	18,956.31
LIB Old Hickory	275,900	8,468.22	188,903.67	0.00	86,996.33
LIB Pruitt	284,400	13,018.31	251,438.84	55.00	32,906.16
LIB Richland Park	452,500	18,320.66	368,513.82	25.00	83,961.18
LIB Southeast	925,800	34,125.53	847,055.59	0.00	78,744.41
LIB Thompson Lane	319,200	16,525.76	319,024.72	25.00	150.28
LIB Watkins Park	106,400	4,943.46	103,346.23	25.00	3,028.77
LIB Archives	295,100	15,556.78	311,842.36	180.00	(16,922.36)
LIB Equal Access	521,700	16,102.60	405,504.73	0.00	116,195.27
LIB Web Computer Literacy ILS	815,700	44,451.30	770,599.82	6,597.15	38,503.03
LIB Shared Systems Program	534,200	39,545.17	577,121.64	60,830.40	(103,752.04)
LIB Nash After-Zones Alliance	3,121,400	343,114.20	2,372,709.87	13,563.61	735,126.52
LIB Bringing Books to Life	174,800	10,221.92	240,044.68	0.00	(65,244.68)
LIB ALOB NonpayrollTrans Clear	0	0.00	7,094.95	0.00	(7,094.95)
Grand Total Expenditures	34,660,300	2,158,672.48	31,543,120.19	733,213.07	2,383,966.74

* One June Payroll is not posted.

Business Unit Name	Annual			Encumb.	
	Budget	June 2022	YTD Actuals	Balance	YTD Variance
LIB Administrative Support	(177,200)	(9,920.37)	(81,258.83)	0.00	(95,941.17)
LIB Special Collections	(2,500)	(50.00)	(1,255.00)	0.00	(1,245.00)
LIB Archives	(2,500)	(150.00)	(1,431.00)	0.00	(1,069.00)
Grand Total Revenue	(182,200)	(10,120.37)	(83,944.83)	0.00	(98,255.17)

Personnel Summary– July 19, 2022

Nashville Public Library

Promotions 2022

<u>Name</u>	<u>Classification</u>	<u>Promotion Date</u>	<u>Location</u>
Vickie Starks	Program Coordinator	1/10/2022	NAZA
Ashley Walker	Librarian 2	1/24/2022	Edmondson Pike
April Smyth	Librarian 1	1/24/2022	East
Ryan Darrow	Library Manager 2	2/21/2022	Donelson
Terence Patton	Cust Serv Asst Supervisor	2/21/2022	Cust-Branches
Lindsay Jensen	Library Manager 2	3/7/2022	Thompson Lane
Corey Frederick	Library Manager 1	3/21/2022	Edgehill
Jessica Martin	Librarian 2	4/4/2022	Green Hills
Katherine Osborne	Librarian 2	4/4/2022	Reference
Landon Earps	Library Manager 1	4/18/2022	Hadley Park
Brittany Metzger	Librarian 2	4/18/2022	Madison
Katelyn Searcy	Librarian 2	4/18/2022	Bellevue
Mercy Kimani	Librarian 2	4/18/2022	Hermitage
Cara Reddington-Kincaid	Library Associate	4/18/2022	Child-Main
Megan Phouthavong Evans	Admin Specialist	4/18/2022	Directors Office
Niq Tognoni	Tech Specialist 2	4/18/2022	Studio NPL
Dixie Johnson	Program Coordinator	4/18/2022	Special Collections
John McFarland	Librarian 2	4/18/2022	Southeast
Marian Christmon	Tech Specialist 2	4/18/2022	Digital Inclusion
Haylee Blystone Smith	Library Associate	5/2/2022	Child-Main
Jude Romines	Library Associate	5/2/2022	Teen's-Main
Deborah Frederick	Program Specialist	5/2/2022	Bellevue
Elizabeth Mosiman	Program Specialist	5/2/2022	Bellevue
Michael Binkley	Bldg Maint Lead Mechanic	5/2/2022	Maintenance
Emma Majors	Program Specialist	5/2/2022	Hermitage
Katelyn Alderidge	Program Specialist	5/2/2022	Old Hickory
Chris Sanders	Program Specialist	5/2/2022	Thompson Lane
Kate Wingate	Program Specialist	5/2/2022	Richland Pk
Shandi Demumbreum	Program Specialist	5/2/2022	Pruitt
Alex Pegram	Program Specialist	5/16/2022	Green Hills
Mihco McKinney	Program Specialist	5/16/2022	Richland Pk
Alesia Moussa	Program Specialist	5/16/2022	North
Deadra Davis	Program Specialist	5/16/2022	Hadley Park
Alfreda Miguel	Program Coordinator	5/16/2022	Bordeaux
Samantha Staton	Program Specialist	5/16/2022	Southeast
Emily Lewis	Librarian 1	5/16/2022	Edmondson Pike
Amaya Allen	Program Specialist	5/30/2022	Main/Teens
Elizabeth Giacobbi	Library Associate	6/13/2022	Main/Childrens
Amy Pierce	Program Supervisor	5/30/2022	Volunteer Svcs
Zoe Roberts	Circulation Assistant	5/30/2022	Edmondson Pike
Katherine Pearce	Program Specialist	6/13/2022	Bordeaux
Bailey Battilla	Librarian 1	6/13/2022	Donelson
Tina Reid	Librarian 1	6/13/2022	Bellevue
Laura Scott	Library Associate	8/8/2022	Nashville Room

2022 New Hires

<u>Name</u>	<u>Classification</u>	<u>Hire Date</u>	<u>Location</u>
Haylee Blystone	Library Page	1/10/2022	Edmondson Pike
Forrest Eagle	Technical Specialist	1/10/2022	Prod Svcs
Emilynne Widick	Circulation Assistant	2/21/2022	Hermitage
Megan Kelley	Program Supervisor	2/21/2022	NPL Studio
Amanda Moores	Library Page	2/21/2022	Madison
Cara Reddington-Kincaid	Library Page	3/21/2022	Children's Svcs
Adam Deane	Library Page	3/21/2022	Goodlettsville
McKenna Schwindt	Library Page	4/18/2022	Edmondson Pike
Kenny Cochran	Security Guard	4/18/2022	Security
Grace Wright	Archive Associate	5/2/2022	Archives
Cynthia Hawthorne	Library Page	5/16/2022	Hermitage
Miriam Wolfensohn	Library Page	5/16/2022	Green Hills
Cathy Strahan	Librarian 1	5/16/2022	Richland Park
Angela Brady	Library Manager 3	5/30/2022	Southeast
Skye Moss	Program Specialist	5/30/2022	Looby
Kelsee Gleeton	Library Associate	5/30/2022	Children's Svcs
Nicole Swafford	Librarian 1	5/30/2022	Green Hills
Lily Bourque	Program Specialist	5/30/2022	Edmondson Pike
Valerie Clark	Office Support Rep	5/30/2022	Admin Svcs
Christopher Layton	Program Specialist	5/30/2022	Goodlettsville
Ramsdale O'Deneal	Maint & Repair Wk Sr	5/30/2022	Mailroom
Windy Mitchell	Program Specialist	6/13/2022	East
Clara Warford	Circulation Assistant	6/13/2022	Bellevue
Shay Evans	Circulation Assistant	6/13/2022	Bellevue
Leigh Wilson	Library Associate	6/13/2022	Reference-Main
Melissa Shadowens	Custodian	6/13/2022	Custodian Svcs
Dannielle Yeprem	Circulation Assistant	6/13/2022	Bordeaux
Sonja Humphries	Librarian 1	6/13/2022	Inglewood
Leah Huntsinger	Circulation Assistant	6/13/2022	Bellevue
Matthew Ellis	Circulation Assistant	6/13/2022	Hermitage
Hannah Gerst	IS Media Tech 1	6/13/2022	Prod Svcs

2022 Resignations

<u>EES #</u>	<u>Name</u>	<u>Classification</u>	<u>Resignation Date</u>	<u>Home BU</u>	<u>Location</u>
382690	Deck, Virginia	Library Page	1/3/2022	39103303	Hermitage (retire)
165919	Welsh,Cassandra	Librarian 2	1/5/2022	39103304	Edmondson Pike
4005217	Santoni-Sanchez, Zachary	Office Support Rep	1/7/2022	39101010	Admin Svcs
197376	Taylor, Timothy	Circulation Assistant	2/4/2022	39103303	Hermitage (retire)
4000679	Bouley, Rachel	Circulation Assistant	2/4/2022	39101090	Lim Libraries
445724	Mullins, Lisa	Custodian	2/15/2022	39102000	Custodial Svcs
416266	Reagan, Donna	Library Associate 2	2/24/2022	39103305	Bellevue (retire)
415219	Steele, Poppy	Program Spec 2	2/25/2022	39104061	LSHI
4001208	King, Lee Ann	Security Guard	3/2/2022	39102000	Security
684162	Williams, Lou Anne	Library Associate 2	3/4/2022	39103375	Richland Park
259867	Berliss, Mollie	Admin Svcs Officer 4	3/17/2022	39104121	NAZA
4006444	Foreman, Ellen	Librarian 1	3/31/2022	39103350	Inglewood
552420	Morros, Jesse	Info Systems App Tech 1	4/1/2022	39104083	Shared Systems
4006782	McElhose, Nicole	Librarian 1	4/4/2022	39103375	Richland Park
499283	Johnson, Mark	Custodian	4/5/2022	39102000	Custodial Svcs(retire)
382965	Smith, Angela	Office Support Mgr	4/13/2022	39103203	Main- Circulation(retire)
913929	Howell, Kristen	Library Associate 1	4/15/2022	39103380	Southeast
190389	Hall, Katherine	Library Associate 1	4/23/2022	39103206	Main- Childrens
204348	Albadar, Riyad	Custodian	5/15/2022	39102000	Custodial Svcs
378692	Delaney, Rachel	Librarian 1	6/1/2022	39103304	Edmondson Pike
382046	Adkins, Mary	Office Support Rep	6/8/2022	39104061	LSHI
4004021	Kammerman, Amy	Librarian 2	6/30/2022	39103340	Green Hills

Personnel Summary – July 19, 2022
Nashville Public Library

NPL Vacancies as of 6/30/22

Postitions targeted for cut in FY23 Budget

	Division / Branch	Title	Grade	Name	FPS	FTE	Date Vacant	Notes
1	MARCOMM	ADMIN SVCS OFFICER 2	OR01	VACANT (K HEAD JEFFERIES)	F	1.00	8/26/20	
2	OP & MAIN-MN	BLDG MAINT MECH - Main	TG08	VACANT (E HERNANDEZ)	F	1.00	9/24/21	Candidate selected
3	BORDX	CIRCULATION ASST	ST05	VACANT (BRACEY, R)	F	1.00	10/1/21	
4	EAST	CIRCULATION ASST	ST05	VACANT - NEW 1/2 YEAR	F	1.00	1/1/22	
5	ED PIKE	CIRCULATION ASST	ST05	VACANT (MILLER, K)	F	1.00	6/14/21	
6	EDGH	CIRCULATION ASST	ST05	VACANT (ALLEN, A)	F	1.00	5/30/22	
7	EDGH	CIRCULATION ASST	ST05	VACANT (PEARCE, K)	F	1.00	6/13/22	
8	GRN HILLS	CIRCULATION ASST	ST05	VACANT - NEW	F	1.00	7/1/21	
9	GRN HILLS	CIRCULATION ASST	ST05	VACANT (B REIMELS)	F	1.00	5/12/21	
10	GRN HILLS	CIRCULATION ASST	ST05	VACANT (PEGRAM, A)	F	1.00	5/16/22	
11	HADLEY	CIRCULATION ASST	ST05	VACANT (DEMUMBREUM, S)	F	1.00	5/2/22	
12	HERM	CIRCULATION ASST	ST05	VACANT - NEW	F	1.00	7/1/21	
13	HERM	CIRCULATION ASST	ST05	VACANT (MAJORS, A)	F	1.00	5/2/23	
14	INGLE	CIRCULATION ASST	ST05	VACANT - NEW	F	1.00	7/1/21	
15	OLD HICK	CIRCULATION ASST	ST05	VACANT (ALDERIDGE, K)	F	1.00	5/2/22	
16	RICH PK	CIRCULATION ASST	ST05	VACANT (MCKINNEY, M)	F	1.00	5/16/22	
17	RICH PK	CIRCULATION ASST	ST05	VACANT (WINGATE, K)	F	1.00	5/2/22	
18	SE	CIRCULATION ASST	ST05	VACANT (MATTES, J)	F	1.00	11/17/21	
19	SE	CIRCULATION ASST	ST05	VACANT (ROMINES, J)	F	1.00	5/2/22	
20	SE	CIRCULATION ASST	ST05	VACANT (STATON, S)	F	1.00	5/16/22	
21	THOMP	CIRCULATION ASST	ST05	VACANT (SANDERS, C)	F	1.00	5/2/22	
22	LIMITLESS L	CIRCULATION ASST	ST05	VACANT (BOULEY, R)	F	1.00	2/4/22	
23	BELLEVUE	CIRCULATION SUPV	ST07	VACANT (EVANS, M)	F	1.00	4/18/22	
24	CIRC	CIRCULATION SUPV	ST07	VACANT (SMITH, A)	F	1.00	4/13/22	
25	OP & MAIN-BR	CUSTODIAN - Branch	TG05	VACANT - NEW 1/2 YEAR	F	1.00	1/1/22	
26	OP & MAIN-BR	CUSTODIAN - Branch	TG05	VACANT (ALBADER, R)	F	1.00	5/15/22	
27	OP & MAIN-BR	CUSTODIAN - Branch	TG05	VACANT (JOHNSON, M)	F	1.00	4/5/22	
28	OP & MAIN-BR	CUSTODIAN - Branch	TG05	VACANT (MULLINS, L)	F	1.00	2/15/22	
29	SHARED SYS	INFO SYSTEMS APP TECH 1	OR01	VACANT (MORROS, J)	F	1.00	4/1/22	Interviews being conducted
30	PROD SVCS	IS MEDIA TECH 1	ST08	VACANT - NEW	F	1.00	7/1/21	
31	ED PIKE	LIBRARIAN 1	ST09	VACANT (DELANEY, R)	F	1.00	6/1/22	
32	SPEC COLL	LIBRARIAN 1	ST09	VACANT - NEW	F	1.00	7/1/21	
33	ED PIKE	LIBRARY ASSOC 1	ST06	VACANT (LEWIS, E)	F	1.00	5/16/22	
34	NORTH	LIBRARY ASSOC 1	ST06	VACANT (BATTILLA, B)	F	1.00	6/13/22	
35	RICH PK	LIBRARY ASSOC 1	ST06	VACANT (REID, T)	F	1.00	6/13/22	
36	SE	LIBRARY ASSOC 1	ST06	VACANT (MIGUEL, A)	F	1.00	5/16/22	
37	SPEC COLL	LIBRARY ASSOC 1	ST06	VACANT (B ODLE)	F	1.00	5/14/21	
38	BELLEVUE	LIBRARY PAGE	ST02	VACANT (MOSIMAN, E)	P	0.49	5/2/22	
39	CHILD	LIBRARY PAGE	ST02	VACANT (REDDINGTON-KINCAID, C)	P	0.49	4/18/22	
40	ED PIKE	LIBRARY PAGE	ST02	VACANT (DAVIS, D)	P	0.49	5/16/23	
41	ED PIKE	LIBRARY PAGE	ST02	VACANT (ROBERTS, Z)	P	0.49	5/30/23	
42	ED PIKE	LIBRARY PAGE	ST02	VACANT (SMITH, H)	P	0.49	5/2/22	
43	REF	LIBRARY PAGE	ST02	VACANT (GIACOBBI, E)	P	0.49	5/30/22	
44	REF	LIBRARY PAGE	ST02	VACANT (PERKINS, R)	P	0.49	11/3/21	
45	TALKING	OFFICE SUPPORT REP	ST05	VACANT (ADKINS, M)	P	0.49	6/8/22	
46	ADMIN SVCS	OFFICE SUPPORT SPEC 2	ST08	VACANT (GRAVERT-SPITZER, S)	F	1.00	11/12/21	
47	TECH SVCS	OFFICE SUPPORT SPEC 2	ST08	VACANT (STARKS, V)	F	1.00	1/10/22	
48	NAZA	PROGRAM MGR 2	OR05	VACANT (BERLISS, M)	F	1.00	3/17/22	
49	BELLEVUE	PROGRAM SPEC 1	ST06	VACANT (MYERS, D)	F	1.00	4/4/22	
50	BELLEVUE	PROGRAM SPEC 1	ST07	VACANT (REAGAN, D)	F	1.00	2/24/22	
51	BORDX	PROGRAM SPEC 1	ST06	VACANT - NEW 1/2 YEAR	F	1.00	1/1/22	
52	GRN HILLS	PROGRAM SPEC 1	ST06	VACANT (MOUSSA, A)	P	0.49	5/16/23	
53	SE	PROGRAM SPEC 1	ST06	VACANT - NEW 1/2 YEAR	F	1.00	1/1/22	
54	SE	PROGRAM SPEC 1	ST06	VACANT - NEW 1/2 YEAR	F	1.00	1/1/22	
55	SPEC COLL	PROGRAM SPEC 1	ST06	VACANT (JOHNSON, D)	F	1.00	4/18/22	
56	HR IMP	PROGRAM SPEC 2	ST08	VACANT (STEELE, P)	F	1.00	2/25/22	
57	STUDIO	PROGRAM SUPV	ST10	VACANT (STONE, R)	F	1.00	12/3/21	
58	SECURITY	SECURITY GUARD	ST06	VACANT (J DICKERSON)	F	1.00	9/19/21	Candidate selected
59	SECURITY	SECURITY GUARD	ST06	VACANT (KING, L)	F	1.00	3/2/22	Interviews being conducted

ADMINISTRATIVE SERVICES JUNE REPORT

Administrative Services Report for the Board – July 2022 Meeting

Safety & Security: June 2022

NPL had a couple of after hour events requiring Security Coverage during the month of June.

One major incident requiring an arrest and prosecution for unruly patron making physical threats toward Library Security Manager. Court issued a lifetime stay away order however, he was not mentally capable of standing trial at this time.

Vehicle theft from Bordeaux branch. Teen suspect has been identified and working with Metro Auto theft detectives for prosecution. He will be suspended from NPL for violation of Patron Code of Conduct #23.

We will have one current Security Guard transferring to a branch and one new Security Guard starting July 11th. A second Security Guard will hopefully be filled once background check is finished.

Total number of incident reports for the month of **May** and the amount for each category:

Total 35, up from the 28 reports in May.

Ambulance	10
Alarm	1
Arrest	1
Medical	4
Mental Issues	3
Suspensions	12

Illness / Accident	3
Suspicious Activity	3
Property Damage / Vandalism	0
Theft (car)	1
Vehicle Towed	0
Safety Related	0

Number of suspensions by conduct violation numbers:

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

Suspensions for June:

# of days suspended	# of patrons
1 day	
5 days	
10 days	
30 days	5
60 days	
90 days	3
120 days	
365 days	8

Delivery: June 2022

Main:

- We received 449 incoming UPS packages and sent 22 packages UPS GROUND.
- There were 90 overnight packages received from FedEx, DHL, etc.
- We received 100 inserts of mail from the United States Post Office, and we sent 57 inserts of mail to Metro Mail for postage.
- There were 38 special deliveries from [Ricoh](#), [Supply Room](#), [Firefly](#), [Amazon](#), etc.

Branches:

- We moved: 5,135 hold bins (164,320 items)
 4,242 non-hold bins (135,744 items)
 1,309 Circulation/Main bins (41,888 items).

Total of 10,686 bins moved.

Total item count of 341,952.

An average of 509 bins and **16,283** items moved per day.

11 skids were sent to Pratt industries for book recycling.

12 skids were sent to BWB.

Daily Complete Percentage:

Holds 21 of 21 days for 100% in June.

Facilities Maintenance: June 2022

Tamis work order report shows 396 work requests, 359 completed, 37 still active with an 91% completion rate for the month of June.

Craft	Month	Total # Work Orders	# Completed	# Active	Completion %
Administration	Jun-22	4	4	0	100%
Branch Custodial Services	Jun-22	78	78	0	100%
Canceled	Jun-22	3	3	0	100%
contractor	Jun-22	4	1	3	26%
Grounds	Jun-22	40	39	1	98%
Main Custodial Services	Jun-22	2	2	0	100%
Maintenance	Jun-22	265	232	33	88%
		Quantity	Completed	Active	Completion %
		396	359	37	91%

June Grounds/Custodial/Maintenance 2022 projects: Maintenance with only 3 employees completed 210 work orders as of June 30, 2022.

Maintenance

1. Relamped all of Inglewood inside lights
2. Set up temp chiller at Green Hills
3. Compressor replaced at Richland Park on AHU#1
4. Fire test at Main.
5. Work the afterhours event on 6-18-2022
6. Replaced all lamps in the spaces where the event at Main was to take place
7. Bordeaux boiler serviced for the year
8. Madison sewage line repaired where wipes had clogged the drain
9. Donelson AC motor repaired. The motor was not aligned. Joe Klima was trained how to repair in the future
10. Main steam pump replaced
11. Thompson Lane had fire damper repaired due to no air flow to half the branch.

Grounds Maintenance

12. Repair irrigation drip lines at Goodlettsville
13. Painted curb at Madison
14. Repair irrigation issues at Main
15. Special clean up at Inglewood
16. Pressure washed sidewalks at Madison
17. Pressure washed patio at Madison
18. Pressure washed East
19. Sprayed weedkiller at all branch AC units
20. Seeded areas at Edmondson where tree stumps were
21. Watered various branches to ensure vegetation survival

BRANCH SERVICES' REPORT FOR JUNE 2022

TENNESSEE TITANS' ROOKIE READS EVENT AT THE LOOBY BRANCH: The Tennessee Titans, along with the Governor's Early Literacy Foundation (GELF) hosted the annual "Titans' Rookies Read" event at the Nashville Public Library. The event featured remarks from GELF representatives, Titans leadership, as well as Titans' rookies. This event is a key piece to "Stop the Slide," a GELF program aimed at supporting continued student learning in the Summer.



BCYCLE EXPANDS TO ALL BRANCHES: With over 200 holds for the BCycle key fobs, it is exciting to announce that in July, the program will expand to all branches. Each branch will also receive three bike helmets to give away to library customers.

OUTREACH KITS FOR BRANCHES: Thanks to Kara Youngblood and Emily Talbot for their work on this project. A survey sent to branch managers and programming staff determined the contents. All branches will receive a kit for their branch.

SUSPENDING CURBSIDE SERVICE: With the budget reduction and the loss of the curbside positions, branches will suspend the service. During this time, managers will evaluate the possibility of shifting staff at select locations to provide the service.

NEW REGIONAL MANAGER AT THE SOUTHEAST BRANCH: Angela Brady is the new manager for the southeast cluster which includes the Donelson, Pruitt, and Southeast branches. Angela moved to Nashville from Ohio where she was a branch manager at Dayton Metro Library. Angela has been in libraries since 1992. She started as a Youth Services Specialist. Since that time, she has been a Research Librarian, Senior Library Services Assistant, Circulation Department Manager, and Patron Experience Coordinator.

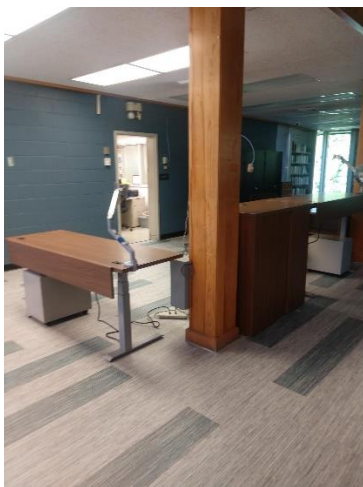
MAY THE FOURTH BE WITH YOU AT THE EAST BRANCH: Teen Librarian April Smyth organized a “May the Fourth be with You” book giveaway for Star Wars Day. She pulled all the Star Wars titles from the Signature Literary Event books.



SCAVENGER HUNT AT THE EDMONDSON PIKE BRANCH: Marcia Fenn created a scavenger hunt with the objective of customers having fun and learning how to use the library. For three weeks, customers used clues to search for hidden bookmarks throughout the library.



REFRESH FOR THE INGLEWOOD BRANCH: The Inglewood Branch closed for several weeks to replace the floor and add new shelving and service desk.



COLLECTIONS & TECHNOLOGY BOARD REPORT JUNE 2022

Technology

Projects

- Ongoing Branch computer maintenance and updates—power cycle computers, verify updates, verify connectivity. Replacing computers and security cameras, as needed. Completed computer layout changes at East, Bellevue, Inglewood, Bordeaux, Southeast.

- **Production Services**
 - **Updates from Steve Stokes –**
 - Other Contract Hours (Hannah Gerst and Mason Audio Solutions): 113
 - Stokes Media Contract Hours: 49
 - Total Contract Hours: 162

 - **Live Events**
 - Production services provided AV support for 16 events at Main Branch, as well as 14 events at satellite branches.
 - Ran audio for 2 Summer Reading Picnic events at Madison Community Center and Hartman Park.
 - Production Services ran 5 hybrid meetings for NPL Staff.
 - Forrest fulfilled 4 maintenance requests for AV systems at Main and satellite branches.

 - **NPLU Filming Schedule**
 - Production Services filmed and edited 6 videos for NPLU.
 - NPLU had 4 new videos uploaded.
 - June content generated 146 views.
 - Production Services and volunteer captioned 70 minutes of video content.

 - **Upcoming Projects**
 - Summer Reading Picnics at Southeast Branch and Bellevue Park – July 9th & 23rd
 - Final Town Hall with Kent Oliver – July 19th

- **Podcasts -**
 - Completed edits for 6 episodes. - Published 3 episodes
 - Recorded 6 episodes between Truth B Told, All Things Eerie, Just Listen, & Family Folktales

- **Wishing Chair Productions:**
 - Edited 1 episode of Whimsical World of Wishing Chair including standalone videos, Moments of Zen and in The Kitchen with Tommy Dog

- Began preproduction for "Return to a Whimsical World" to air in the Fall
- SharePoint / INK
 - Projects:
 - Finishing up new homepage design
 - Charting new navigation structure for the modern site design
 - Starting to design new PIR system using the new SharePoint automation processes
 - Re-writing Staff Printer Access using the new SharePoint automation processes
- ECF / ARP Grant
 - Tablets - Order/Receive/Inventory 150 Tablets for Circulation
 - Tablets Received - **Complete**
 - Configuration/Mobile Device Management – **Ongoing**
 - Funding for additional devices - **Approved**
- Library Security Cameras & Access
 - Replace/Add Cameras – Bordeaux, Main, Pruitt, Green Hills
 - Cameras Ordered – **Complete**
 - Installation – Pruitt Complete. Others - TBD – Delays from manufacturer
 - Security Badge Printing - Replacing Badge Equipment: More Secure/Standardized badges
 - Printer/Badges/ HOLDERS – Received
 - Installation – TBD
 - Replace Staff Badges - TBD
- Library Printing
 - Free Printing
 - Envisionware AAM Module Ordered
 - Server Built – Firewall Testing - Ongoing
 - Installation – **July**
 - Wireless Printing - PrinterOn
 - Quote for 21 locations – **Complete**
 - Installation – **September (End of current contract)**

NECAT

- Lee Boulie is working with Metro ITS and NECAT on Comcast franchise agreement. Initial visit of consultant set for July 13-15, with additional, more involved meetings in October.
- Working with General Services on potential sites for NECAT when Nashville State Community College (NSCC) lease ends in January 2025, should NSCC choose to use the facility on their campus for students.

- Lee Boulie and Kent Oliver met with NSCC President Dr. Shanna Jackson, Dr. Carol Rothstein, AVP Academic Affairs (NSCC), and Jennifer Rector, AVP Business and Finance, (NSCC) to discuss use of facility.
- NECAT staff and Lee are visiting local studios and gathering space and equipment needs for new location.
- June 29th, Lee Boulie, Cameron McCasland, Samantha Burns, and Eric Lowly visited MTSU and met with David Foster to tour MTSU facilities and discuss partnership.
- PTZ Camera firmware update completed.
- Brookdale donated 3 cameras and various other video equipment.
- June monthly Production class taught by Samantha Burns and Eric Lowly had 8 participants.
- Trained with ITS on Zoho organizational software.
- Staff live broadcast Juneteenth Fireworks from Fort Negley (6/19).
- All received NPL shows are now in broadcast rotation. 15 episodes of Lets Play Games, 17 Episodes Studio NPL, 26 episodes Whimsical World of Wishing Chair.
- NECAT staff working on updating NECAT website with Jenny Ellis and Jenny Lane.
- Other events at studio include: Able Youth, We Foster Films (Electric Sheep Short Film Series Panel), Nashville Children's Theater Shoot.
- First Broadcast of NECAT/Nashville Children's Theater Peter Pan with introduction by Cathy Rigby thanks to Eric Lowy's California connections.
- Shipped broken PTZ controller for warranty repair via John Ferguson/ITS.

July Upcoming

7/16 We Foster Film 48 Hour Til Project Workshop - How to make short film in 48

7/23 Summer Reading Series Bellevue NPL. Production Services staff will film and NECAT will broadcast live with rebroadcast being added to regular schedule at later date.

Shared Systems

- The new Limitless Libraries website went live on June 29th. Kudos to Jenny Ellis who engineered and directed the entire process. See the new site here: <https://limitlesslibraries.org>.
- The new Archives website – a subsite of the main NPL site now – went live on June 29th. More kudos to Jenny Ellis! Users who attempt to access <https://nashvillearchives.org/> will be redirected to the new site <https://library.nashville.org/metro-archives>.
- Bob Wilson and Jenny Lane met to create and provide various end of summer school reports for MNPS – last day of school was 6/30/22.
- Jenny Lane working on project for MNPS to delete MNPS fees for incoming 5th, 6th, and 8th graders (depending on whether they'll be heading to a new school in the fall).
- The team has been running weekly codejams led by Bryan Jones about switching Anode touchscreens in branches to display Aspen content. Jenny Ellis and Bryan Jones are working together and coordinating team help (mainly James Staub) to make this happen. Initial development can be seen <https://displayt.library.nashville.org/>
- Team tracking hotspot and Chromebook usage and circulation and marketing the new offering in catalog. Bob Wilson providing regular stats to Admin. Possibility of changing collection to allow system-wide holds.
- Kyle Cook conducted a training class for 12 new hires on using the Bedework calendar. He delivered the Fall Events extract to MarCom on schedule.

Materials Management

- Noel Rutherford attended the American Library Association's Annual Conference in Washington DC. and reported back on major session highlights and product information.
- Noel Rutherford and collection development staff met with the editors of BookPage which is based here in Nashville. We will be adding an online version of this popular serial in August and are working together on a "Fall Book Buzz" for library staff (probably to be held online in August).
- Noel Rutherford conducted staff materials management training class for 6 new library employees.
- Beth Deeb wrote the following Blogpost: Forest Feast Road Trip and also posted two spotlights on the library's website: Pride Month: New Fiction and Celebrate Juneteenth.
- Beth created two booklists for MarCom: Climate Change and Water Security.

- Joanna Roberts helped select titles for the 2023 MNPS High School Battle of the Books, updated the Juvenile and Young Adult Collection Development Manual and created a list of Juneteenth books and media for children.
- Joanna also posted four spotlights on the library’s website: Pride Month 2022 for Kids, Pride 2022: New Teen Titles, World Refugee Day, and Road Trip!
- Ben English posted two collection spotlights: Pride 2022: New Nonfiction and Beaches and Coastlines.
- Collection Development Librarians responded to a total of 507 material requests in PIKA and LibAnswers from staff and library customers.
- Melissa Meyers prepped the acquisitions database records for the new fiscal year roll forward. This entails deleting cancelled order records, updating & closing outstanding orders and invoices.
- Melissa also closed and created spending reports for the Foundation Be Wellness grant.
- Valerie Sain held her 2nd Wednesday book club. They read: The Midnight Library by Matt Haig.
- Susan Poulter recorded 3 podcasts: Prunella, Prince Fickle and Fair Helena, and Janni and the Draken.

Materials Management Statistical Report June, 2022

June New Circulation		
User category	# of Unique Users	Items checked out
Digital	31,313	206,974
Physical	19,741	153,497*
Totals =	51,054	360,471
May New Acquisitions		
Format	Copies added	
Digital	5110	
Physical	7084	
Totals =	12,194	

*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:	FY21 Funds	Free Balance	Total Amount Spent	% Spent	Amount Spent in June of 2022

Metro-4% Funds	\$6,298,621.18	\$3,140,515.42	\$3,158,105.76	50.14%	\$266,516.10
Foundation	\$647,314.77	\$629,785.75	\$17,529.02	2.71%	\$2,118.06
Subscriptions	\$197,800.00	\$ -39.06	\$197,839.06	100.02%	\$37,085.05
Grants	\$1,318,384.15	\$ -4,769.01	\$1,323,153.16	100.36%	\$ 0
Totals	\$8,462,120.10	\$3,765,493.10*	\$4,696,627.00	55.5%	\$305,719.21

*We will also roll forward \$98,208.64 worth of encumbrances into FY23 which once spent, will eventually bring down the Free Balance by that amount.

EDUCATION AND LITERACY BOARD HIGHLIGHTS: JUNE 2022

Submitted By: Linda Harrison/Assistant Director for Education & Literacy

Adult Literacy

- Staff met with several partners to learn more about their needs in assisting adult learners: Metro Action Commission, Goodwill, Room in the Inn, Conexion Americas, and Martha O’Bryan Center. With lots of turnover at agencies, it’s important to remind people of NPL’s services and to learn about new needs for both agencies and learners.
- Jamil Sameen continues to work with the web team on the translation of NPL’s website into Arabic
- The mobile laptop lab served 42 learners at Project Return. Total of 68 new NPL cards were issued to learners.
- Nashville Helps continues to be up and running. This month there were 12 requests.
- Though summer is a quieter time for adult education classes, we conducted an outreach field trip at Martha O’Bryan Center for 12 attendees and presented a workshop about Library’s services.
- Jamil Sameen started Google project management training

Be Well @ NPL

- 71 classes, workshops, and programs offered across branches with strong attendance numbers
- Finishing up a community and metro partnership spreadsheet to be shared across all metro departments
- Added yoga in 3 more branches (Gentle Yoga at Pruitt and Kids Yoga at Donelson and Edgehill)
- Added a healthy ice cream-making class at Madison
- Created 10 kits for NAZA team retreat with Monica
- Coordinated Scrabble Club at Donelson
- Working on getting blood pressure cuffs circulated at Pruitt
- Established partnership with PNC Bank for financial wellness classes to be offered across branches
- Coordinated Fifty Forward / All of Us Intergenerational Film Series to be offered at Pruitt
- Working on “Meditation at the Library” blog post

- Bassam Habib is representing NPL at the SWANA Justice School and speaking about Transformative Justice and Community Wellness

Workforce Development @ NCOA

Bringing Books to Life

- 28 programs with 662 in attendance. In FY 22, BBTL provided 368 programs with 10,858 in attendance.
- June is a transitional month. Several partner schools closed for the summer or changed format. We also end one puppet show and start another, which leads to about 3 weeks of less programming than usual. This gives staff time to finalize the materials and make sure everyone has time to work on their story time before *Anansi the Spider* begins in July.
- Susan Frizsell and Marie Preptit presented an in-person teacher workshop on shadow puppetry and social-emotional development at the Bordeaux Library on June 18. 6 educators attended. One drove all the way from Alabama to attend. Another, a teacher himself, had accompanied his wife to the training and was surprised by how much he learned and enjoyed the workshop.
- Liz Atack attended the Governor’s Early Literacy Foundation’s Statewide Early Literacy Education Collaborative of Tennessee convening.
- Our work with VUMC and their COACH trial continues. The first cohort wrapped up its 12-week session and monthly coaching calls will begin soon. The 2nd cohort is scheduled to be begin later this month.
- Provided 84 Loving & Learning workshops for families in FY22. 950 attended, which is nearing pre-pandemic numbers.



Digital Inclusion

- Completed the workforce development training series with National Council on Aging (NCOA). Each participant that completed the 10-session training received a certificate of completion and a new laptop to use to continue learning.
- Senior Tech Academy: The planned CyberSenior programs had to be quickly changed a week before the program was to start when we were notified that there would not be any teens assigned to the program. DI quickly pivoted to the Senior Tech Academy format which covers the same content as CyberSeniors, just without the teen mentors. The program was successfully kicked off on June 20th at Wedgewood Towers with 12 seniors participating.
- Notified that the program will be awarded \$73,755 from West End Home Foundation/Senior Trust Reducing Isolation and Increasing Access to Essential Services Through Digital Literacy and Inclusion for Older Tennesseans Grant.
- Marian Christmon presented on DI’s “Telehealth for Older Adults” pilot at the June meeting of the National Working Group on Telehealth in Libraries.
- DI meeting bi-weekly with Metro ITS and Nashville Digital Inclusion Task Force to develop digital equity plan for Nashville and prepare for upcoming Federal Digital Equity Act funding that will be coming to states in 2023.

Limitless Libraries

- The team worked to isolate the fiscal year's remaining collection development funds and crafted extra material orders for MNPS schools to ensure funds were spent. (Supply chain issues and cancellations made this process a lot more intense than in a normal year.)
- Bridget Radcliff and Jane Miller archived last year's order in CARL and completed the influx of invoices created by the extra materials ordered for MNPS schools
- Sarah Allen and Emily Farmer ran and compiled End-of-Year reports for MNPS librarians and conversed with a few incoming librarians about collection development procedures
- Emily Farmer hosted a Volunteer State Book Awards (VSBA) Chair discussion and attended a co-chair meeting to discuss the upcoming year's changes
- Emily Farmer attended the MNPS High School Battle of the Books selection committee meeting and began writing questions for the event with the assistance of Sarah Allen
- Laura Scott was promoted to Library Associate in Special Collections, beginning August 8.
- LL needs 2 Circulation Assistants and 1 Outreach Specialist
- Syreeta Butler submitted the Dollar General Literacy Foundation Grant Report
- The entire LL team delivered thank you gifts and handwritten Thank You notes to all NPL staff members
- Syreeta Butler delivered, in-person, thank you gifts and handwritten Thank You notes to SE, EP, and MA
- Sarah Allen attended the 2022 American Library Association Conference virtually
- Syreeta Butler and Emily Farmer attended the 2022 American Library Association Conference in-person in Washington, DC at the Washington Convention Center June 23-28.

NAZA

- Received an additional \$1.7M from Metro for FY23 to fund summer programs and all transportation needs.
- NAZA's contracts to 18 community partners (including Parks) totaling \$2.8M have been approved by Council. Providers started summer programming July 1. Afterschool programs will start after Labor Day.
- Recruited 10 youth to serve as the youth leadership group from Nashville who will participate in designing the future of afterschool as part of the grant from Mott Foundation received through our partner Every Hour Counts.
- Engaged additional 8 affiliated partners bringing the number of affiliated partners to 15.

Puppet Truck

- Conducted 31 programs (in person) at daycares/schools/retirement/organization – 1,469 participants
- Conducted 435 programs in 2021/2022 (July 16, 2021 – June 23, 2022) at daycares/schools/retirement/ organization for 27,174 participants

- Conducted 5 performances of *The World of Mother Goose* at different branch locations for Summer Reading Challenge with the goal to offering 4 more in July.
- Puppet Truck operations is scheduled to shut down from June 24th to July 14th to rehearse for Hansel and Gretel and Anansi the Spider.
- Puppet Truck members Evelyn Brush and Bret Wilson joined members of Wishing Chair Productions at the Country Music Hall of Fame and Museum for the summer performances of String City. Performance will run June 27th – July 9th.
- Involved in a virtual meeting with Sarah Edwards of Friends Life to make the first rehearsal with Jimmy Miller. We set expectations and potential outcomes for the first gathering. I'm also reviewing the show track to suggest additional sound fix needed to lengthen the show running time. Delivered puppets and props for the Fantastic Jimmy Miller presentation to our rehearsal site. Items delivered: The costumed Jimmy Miller, the tornado, baby shark, bystander, palm tree, magic carpet, cool breath, and laser eyes. First rehearsal is on June 23rd.
- Completed our interviews for the open part time position. Currently, going through second round interview with top four applicants. We had nine applicants apply for the position and after the first round of interviews the panel narrowed them down to four potential prospects. Of the four applicants one was disqualified due to availability. Of the remaining three, one will be offered the part time position and the two others will be offered substitute positions. We have one additional alternate that will be considered as a substitute.
- Presented Ellingtown for my special performance this weekend at the Science and Family Conference – For children with muscular dystrophy.
- Ms. Lyn Baier (based in Chicago) held a 4-day conference here in Nashville at the Renaissance Hotel. The event is for families with children that have been diagnosed with muscular dystrophy. It's a private event and during our shutdown period. The Scientific and Family Conference will be donating money to the program. We're on schedule to presentation Ellingtown on Sunday, July 3.



2022 Scientific & Family Conference
 Renaissance Nashville Conference Center
 June 30-July 3 • Nashville, TN USA

A four-day neuromuscular conference for both in-person and virtual stakeholders in congenital muscular dystrophy, nemaline myopathy, and titin-related disorders.

Studio NPL

- Throughout June, we've hosted Southern Word's Power Youth Program (10 students daily), providing technical support and training as well as maker workshops after their sessions. The audio production intensive merged the Power Youth participants with 10 additional students for a week-long program culminating in a public performance with nearly 100 in attendance (96).

- Our APPLE, NMAAM, Southern Word partnership began in June at the SE branch; we have 8 participants meeting daily, taking workshops from our 3 partner organizations, and taking field trips to Main, The Apple Store, and NMAAM.
- Outside of our audio push this summer, we've been providing workshops at studio branches Green Hills and Bellevue, as well as hosting outreach workshops at Hermitage, Hadley Park, and North branch libraries. We've also been hosting 2-3 programs daily in Maker and sewing fields at the Main branch.
- On a staffing note, we extended an offer for the Lead Mentor Position and turned in the resignation for our Technical Coordinator (Zach Duensing). We also interviewed a new Mentor candidate from our colleague site in Chicago (YouMedia), and they'll be joining our team in mid-July.

System-wide Programming: position is currently vacant.

Wishing Chair Productions

- We had a busy month with the return of the Celebrated Jumping Frog of Calaveras County puppet play based on the short story by Mark Twain. It got such a wonderful response and a good turnout.
- Also – good turnouts for Storytimes this month – we had children's musician Ginger Sands fill in for us while we were doing STRING CITY. She started working as a sub for us since Ben West days, and she and Mary were the two first puppet truck puppeteers' way back in 2004.
- We did a story time outreach at Glenview Elementary; mostly ESL students and about 150 in total. What a response! Forrest Eagle and Hannah joined us to run sound, and that makes all the difference.
- We ran our final WHIMSICAL WORLD OF WISHING CHAIR – episode 30! Both on YouTube and Facebook. Now onto a new program with NECAT. Work has already begun in design and script.
- We returned to the Country Music Hall of Fame with STRING CITY – two weeks of two shows a day – what a workout!
- Bret Wilson and Brian Hull conducted interviews for the open Puppet Truck positions – a lot of good candidates with different strengths!

MAIN JUNE REPORT

- After more than 50 years working for NPL Mary Adkins retired. She worked in several different positions both full-time and part-time, including the Bookmobile and the Nashville Talking Library, Mary left NPL with a Certificate of Appreciation presented to her by Mayor Cooper. She will be greatly missed.
- The Summer Reading Challenge formally kicked off on June 1st. The Summer Reading Committee presented the first of four community events celebrating Summer Reading. Despite rising temperatures, these events drew 300 members of the community and over 400 free books have been distributed so far.

- Brenda Boaz-Pond from Equal Access has been offering staff a introduction to sign language class. Each series consists of a 1.5 hour session weekly for 4 weeks.
- Sandy Cohen from Equal Access presented the newly revised Library Services for the Deaf and Hard of Hearing website at the ALA national conference. The new website will include national resources and is funded by a IMLS grant.
- As visits to the Main Library Teens Department drop off during the summer vacation, the Teen Staff have been performing more outreach services. Staff have promoted NPL in a booth at Nashville Pride, visited Stratford’s Power Youth Summer Camp, Girls Inc., YCAP, and Oasis. Pictures from NPL booth at Pride Festival:



MARKETING AND COMMUNICATIONS REPORT

NPL MarCom supported the launch of the new **NPL Cheekwood Passport**.

In addition to the marketing results below – including some impressive organic reach on socials – we’re pleased to report that **there are already 1,280 customers on the waiting list to borrow this passport.**

We also wrapped up our highly successful **Freedom to Read campaign** with another **national news media hit**.

Freedom to Read campaign (*campaign wrap-up*)

Web: ~8,000 views

News Media: USA Today

Cheekwood Passport

Web: 11,246 views (an increase of more than 2,000 percent (!) over May 2022)

Socials: 5,106 impressions + 529 likes + 2,449 click-throughs (IG) + 11,000 impressions (TW)

Email marketing: 169,099 reach + 57,220 opens + 4,421 click-throughs

New Business – July 19, 2022

	YES	NO	TOTAL
Disabling Weapon Only	6		6
Firearms Only	4		4
Both DW and Firearms	8		8
No Protection		26	26
TOTAL	18	26	44

44 libraries through ULC responded to Mr. Oliver’s request for whether their library arms their guards.

- I. Comments were made by multiple libraries about their specific circumstances surrounding their armed guards or lack thereof. Among the comments were the following:
 - a. Guards are on a rotating basis between branches. (Fulton Co. Public Library)
 - b. Only when libraries have high incident rates are special duty police hired (Prima Co. Public Library)
 - c. Investments have been made in protective gear versus disabling weapons (San Jose Public Library)
 - d. Only Main/Central libraries are armed with disabling weapons (Dallas Public Library and San Francisco Public Library)

Firearm Comparison Between Library Systems - July 2022

<u>Library</u>	<u>Armed</u>	<u>Disabling Weapon</u>	<u>Firearm</u>	<u>Comments</u>
Allen County Public Library	No			Currently re-evaluating for potential pepper spray/tasers
Austin Public Library	No			
Boise Public Library	No			
Branches - San Diego Public Library	Yes	pepper spray		
Broward County Libraries Division	No			
Carmel Clay Public Library	Yes	No	Yes	
Central Arkansas Library Sytem	No			
Central Library - San Diego Public Library	Yes	pepper spray	Yes	
Cincinnati Public Library	No			
Columbus Library	Yes	pepper spray		
Dallas Public Library	Yes	pepper spray, handcuffs	Yes*	Only Central is armed with firearms. Branches are armed with disabling weapons.
Dayton Metro library	No			
DC Public Library	Yes		Yes	
Dekalb County Public Library	No			
Ferguson Library	No			
Fort Vancouver Regional Libraries	No			
Free Library of Philadelphia	No			
Fulton County Library System	Yes		Yes	On rotating basis. Not going well at branches with problematic patrons
Hartford Public Library	No			
Kansas City Public Library	No			Issuing an RFP for a new security contract that may include armed guards in future
Las Vegas Clark County Library District	Yes	pepper spray, handcuffs	Yes	
Madison Public Library	No			
Mason City Public Library	Yes	pepper spray	Yes	
Memphis Public Library	No			
Milwaukee Public Library	Yes	pepper spray, handcuffs		
Montgomery Co. Public Libraries	No			
New Orleans Public Library	Yes	No	Yes	
Newport News Public Library System	Yes	Yes	Yes	
Palm Beach County Library System	No			
Pasadena Public Library	No			
Prima County Public Library	No*			*When libraries have high incident \$\$, they hire special duty police who are armed.
Prince George's County Memorial Library System	No			
Salt Lake City Library	Yes	pepper spray, handcuffs		
San Diego County	No			
San Francisco Public Library	Yes	Pepper spray		Has work order with Sheriff's Dept: 2 sworn deputies on-site at Main Library. They are armed.
San Jose Public Library	No			Have invested in protective gear such as protective vests.
Santa Clara County Library District	No			
Shreve Memorial Library	Yes	Yes	Yes	
Springfield City Library	No			
St. Louis Public Library	Yes	pepper spray	Yes*	*secondary duty police officers are only ones armed with firearms as required by police dept.
Stark County District Library	No			
Stokie Public Library	No			
Toledo Lucas County Public Library	Yes	pepper spray, handcuffs		Officers that are on road patrol have sidearms and tasers. Those at locations do not.
Wichita Public Library	Yes	Yes	Yes	

These libraries responded in 2016 with no updates in 2022. May be out of date or incorrect information.

New Business – July 19, 2022

Nashville Public Library
Board
July 19, 2022

Resolution Title: Acceptance of base salary for selected Interim Library Director, Terri Luke

History/Background/Discussion: The Library Director and/or Interim Library Director's salary is set and approved along with any pay increase above that which is received by all employees by the Library Board.

On June 21, 2022, the Library Board selected Assistant Director for Branch Services, Terri Luke to serve as Interim Director upon Library Director, Kent Oliver's retirement effective July 22, 2022. Terri Luke will serve as Interim Library Director effective July 25, 2022. The Public Library requested Leave from Civil Service Status for Terri Luke effective July 25, 2022, which was approved by the Civil Service Commission. Due to Terri Luke being selected as the Interim Library Director and appointed to the position by the Library Board her salary is set by the Library Board.

Recommendation: The Library Interim Director's salary shall be \$144,151.04, base rate for the classification of a DP2 (Director). Once the employee's Interim Director's assignment ends, she will revert to her regular salary.

Draftor(s): Susan Drye, Assistant Director for Administrative Services

Person(s) Responsible for Implementation: Susan Drye

RESOLUTION 2022 – 07.01

Acceptance of base salary for selected Interim Library Director, Terri Luke

WHEREAS, the library wishes to compensate the Interim Library Director effective July 25, 2022, and

WHEREAS, the library director and/or interim director's salary must be set and approved by the Library Board;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees that the annual salary for Interim Library Director Terri Luke is approved for \$144,151.04, effective July 25, 2022.