

# **NASHVILLE PUBLIC LIBRARY**

## **Board of Trustees Meeting**

**January 16, 2024**



**Nashville Public Library Board of Trustees**  
**Agenda**  
**January 16, 2023**  
**Main Library**  
**615 Church Street**  
**Nashville, TN 37219**  
**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: November 16<sup>th</sup> amended minutes, December 12th.
- VI. Interim Library Director Report, *Terri Luke*
- VII. Foundation Report, *Shawn Bakker*
- VIII. New Business
  - a. NECAT Update, *Lee Boulie*
  - b. Budget FY2025, *Terri Luke*
- IX. Adjournment

**Next Scheduled Board of Trustees Meeting**  
**February 20, 2023**  
**Edgehill Branch Library**  
**1409 12<sup>th</sup> Ave. S**  
**Nashville, TN 37203**  
**12:00 PM**

**Nashville Public Library Board of Trustees**  
**Special Called Meeting Minutes**  
**November 16, 2023**  
**Main Library**  
**615 Church Street**  
**Nashville, TN 37211**  
**12:00PM**

**Members Present:** Joyce Searcy, Nadine De La Rosa, Keith Simmons, Charvis Rand, Kate Ezell, and Katy Varney

**Library Staff:** **Terri Luke, Kyle Barber, Lee Boulie, Bassam Habib, Lisa Bubert, Syreeta Butler, Ashley Walker-Tyler, Linda Harrison, Shawn Bakker, Anna Harutyunyan, Kate Wingate, Andrea Fanta, Sherry Adams, Susan Drye, Jennifer Otis, Jena Schmid, Nikki Glassley, Libby Cain**

**Others:** **Derrick Smith, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County, Karen Miller, Bradbury Miller Associates, Razel Jones, Scott Harrison, Kia Jarmon**

- I. Call to Order / Roll Call
  - a. The meeting was called to order at 12:03 PM.
- 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. Ms. Lana Boleyjack stated the following:

“Good afternoon. My name is Lana Boleyjack and as many of you know, I am Linda Harrison’s assistant. However, today I am speaking from the heart, of my own volition, as a woman of color. I won’t mince words: what we all witnessed on October 31st, whether you recognized it or not, was our library board upholding blatant white privilege and disregard for fairness and equity here at NPL. For months I have sat quietly recording minutes for these meetings, trying to understand the inner workings of the library world, and the outcome of the director search has been by far the most disappointing yet. While Terri Luke has been our interim director for over a year, and ought to be commended for her efforts to keep this ship afloat, I fail to see how the

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decision to offer her the position of director came to be. If we are using the statements made by our library board members as a litmus test for decision making, the reasoning behind appointing Terri Luke as director would fail to meet their own standards.

Let's review what has been said: Joyce Searcy stated she would eliminate Linda Harrison as a candidate because she lacked experience as a director, and yet, Terri Luke has no prior experience as a library director before becoming interim. I would also be remiss not to remind you all that Terri Luke alone cannot and should not be credited with keeping this library system on course. The entirety of the core admin team has aided her in ways akin to a library director, and so to imply that her interim experience qualifies her as director indirectly implies that each of our assistant directors are qualified in that regard. Charvis Rand expressed his desire for a decision-making process that is "fair and equal," but in the end advocated rather vehemently for offering this position to someone who was not held to the same standard as the other candidates. Terri Luke did not apply for the position, she was not interviewed, and she has not given us a comprehensive view of her vision for this library system. She herself even admitted to being reluctant to serve in this position for more than 5 years and has shared with multiple staff members that she did not want the position to begin with. And let's not forget the statement made by Keith Simmons: not only was Chad Helton someone he could not see being the "face of NPL," but he also admitted, verbatim, to harboring implicit bias by wanting to see a director that "looked like him." What's worse is that this statement went unchecked by anyone else on The Library Board. Mr. Rand, you said, and I quote, "I have a feeling, there's a sense of fear that whoever we replace at this time might mess up the aristocratic staff and the momentum we are having in our libraries today." On the contrary, choosing not to select a candidate who applied and went through the interview process will mess up the momentum we have. As a library board you are showing us just how little you value equity. Thank you for hearing me."

b. Ms. Lisa Bubert stated the following:

"Good afternoon. As you all know, my name is Lisa Bubert, and I am the union steward with SEIU Local 205 representing our frontline staff. I know that many of you, if not all of you, may have received emails from staff regarding the suspension of the search process two weeks ago and the inclusion of Terri Luke as a candidate for consideration. I understand there may be some confusion as to why staff are responding with mixed feelings about a colleague we have previously characterized as a kind, capable, and generous leader performing admirably during her interim appointment. I wanted to take this moment to clarify this response. Throughout this search process, staff have grown as frustrated as the Board over the length of time, the obscurity of the process requirements, and the question as to whether the candidates truly are the best we can find, given all these obstacles. Because of the obstacles and the importance of this decision, we tried to make ourselves as clear as possible that we wanted to have our voices heard when it came to the final say. Staff had moved forward with the process with an open mind; we made our public comments, we filled out the initial survey, and we researched the candidates. Staff came forward to their stewards with their questions and concerns and I

did my duty as a steward to relay these questions and concerns to you all. I have been pleased with my conversations, satisfied that we were being heard, which was only confirmed when Keith read an email I sent to him a few weeks back about what staff feel NPL needs in their next director—as it communicated to us that the Board is listening with interest to what staff have to say. With an open mind, we watched the candidate presentations and interviews. Several of us were able to come in-person to watch, but most of us watched from every corner of the system via the livestream available. We ranked the candidates as requested. At one point, we even grew very excited about the possibility of the candidate who ranked at the top of that survey. But as we watched the board disregard the candidate deliberations and go straight to questioning whether Terri would actually be the best candidate, we were dismayed. Terri did not apply for the position. Staff were not able to watch her presentation, were not able to watch her interview, were not able to ask her questions. Most importantly, we were not able to rank Terri in the survey alongside the other candidates. What I'm saying here has nothing to do with whether or not Terri is a great leader or whether she truly is the best fit for the job – our opinion of Terri as a kind, capable, and generous leader has not changed. But I'm not exaggerating when I say that staff feel robbed of the chance to lend their voice in this process now. We are concerned that Terri has been placed in an impossible position—and we are concerned that, should the Board not be able to move forward with Terri, we will lose the candidates we do have and then embark on another months-long process once again. If the Board wants to move forward with considering Terri while still respecting staff voice, we ask that Terri go through the same process as the other candidates – apply, present, be interviewed, and be ranked. Terri may still very well end up on top as the staff's preferred candidate. But the difference is that you will know for sure. Thank you for your time and your energy. We know this process hasn't been easy or quick, but we appreciate the Board's desire to get it right. We also appreciate the Board's earnest desire to hear staff and allow staff the opportunity to be heard. Thank you.”

c. Ms. Syreeta Butler stated the following:

“Hi, I am Syreeta Butler, the manager of Limitless Libraries. Thank you for the opportunity to speak. It was not my intention to speak today but I will share that I have spoken with a lot of staff, and I want to reiterate their feelings, which has already been done in some sense. I think there is a bit of disappointment that exists with this whole process. We are concerned about how the board is moving forward with this process. There should be some finality and some understanding that is reached that gives us a sense that you care about what our feelings and thoughts are, but [also] being able to guide us in a way that makes us understand how you're guiding us, and the need[s] that we are seeking [are] being met. Speaking from a personal standpoint, I was really concerned about some of the commentary that happened after all of the interviews, and I would like for that to be addressed in some way or at least [get] some understanding of what the thought process was behind some of the commentary. This is basically what I wanted to share with you guys today, so thank you.”

- d. Mr. Scott Harrison stated the following:

“I, too, was very upset when I watched the interview process and the presentations. I listened to you, Keith, talk about how you came to the library, how your father was in the market selling tobacco and you ran over to the library and you got to [the library steps] and got nervous and were afraid to go in, and you said, verbatim, you never wanted anyone to feel like they were too nervous to go into the library or have access to the library. But what I watched happen in the deliberations was that very thing. You [...] said that you wanted someone that looked just like you. And that bothered, I’m sure, everyone who was listening to that [...] I met my wife when she was working at Pruitt. I’ve been with her throughout her whole process with the library. I’ve watched her do amazing things with the library. I’ve watched her cultivate relationships in the community. I think she’s the best candidate because she’s the internal candidate, and also the candidate I feel like would best represent this library, and I wanted to stand up and tell you that today. Thank you.”

- e. Mr. Jason Kuhl sent a written statement in the mail addressed to The Library Board:

*“Dear Members of The [Library] Board,*

*I wanted to thank you for allowing me privilege of presenting myself as a candidate for Library Director. I sincerely enjoyed meeting all of you and learning more about the library and the opportunities and challenges of the role. Libraries are wonderful community assets—thank you for your dedication to them. The Nashville Public Library is in good hands!*

*All the best,*

*Jason Kuhl.”*

- f. Ms. Joyce Searcy shared that the consultant firm— Bradbury Miller— provided the library board with a lot of training materials, some of which addressed bias, and Mr. Simmons may have been referencing implicit bias because it was in the training material. Ms. Searcy continued that she personally was not offended by what Mr. Simmons said regarding wanting someone who looked like him to be given the position of director.
- g. Ms. Nadine De La Rosa thanked the staff members who gave public comments for sharing their opinions, stated that the sentiments heard were valid. Ms. De La Rosa continued that The Library Board members were human beings making hard decisions and this process was not easy, especially when done publicly. Ms. De La Rosa asked for grace in the process.
- h. Mr. Charvis Rand recounted that the director search was not an easy process, and that The Library Board was trying to be transparent.
- i. Ms. Kate Ezell stated that if The Library Board was guilty of anything, it was holding the library and its staff members in such high esteem that they want a director who would meet their high standards.

- j. Mr. Simmons stated he did not mean to say that he wanted the library director to look like him, rather that he recognized that each of the library board members had their own biases that they would have to put aside. Mr. Simmons added that if anyone felt as if he were racially biased, he would be happy to recuse himself and let the remainder of the library board members make this decision, in an effort to not taint the decision because of an offhand comment he made.
- k. Ms. Searcy thanked the public commenters and those present.

#### IV. Old Business

- a. Discussion, Deliberation, and Decisions Regarding Employing a Library Director and Negotiating an Offer
  - i. Ms. Karen Miller stated she would like to start the decision-making process with a straw poll, where the library board members would each make a ranking of the candidates in order of preference. Ms. Miller stated that she would create a composite of the choices, which would be used for further discussion.
  - ii. Mr. Simmons recused himself from the decision-making process and left the meeting.
  - iii. Ms. Miller shared the results of the straw poll:

*Ms. De La Rosa chose no one as her first choice, Mr. Chad Helton second, Mr. Jason Kuhl third, Ms. Linda Harrison fourth, and Ms. Roberta Phillips last.*

*Ms. Varney chose Mr. Helton as her first choice, Mr. Kuhl second, Ms. Phillips third, and Mr. Harrison last, adding "with hesitation on all."*

*Mr. Rand chose Ms. Harrison as his first choice, Mr. Helton second, Ms. Phillips third, and Mr. Kuhl last.*

*Ms. Searcy chose Mr. Helton as her first choice, Mr. Kuhl second, Ms. Phillips third, and Mr. Harrison last.*

*Ms. Ezell chose Mr. Kuhl as her first choice, Mr. Helton second, Ms. Phillips third, and Ms. Harrison last, adding "with reservations."*

Based on the total results compiled, The Library Board rated Mr. Helton first, Mr. Kuhl second, Ms. Harrison third, and Ms. Phillips fourth. Ms. Miller suggested eliminating Ms. Phillips, seeing as she had not been any of the library board members' first choice.

- iv. The Library Board discussed Mr. Helton:

Mr. Rand chose Mr. Helton as his second choice because Mr. Helton answered questions in a way that showed he had the proper experience, and he seemed to be very easy to work with.

Ms. De La Rosa stated she did not feel confident choosing a number one due to conflicting information presented in the presentation, interviews, and survey information. Ms. De La Rosa chose Mr. Helton as her second choice because he

oversaw the largest budget and executed his vision in a way that no other candidates did, but her limitations concerning Mr. Helton had to do with relationship building internally and externally, and in his interview, he gave two examples for how he could have honored staff and failed, and he offered no reconciliation for that issue.

Ms. Ezell chose Mr. Helton as her second choice because she did not feel confident in his interest level with working with NPLF.

Ms. Varney chose Mr. Helton as her first choice because he had experience running a library system at a size and scope that was equivalent to NPL, and she admired his honesty addressing his reasoning for leaving his last position; however, she still had some reservations regarding his resignation.

Ms. Searcy chose Mr. Helton as her first choice because of his experience with unions and a large library system, but she had difficulty with his presentation being hard to read and she was unclear on what his priorities would be at NPL.

v. The Library Board discussed Mr. Kuhl:

Mr. Rand expressed that he thought Mr. Kuhl was funny and had a way of making people feel relaxed, but he did not answer the interview questions in a clear and concise way, and he anticipated it putting a strain on the core admin team.

Ms. De La Rosa agreed with Mr. Rand, and said Ms. Kuhl was not very clear and direct about his vision, and he seemed very hesitant. Ms. De La Rosa recalled Mr. Kuhl mentioning his communication style tended to shift depending on what staff members he was in front of, and this made her feel uncomfortable about potential bias being an issue with Mr. Kuhl.

Ms. Ezell chose Mr. Kuhl as her first choice because of his concerns regarding sustainability and his ability to stand on his principles. Ms. Ezell believed that Mr. Kuhl would work well with NPLF as well.

Ms. Varney agreed with the previous assessments made from The Library Board, but she believed Mr. Kuhl lacked the gravitas of a Metro Director.

Ms. Searcy stated Mr. Kuhl would make a great motivational speaker, but he did not fit for her as a director and during the interview, he would not give direct and concise answers to the questions being asked.

vi. The Library Board discussed Ms. Harrison:

Mr. Rand believed Ms. Harrison had more of an advantage because The Library Board had seen her work, and she had been a great mentor to many staff. Mr. Rand said Ms. Harrison understood the culture of the city of Nashville and utilized innovation as a lifestyle rather than a tool. Mr. Rand continued that Ms. Harrison had been in both senior leadership positions and other positions across the library system, making her adept at understanding the challenges that staff may have from



different angles. Mr. Rand stated that Ms. Harrison did not have experience running a library system, but Mr. Rand believed Ms. Harrison had the capability to run NPL.

Ms. De La Rosa stated Ms. Harrison's desire to connect with people really impressed her; however, her hesitation came from looking at the staff survey results, seeing as Ms. Harrison scored the lowest in the area regarding connection to staff. Ms. De La Rosa continued that because there was no way to define why her scores were the lowest, this finding brought up a concern for Ms. De La Rosa, considering Ms. Harrison's advantage of being known by staff.

Ms. Ezell also expressed concerned with the library staff results from the surveys, despite Ms. Harrison having had good rapport with Ms. Ezell and her work in tandem with NPLF.

Ms. Varney stated she felt it was necessary to have a director who had led a library comparable to the size of NPL. Ms. Varney stated having experience in this sort of work was a must in her opinion.

Ms. Searcy expressed wanting a candidate who had done budgeting for a library system and had a director background. Ms. Searcy stated she was concerned that there were no recommendation letters from Ms. Donna Nicely or Mr. Kent Oliver, with whom Ms. Harrison mentioned working under in her presentation. Ms. Searcy also said that Ms. Harrison's vision for an early learning center created by NPL would put the library in direct competition with MNPS and was not within the confines of the NPL's mission.

- vii. Ms. Miller thanked The Library Board for taking the time to have a thorough discussion. Ms. Miller stated that the next steps would involve The Library Board discussing whether they would choose someone from the list of candidates or not, based on the information shared during the discussion period. Ms. Miller stated there were good candidates to consider, and she recommended The Library Board choose to make an offer to someone soon to avoid candidates losing interest.
- viii. Ms. Searcy recommended making a motion to reject the slate and start over. Mr. Razel Jones stated from a DEI perspective, one way or another The Library Board would make history by either choosing someone who was new and groundbreaking or continuing to repeat cycles that had been in place.
- ix. Mr. Rand made a motion to remove Ms. Phillips as a candidate. Ms. Ezell seconded. The motion passed.
- x. Mr. Rand made a motion to remove Mr. Kuhl as a candidate. Ms. De La Rosa seconded. The motion passed.
- xi. Ms. Searcy called for a recess @ 1:31 PM.
- xii. The meeting resumed at 1:38 PM.
- xiii. Mr. Rand made a motion to request a second interview from the remaining two candidate. Ms. Ezell seconded. Ms. Ezell asked for Mr. Rand's reasoning behind this motion. Mr. Rand stated he believed a second interview would help The Library Board eliminate any additional reservations they had about the remaining two

candidates. Ms. De La Rosa asked what the contingency plan would be concerning a follow up interview, and how they might determine what kinds of questions would be asked of these candidates compared to the first interview. Ms. Miller stated it would be necessary to determine what questions they would need answered. Mr. Rand was in favor of the motion. Ms. Searcy, Ms. Ezell, Ms. De La Rosa, and Ms. Varney opposed. The motion was defeated four to one.

- xiv. Ms. Varney made a motion to conclude this search with no offer to any of the candidates. Ms. Ezell seconded. Ms. Ezell stated that The Library Board as a group had not all been on the same page, and that was concerning to her. Mr. Rand stated that the two candidates left were good candidates and he stood by his original motion that there should be an additional interview. Ms. De La Rosa said that some of the needs listed in the interview rubric outweighed others, and she questioned whether the context of the search as a whole had changed. Ms. De La Rosa continued, asking how much the library needed from a library director in the present, and were there ways that The Library Board could support the person put in place, if a person was chosen. Ms. Miller stated The Library Board seemed to be afraid to decide, and she reminded them that indecision was still a decision. Ms. Varney stated that the hesitancy from The Library Board had to do with the slate of candidates. Ms. Ezell, Ms. Searcy, and Ms. Varney were in favor of the motion. Ms. De La Rosa and Mr. Rand opposed. The motion passed three to two.

V. Adjournment

- a. The meeting was adjourned at 1:57 PM.

**Next Scheduled Board of Trustees Meeting**

**December 12, 2023**

**615 Church Street**

**Nashville, TN, 37211**

**12:00 PM**

***Respectfully submitted by Lana Boleyjack.***

# Library Services Director Search Finals Feedback Responses

Nashville Public Library  
 Library Services Director Search Finals Feedback Responses  
 October 31, 2023

Library Staff – 138 respondents											
	Financial administration + Budgeting	Management + Leadership	Vision + Innovation	Building relationships (internally + externally)	Public speaking + Advocacy	Defending Intellectual freedom	Communication	Development + Funding advocacy	Operations + Goal setting	Union experience	Overall Impression
Linda Harrison	2.52	2.31	2.59	2.32	2.91	2.62	2.39	2.52	2.43	2.41	2.30
Chad Helton	2.92	3.25	3.49	3.31	3.54	3.59	3.45	3.12	3.32	3.39	3.38
Jason Kuhl	3.04	3.25	3.02	3.27	3.12	3.46	3.28	3.01	3.21	2.58	3.15
Roberta Phillips	3.03	2.71	2.86	2.85	2.98	2.99	2.74	3.00	2.94	2.36	2.77

Community Member – 2 respondents											
	Financial administration + Budgeting	Management + Leadership	Vision + Innovation	Building relationships (internally + externally)	Public speaking + Advocacy	Defending Intellectual freedom	Communication	Development + Funding advocacy	Operations + Goal setting	Union experience	Overall Impression
Linda Harrison	5.00	4.00	4.00	4.00	4.50	4.00	4.00	4.00	4.00	4.00	4.00
Chad Helton	3.00	3.00	3.00	3.50	3.50	3.50	3.50	3.50	3.00	5.00	3.00
Jason Kuhl	3.50	3.50	3.50	3.50	4.00	3.50	4.00	4.00	4.00	4.00	4.00
Roberta Phillips	3.00	3.00	3.00	3.00	3.50	3.00	3.00	3.00	3.00	5.00	3.00

TOTAL – 141 responses											
	Financial administration + Budgeting	Management + Leadership	Vision + Innovation	Building relationships (internally + externally)	Public speaking + Advocacy	Defending Intellectual freedom	Communication	Development + Funding advocacy	Operations + Goal setting	Union experience	Overall Impression
Linda Harrison	2.54	2.33	2.61	2.34	2.93	2.64	2.42	2.54	2.45	2.43	2.32
Chad Helton	2.93	3.25	3.48	3.31	3.54	3.59	3.46	3.12	3.31	3.40	3.38
Jason Kuhl	3.04	3.25	3.03	3.28	3.14	3.46	3.29	3.03	3.22	2.59	3.17
Roberta Phillips	3.03	2.71	2.86	2.85	2.98	2.99	2.75	3.00	2.95	2.38	2.78

**Nashville Public Library Board of Trustees**  
**Meeting Minutes**  
**December 12, 2023**  
**Main Library**  
**615 Church Street**  
**Nashville, TN 37219**  
**12:00 PM**

**Members Present:** Joyce Searcy, Nadine De La Rosa, Keith Simmons, Charvis Rand, Kate Ezell, Katy Varney, and Rosalyn Carpenter

**Library Staff:** Terri Luke, Linda Harrison, Lee Boulie, Jena Schmid, Kyle Barber, Larry Jirik, Bassam Habib, Emily Farmer, Sarah Allen, Maria West, Sherry Adams, Bryan Jones, Sade Johnson, Shawn Bakker, Andrea Fanta, Forrest Eagle, Mark Crowder

**Others:** Derrick Smith, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County, John Ferguson, Metro ITS, Dwight Beard, Beard Property Management Inc., Lee Molette, Molette Investment Services, Robert Oermann, former Library Board of Trustees member, Scott Harrison

- I. Call to Order/ Roll Call
  - a. The meeting was called to order at 12:03 PM.
- 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. Mr. Dwight Beard made a public comment and expressed his desire to see Ms. Linda Harrison as the new library director. Mr. Beard stated that the library would need a leader who was strong and that had the skillset to manage everything from landscaping and management, to building security and homelessness. When Mr. Beard first met Ms. Harrison, he was very excited to work with her and he observed her give instructions and make things happen in a timely fashion. Mr. Beard stated Ms. Harrison had many years of experience and had a love for people. Mr. Beard further stated Ms. Harrison had the leadership skills to manage people and follow up, and she has proven those skills. Mr. Beard asked The Library Board to please reconsider her as the director of the library.

- b. Mr. Lee Molette made a public comment and stated that he was very concerned about the outcome of the director search. Mr. Molette recalled being present for a board meeting about 16 months prior at the Edmondson Pike Branch, where The Library Board was determining the interim replacement for former library director, Mr. Kent Oliver. Mr. Molette continued that there was a candidate being considered at the time that did not have the credentials for this position and was disqualified from consideration, but the two final candidates that were qualified did not have previous experience as an executive director of a public library before, and this did not seem to be a concern for The Library Board at the time. Mr. Molette stated he had had several opportunities to listen to some of the more recent meetings and was concerned that the requirements from The Library Board had changed. Mr. Molette recalled how one of The Library Board members stated recently that they were looking for a candidate that had experience as a director, but this was not a concern 16 months prior when enacting an interim. Mr. Molette mentioned that one of The Library Board members had recommended calling the two finalists back for additional interviews to ease some of hesitation from The Library Board, but this was voted down. Mr. Molette also mentioned how one of The Library Board members asked if there was anything they could do to potentially strengthen and/ or train the next director, but this was not taken into consideration in the end. Mr. Molette stated that the final two candidates were African American, and at the end of the day what The Library Board concluded was that neither of them were good enough. Mr. Molette stated that he often worked with youth and would tell them that “what they see, they can be,” but the conclusion to the director search displayed undertones that implied the opposite.
- c. Ms. Joyce Searcy thanked the visitors for taking time to address The Library Board with their concerns.

#### IV. Board Chair Comments, *Joyce Searcy*

- a. Ms. Searcy introduced a new Library Board member, Ms. Rosalyn Carpenter, who was confirmed by Metro Council on Tuesday, December 5<sup>th</sup>, 2023. Ms. Carpenter stated that she was the Senior Vice President and Chief of Diversity Equity and Inclusion for CommonSpirit Health, headquartered in Chicago. Ms. Carpenter expressed her excitement to serve on this board and help the library to be the wonderful institution that it is.
- b. Ms. Searcy thanked Mr. Robert Oermann for his 15 years of service to the library and The Library Board. Ms. Searcy announced that the book titled *Sing Me Back Home: southern roots and country music* by Bill C. Malone, was being added to the library catalog on Mr. Oermann’s behalf. A dedication was written stating the following:

*“This book is given in appreciation of Robert K. Oermann and his service on the Nashville Public Library Board of Directors for over a decade.”*

V. Approval of Minutes: October 30, 2023; October 31, 2023; and November 16, 2023

- a. Ms. Katy Varney made a motion to approve the minutes for October 30<sup>th</sup>. Mr. Charvis Rand seconded. The motion passed unanimously.
- b. Ms. Kate Ezell made a motion to approve the minutes for October 31<sup>st</sup>. Ms. Varney seconded. The motion passed unanimously.
- c. To have discussion, Mr. Rand made a motion to discuss approval of the minutes for November 16<sup>th</sup>. Ms. Varney seconded. Ms. Varney referred to the minutes mentioning her hesitations regarding her ranking of the director candidates, but her comments referencing the survey results were not included in the November 16<sup>th</sup> meeting minutes. Ms. Varney asked to have the November 16<sup>th</sup> minutes amended to include her comments referencing the survey results as her reason for hesitation. Ms. Searcy clarified that the amendment would need to refer to the survey in the minutes and the addendum would include the actual survey document itself. Mr. Derrick Smith asked who made the motion. The Library Board answered Mr. Rand made the initial motion. Mr. Smith clarified that because Mr. Rand made the motion, he would need to choose to amend his motion for The Library Board to proceed properly. Mr. Rand agreed to amend the November 16<sup>th</sup> minutes to include reference to the survey and an addendum with the survey document. Ms. Varney seconded. The motion passed unanimously.

VI. Interim Library Director Report, *Terri Luke*

- a. Ms. Terri Luke thanked the Library Board members for their time and service to the library and the community. Ms. Luke welcomed Ms. Carpenter and stated she was looking forward to working with her more closely. Ms. Luke also thanked Mr. Oermann for his 15 years of service to The Library Board.
- b. Ms. Luke stated that a tornado occurred on Saturday, December 9<sup>th</sup>, which affected hours at the branches and caused the staff present to act quickly and close the branches early. There was one member of staff that had been affected by the tornado and lost their roof in Clarksville, TN. Ms. Luke stated that there were employee assistance funds available to Metro employees who are affected by such emergencies. Ms. Sherry Adams added that the employee assistance funds were available to Metro employees any time of year and can be used for everything from utility payments and medical bills to mortgage or rental payments— covered up to \$500. Ms. Adams stated employees would need to submit an online application request for the funds and if approved, the funds are sent directly for the expense the employee is asking for help with. Ms. Varney added that staff can also utilize [nashvillerespond.com](https://nashvillerespond.com), run by Nashville Voluntary Organizations Active in Disaster (VOAD), where Nashville residents can give and get help for emergencies such as this.
- c. Ms. Luke informed The Library Board that there was a patron complaint at the Southeast library branch and the admin team was taking the complaint very seriously

and creating recommendations for improving library services, including implementations for better translation services, which was being considered for the next fiscal year's budget. Ms. Luke continued that the Southeast branch served 18 different language-speaking communities, and the admin team was looking at ways to utilize AI technology to bridge the gap between the patron and the staff member. Ms. Luke clarified that this was a first step to improving communications at the Southeast branch.

- d. Ms. Luke and Ms. Susan Drye reported their capital spending plan to the Mayor's Office and asked for \$117MM. Ms. Luke stated that the Hadley Park, Richland Park, Green Hills, and Hermitage branches were being made priority for receiving renovations or brand-new facilities.
- e. Ms. Luke informed The Library Board that workplace culture training had been implemented for all staff, which includes short modules that will hopefully help encourage conversations amongst staff about bias and diversity, equity, and inclusion.
- f. Ms. Luke asked The Library Board to mark their calendars for January 21<sup>st</sup>, 2024, from 5-7 PM for the Early Literacy Campaign Kickoff. Ms. Luke continued that the Education and Literacy and Special Collections' staffs helped identify two key priorities that they would like NPLF to raise funds for. Early literacy and 21<sup>st</sup> century workforce development were the priorities chosen. NPLF chose to start with early literacy, and the kickoff will be a chance to hear from the library team regarding planning, implementation, and fundraising efforts.

## VII. Foundation Report, *Shawn Bakker*

- a. Ms. Shawn Bakker shared that on April 7<sup>th</sup> at 5:30 PM in the Main branch auditorium, the Carnegie Society book club would be featuring the book, *The Personal Librarian* by Heather Terrell. Ms. Bakker added that the curator of the JP Morgan Library in New York would be a special guest at the book club meeting.
- b. Ms. Bakker informed The Library Board that the NPLF Picnic with the Library will be held on April 28<sup>th</sup> and *The Wizard of Oz* was selected as a theme. Caroline and Rascoe Dean, Tiffany and Alfred Degrafinreid and Lindsey and Tyson Moore have agreed to co-chair.
- c. Ms. Bakker mentioned the black women in leadership coffee and tour and informed The Library Board that NPLF is planning another Black Women in Leadership on February 27<sup>th</sup>, 2024, as well as a Black Men in Leadership on January 31<sup>st</sup>. Ms. Bakker explained that these tours were a great way to broaden the table for those who are interested in the library and want to know more. Ms. Bakker added that she and NPLF were working with Ms. Renata Soto to pinpoint and connect with Hispanic leadership in Nashville as well. Ms. Bakker stated the coffee and tours would be from 9:15 AM to 10:45 AM.

- d. Ms. Bakker stated that *String City* would be coming back as a fundraiser on March 1<sup>st</sup> at the Main Library from 6:30 PM to 9:30 PM.
- e. Ms. Bakker reminded The Library Board that the Annual Report detailing the joint efforts between the library and NPLF was sent to each of The Library Board members, and if they needed extra copies, she could provide them.

## VIII. New Business

- a. Updated Collection Development Policy for Limitless Libraries, *Linda Harrison*
  - i. Ms. Emily Farmer and Ms. Sarah Allen presented on behalf of the Limitless Libraries manager, Ms. Syreeta Butler, to give context on the new Limitless Libraries Collection Development Policy being considered (referenced in pages 95-98 in December 2023 Board Packet).
  - ii. Ms. Allen informed The Library Board that Limitless Libraries' Collection Development staff purchased materials for MNPS schools that are housed in MNPS school libraries and owned by MNPS. Historically, the Limitless Libraries team has operated under the MNPS library services selection policy, and the in-house procedures plan, which is updated yearly within the library services' team. Ms. Allen continued that Limitless Libraries never had a Library Board-approved policy, but the Limitless Libraries Memorandum of Understanding with the district will be up for renewal in 2026, so in preparation it was important to codify the document in a more formal way.
  - iii. Ms. Nadine De La Rosa asked for a summary of the key changes and reasoning behind why those changes were made. Ms. Allen explained that Limitless Libraries started out as a very small pilot program that now serves all MNPS schools with an over \$1 million budget. Ms. Allen continued that the original policy document detailed ILS (Integrated Library Systems) procedures, ordering procedures, scope of programming procedures, and budgetary procedures which have changed drastically due to the growth of the program. Ms. Allen added that none of the content selection procedures had changed. Ms. Farmer stated that the Limitless Libraries department leaned very heavily on the MNPS policy that already existed, seeing as the collections purchased were owned by MNPS once acquired by Limitless Libraries.
  - iv. Ms. Varney made a motion to approve the changes to the Limitless Libraries Collection Development policy. Ms. Ezell seconded. The motion passed unanimously.
- b. Your Mind Matters, *Linda Harrison*



- i. Ms. Harrison introduced Ms. Lana Boleyjack, Mr. Bassam Habib, and Mr. Kyle Baber to update The Library Board on the Your Mind Matters mental health initiative. Ms. Harrison explained that Your Mind Matters was a mental health initiative launched under Be Well at NPL to promote the education of and advocacy for mental health and wellness.
- ii. Ms. Boleyjack informed The Library Board that herself along with Mr. Habib and Mr. Barber reached out to several local therapists, counselors, and mental health organizations and asked them to volunteer their time to provide a panel discussion addressing various topics pertaining to mental health. Ms. Boleyjack added that these panel discussions were held on the first Saturday of every month starting August 5<sup>th</sup>, 2023. Ms. Boleyjack stated that the first panel discussed “Defining Masculinity” where a group of male mental health professionals came to the Main branch to discuss societal issues that can affect the mental health of men of all experiences. Ms. Boleyjack stated that the topics of discussion were determined based on research findings regarding what affected men’s mental health the greatest, as well as the average specializations of a pool of male mental health professionals. Ms. Boleyjack stated the final panel discussion would be held on January 6<sup>th</sup>, 2024, and would be addressing fatherhood.
- iii. Ms. Boleyjack stated that because the stream numbers on the NPL YouTube page were showing higher re-watch numbers than in-person attendance, the Your Mind Matters team decided to transition the program to a podcast to promote longevity and make the discussions easier to market and distribute. Ms. Boleyjack added that this would be more accessible to patrons as well. The Your Mind Matters team met with Production Services to discuss the transition, as there was also a plan from Marketing and Communications to push for more podcasting in 2024. Ms. Boleyjack stated that Your Mind Matters would hopefully be launched as an official NPL podcast in May 2024, National Mental Health Awareness month.
- iv. Ms. Ezell asked how they measured the impact and usefulness of the Your Mind Matters program. Ms. Boleyjack stated that the number of re-watch streams on the NPL YouTube page was a large indicator that the need for the program is being met. Ms. Boleyjack added that they have received both calls and email correspondence from patrons asking how to watch the panel discussions and praising the dialogue that was had. Ms. Harrison added that if this program could save at least one life, that the program has been successful. Mr. Habib added that he had received multiple calls and emails from other libraries across the country asking for advice on implementing programming like Your Mind Matters at their respective library systems, and no other libraries in the country have programs specifically dedicated to mental health education and advocacy.

- v. Ms. Ezell asked if NECAT would play a role in distributing the podcast. Ms. Boleyjack clarified that NECAT and Production Services, while they work in tandem, are separate entities and Production Services had its own studio space in the Main branch that was already setup to record podcast programming.
- vi. Mr. Oermann recommended reaching out to sports professionals to discuss how concussion injuries have historically contributed to declining mental health issues.
- vii. Ms. De La Rosa asked how the team members planned to make the program sustainable through podcast format. Ms. Boleyjack stated that Production Services already had resources and guidelines that would make recording simple, and the team members who have been working on the program would also be the ones hosting the podcast. Ms. Boleyjack added that the podcast format would also allow more flexibility for mental health professionals who may not be available to come record in person, which would eliminate scheduling conflicts.
- viii. Ms. Varney asked how often the podcast episodes would be released. Ms. Boleyjack clarified that while the podcast guidelines originally limited new podcast episode releases to one per month, Production Services had already given the Your Mind Matters team permission to be more flexible and release episodes more frequently.
- ix. Ms. De la Rosa asked how the need would be determined in the community. Ms. Boleyjack explained that most mental health professionals have specializations that inform their practice, such as LGBTQIA+ issues, racial identity, post-partum depression, etc. Ms. Boleyjack stated that by utilizing this knowledge, podcast topics could be targeted towards specific community programming that already exists at NPL through Be Well. Ms. Harrison added that feedback is also gathered through program surveys and partnerships with other organizations in Nashville.
- x. Ms. Searcy asked if the podcasts would be targeted towards any specific age group. Mr. Barber stated that the intention was for all ages to be able to listen to the podcast.
- xi. Mr. Barber stated that the Your Mind Matters panel discussions were available to watch on the NPL YouTube page at any time.

## IX. Adjournment

- a. The meeting was adjourned at 1:13 PM.

**Next Scheduled Board of Trustees Meeting**

**January 16, 2024**

**Main Library**

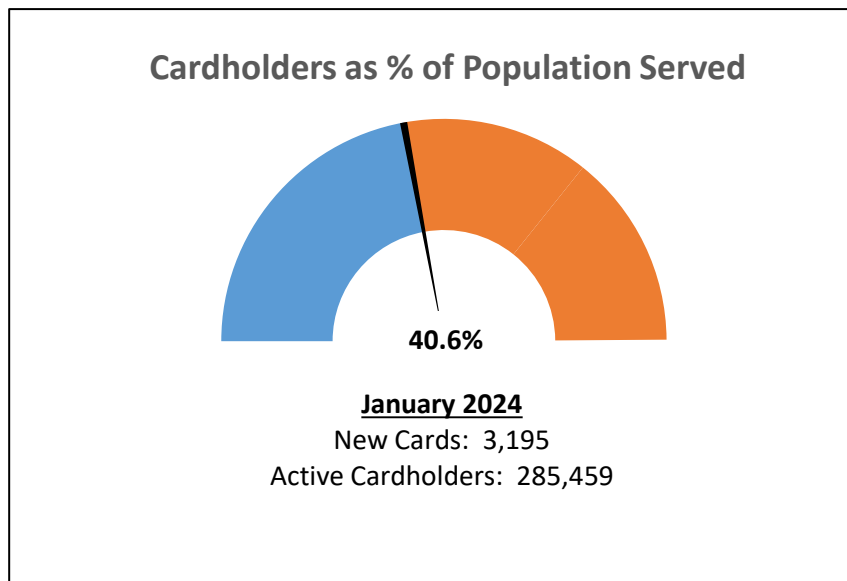
**615 Church Street**

**Nashville, TN 37219**

**12:00 PM**

*Respectfully submitted by Lana Boleyjack.*

*Statistical Summary – January 16, 2024*  
*Nashville Public Library*



Cardholders	Dec-23	Dec-23 Year-to-Date	Active Patron Cards	Average Cards in Last 12 Months
New Registrations	3,195	3,195	285,459	290,267

Volunteer Services	Dec-23	Dec-22	Year-to-Date	% Change 2022-2023
Number of Volunteers	143	154	933	-7.14%
Volunteer Hours	851	947	6,204	-10.14%

Attendance for Room Use	Dec-23	Dec-22	% Change 2022-2023
Community Use	4,753	5,260	-9.64%
Library Use	20,155	7,474	169.67%

Reference	Dec-23	Dec-22	% Change 2022-2023
Answered	20,421	16,575	23.20%

*Statistical Summary – January 16, 2024*

*Nashville Public Library*

**Wireless Data**

Wireless	Month				
	Dec-23 Sessions	Dec-23 % of Total	Wireless %	Dec-22 Sessions	% Change 2022-2023
Bellevue	2,591	7.80%	69.2%	2,080	24.57%
Bordeaux	670	2.02%	51.6%	978	-31.49%
Donelson	346	1.04%	46.8%	309	11.97%
East	676	2.03%	52.8%	463	46.00%
Edgehill	251	0.76%	49.3%	425	-40.94%
Edmondson Pike	1,908	5.74%	54.4%	1,222	56.14%
Goodlettsville	715	2.15%	50.7%	772	-7.38%
Green Hills	2,246	6.76%	61.2%	1,773	26.68%
Hadley Park	1,636	4.92%	47.5%	264	519.70%
Hermitage	2,052	6.18%	52.8%	1,311	56.52%
Inglewood	502	1.51%	40.7%	586	-14.33%
Looby	93	0.28%	28.0%	168	-44.64%
Madison	1,082	3.26%	37.6%	761	42.18%
Main	13,139	39.55%	65.8%	10,094	30.17%
North	358	1.08%	29.1%	124	188.71%
Old Hickory	569	1.71%	64.2%	197	188.83%
Pruitt	659	1.98%	46.1%	551	19.60%
Richland Park	397	1.20%	45.0%	490	-18.98%
Southeast	2,927	8.81%	69.1%	3,808	-23.14%
Thompson Lane	222	0.67%	24.3%	169	31.36%
Watkins Park	181	0.54%	57.0%	210	-13.81%
NPL Total	33,220		58.1%	26,755	24.16%

**Database and Website Data**

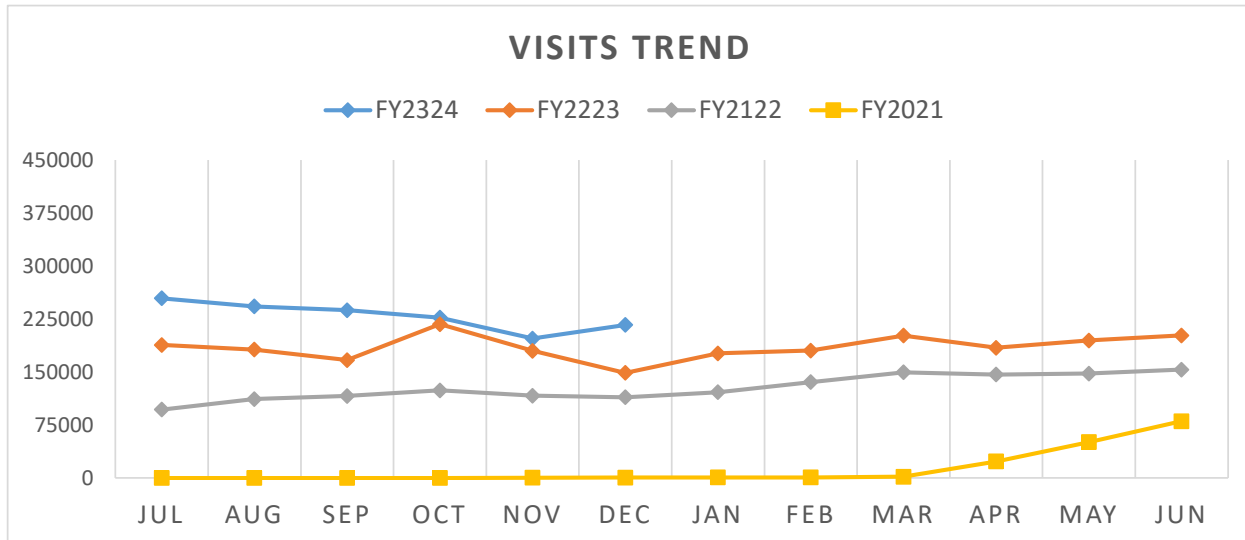
Public Computer Use	Dec-23		Dec-22		% Change 2022-2023
	Sessions	Wireless %	Sessions	Wireless %	
Total Computer Use	19,473		17,095		13.91%
Total Wireless Use	33,220		26,755		24.16%

Website Visits	Dec-23		Dec-22		% Change 2022-2023
	Sessions	Wireless %	Sessions	Wireless %	
Webserver	336,398		311,335		8.05%

Database Usage	Dec-23		Dec-22		% Change 2022-2023
	Sessions	Wireless %	Sessions	Wireless %	
Sessions	21,315		9,905		115.19%

*Statistical Summary – January 16, 2024*  
*Nashville Public Library*

**Visits**

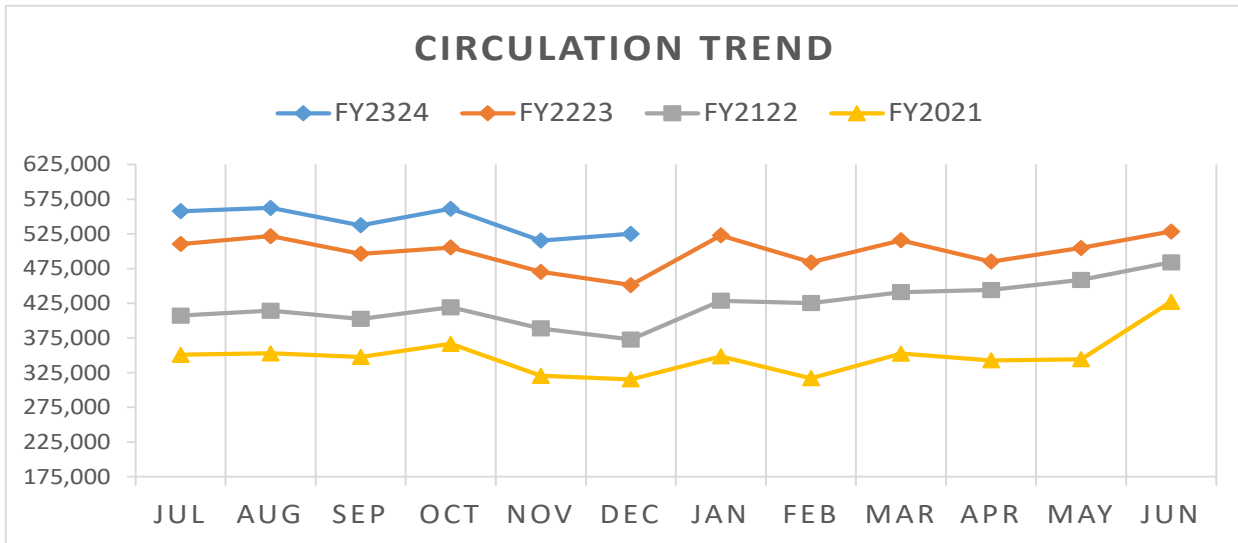


Visits	Dec-23 Visits	Dec-22 Visits	% Change 2022-2023	Dec-23 Circ / Visit	Dec-22 Circ / Visit	% Change 2022-2023
Bellevue	8,268	9,573	-13.63%	1.97	1.67	17.44%
Bordeaux	3,934	3,712	5.98%	0.61	0.58	4.83%
Donelson	5,765	4,931	16.91%	0.55	0.71	-22.72%
East	10,569	8,732	21.04%	0.28	0.31	-10.32%
Edgehill	2,400	2,697	-11.01%	0.35	0.30	13.88%
Edmondson Pike	20,322	7,507	170.71%	0.80	2.02	-60.44%
Goodlettsville	4,778	3,841	24.39%	1.35	1.68	-19.41%
Green Hills	23,654	11,685	102.43%	0.87	1.75	-50.02%
Hadley Park	1,443	1,018	41.75%	0.28	0.23	18.47%
Hermitage	9,745	8,056	20.97%	1.29	1.55	-16.92%
Inglewood	14,013	11,112	26.11%	0.36	0.44	-19.26%
Looby	1,587	2,785	-43.02%	0.30	0.19	61.88%
Madison	19,480	10,694	82.16%	0.24	0.34	-29.66%
Main	45,964	28,893	59.08%	3.32	4.57	-27.35%
North	4,505	3,470	29.83%	0.15	0.14	9.21%
Old Hickory	3,232	2,454	31.70%	0.52	0.65	-19.82%
Pruitt	8,413	4,932	70.58%	0.02	0.06	-62.15%
Richland Park	7,545	6,113	23.43%	0.94	1.10	-14.53%
Southeast	7,266	6,140	18.34%	0.74	0.92	-20.12%
Thompson Lane	9,706	6,976	39.13%	0.24	0.33	-27.66%
Watkins Park	4,004	3,542	13.04%	0.04	0.02	85.18%
<b>NPL Total</b>	<b>216,593</b>	<b>148,863</b>	<b>45.50%</b>	<b>1.24</b>	<b>1.63</b>	<b>-24.19%</b>

*Statistical Summary – January 16, 2024*  
*Nashville Public Library*

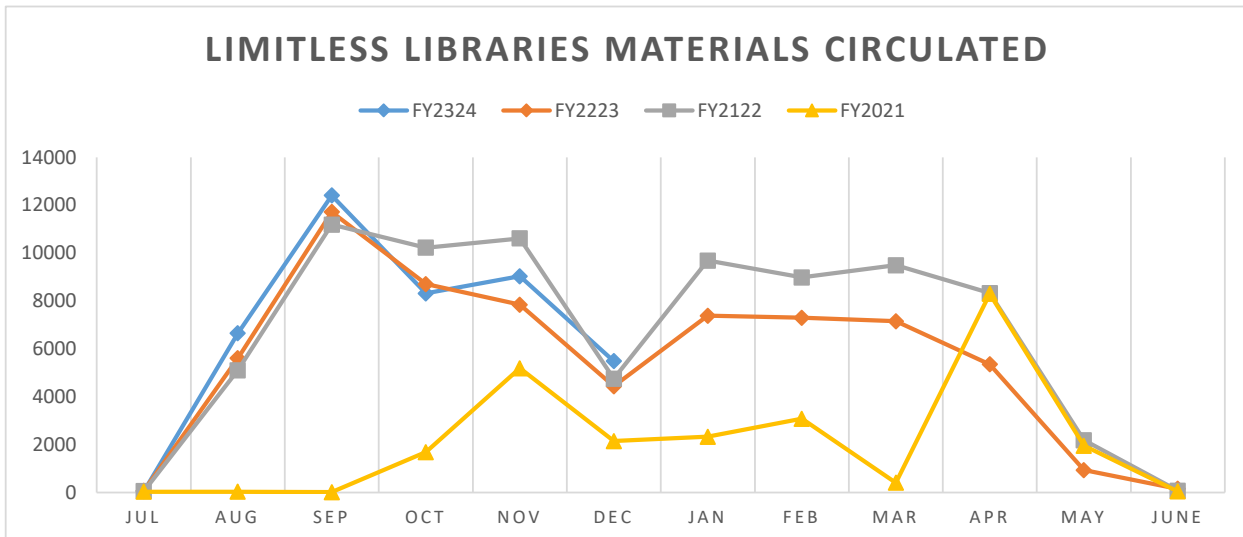
**Circulation Data**

eMedia	Dec-23	Dec-22	YTD	% Change 2022-2023
eAudiobooks	116,910	94,017	688,915	24.35%
eVideo	9,513	6,187	53,093	53.76%
eBooks	117,888	105,818	693,579	11.41%
eMusic	1,859	1,588	10,609	17.07%
eMagazines	24,324	7,219	113,843	236.94%
<b>Total</b>	<b>270,494</b>	<b>214,829</b>	<b>1,560,039</b>	<b>25.91%</b>



*Statistical Summary – January 16, 2024*  
*Nashville Public Library*

Circulation	Month				Fiscal Year-to-Date		
	Dec-23 Circulation	Dec-23 % of Total	Dec-22 Circulation	% Change 2022-2023	Dec-23 Year-to-Date	Dec-22 Year-to-Date	% Change 2022-2023
Bellevue	28,633	5.45%	27,168	5.39%	191,469	196,546	-2.58%
Bordeaux	5,774	1.10%	5,009	15.27%	36,475	36,722	-0.67%
Donelson	7,233	1.38%	6,629	9.11%	49,488	45,342	9.14%
East	6,430	1.22%	5,171	24.35%	42,921	36,200	18.57%
Edgehill	3,147	0.60%	2,705	16.34%	22,102	17,862	23.74%
Edmondson Pike	26,852	5.11%	25,166	6.70%	178,855	174,773	2.34%
Goodlettsville	12,670	2.41%	11,245	12.67%	86,162	80,152	7.50%
Green Hills	35,905	6.84%	33,713	6.50%	235,321	239,273	-1.65%
Hadley Park	1,894	0.36%	1,404	34.90%	12,812	10,995	16.53%
Equal Access	295	0.06%	219	34.70%	1,745	1,652	5.63%
Hermitage	24,127	4.59%	22,372	7.84%	157,807	155,597	1.42%
Inglewood	9,820	1.87%	8,906	10.26%	64,099	58,981	8.68%
Looby	2,282	0.43%	2,225	2.56%	17,219	14,902	15.55%
Madison	11,433	2.18%	9,623	18.81%	76,401	68,945	10.81%
Main	36,229	6.90%	36,383	-0.42%	245,744	260,688	-5.73%
North	2,485	0.47%	1,741	42.73%	16,409	13,062	25.62%
Old Hickory	4,459	0.85%	4,182	6.62%	31,101	28,396	9.53%
Pruitt	1,478	0.28%	1,259	17.39%	10,562	8,875	19.01%
Richland Park	12,415	2.36%	11,431	8.61%	83,966	75,993	10.49%
Southeast	13,376	2.55%	12,991	2.96%	89,998	93,191	-3.43%
Thompson Lane	6,574	1.25%	5,964	10.23%	40,568	41,574	-2.42%
Watkins Park	1,203	0.23%	861	39.72%	7,989	5,822	37.22%
eMedia	270,494	51.50%	214,829	25.91%	1,560,039	1,289,948	20.94%
Talking Library	-	0.00%	-	#DIV/0!	52	13	300.00%
<b>NPL Total</b>	<b>525,208</b>		<b>451,196</b>	<b>16.40%</b>	<b>3,259,304</b>	<b>2,955,504</b>	<b>10.28%</b>





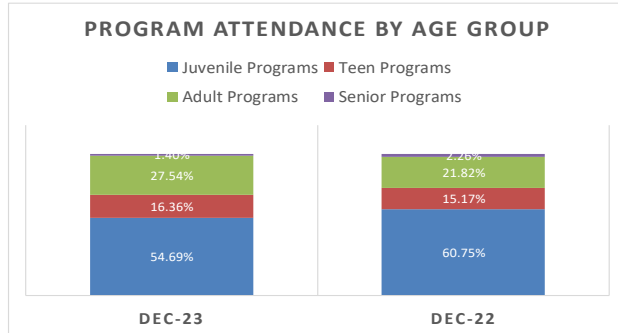
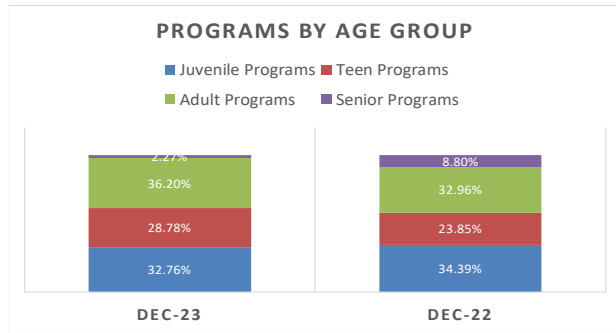
*Statistical Summary – January 16, 2024*  
*Nashville Public Library*

**July Programming Data**

Programming	Dec-23		Dec-22		% Change 2022-2023
	NO.	AUD.	NO.	AUD.	
Juvenile Programs	477	17,423	336	13,121	41.96%
Teen Programs	419	5,212	233	3,276	79.83%
Adult Programs	527	8,774	322	4,712	63.66%
Senior Programs	33	446	86	488	-61.63%
<b>Total Programs</b>	<b>1,456</b>	<b>31,855</b>	<b>977</b>	<b>21,597</b>	<b>49.03%</b>

Programming	Dec-23		Dec-22		% Change 2022-2023
	NO.	AUD.	NO.	AUD.	
In Person	1,223	22,392	769	14,571	59.04%
Outreach	217	8,388	186	6,686	16.67%
Virtual	16	1,075	22	340	-27.27%
<b>Total Programs</b>	<b>1,456</b>	<b>31,855</b>	<b>977</b>	<b>21,597</b>	<b>49.03%</b>

Programming	Dec-23		Dec-22		% Change 2022-2023
	NO.	AUD.	NO.	AUD.	
Juvenile Programs	477	17,423	336	13,121	32.79%
Teen Programs	419	5,212	233	3,276	59.10%
Adult Programs	527	8,774	322	4,712	86.21%
Senior Programs	33	446	86	488	-8.61%
<b>Total Attendance</b>	<b>1,456</b>	<b>31,855</b>	<b>977</b>	<b>21,597</b>	<b>47.50%</b>



Library Programming	Location Totals								Programs by Age Group							
	Library		Outreach		Virtual		Totals		Juv		Teen		Adult		Senior	
	NO.	AUD.	NO.	AUD.	NO.	AUD.	No.	Aud.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.
ARCHIVES	0	0	1	29	1	7	2	36	0	0	0	0	2	36	0	0
BELLEVUE	72	1,305	5	1,505	0	0	77	2,810	21	1,777	33	806	19	170	4	57
BORDEAUX	45	636	0	0	0	0	45	636	12	79	21	496	8	40	4	21
BBTL (Bringing Bks to	6	66	71	917	0	0	77	983	46	875	0	0	31	108	0	0
BBTL (Adult Literacy)	3	31	7	34	0	0	10	65	0	0	0	0	10	65	0	0
DONELSON	33	417	8	92	0	0	41	509	13	318	1	15	27	176	0	0
EAST	61	921	2	146	0	0	63	1,067	17	327	46	740	0	0	0	0
EDGEHILL	43	365	4	140	0	0	47	505	38	354	0	0	9	151	0	0
EDMONDSON PIKE	57	846	6	46	0	0	63	892	19	626	18	84	20	136	6	46
GOODLETTSVILLE	35	428	1	11	1	7	37	446	9	172	7	75	19	183	2	16
GREEN HILLS	79	2,295	1	6	0	0	80	2,301	30	892	29	902	18	495	3	12
HADLEY PARK	15	32	10	331	0	0	25	363	16	302	0	0	9	61	0	0
HERMITAGE	32	455	2	40	1	57	35	552	12	251	2	29	20	246	1	26
INGLEWOOD	24	573	4	176	1	2	29	751	19	693	0	0	10	58	0	0
LOOBY	7	39	0	0	0	0	7	39	4	14	0	0	3	25	0	0
MADISON	51	803	0	0	0	0	51	803	25	691	11	51	11	55	4	6
MAIN - Adult Svcs	234	1,468	1	13	1	4	236	1,485	0	0	0	0	236	1,485	0	0
MAIN - Children Svcs	5	502	6	194	0	0	11	696	11	696	0	0	0	0	0	0
MAIN - Digital Inclusion	0	0	2	55	0	0	2	55	0	0	0	0	1	37	1	18
MAIN - LSDHH/Equal	1	6	5	52	3	18	9	76	5	52	0	0	4	24	0	0
MAIN - Puppet Truck	0	0	24	2,517	1	28	25	2,545	22	2,123	1	79	2	343	0	0
MAIN - Special Coll.	5	166	0	0	0	0	5	166	1	30	1	18	3	118	0	0
MAIN - Studio NPL	170	859	18	360	0	0	188	1,219	2	13	186	1,206	0	0	0	0
MAIN - Teen Svcs	20	190	7	89	0	0	27	279	0	0	27	279	0	0	0	0
MAIN - Wishing Chair	20	2053	4	560	3	335	27	2948	27	2948	0	0	0	0	0	0
NORTH	37	194	2	38	0	0	39	232	25	162	0	0	14	70	0	0
OLD HICKORY	14	167	1	150	0	0	15	317	12	302	3	15	0	0	0	0
PRUITT	46	5670	5	78	2	160	53	5908	33	1810	0	0	13	3858	7	240
RICHLAND PARK	21	958	8	199	0	0	29	1157	18	898	3	45	8	214	0	0
SOUTHEAST	70	701	7	188	2	457	79	1346	29	503	23	232	26	607	1	4
THOMPSON LANE	6	61	5	422	0	0	11	483	6	467	1	3	4	13	0	0
WATKINS PARK	11	185	0	0	0	0	11	185	5	48	6	137	0	0	0	0
<b>TOTALS</b>	<b>1,223</b>	<b>22,392</b>	<b>217</b>	<b>8,388</b>	<b>16</b>	<b>1,075</b>	<b>1,456</b>	<b>31,855</b>	<b>477</b>	<b>17,423</b>	<b>419</b>	<b>5,212</b>	<b>527</b>	<b>8,774</b>	<b>33</b>	<b>446</b>

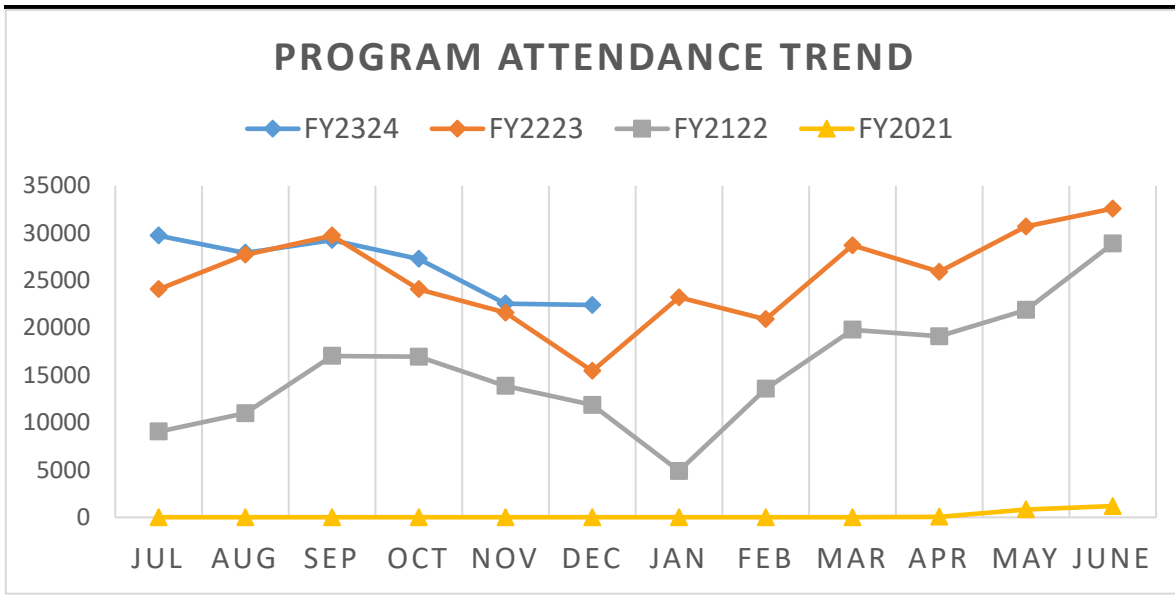
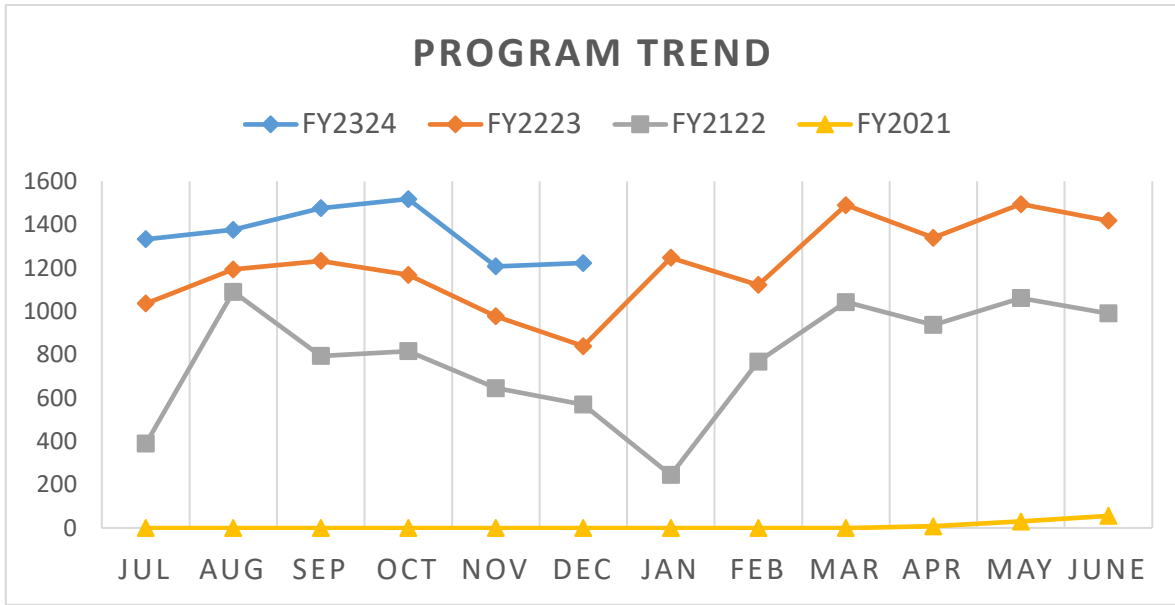
*Statistical Summary – January 16, 2024*  
*Nashville Public Library*

Library Programming	Location Totals								Programs by Age Group							
	Library		Outreach		Virtual		Totals		Juv		Teen		Adult		Senior	
	NO.	AUD.	NO.	AUD.	NO.	AUD.	No.	Aud.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.
ARCHIVES	0	0	1	29	1	7	2	36	0	0	0	0	2	36	0	0
MAIN - Adult Svcs	234	1,468	1	13	1	4	236	1,485	0	0	0	0	236	1,485	0	0
MAIN - Children Svcs	5	502	6	194	0	0	11	696	11	696	0	0	0	0	0	0
MAIN - LSDHH/Equal	1	6	5	52	3	18	9	76	5	52	0	0	4	24	0	0
MAIN - Special Coll.	5	166	0	0	0	0	5	166	1	30	1	18	3	118	0	0
MAIN - Studio NPL	170	859	18	360	0	0	188	1,219	2	13	186	1,206	0	0	0	0
MAIN - Teen Svcs	20	190	7	89	0	0	27	279	0	0	27	279	0	0	0	0
MAIN - Wishing Chair	20	2053	4	560	3	335	27	2948	27	2948	0	0	0	0	0	0
<b>TOTALS</b>	<b>455</b>	<b>5,244</b>	<b>42</b>	<b>1,297</b>	<b>8</b>	<b>364</b>	<b>505</b>	<b>6,905</b>	<b>46</b>	<b>3,739</b>	<b>214</b>	<b>1,503</b>	<b>245</b>	<b>1,663</b>	<b>0</b>	<b>0</b>

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

	One-on-One Appointments	
	NUMBER	HOURS
ARCHIVES	6	11
BELLEVUE	2	1.5
BORDEAUX	0	0
DONELSON	5	4
EAST	9	7
EDGEHILL	0	0
EDMONDSON PIKE	2	2
GOODLETTSVILLE	10	11.5
GREEN HILLS	2	2
HADLEY PARK	0	0
HERMITAGE	0	0
INGLEWOOD	0	0
LOOBY	15	14
MADISON	2	1
MAIN - Adult Svcs	11	5.5
MAIN - Children Svcs	0	0
MAIN - Digital Inclusio	11	11
MAIN - LSDHH/Equal	4	4
MAIN - Teen Svcs	0	0
MAIN - Special Coll.	0	0
NORTH	10	8
OLD HICKORY	0	0
PRUITT	0	0
RICHLAND PARK	0	0
SOUTHEAST	38	92.5
THOMPSON LANE	2	2
WATKINS PARK	0	0
<b>TOTALS</b>	<b>129</b>	<b>177</b>

*Statistical Summary – January 16, 2024*  
*Nashville Public Library*



**Financial – January 16, 2024**

Nashville Public Library

<b>1/4/2024</b>	<b>Appropriations</b>	<b>Encumbered (current)</b>	<b>Spent (cumulative)</b>	<b>Free Balance</b>	<b>Committed (cumulative)</b>	<b>% Committed</b>
Metro-4% Funds	\$ 3,668,609.20	\$ 86,205.24	\$ 1,315,576.31	\$ 2,266,827.65	\$ 1,401,781.55	38.21%
Foundation	\$ 668,328.56	\$ 30.76	\$ 675.55	\$ 667,622.25	\$ 706.31	0.11%
Subscriptions	\$ 197,800.00	\$ -	\$ 81,263.02	\$ 116,536.98	\$ 81,263.02	41.08%
Grants	\$ 730,500.00	\$ 19,799.88	\$ 502,773.85	\$ 207,926.27	\$ 522,573.73	71.54%
Donelson ODC	\$ 100,000.00	\$ 11,313.91	\$ 5,307.70	\$ 83,378.39	\$ 16,621.61	16.62%
	<b>\$ 5,365,237.76</b>	<b>\$ 117,349.79</b>	<b>\$ 1,905,596.43</b>	<b>\$ 3,342,291.54</b>	<b>\$ 2,022,946.22</b>	<b>37.70%</b>

**Personnel Summary/HR – January 16, 2024**

Nashville Public Library

**2023 New Hires**

<b><u>Name</u></b>	<b><u>Classification</u></b>	<b><u>Hire Date</u></b>	<b><u>Location</u></b>
Dominique Thomas	Circulation Assistant	12/11/2023	Madison
Tiffany Greathouse	Program Manager 2	12/25/2023	LSHI
Leanna Wagner	Library Page	12/25/2023	Bellevue

**2023 Resignations**

<b><u>Name</u></b>	<b><u>Classification</u></b>	<b><u>Resignation Date</u></b>	<b><u>Location</u></b>
Kelli Hix	Program Coordinator	12/6/2023	Archives
Ganga Rizal	Custodian	12/7/2023	Custodial Srvs
Chad L'eplattenier	Old Hickory	12/16/2023	Transfer to Soc Srvs

**Personnel Summary/Vacancy – January 16, 2024**  
**Nashville Public Library**

NPL Vacancies as of 12/31/2023

	Division / Branch	Title	Grade	Name	FPS	FTE	Date Vacant	Notes
1	CONF CNTR	ADMIN SVCS OFFICER 2	OR01	VACANT (COLLINS, D)	F	1.00	7/14/23	
2	DIRECTOR	ADMINISTRATIVE SPECIALIST	ST11	VACANT (PHOUTHAVONG EVANS, M)	F	1.00	12/12/22	
3	LIMITLESS L	APPLICATION TECH 1	ST07	VACANT (RADFORD, B)	F	1.00	9/6/23	
4	OP & MAIN-MN	BLDG MAINT MECH	TG13	VACANT - NEW	F	1.00	7/1/22	Interviewing
5	OP & MAIN-MN	BLDG MAINT MECH	TG13	VACANT (ISLAM, M)	F	1.00	11/14/22	Interviewing
6	BORDX	CIRCULATION ASST	ST05	VACANT (YEPREM, D)	F	1.00	10/30/23	
7	DONELS	CIRCULATION ASST	ST05	VACANT - NEW	F	1.00	1/1/24	
8	DONELS	CIRCULATION ASST	ST05	VACANT - NEW	F	1.00	1/1/24	
9	DONELS	CIRCULATION ASST	ST05	VACANT - NEW	F	1.00	1/1/24	
10	EDGH	CIRCULATION ASST	ST05	VACANT (MILLER, K)	F	1.00	9/16/23	
11	SE	CIRCULATION ASST	ST05	VACANT (GHOSH KUNDU, S)	F	1.00	6/12/23	
12	WATKINS	CIRCULATION ASST	ST05	VACANT (HEAD, O)	F	1.00	10/30/23	
13	DONELS	CIRCULATION SUPV	ST09	VACANT - NEW	F	1.00	7/1/24	
14	OP & MAIN-BR	CUSTODIAN - Branch	TG07	VACANT (BERTOLDI, L)	F	1.00	7/24/23	Interviewing
15	OP & MAIN-BR	CUSTODIAN - Branch	TG07	VACANT (RIZAL, G)	F	1.00	12/7/23	Interviewing
16	OP & MAIN-MN	CUSTODIAN - Main	TG07	VACANT (PAISLEY, W)	F	1.00	7/17/23	Interviewing
17	ADMIN SVCS	FINANCE OFFICER	OR04	VACANT - NEW	F	1.00	7/1/22	Interviewing
18	PROD SVCS	INFO SYSTEMS MEDIA TECH 1	OR02	VACANT (LANDIS, R)	F	1.00	7/26/23	
19	TALKING	INFO SYSTEMS MEDIA TECH 1	OR02	VACANT - NEW	P	0.49	7/1/22	
20	ED PIKE	LIBRARIAN 1	ST09	VACANT (DELANEY, R)	F	1.00	6/1/22	
21	GOOD	LIBRARIAN 1	ST09	VACANT (THOMPSON, A)	F	1.00	1/3/24	
22	GRN HILLS	LIBRARIAN 1	ST09	VACANT (KINZER, K)	F	1.00	11/17/22	
23	GRN HILLS	LIBRARIAN 1	ST09	VACANT (SWAFFORD, C)	F	1.00	9/18/23	
24	REF	LIBRARIAN 1	ST09	VACANT (BARRETT, M)	F	1.00	9/30/22	
25	BORDX	LIBRARIAN 2	ST10	VACANT (PIPER, E)	F	1.00	9/18/23	Reposted
26	DONELS	LIBRARIAN 2	ST10	VACANT - NEW	F	1.00	1/1/24	Reposted
27	DONELS	LIBRARIAN 2	ST10	VACANT - NEW	F	1.00	1/1/24	Reposted
28	DONELS	LIBRARIAN 2	ST10	VACANT - NEW	F	1.00	1/1/24	Reposted
29	ED PIKE	LIBRARIAN 2	ST10	VACANT (WALKER, A)	F	1.00	9/18/23	Reposted
30	MADISON	LIBRARIAN 2	ST10	VACANT (KRAKOWIAK, P)	F	1.00	4/30/23	Reposted
31	HERM	LIBRARY ASSOC	ST06	VACANT (CROWDER, J)	F	1.00	8/2/23	
32	TEENS	LIBRARY ASSOC	ST06	VACANT (ROMINES, J)	F	1.00	7/25/22	
33	BELLEVUE	LIBRARY MGR 3	OR07	VACANT (HERBST, L)	F	1.00	12/27/22	
34	DONELS	LIBRARY MGR 3	OR07	VACANT NEW - NEW	F	1.00	1/1/24	
35	ED PIKE	LIBRARY MGR 3	OR07	VACANT (YOUNGBLOOD, K)	F	1.00	8/24/23	
36	DONELS	LIBRARY PAGE	ST02	VACANT - NEW	P	0.49	1/1/24	
37	DONELS	LIBRARY PAGE	ST02	VACANT - NEW	P	0.49	1/1/24	
38	ED PIKE	LIBRARY PAGE	ST02	VACANT (BOTTEI, M)	P	0.49	7/10/23	
39	GOOD	LIBRARY PAGE	ST02	VACANT (OLEAS, F)	P	0.49	8/12/23	
40	HERM	LIBRARY PAGE	ST02	VACANT (COOPER, J)	P	0.49	8/14/23	
41	ED PIKE	LIBRARY PAGE	ST02	VACANT (SCHAUMBERG, S)	P	0.49	11/14/23	
42	TALKING	OFFICE SUPPORT REP	ST05	VACANT (ADKINS, M)	F	1.00	6/8/22	
43	ADMIN SVCS	OFFICE SUPPORT SPEC 2	ST08	VACANT (BRADY, G)	F	1.00	7/10/23	
44	HR IMP	PROGRAM MGR 2	OR06	VACANT - NEW	F	1.00	7/1/23	Candidate hired, starts in Jan
45	DONELS	PROGRAM SPEC 2	OR01	VACANT NEW - NEW	F	1.00	1/1/24	
46	DONELS	PROGRAM SPEC 2	OR01	VACANT NEW - NEW	F	1.00	1/1/24	
47	DONELS	PROGRAM SPEC 2	OR01	VACANT NEW - NEW	F	1.00	1/1/24	
48	GRN HILLS	PROGRAM SPEC 2	OR01	VACANT (DANNER, A)	F	1.00	9/30/23	
49	HR IMP	PROGRAM SPEC 2	OR01	VACANT - NEW	F	1.00	7/1/22	
50	RICH PK	PROGRAM SPEC 2	OR01	VACANT (MCKINNEY, M)	F	1.00	5/27/23	
51	RICH PK	PROGRAM SPEC 2	OR01	VACANT (WOLFENSOHN, M)	F	1.00	8/7/23	
52	WISH CHAIR	PROGRAM SUPV	ST10	VACANT (WILSON, B)	F	1.00	12/26/22	Candidate hired, starts in Jan
53	SECURITY	SECURITY GUARD	ST06	VACANT - NEW	F	1.00	7/1/22	
54	SECURITY	SECURITY GUARD	ST06	VACANT (CLENEDENING, D)	F	1.00	7/10/23	
55	SECURITY	SECURITY GUARD	ST06	VACANT (CONGIOLOSO, D)	F	1.00	7/22/23	Candidate hired, starts in Jan
56	SECURITY	SECURITY GUARD	ST06	VACANT (DODSON, E)	F	1.00	5/15/23	Candidate hired, starts in Jan
57	SECURITY	SECURITY GUARD	ST06	VACANT (MADU, O)	F	1.00	4/17/23	Candidate hired, starts in Jan
58	ED & LIT	PROGRAM SPEC 2	OR01	VACANT - NPLF (Adult Lit Specialist)	F	1.00	7/1/22	Grant funded
59	WISH CHAIR	LIB PERFORMING ARTIST	ST07	VACANT (BOLEK, S)	P	0.49	4/27/23	Grant funded
60	ARCH/SPEC	PROGRAM COORDINATOR	OR02	VACANT (HIX, K)	P	0.65	12/6/23	Grant funded

NOTE: Number includes new Donelson positions that are available to fill in January 2024

*Brief Area Updates – January 16, 2024*  
*Nashville Public Library*

**ADMINISTRATIVE SERVICES**

**Safety & Security: December 2023**

December 2023 Safety and Security Month end report

Only one afterhours special event requiring security coverage on December 6 was held in the auditorium at Main. Special Collections depart sponsored this event.

- Calls for Police assistance needed was up during December. We had two arrests and or state citations issued, plus Metro Police responded and made 3 other arrests.
- Most of the police assistance calls were the week of Christmas. We had some unruly patrons that the police also called for backup before approaching.
- In December, Mark Crowder interviewed and will hire 3 new NPL Security guards starting in January 2024.

Safety inspections are scheduled for January with Metro HR safety team for the Main library. We will conduct one inspection per week until the entire Main library has been inspected. This is a pre- OSHA inspection, so we are better prepared for an actual OSHA inspection.

Total number of incident reports for the month of **December (61)** and related categories per incident report up from 58 incident reports in October:

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.*

<b>Number of Incident Reports per Branch</b>			
Bellevue Branch	3	Madison Branch	7
Donelson Branch	1	Main Library	42
East Branch	3	North Branch	1
Hadley Park Branch	2	Thompson Lane Branch	1
Looby Branch	1		
		<b>Total</b>	<b>61</b>

<b>Bellevue Branch</b>	<b>3</b>	<b>Madison Branch</b>	<b>7</b>
Conduct or Rule Violation	1	Conduct or Rule Violation	10
<b>Injury or Accident</b>	5	<b>Injury or Accident</b>	1
Suspensions	1	Suspensions	6
<b>Donelson Branch</b>	<b>1</b>	<b>Main Library</b>	<b>42</b>
Conduct or Rule Violation	2	Conduct or Rule Violation	82
Suspensions	1	<b>Injury or Accident</b>	10
<b>East Branch</b>	<b>3</b>	<b>Safety or Security Incident</b>	16
Conduct or Rule Violation	9	Suspensions	39
Suspensions	3	<b>North Branch</b>	<b>1</b>
<b>Hadley Park Branch</b>	<b>2</b>	Conduct or Rule Violation	1
Conduct or Rule Violation	3	<b>Safety or Security Incident</b>	3
Suspensions	2	<b>Thompson Lane Branch</b>	<b>1</b>
<b>Looby Branch</b>	<b>1</b>	<b>Injury or Accident</b>	2
<b>Safety or Security Incident</b>	2		

Number of **Injury or Accident** and **Safety or Security Incidents**

<b>911 for assistance</b>	<b>5</b>	<b>Arrest</b>	<b>2</b>
<b>Ambulance</b>	<b>5</b>	<b>Library Property Theft</b>	<b>1</b>
<b>Illness / Accident</b>	<b>1</b>	<b>Non-Emergency</b>	<b>3</b>
<b>Injury</b>	<b>2</b>	<b>Patron Property Theft</b>	<b>2</b>
<b>Medical</b>	<b>4</b>	<b>Police called</b>	<b>7</b>
<b>Non-Emergency</b>	<b>1</b>	<b>Police Report Filed</b>	<b>6</b>

<b>Number of Conduct or Rule Violations</b>					
#1	1	#9		#17	28
#2		#10	4	#18	
#3	6	#11		#19	16
#4	1	#12	1	#20	3
#5	7	#13	1	#21	3
#6		#14	5	#22	2
#7		#15	10	#23	2
#8	16	#16	2		

<b>Suspensions</b>	<b>52</b>
7 days	2
30 days	12
60 days	5
180 days	5
365 days	24
Reminder of the Day	4



## **Delivery: December 2023**

### **Main:**

- We received 345 incoming UPS packages and sent 18 packages UPS GROUND.
- There were 84 overnight packages received from FedEx, DHL, etc.
- We received 92 inserts of mail from the United States Post Office, and we sent 53 inserts of mail to Metro Mail for postage.
- There were 46 special deliveries from [Ricoh](#), [Supply Room](#), [Firefly](#), [Amazon](#), etc.

### **Branches:**

- We moved: 4,200 hold bins (134,000 items)  
3,500 non-hold bins (112,000 items)  
1,393 Circulation/Main bins (44,576 items).

Total of 9,093 bins moved.

Total item count of 290,976.

An average of 479 bins and **15,315** items moved per day.

0 skids were sent to Pratt Industries for book recycling.

6 skids were sent to BWB.

### **Daily Complete Percentage:**

Holds 19 of 19 days for 100% in December.

## **Facilities Maintenance: December 2023**

Tamis work order report shows 465 work requests, 282 completed, 183 still active with an 61% completion rate for the month of October.

December 1st - December 31st 2023					
Craft	Month	Total # Work Orders	# Completed	# Active	Completion %
None Entered	December 2023	125	0	125	0%
Administration	December 2023	4	3	1	76%
Branch Custodial Services	December 2023	92	92	0	100%
Canceled	December 2023	2	2	0	100%
Contractor	December 2023	7	0	7	0%
Grounds	December 2023	42	16	26	38%
Main Custodial Services	December 2023	1	1	0	100%
Maintenance	December 2023	192	168	24	88%
		<b>Quantity 465</b>	<b>Completed 282</b>	<b>Active 183</b>	<b>Completion % 61%</b>

**December** Maintenance monthly report 2023:  
168 work orders got completed with 3 employees.  
Mike Binkley 93 work orders  
Joe Foster 15 work orders  
Joe Klima 57 work orders

## **BRANCH SERVICES**

- Hermitage held its 3<sup>rd</sup> Annual Christmas Tree Lighting ceremony on November 30<sup>th</sup>. This year was better attended than ever, with an estimated 800 members of the public in attendance. Participants attended Puppet Truck performances, made ornaments, visited with Santa, sipped hot cocoa, and was entertained by performances by local musicians and dancers. Library Director Terri Luke, Mayor O'Connell, and Councilmembers Jordan Huffman and Erin Evans addressed the crowd.



- Madison Branch and Bordeaux Branch libraries also hosted annual Tree Lightings. Attendees got photos with Santa, made crafts at several stations set up in the children's area, and were treated to snacks and food. These tree lightings rally the community at the library and become part of family traditions.



- Edmondson Pike's Marcia Fenn put the Blessing Tree annual event in partnership with American House Brentwood. Participants of the Blessing Tree purchase and send gifts to seniors at the American House.

- Looby Manager, Erin Piper, Susan Drye, and Jena Schmid attended a Looby Campus area Walk Audit. The results can be read about here: <https://www.civicdesigncenter.org/all-projects-blog/looby-nov23> and <https://www.civicdesigncenter.org/the-impact/projects/loobyplan?rq=campus>
- Thompson Library friends from Metro disABILITIES enjoying Story Time & their Take&Makes (14 Nov)



- In November, Goodlettsville constructed the library's entry in the Goodlettsville Candy Cane Village.



- Southeast Branch hosted a Taxpayer Assistance Day on the 29th in partnership with the Office of Congressman Andy Ogles. They provided the space for members of the community to meet with tax professionals, specifically those who may have fallen behind due to economic impacts.
- Tasha Ellis visited SE for a Library 101 tour. Joining her was Library advocate Michelle Lee. They talked about the recent renovations in the branch, the collection, services, and the benefits of having a library card! She would like to have Angela or John speak at one of her community meetings!



- It was an honor to have Terry Vo, Metro Council for DISTRICT 17 at Pruitt. She came to conclude the participatory budgeting voting. She was impressed with all the activities at Pruitt: Free Hot meal on parking lot with The Bridge Ministry, and Free Haircut for the community. She had a haircut and promised to mention Pruitt Library in her December Newsletter.
- Green Hills staff member, Megan Adovasio-Jones, partnered with Novelette Booksellers to host a Mercury Stardust book signing at Main with 90 people attending.



- Inglewood Branch received a grant for \$1,000 from the Inglewood Neighborhood Association.
- Hermitage customer Polly P. made her annual \$3,000 gift to the branch through the Library Foundation.

## COLLECTIONS & TECHNOLOGY

### **Shared Systems**

Team extremely pleased to be able to move forward with 30 months of web hosting on Pantheon.

Wen Team working with Sandy Cohen and Jess Horn to onboard the LSDHH site via a vis webhosting and payment schedules. Ellis and Cook also working with LSDHH's current web developer to learn the site and generate the momentum for a smooth takeover in June.

Jenny Ellis worked with staff to move the LEGO submission process to LibCal, a process that was very successful with staff. Registration opens January 12<sup>th</sup>.

Team worked with MNPS and Limitless as well as the school librarian to onboard Explore! Community School, a charter that is paying MNPS for services. Kate Wingate arranged codejams, led by Staub, to analyze and configure the marcout of the school's collection for loading into CarlX.

Kate Wingate created videos and newsletter articles to showcase new Carl Connect functionality for MNPS.

Jenny Ellis and Kyle Cook, working with the vendor Aten, tested and moved to production the Drupal 10 upgrade on <https://library.nashville.org>

Jenny Ellis moved nashvillepubliclibrary.org domain to ITS and closed our old GoDaddy account.

Jenny Ellis and Kyle Cook have been adding Spanish and Arabic translations to content types and finding and noting or fixing bugs. We will have Net Tango handle some of these bugs.

Bryan Jones, Jenny Lane, and Kate Wingate worked to move comics and graphic novels to their own format (not just "book") for both NPL and MNPS collections.

Bryan Jones upgraded Aspen to 23.12.

With Larry Jirik/Library IT, upgraded Carl Solution to 9.7.3.5. Upgrade was a success with many fewer issues than usual. Bryan Jones and Bob Wilson helped troubleshoot what few issues there were.

Bryan Jones restarted the Aspen User Group with staff volunteers. He has a new branded test instance of the LiDA app to test and hopefully eventually roll out.

Bryan Jones held a class on privacy/computer security basics for the Public Library Management Institute, which is part of TSLA.

Jenny Lane worked with Noel Rutherford to improve the DEI collection report in CollectionHQ by finding titles that should have been, but were not, classified as such.

James Staub updated PHP that used SQL queries referencing no longer updated versions of the CarlX tables. Many queries must also be updated.

Team took mandatory DEI training and had frank discussion about hierarchy, communication and handling interpersonal conflicts. Will report feedback to Trena in HR.

**NECAT**

12/2 Production 1 (9 People).

12/3 Editing class (5 People).

12/8 Chinese New Year walk through at Centennial Park.

12/9 Floor was repainted.

12/19 Sustainability doc rough cut presented.

12/20 Cameron presented to children's librarians at Southeast.

**Membership**

New Members	7
People in Production 1	9
People in Production 2	n/a
People in Specialty Class	5
Equipment Checkouts	6

**Studio Usage**

	Blocks Booked	Time in Hours
Producer Led Productions	24	120
NECAT Productions/Staff working Days	8	40
Meetings/Tours	4	4
Trainings	5	25
Editing Bay Usage	4	14
Holiday Closures	4	20
Cancelations	6	30

### Kiosk Check-Ins

Reason	Number of People
Production	268
Class	22
Meeting	4
Tour	3
Event	23
Editing	4
Other	14
Total	338

### Network Content

NPL Programming Run Time	13564.18 Minutes
MTSU Programming Run Time	7105.60 Minutes
New First Run Programs	2
New First Run Episodes	74
New NPL Carousel Bulletins	2
New Carousel Bulletins	0

## Collections

Noel Rutherford met with the MNPS Textbook team to work on a transition plan away from having physical textbooks in each library location, to providing access and assistance to digital textbooks online.

Noel Rutherford met with Adult Literacy staff and assisted with a plan to create print and online bibliographies for adult learners with the purpose to encourage reading and reading comprehension.

Beth Deeb posted the following blogpost: *Top 10 of 2023*, and two collection spotlights: *Holiday Romances*; *Best of 2023*.

Ben English posted two collection spotlights: *Christmas Traditions and History*; *Newly Added Cookbooks*.

Melissa Meyers created a new workflow for Amazon orders using and updated the Acquisition's manual.

Collection Development Librarians responded to a total of **560 material requests** in PIKA and LibAnswers from staff and library customers.

Amanda Dembiec posted two blogs: *Best of Nonfiction*; *Best of Romance and Fiction*.

Susan Poulter recorded *The Fairy of the Dawn* and *The Shirt-Collar* podcasts.



## Meetings/Webinars Attended:

Internal: Materials Management Committee, Circulation Committee, Children's Services meeting, Procedures Review Committee, Procurement RFP meetings, HR Workplace Culture Training; Materials Management Committee; Early Literacy Initiative Planning meeting.

External: TennShare Resource Sharing Committee meeting; Hatchette Spring Preview; Wrap Up 2023 with Great Titles; Spring Youth Preview; Penguin Random House Winter Book & Author Festival.

## Materials Management Statistical Report Dec, 2023

Dec New Circulation		
User category	# of Unique Users	Items checked out
Digital	43,306	270,494
Physical	19,261	118,721*
<b>Totals =</b>	<b>62,567</b>	<b>389,215</b>
Dec New Acquisitions		
Format	Copies added	
Digital	10,243	
Physical	5,384	
<b>Totals =</b>	<b>15,627</b>	

\*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.

## Production Services

- provided AV support for 45 requests around NPL.
- **Live Events**
  - 14 - Conference Center events with AV support.
  - 3 - Branch events.
  - 3 - Podcast sessions
  - 9 - Filming sessions
  - 4 - Maintenance Requests
- **NPLU Filming Schedule**
  - 3 - Videos Recorded for staff and Conference Center Events
  - 3 - Videos published on NPL Universe
  - 3 - Livestreams
  - 2 - Hybrid meetings facilitated
- **NPLU Stats**
  - 9.4k channel wide views
  - 3.4k hours of watch time
  - 10 hours 25 Minutes and 50 seconds of Captioned Content
  - 12 Completed videos (2 more partially completed)
- **Podcasts**

- Recorded 3 new episodes – Family Folktales, Just Listen.
- Completed edits for 5 episodes.
- 3 Published episodes.

➤ **Upcoming Projects**

- New Wishing Chair video series (WC-TV) currently airing on NPLU, Wishing Chair Facebook page, and NECAT.
- Interviews for two production techs for Production Services completed.
- NPLF Funds used to purchase supplementary equipment for Chinese New Year event.
- LEGO award Ceremony booked for February 17<sup>th</sup>.
- Partnering with MNN to broadcast January Board Meeting
- String City booked for March 1<sup>st</sup>.

## Technology

### ❖ Security Camera - Additions

- Edgehill – Quoted – Approved – waiting installation.
- Hermitage – Quoted – Approved – waiting installation.
- Goodlettsville – Quoted – Approved – waiting installation.
- Inglewood – Quoted – Approved – waiting installation.

### ❖ Library Network Upgrades

- Core Router Replacement
  - Replace Core Router to 10gbps capable – Complete
  - Move all Main Closet fiber connections – Complete
  - Move all branch fiber connections – Complete

### ❖ New Donelson

- Equipment Needs
  - Security Cameras & Server Ordered
  - Plan/Evaluation of Computer Equipment Needs Staff/Public
  - AV Equipment Ordered

### ❖ Carl.X Upgrade - Complete

- Create installation package for Client Install
- Push Carl.X upgrade to 400+ staff clients
- Follow-up installation failures - Complete
  - Failures caused by computer off, asleep, or laptop not connected.

### ❖ INK

1. Completed

- OSO Procedures updated to follow new Metro requirements.
- Converted document format for the NPL Departmental Rules library.
- Restructuring and addition of data fields in the NPL Policies library for a smoother search

1. Current

- Working with HR to update and correct NPL Departmental Rules
- Tagging documents for a smoother search
- Continue development work for photo staff directory.
- Researching the creation an announcement feature on the “modern” site

## **EDUCATION & LITERACY**

### **Adult Literacy at NPL – Jamil Sameen**

Adult Literacy staff continued the computer class series for the Branch of Nashville on Mondays, using one of the mobile labs. A total of 12 students attended these sessions in December. Students learned basic computer skills and used them in communicating with their teacher and peers via exchanging emails and applying for jobs. Career coaching on basic job searches, creating resumes, applying for jobs online, and improving soft skills were presented and taught to attendees. Belmont University career center participated in one of the classes and their staff provided extra resources and guidance.

The mobile lab serviced 31 learners in December. Adult Literacy staff continue to offer digital computer skills to their students and staff; class attendees continue to express their gratitude for learning new skills and awareness about cyber security. Staff at Project Return reiterated “the importance of this class to [their clients] because they were incarcerated for a long time and things have changed, it is a new world for them.” Users reported more confidence in using computers and learning new skills.

In December, 17 new NPL cards were issued to students.

Adult Literacy staff participated in a community event that was organized by NAZA at the Hadley Park Community Center promoting Adult Literacy services to community members. 41 individuals stopped by the Adult Literacy table and were enlighten about Adult Literacy services at NPL.

NashvilleHelps.com received 26 requests in December. A variety of services were selected to be fulfilled. Adult Literacy staff are contacting potential partners to expand the list of the service providers to serve more in need individuals with the services selected.

Adult Literacy submitted a session proposal to the Coalition on Adult Basic Education (COABE), who will hold their annual conference in Nashville in March 2024. The Adult Literacy session was accepted and will be part of the pre-conference, and the team is excited to share their work with a broader audience.

Adult Literacy staff trained new volunteers to lead the English conversation clubs at the Southeast and Hermitage Branches.

### **Bringing Books to Life! – Liz Atack**

BBTL provided 77 programs with 983 in attendance in December, along with 21 COACH programs with VUMC—including workshops and coaching sessions for continuing families to reinforce skills and connect them to library resources and programming.

46 programs were story times! In addition to concluding the fall BBTL Puppet Truck theme, *Sky Bear*, staff led Holiday Interactive Storytimes for multiple schools and childcare centers. Children were introduced to a variety of winter holidays through books, and then had the opportunity to play in a cardboard house village, where each house represented a different story/tradition. Even though it is not currently happening in winter, this year BBTL incorporated Ramadan into the Storytime. Two schools had the Storytime presented for Pre-K through 1<sup>st</sup> grade.

One BBTL staff member shared this after visiting Mt. View Elementary:

*“The 1<sup>st</sup> graders we read to loved the map and lit up when they saw a country or holiday that connected with their families! One little boy was sharing that his family fasts for Ramadan and the librarian told me how excited he is to be able to do it when he’s older. Another student pulled me aside after to tell me about Christmas in Egypt. There was also a student who is autistic and very engaged in the latke cooking, showing his classmates what to do. The librarian said that he has a hard time in the library and it was wonderful to see him being successful and having a positive experience in that space.”*

At Dodson Elementary, BBTL learned that the first graders—who participated last year—loved the concept so much that they have modified the idea of interactive houses/stations to kick off each Wit & Wisdom learning module this year. The BBTL staff are thrilled that they have inspired new teaching methods to help kids love learning!

BBTL staff members Klem-Marí Cajigas and Marie Preptit presented at the Literacy Association of Tennessee’s annual conference. Klem-Marí talked about writing for NPL’s blog as well as the Global Literature in Libraries blog, and introduced attendees to new, diverse books and books translated from other languages that are less well-known. Marie presented BBTL’s STEAM and Early Literacy workshop, which gets teachers experimenting and collaborating based on great books. All sessions were well-received and shared BBTL’s work beyond the usual channels.

BBTL finalized ordering and put the finishing touches on the curriculum materials for *Lorraine: The Girl Who Sang the Storm Away*, which will be the next featured Puppet Truck show beginning in January 2024.

### **Digital Inclusion** – Marian Christmon

The Digital Inclusion team held outreach and enrollment activities for the Affordable Connectivity Program again this month. The team provided an ACP resource table at NAZA’s

Youth in Action “Holidays at Hadley” event to provide information for parents that attended the event. Information and enrollment assistance was also provided at 50 Forward Bordeaux and Bethlehem Center.

Two Part-Time Digital Literacy teachers were hired, funded by the state Training Opportunities for the Public (TOP) grant. Digital Inclusion staff prepared and provided orientation materials for them as well as class schedules. They will be teaching basic digital skills courses in January – June 2024 at Metro Teachers Apartments and three library branches: Looby, Bordeaux and Madison.

Digital Inclusion and Studio NPL continued planning for the Cyber-Seniors 2024 program. To secure funding, a proposal was prepared and submitted for the following grant opportunity:

*“In an effort to help bridge the digital divide for vulnerable American families and communities, the [Alliant Credit Union Foundation](#) announced the launch of its Million Dollar Challenge, a program that will award nonprofit organizations and community initiatives across the nation with \$1 million in grants to foster digital inclusion.” Alliant Credit Union*

Planning was finalized and classes scheduled for the Senior Community Service Employment Program (SCSEP) with Workforce Essentials. Classes will begin Friday, Jan 5<sup>th</sup>, 2024, and will continue each Friday for 10 weeks per session. These are the same schedule and Microsoft Office Essentials classes that Digital Inclusion provided for the SCSEP program through National Council on Aging (NCOA).

The Digital Inclusion team attended MDHA’s Partnership Luncheon and Celebration. Marian Christmon, Program Manager, was honored for her teams dedicated work with Nashville seniors.



## COLLECTION DEVELOPMENT

Sarah Allen and Emily Farmer presented the Limitless Libraries Collection Development Plan at the December Board Meeting which led to the document being formally approved.

Sarah Allen and Emily Farmer compiled and shared multiple bulk list ordering options for each Metro Nashville Public Schools (MNPS) tier and crafted individual school orders based on Schoology requests.

Sarah Allen and Emily Farmer provided school librarians with budget updates, spending deadlines, and purchasing plans for school librarians needing assistance.

Sarah Allen and Emily Farmer researched, built, and placed February prepub orders.

## COMMITTEE/ GROUP PARTICIPATION/ PROFESSIONAL DEVELOPMENT

Syreeta Butler presented at the 2023 Literacy Association of Tennessee Conference held in Franklin, TN about Limitless Libraries functionality, services, and programs.

Emily Farmer was the Limitless Libraries representative at the Summer Reading Committee Meeting and the Teen Services Group Meeting.

Syreeta Butler attended the Nashville Reads Committee meeting, developed plans for a blackout poetry collaboration with MNPS, and invited last year's poetry winners to be a part of the Nashville Reads public service announcement video.

Sarah Allen, Syreeta Butler, and Emily Farmer attended the quarterly Shared Systems, Limitless Libraries, and Metro Nashville Public Schools Library Services collaboration meeting.

Sarah Allen, Syreeta Butler, and Emily Farmer met with MNPS Library Services to discuss use of the Greater Nashville Chinese Alliance donated funds for MNPS libraries.

## OUTREACH

Limitless Libraries hosted the MNPS Library Services Office Hours.

Syreeta Butler, Tyler Sainato, and Helene Mahnken wrapped and gave 180 2024 academic calendar books to MNPS Library Services, school librarians, and library clerks for the Christmas holiday.

Tyler Sainato and Helene Mahnken visited schools to converse with the school librarians about needs, support, and assistance, as well as discuss training opportunities and curriculum development opportunities. They were also instrumental in shelving materials, assisting with material check in, wedding the collection, helping with book fairs, providing instruction on

Canva use, and sharing proper ways to begin and sustain a book club while sharing about NPL's Book Club in a Bag sets.

They visited 8 MNPS school and engaged with over 242 students and 10 educators and librarians.

### STAFF UPDATES

Application Technician interviews concluded and Kyle Yadlosky, current NPL Barcoder, was selected for the position and will complete the Limitless Libraries staffing complement.

### CIRCULATION STATS

There were 5,509 items circulated through Limitless Libraries which used 1,499 green bags, 248 gray bins, 40 book trucks returned from MNPS, and 35 book trucks sent to MNPS.

### **NAZA** – Anna Harutyunyan

NAZA funded programs enrolled 1,381 youth in December, and 1,217 youth attended at least one day of programming in December.

(Note that December was a half-month programming due to the school break).

NAZA held 3 Professional Development trainings in December, with 18 attendees and a total of 3 hours.

*Youth In Action!* held the “Holidays at Hadley” event on Wednesday, December 20<sup>th</sup> at Hadley Park Community Center. This free community event featured winter-themed activities, a resource fair, tasty food, and more, and was organized by the Youth Community Leaders.

NAZA and Studio NPL are working together to plan a youth conference to be held in April 2024. The conference will focus on topics that were selected by the youth, including mental health, financial literacy, and career exploration.

NAZA is coordinating an initiative funded by the Wallace Foundation to create programming in the Johnson Alternative Learning Center. Through a collaborative effort with MNPS staff, NAZA has selected RockLife Youth to lead mentoring programs with freshman and sophomore students at Johnson ALC. As part of this project, DYMON will also begin their programming with young ladies who are court supervised this month at a local community center. The programming inside the juvenile detention center has been going well so far.

### **Puppet Truck** – William Kirkpatrick



December was a smooth month for the Puppet Truck, providing shows for a total of 2,573 individuals across 17 different locations and one virtual program.

The Puppet Truck team had to reschedule a few shows due to multiple illnesses, but still managed to see high numbers in December.

A performance held at the Nashville Airport was well received, and many attendees shared that they would be visiting the library because of the show.

The Puppet Truck team started blocking rehearsals for the upcoming 2024 shows.

William Kirkpatrick is supervising all new repairs and assisting the team in getting ready for the new year.

### **Wishing Chair Productions – Bret Wilson**

Wishing Chair Productions conducted 9 in-person Storytimes, 11 presentations in the children’s theater, and 4 performances in December at the Country Music Hall of Fame and Museum for a total of 24 performances with an audience count of 2,643 participants. Wishing Chair launched 4 new online segments: WCP-TV Episodes 1, 2 and 3 and WCP Memories of 2023 for NECAT, NPLU (YouTube), and The Wishing Chair Facebook Page with a calculated viewable reach of 352.

Wishing Chair welcomed AZ Kelly Elementary, Mt. View Elementary and Taylor Stratton Elementary Schools to the children’s theater for private mainstage performances during the month of December.

While most of the staff planned to be away on holiday vacation, Wishing Chair launched 4 new online segments during the time off. Here’s the airing schedule on Saturdays, December 23<sup>rd</sup>, 30<sup>th</sup>, and January 6<sup>th</sup>:



#### **NECAT**

Saturday @ 8:30 AM and 5:30 PM on Channel 9

Saturday @ 11:30 AM and 4:00 PM on Channel 10.

#### **NPLU**

Saturday @ 10:00 AM

These online segments will also be available on the Wishing Chair Productions Facebook page and the TV outside the children’s theater.

Once all three weekends have aired, everything will have a recurring slot on Channel 10 during Saturdays at 11:30 AM and Mondays at 3:30 PM. The Wishing Chair team thanks and appreciates Forrest Eagle, Hannah Gerst and Steve Stokes for all their help in making WCP-TV a reality.

Wishing Chair halted operations for the remainder of the year on Saturday, December 23<sup>rd</sup> at 1:00 PM, and is set to continue full operations on Tuesday, January 9<sup>th</sup>. There are three Storytimes scheduled for Tuesday, January 2<sup>nd</sup> with no show happening in the children's theater that weekend.

### **Studio NPL – Niq Tognoni**

While December was slower for programming and outreach (most sites finish up around December 10<sup>th</sup>) the Studio team had a good number of patrons using the space for studying and working on final projects; it is great that the Studio can be a decompression space for them during their tough finals. Operation hours over winter break were relatively busy (9 AM – 6 PM), as lots of adults came by to learn more about 3D printing, families with children visited to see what Studio NPL was all about, and several summer regulars visited to work on personal projects.

The Studio NPL team did a great deal of planning during December, including meeting with Southern Word to put together several "Nashville Reads" poetry programs, contacting MDHA to work on a Spring break project, planning the Spring Break Intensive (more info coming soon), and working with NAZA on the Spring Teen Summit. Niq Tognoni spoke with Dr. Andy Melton— a mental health counselor in Nashville who has been featured on Be Well's Your Mind Matters mental health panel— and he has agreed to help Studio NPL plan the mental health portion of the Spring Teen Summit.

Studio NPL turned in a grant with Marian Christmon for a summer program, as well as the Taco Bell grant request, and Niq Tognoni met with Asurion to think through a potential ask. Studio NPL also received the funds for the Apple grant, and they are working on spending that now.

## MAIN

### Adult Services

- We had a great day of programming on Saturday, December 2<sup>nd</sup>. We held our annual Book Sale, a holiday performance by the Ukedelics, and a flower arranging program by the Nashville Ikebana Club.
- Liz Coleman was accepted to the Board of the Tennessee Fair Housing Council.

### Children's

- December 12<sup>th</sup>, we hosted our second Snow Day at the Library. We offered a winter themed craft, one holiday themed craft, a visit from Santa and free cookies donated by Dozen Bakery.
- December 16<sup>th</sup>, we partnered with the Special Olympics of TN's Young Athletes for "Reindeer Games." The winter themed games were inclusive and fun.

### Equal Access

- Hosted a "White Cane Wonderland" – a day of activities, speakers and informational booths about services and organizations relating blindness and vision loss.
- This month, we welcomed Tiffany Greathouse, Program Manager 2 for the Talking Library and Accessibility Services to the Equal Access Division.

### Teens

- Teen Volunteers from Volunteer Day and Hume Fogg's Outreach Club created 50 holiday cards that Chelsy deliver to the Elizabeth Park Senior Park thanks to a connection from the Adult Literacy team.

## **MARKETING & COMMUNICATIONS**

MarCom continued work on the summer 2024 opening day of the new Donelson Branch Library, with a creative approach that will provide a sense of community and excitement as we all prepare for this library milestone.

The team also ramped up on print collateral, digital creative, and special website for the January 6 launch of Nashville Reads 2024.