

NASHVILLE PUBLIC LIBRARY

Special Called Meeting

April 11, 2023



Nashville Public Library Board of Trustees
Special Called Meeting Agenda
April 11, 2023
North Branch
1001 Monroe Street
Nashville, TN 37208
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. Board Chair Comments, *Joyce Searcy*
- IV. Approval of Minutes: March 21, 2023
- V. New Business
 - a. Recruiting Firm Introduction (via Zoom), *Joyce Searcy and Karen Miller*
- VI. Interim Library Director Report, *Terri Luke*
- VII. Foundation Report, *Shawn Bakker*
- VIII. Staff Report
 - a. North Branch Overview, *Cloreace Eppenger*
 - b. Summer Challenge, *Nikki Glassley*
- IX. Adjournment

Next Scheduled Board of Trustees Meeting

May 16, 2023
615 Church Street
Nashville, TN 37211
12:00 PM

Nashville Public Library Board of Trustees
Agenda
March 21, 2023
Main Library
615 Church Street
Nashville, TN 37211
12:00 PM

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- III. Board Chair Comments, *Joyce Searcy*
- IV. Approval of Minutes: February 21, 2023
- V. Interim Library Director Report, *Terri Luke*
- VI. Foundation Report, *Shawn Bakker*
- VII. Staff Report
 - a. Nashville Reads Poetry Contest Winners, *Linda Harrison*
 - b. Wishing Chair, *Linda Harrison*
 - c. Overview of Board Statistics, *John McFarland*
- VIII. Adjournment

Next Scheduled Board of Trustees Meeting

April 11, 2023
North Branch
1001 Monroe Street
Nashville, TN 37208
12:00 PM

Nashville Public Library Board of Trustees
Minutes
March 21, 2023
Main Library
615 Church Street
Nashville, TN 37211
12:00 PM

Members Present: Joyce Searcy, Robert Oermann, Kate Ezell, Nadine De La Rosa, Charvis Rand, and Katy Varney

Library Staff: Terri Luke, Susan Drye, Lee Boulie, Linda Harrison, Jena Schmid, Shawn Bakker, Sherry Adams, Syreeta Butler, James Staub, Kathryn Gillen, Eddie Patton, Bret Wilson, John McFarland

Others: Madison Moore, Denesha Edwards, Tallen Haag, Stacy Haag, Sandy Hanna, Basem Farag, Mariana Gergis, Derrick Smith, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County

IX. Call to Order / Roll Call

- a. Ms. Joyce Searcy called the meeting to order at 12:02 PM.

X. 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.”

XI. Board Chair Comments, *Joyce Searcy*

- a. Ms. Searcy announced to The Library Board that a search firm had finally been selected, and Ms. Terri Luke added that she signed the papers as soon as she received them. The search firm is Bradbury, Miller & Associates.
 - i. Ms. Searcy explained that until the agreement was signed, she was prohibited to speak to any member of said firm, and recently was able to speak with Karen Miller, principal and owner of Bradbury, Miller & Associates. Ms. Searcy stated they have a lot of experience with the hiring process for library directors across

the country. Ms. Miller projected a five-to-six-month process, considering the breadth and depth of the Nashville Public Library's programs.

- ii. Ms. Searcy stated the next step would be to survey the opinions of the Nashville Public Library's many stakeholders— library patrons, donors, foundations, employees, etc.— to ensure that The Library Board takes these parties' desires into consideration. After gathering feedback from the library's stakeholders, Ms. Searcy said that a draft announcement would be posted to advertise for applicants, and all applications would be sent to the search committee to be parsed through.
- iii. Ms. Kate Ezell asked who was on the search committee and how those individuals were chosen. Ms. Searcy responded that there had been no committee members chosen yet,
- iv. but she ensured that the search committee members would be diverse in aspects of skill, gender, and ethnicity. Ms. Katy Varney added that The Library Board cannot have more than one member serving on the search committee.
- v. Mr. Derek Smith addressed Ms. Varney's statement and added that The Library Board could have more than one member serving on the search committee; however, he advised against this, as not to allude to there being outside conversations between board members that may imply that a decision had already been made towards choosing a viable candidate before the search process had begun. Mr. Smith stated that the search firm would present their process in finding candidates and reviewing applications, and The Library Board would have the opportunity to refine this process by providing parameters for the search firm to follow.
- vi. Mr. Smith recommended that The Library Board avoid any and all outside meetings regarding the search for a new director and added that a sole Library Board member can jeopardize their role on The Library Board by having audiences with candidates or outside parties. Library Board members were once more advised by Mr. Smith to refrain from any outside conversations concerning this matter, to avoid the appearance of breaking any rules. Mr. Smith invited all board members to contact him with any questions.
- vii. Ms. Searcy stated that she would like for the search committee to be in place by next month's Library Board meeting on April 11th. Ms. Searcy explained that

she could not start contacting potential members for the search committee until the search firm was selected and contract was signed. Ms. Searcy asked The Library Board members to let her know of any recommendations they might have in mind to serve on the search committee.

XII. Approval of Minutes: February 21, 2023

- a. Mr. Robert Oermann motioned to approve the minutes from the February 21st board meeting. Mr. Charvis Rand seconded. The motion passed unanimously.

XIII. Interim Library Director Report, *Terri Luke*

- a. Ms. Terri Luke shared that on March 4th, Ms. Hillary Clinton visited Nashville for the Clinton Global Initiative meeting and asked to tour the Votes for Women room. Ms. Rebecca Price gave the tour, where Ms. Clinton spent 40 minutes in very engaged discussion. Ms. Clinton wanted to look through the space because she planned to design a similar exhibit in the Clinton Presidential Library.
- b. Ms. Luke congratulated Ms. Marian Christmon and Ms. Lee Boulie for being awarded a \$200,000 grant to work on bridging the digital divide in Nashville. The grant was awarded via the Affordable Connectivity Program and would provide information to qualifying low-income households regarding discounts on broadband services and connected devices. Ms. Luke added that this grant would also fund three positions. Ms. Ezell asked how long the positions would be funded. Ms. Lee Boulie responded that the grant period would be for two years, and Ms. Luke added that the three positions would be contract employee positions.
- c. Ms. Luke thanked those who attended the *Moments from the Movement* event to honor Deputy Mayor Brenda Haywood, and congratulated Ms. Andrea Fanta and her team for planning and organizing the event and the exhibit on the 2nd Floor at the Main Library. Ms. Luke stated that the photos displayed in the exhibit were taken by Mr. Eddie Patton, and the event was a huge success due to a collaborative effort from the Marketing and Communications staff, Special Collections, Production Services, and Ms. Karen Piper.
- d. On March 20th, the Celebration of the 60th Anniversary of Metro event was held, which coincided with Women's History Month. The event featured five female trailblazers who made history in Metro Nashville government.
- e. Ms. Luke gave a shoutout to the Core Administrative team for outlining a short-term plan for Diversity, Equity, and Inclusion in the coming months. Ms. Luke stated that the Core Administration team would go through nine modules regarding micro-aggressions,

LBTQ+, neurodivergent, and other topics where learning efforts could improve. Ms. Luke continued that the staff would be given ninety days to complete modules and participate in discussions surrounding what they learned.

- f. Ms. Ezell added the Nashville Public Library was featured in the *This Is Nashville* podcast.

XIV. Foundation Report, *Shawn Bakker*,

- a. Ms. Shawn Bakker informed The Library Board that all library divisions were on schedule to submit their budget requests to The Foundation by the April 1st deadline.
- b. Ms. Bakker stated that on March 20th, the Core Administration team reviewed all submitted budgets collectively and found that the initial requests for Fiscal Year 23/24 were for a total of \$2.7 million, compared to \$2.3 million approved by The Foundation for the current Fiscal Year. Ms. Bakker explained that the purpose of the budget changes would be to encourage more conversation and collaboration between The Library and The Foundation, and to promote more flexibility for The Library to make decisions for some funds to be unrestricted. Ms. Bakker stated she was confident that The Foundation could raise restricted funds for about \$2 million worth of the requests for the upcoming Fiscal Year. Ms. Bakker added that based on The Foundation's fundraising strategy and what has been raised in the past, The Foundation believes they would be able to give The Library about \$330,000 of unrestricted support. Ms. Bakker and the Core Administration team had an in-depth conversation regarding where funds would be allocated, and Ms. Bakker stated she does believe the \$2.7 million ask would be met for the upcoming Fiscal Year, and if The Foundation raised more restricted funds, this would allow for more flexibility with planning as well.
- c. Ms. Varney asked when the budget items would be shared. Ms. Bakker answered that the finance committee would review the final budget in April and the budget items would be shared with the full Foundation Board in May. Ms. Bakker projected the budget would be finalized and sent for review to the finance committee earlier because of the effective collaboration between The Foundation and The Nashville Public Library.
- d. Ms. Searcy asked how the investor funds received by The Foundations factor in. Ms. Bakker stated The Foundation considers the rolling three-year average funds received. Ms. Bakker informed The Library Board that investments are in a current down trend, but because fundraising trends show increases and The Foundation has reserves, the

finance committee concluded that The Library funding would not need to be cut. Ms. Bakker added that The Foundation will continue to push fundraising efforts.

- e. Ms. Searcy suggested Ms. Bakker schedule time to meet with the board members to explain the process of funding from The Foundation and why these changes are taking place. Ms. Bakker invited The Board to attend the next Foundation Board orientation in August.
- f. Ms. Bakker announced the Carnegie Society book club event and encouraged The Board to recommend anyone who might be interested in joining, as The Foundation is looking to diversify their membership.

XV. Staff Report

- a. Nashville Reads Poetry Contest Winners, *Linda Harrison*
 - i. Ms. Linda Harrison introduced the 2023 Nashville Reads Poetry Contest Winners. The 2023 theme was “Celebrate FREEDOM: Freedom to Read.” Ms. Harrison also gave a special thank you to Ms. Syreeta Butler— the manager of Limitless Libraries— for gathering and communicating with contestants and assisting with managing the contest.
 - ii. Ms. Harrison introduced the winners of the 2023 Nashville Reads Poetry Contest (found on pages 44-47, March Board Packet):
 - “The Death of a New Generation” by Madison Moore
 - “A Mourning of Books” by Tallen Haag
 - “The Light My Candle Burns” by Sandy Hanna
 - (In absentia, Lillie Cate Allen, “Missing Words”)*
 - iii. The 2023 Nashville Reads Poem Contest winners and their respective poems were shared on the Nashville Reads webpage and all library branch websites and social media accounts.
- b. Wishing Chair, *Linda Harrison*
 - i. Ms. Harrison introduced Mr. Bret Wilson, the new Program Manager of Wishing Chair Productions.
 - ii. Mr. Wilson thanked The Library Board for all the hard work they have done and for the opportunity to address them regarding the plans for Wishing Chair Productions under new leadership.

- iii. Mr. Wilson informed The Library Board that while The Puppet Truck Program Supervisor position is still vacant, the staff and shows are still running smoothly in this time of transition.
- iv. Mr. Wilson shared Wishing Chair Productions' new mission statement and vision statement:

“Wishing Chair Productions’ is dedicated to the preservation and cultivation of the puppetry arts within the Nashville Public Library and the community we serve. Wishing Chair Productions’ vision is to ignite the imagination of the young and the young at heart.”
- v. Mr. Wilson stated that he and his team are planning the entire calendar year to be displayed on a newly redesigned webpage so that Nashville tourists can plan their trips to the city with Nashville Public Library and Wishing Chair Productions in mind.
- vi. Mr. Wilson informed The Library Board that the 10:30 AM performance times have an average of 220 patrons in attendance, and the 11:30 AM performance times average 153 patrons in attendance. Mr. Wilson added that there are QR codes posted throughout The Library and The Children’s Theatre area for patrons to scan, which gives them access to newsletter updates and schedules for various puppet shows in both Nashville Public Library and the community at large.
- vii. Mr. Wilson shared his plan to update the Wishing Chair Webpage. The webpage would be streamlined to one page where patrons could gain access to the history of the puppetry arts at Nashville Public Library, Storytime Schedules and Rules, Public Prime Performances for the elderly, and a Jotform Request Page for registering to attend specific performances.
- viii. Mr. Wilson shared that String City’s 10 Year Anniversary showing will have a special upgrade, including new musical artists, a new Nashville Skyline, and sleeker design to elevate the production value of the show.
- ix. Mr. Wilson worked with Ms. Bakker on asking for an additional \$25,000 from Amazon over the course of five years, dedicated to the creation of new projects and presentations that would rotate between The Puppet Truck and The Main Library’s Children’s Theatre.

- x. Wishing Chair Productions was asked to transform the children’s book *La La La: A Story of Hope* by Kate DiCamillo into a puppet show production for the 2023 Foundation Gala in November.
 - xi. Mr. Wilson was asked by WeGo representatives to create a program that exposes the fun, safety, and community of the Nashville public transit system.
 - xii. Mr. Wilson shared that he has had multiple conversations with Mr. Clay Bailey— a former member of The Tennessee Historical Commission— to have a historical marker put in place to honor Tom Tichenor’s contribution not only to the Nashville Public Library, but to the legacy of the puppetry arts in the city of Nashville. Mr. Wilson added that 2028 will mark 90 years of puppetry at The Library, and he would like to propose an all-day Founder’s Day celebration event at The Library, featuring puppet shows, story times, and workshops that demonstrate The Library’s love and commitment to the puppetry arts.
 - xiii. Mr. Rand, Ms. Varney, and Ms. Searcy thanked Mr. Wilson for sharing his vision and plans for Wishing Chair Productions.
- c. Overview of Board Statistics, *John McFarland*
- i. Ms. Terri Luke introduced Mr. John McFarland— a Librarian 2 at the Southeast branch— who had been tasked over recent years to collect and disperse statistical data for The Library during the Statistical Analyst vacancy.
 - ii. Mr. McFarland stated the following data concerning the average branch locations in 2022:
 - Circulation in Items: 152,632
 - Branch Visits: 93,054
 - Reference Questions Answered: 8,395
 - Computer Usage: 31,522
 - Community Room Attendance: 6,013
 - Programs Held: 525
 - Program Attendees: 9,443
 - Library Card Registration: 899
 - iii. Mr. McFarland stated that this average data only shows so much about the branch operations.
 - iv. Mr. McFarland noted that current program attendance numbers are back to the same participation pace as in February, pre-Covid.

- v. Mr. McFarland asked The Library Board for insight on how to improve data capture, what data they saw missing from the reports, and how much data they thought might be necessary to report. Upon discussion, Mr. Rand asked what resources were used to track web service data. Mr. McFarland answered that the web service data was tracked via Google Analytics, and checks for the number of sessions that occur in a given month.
- vi. Ms. Luke suggested gathering questions from The Library Board to have submitted to Mr. McFarland for him to review, answer, and present again at a later Board Meeting.
- vii. Mr. Oermann asked to show raw number breakdowns and percentages that represent those numbers instead of averages.
- viii. Ms. Ezell added that The Library Board needed summarized data points to use when they speak with community members and partners about the goings-on at The Library.
- ix. Ms. Searcy asked The Library Board to compile any questions and requests regarding the statistical data to be sent to Ms. Luke and Mr. McFarland to be discussed later. Mr. McFarland agreed to continue working on the data at The Library Board's request.

XVI. Adjournment

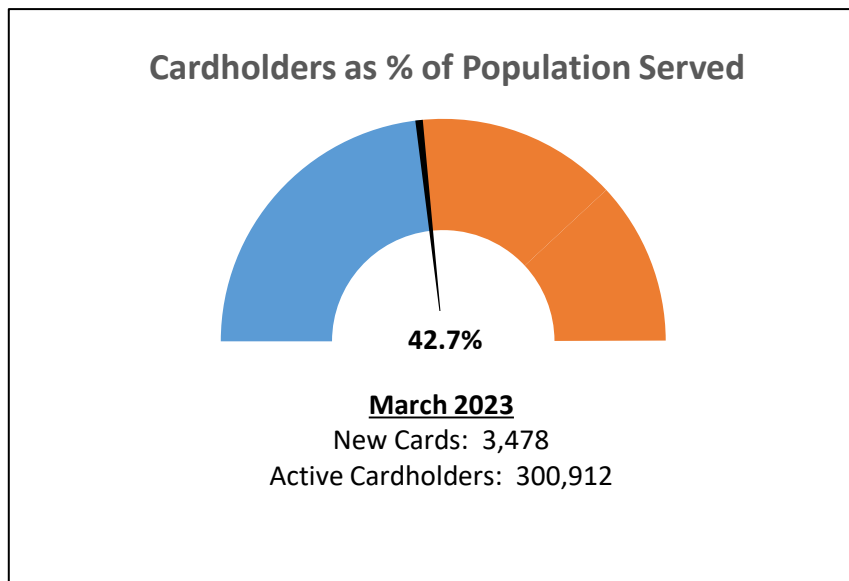
- a. The meeting was adjourned at 1:36 PM.

Next Scheduled Board of Trustees Meeting

April 11, 2023
North Branch
1001 Monroe Street
Nashville, TN 37208

Respectfully submitted by Lana Boleyjack.

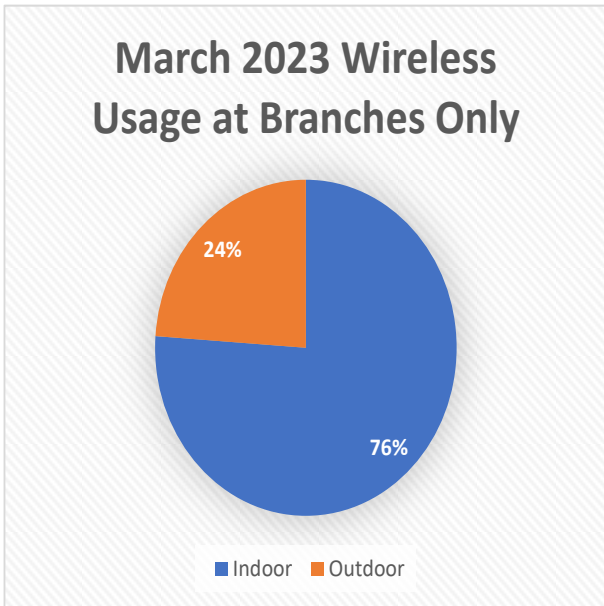
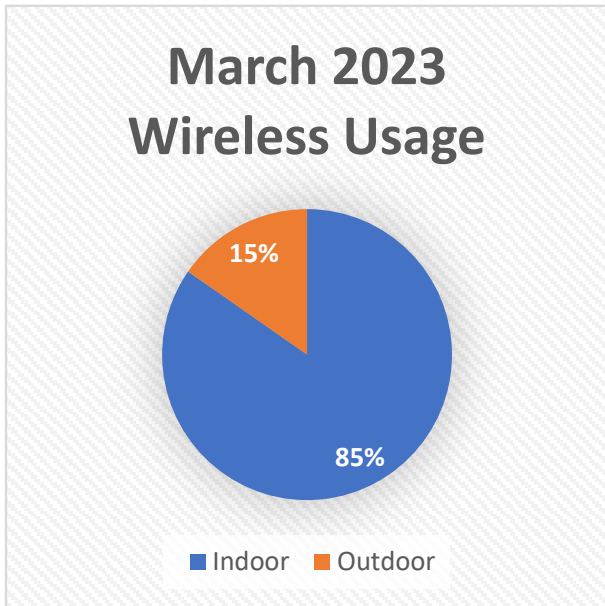
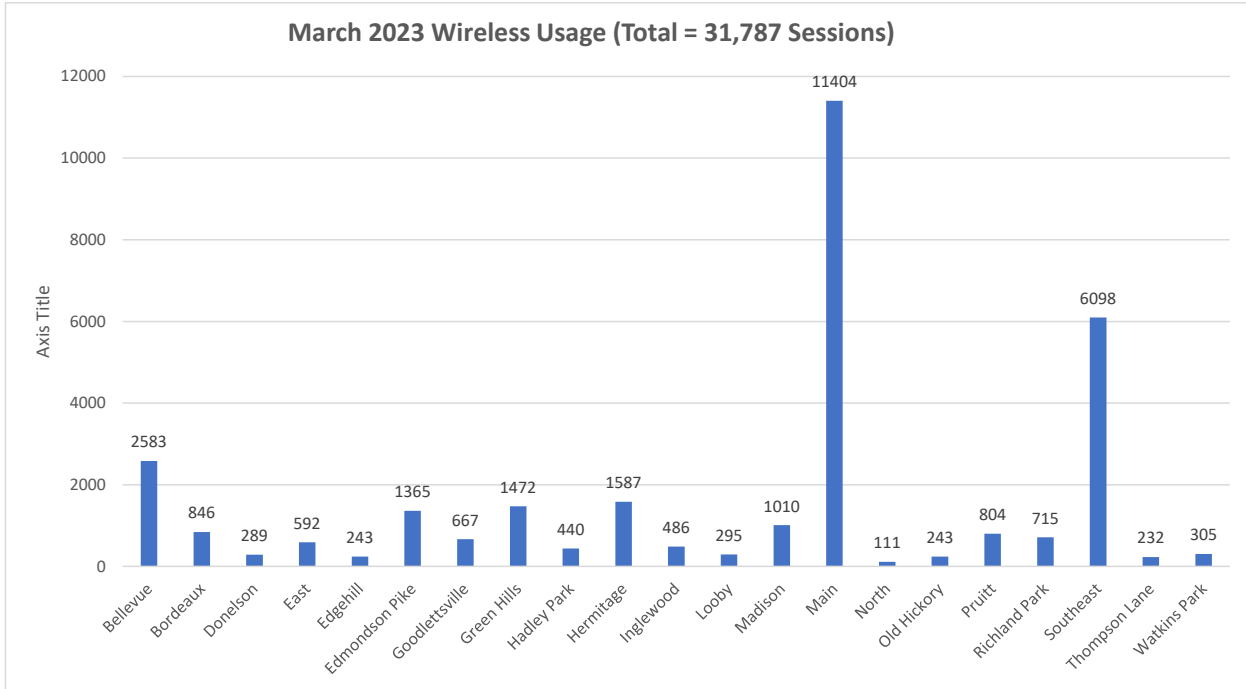
Statistical Summary – April 11, 2023
Nashville Public Library



Cardholders	Mar-23	Mar-23 Year-to-Date	Active Patron Cards
New Registrations	0	30,515	300,912

Volunteer Services	Mar-23	Mar-22	% Change 2023-2022
Number of Volunteers	40	164	-75.91%
Volunteer Hours	15.00	1351.00	-98.89%

Wireless Data



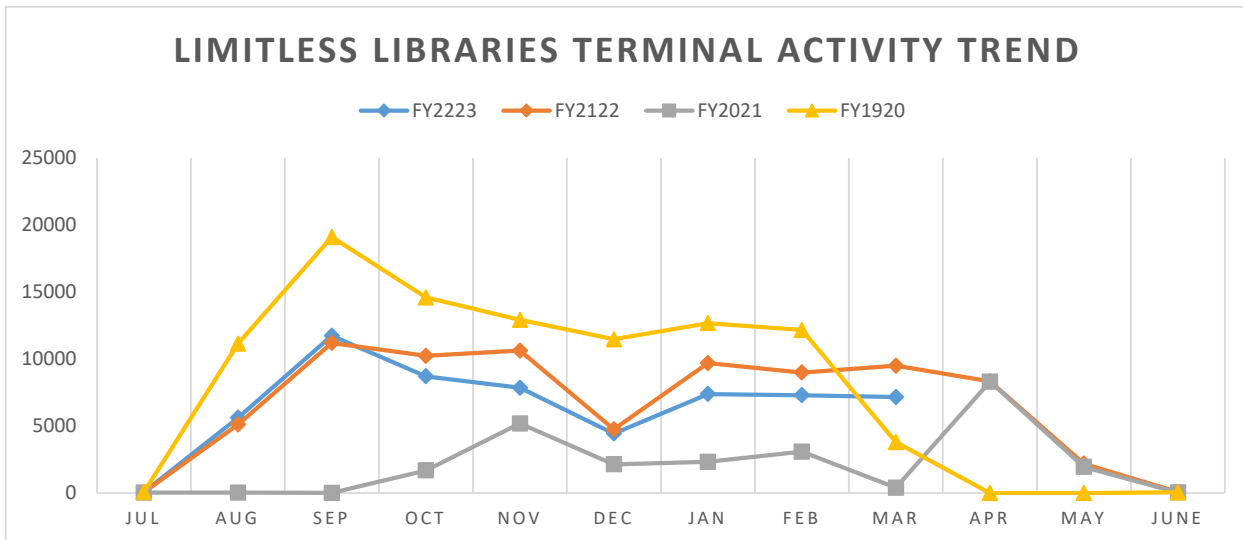
Statistical Summary – April 11, 2023
Nashville Public Library

Database and Website Data

Public Computer Use	Mar-23	Mar-22	% Change 2023-2022
Total On Site Computer Use	21,588	17,602	22.65%
Total Wireless Use	31,787	63,871	-50.23%

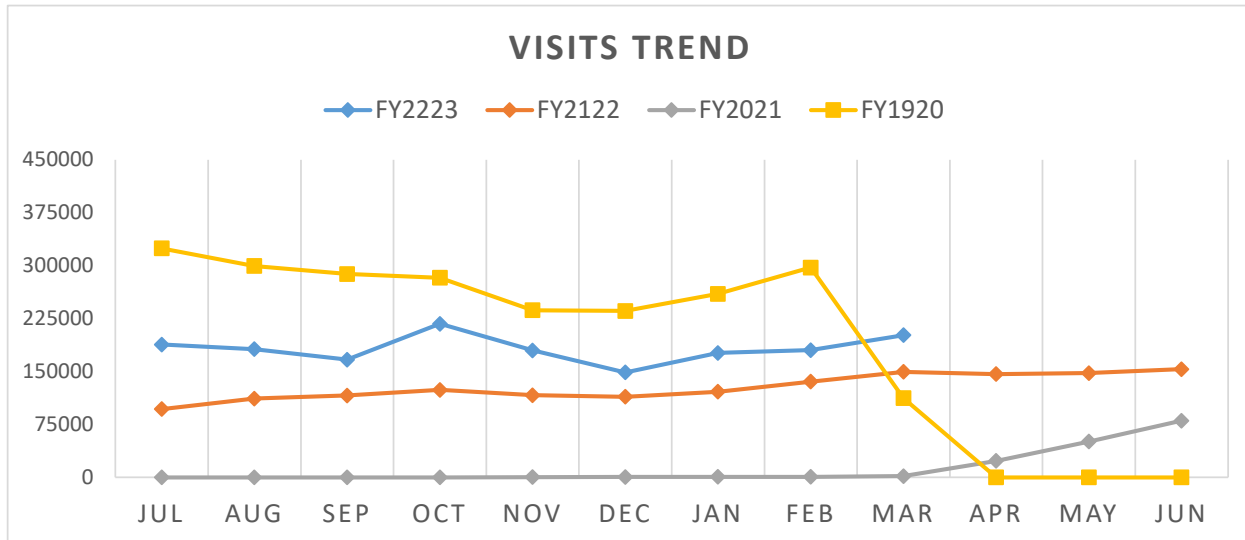
Website Visits	Mar-23	Mar-22	% Change 2023-2022
Webserver	392,099	357,539	9.67%

Database Usage	Mar-23	Mar-22	% Change 2023-2022
Sessions	7,576	13,114	-42.23%



Statistical Summary – April 11, 2023
Nashville Public Library

Visits



Visits	Mar-23 Visits	Mar-22 Visits	% Change 2023-2022	Mar-23 Circ / Visit	Mar-22 Circ / Visit	% Change 2023-2022
Bellevue	10,925	10,469	4.36%	2.70	3.03	-10.91%
Bordeaux	4,891	4,797	1.96%	1.13	1.27	-11.50%
Donelson	1,753	4,277	-59.01%	4.25	1.58	169.66%
East	10,663	6,050	76.25%	0.55	0.92	-39.95%
Edgehill	3,220	1,473	118.60%	1.04	1.86	-44.18%
Edmondson Pike	11,611	9,898	17.31%	2.38	3.03	-21.40%
Goodlettsville	4,912	5,303	-7.37%	2.43	2.41	0.71%
Green Hills	17,399	14,412	20.73%	2.07	2.75	-24.91%
Hadley Park	1,916	3,005	-36.24%	1.03	0.64	60.48%
Hermitage	12,390	10,378	19.39%	1.76	2.57	-31.28%
Inglewood	13,163	10,402	26.54%	0.71	0.94	-24.43%
Looby	3,647	2,115	72.43%	0.73	1.06	-31.24%
Madison	14,925	7,993	86.73%	0.70	1.32	-46.73%
Main	40,732	32,210	26.46%	1.02	1.45	-29.45%
North	4,642	2,739	69.48%	0.46	10.65	-95.72%
Old Hickory	3,211	2,247	42.90%	1.47	1.75	-16.16%
Pruitt	6,912	2,890	139.17%	0.23	0.43	-46.95%
Richland Park	8,325	6,712	24.03%	1.41	1.83	-22.78%
Southeast	10,079	6,103	65.15%	1.33	2.59	-48.64%
Thompson Lane	11,361	7,614	49.21%	0.53	0.89	-39.89%
Watkins Park	4,818	3,256	47.97%	0.02	0.25	-93.47%
NPL Total	201,495	154,343	30.55%	1.27	1.79	-29.30%

Statistical Summary – April 11, 2023
Nashville Public Library

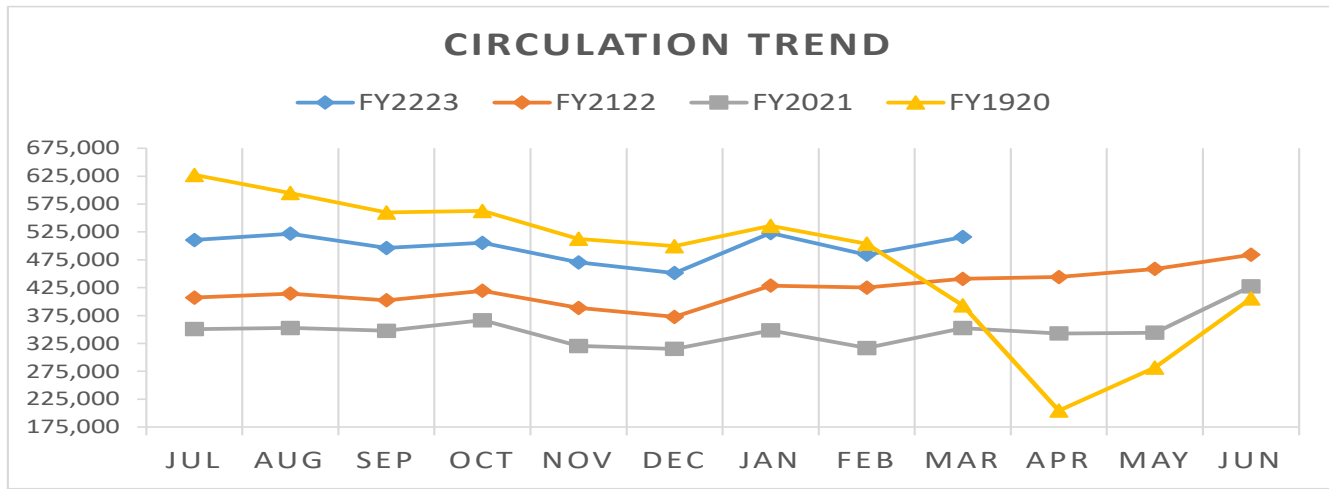
Circulation Data

eMedia Circulation*

March 2023

eAudiobooks	eVideos	eBooks	eMusic	eMagazines	Total
103946	4284	111481	1725	7873	229309

*eMedia accounts for 47% of total March 2023 circulation.



Visits	Mar-23 Visits	Mar-22 Visits	% Change 2023-2022	Mar-23 Circ / Visit	Mar-22 Circ / Visit	% Change 2023-2022
Bellevue	10,925	10,469	4.36%	2.99	3.03	-1.59%
Bordeaux	4,891	4,797	1.96%	1.32	1.27	3.31%
Donelson	1,753	4,277	-59.01%	2.96	1.58	87.71%
East	10,663	6,050	76.25%	0.67	0.92	-27.85%
Edgehill	3,220	1,473	118.60%	1.11	1.86	-40.36%
Edmondson Pike	11,611	9,898	17.31%	2.73	3.03	-9.99%
Goodlettsville	4,912	5,303	-7.37%	2.77	2.41	15.05%
Green Hills	17,399	14,412	20.73%	2.31	2.75	-15.92%
Hadley Park	1,916	3,005	-36.24%	1.13	0.64	74.75%
Hermitage	12,390	10,378	19.39%	2.21	2.57	-13.98%
Inglewood	13,163	10,402	26.54%	0.71	0.94	-24.43%
Looby	3,647	2,115	72.43%	2.93	1.06	176.05%
Madison	14,925	7,993	86.73%	0.20	1.32	-84.64%
Main	40,732	32,210	26.46%	1.14	1.45	-21.66%
North	4,642	2,739	69.48%	0.52	10.65	-95.10%
Old Hickory	3,211	2,247	42.90%	1.53	1.75	-12.74%
Pruitt	6,912	2,890	139.17%	0.25	0.43	-42.85%
Richland Park	8,325	6,712	24.03%	1.74	1.83	-5.13%
Southeast	10,079	6,103	65.15%	1.57	2.59	-39.33%
Thompson Lane	11,361	7,614	49.21%	0.62	0.89	-30.51%
Watkins Park	4,818	3,256	47.97%	0.08	0.25	-68.40%
NPL Total	201,495	154,343	30.55%	1.42	1.79	-20.70%

Statistical Summary – April 11, 2023
Nashville Public Library

March Programming Data

In-Person

March 2023	# of Programs	# of Attendees
TOTAL	1136	19731

Outreach

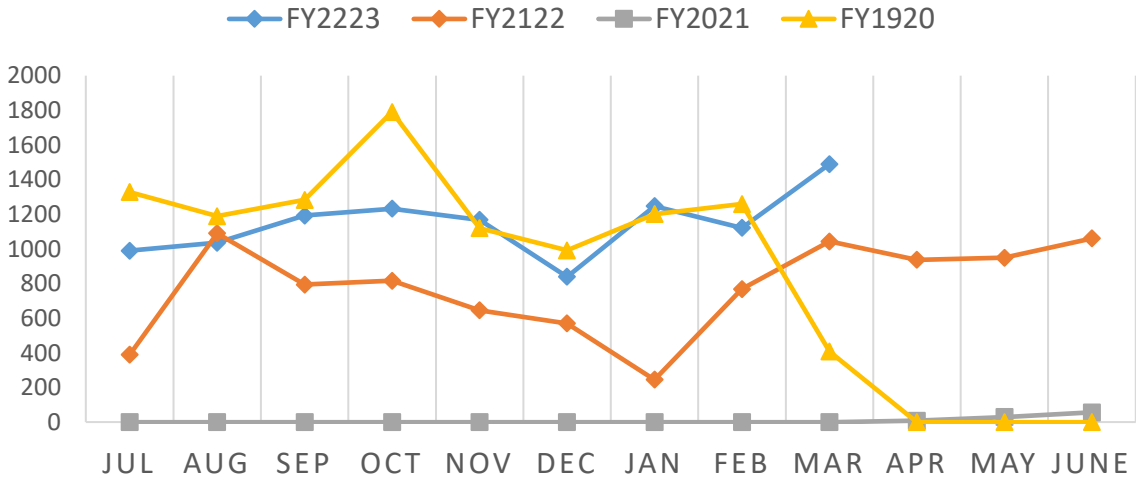
March 2023	# of Programs	# of Attendees
TOTAL	214	3818

Virtual

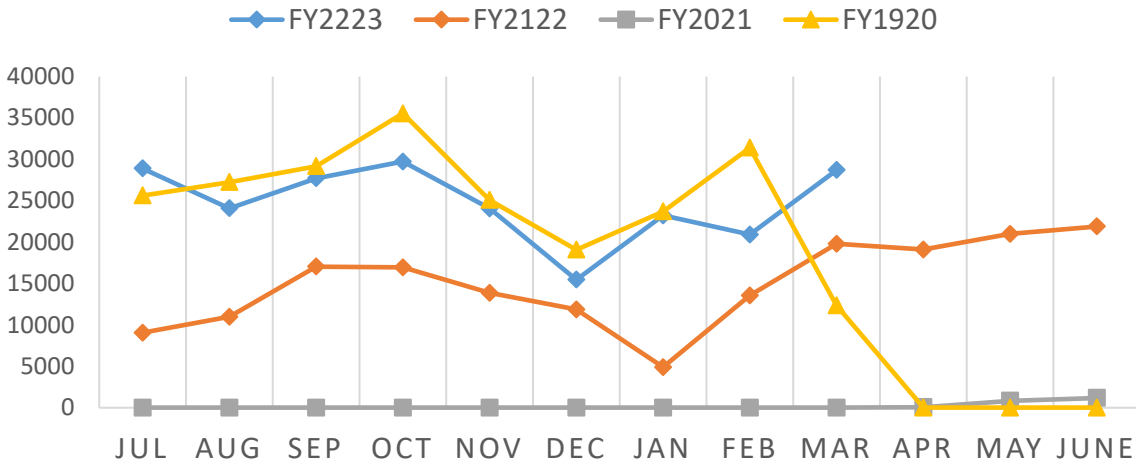
March 2023	# of Programs	# of Attendees
TOTAL	46	543

(3) ATTENDANCE	Juvenile						Teen						Adult						Senior					
	Library		Outreach		Virtual		Library		Outreach		Virtual		Library		Outreach		Virtual		Library		Outreach		Virtual	
	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.
ARCHIVES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BELLEVUE	24	935	0	0	1	380	26	310	0	0	0	0	21	145	0	0	1	2	1	2	0	0	0	0
BORDEAUX	14	192	2	108	0	0	48	647	0	0	0	0	15	123	0	0	0	0	3	35	0	0	0	0
BRTL	0	0	26	771	0	0	0	0	0	0	0	0	5	53	8	134	36	69	0	0	0	0	0	0
ADULT LITERACY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	10	0	0	0	0	0	0	0	0
DONELSON	3	76	12	390	0	0	0	0	0	0	0	0	5	51	4	40	0	0	0	0	1	4	0	0
EAST	13	317	10	214	0	0	36	608	0	0	0	0	2	11	0	0	0	0	7	7	0	0	0	0
EDGEHILL	22	208	2	380	0	0	0	0	0	0	0	0	5	72	0	0	0	0	0	0	0	0	0	0
EDMONDSON PKE	33	1,622	1	41	0	0	22	44	2	178	0	0	95	300	1	78	0	0	0	0	9	102	0	0
GOODLETTSVILLE	17	360	1	23	0	0	9	53	0	0	0	0	13	148	0	0	0	0	1	5	0	0	0	0
GREEN HILLS	30	1,033	0	0	0	0	37	563	0	0	0	0	21	535	0	0	0	0	15	36	0	0	0	0
HADLEY PARK	15	69	5	106	0	0	2	5	0	0	0	0	9	14	3	89	0	0	0	0	0	0	0	0
HERMITAGE	23	558	1	45	0	0	5	49	0	0	0	0	28	317	0	0	1	28	0	0	2	25	0	0
INGLEWOOD	17	559	9	443	0	0	0	0	0	0	0	0	9	53	0	0	0	0	0	0	0	0	0	0
LOOBY	8	83	0	0	0	0	0	0	0	0	0	0	8	11	0	0	0	0	0	0	0	0	0	0
MADISON	27	727	3	86	0	0	24	103	3	73	0	0	11	90	1	4	0	0	5	30	0	0	0	0
ADULT SVS	0	0	0	0	0	0	0	0	0	0	0	0	160	1,229	1	9	1	5	0	0	0	0	0	0
CHILDRENS SVS	33	1,629	2	150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DIGITAL INCL.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	222	0	0
EQUAL ACCESS	0	0	3	22	0	0	1	8	0	0	0	0	1	6	0	0	0	0	0	0	0	0	0	0
PUPPET TRUCK	0	0	57	4,077	0	0	0	0	2	171	0	0	0	0	4	107	0	0	0	0	0	0	0	0
SPEC. COLL.	5	177	0	0	0	0	5	104	0	0	0	0	14	186	2	75	0	0	0	0	0	0	0	0
STUDIO RPL	0	0	0	0	0	0	26	905	28	487	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TEEN SVS	0	0	0	0	0	0	31	371	4	55	2	8	0	0	0	0	0	0	0	0	0	0	0	0
WISHING CHAIR	23	2,295	0	0	0	0	4	718	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SYSTEMWIDE PGM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NORTH	11	213	3	21	0	0	5	66	0	0	0	0	19	40	0	0	0	0	23	49	0	0	0	0
OLD HICKORY	15	238	2	50	0	0	1	0	3	228	0	0	3	39	3	23	0	0	0	0	0	0	0	0
PRUITT	33	1,569	0	0	0	0	9	129	0	0	0	0	19	1,265	9	65	2	17	5	125	8	72	0	0
RICHLAND PARK	21	934	0	0	0	0	0	0	0	0	0	0	12	64	0	0	0	0	0	0	0	0	0	0
SOUTHEAST	25	633	6	338	0	0	31	219	5	351	0	0	28	243	0	0	2	34	0	0	0	0	0	0
THOMPSON LANE	6	135	4	74	0	0	3	14	0	0	0	0	5	40	3	42	0	0	0	0	0	0	0	0
WATKINS PARK	4	35	0	0	0	0	4	49	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	422	14,587	149	7,329	1	380	329	4,965	47	1,543	2	8	507	5,080	40	676	43	155	60	289	100	425	0	0

PROGRAM TREND



PROGRAM ATTENDANCE TREND



Financial – April 11, 2023
Nashville Public Library

4/4/2023	Appropriations	Encumbered (current)	Spent (cumulative)	Free Balance	Committed (cumulative)	% Committed	Committed during 3/2023
Metro-4% Funds	\$ 5,133,169.42	\$ 107,145.38	\$ 2,335,220.20	\$ 2,690,803.84	\$ 2,432,286.43	47.38%	\$ 265,561.75
Foundation	\$ 629,785.75	\$ 556.11	\$ 5,692.79	\$ 623,536.85	\$ 6,248.90	0.99%	\$ 241.99
Subscriptions	\$ 197,800.00	\$ -	\$ 143,078.13	\$ 54,721.87	\$ 143,078.13	72.33%	\$ 31,980.00
Grants	\$ 738,500.00	\$ 2,944.75	\$ 734,404.28	\$ 1,150.97	\$ 737,349.03	99.84%	\$ 20,268.55
	\$ 6,699,255.17	\$ 110,646.24	\$ 3,218,395.40	\$ 3,370,213.53	\$ 3,318,962.49	49.54%	\$ 318,052.29

Personnel Summary/HR – April 11, 2023

2023 New Hires

<u>Name</u>	<u>Classification</u>	<u>Hire Date</u>	<u>Location</u>
Noel Williams	Library Performing Artist	3/6/2023	Wishing Chair

Promotions 2023

<u>Name</u>	<u>Classification</u>	<u>Promotion Date</u>	<u>Location</u>
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Ramona Falcon	Circulation Supervisor	3/6/2023	Bellevue
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2023 Resignations

<u>Name</u>	<u>Classification</u>	<u>Resignation Date</u>	<u>Location</u>
Jennifer Farris	Circulation Assistant	3/1/2023	Edgehill
Douglas Sloan	Info Sys App Analyst 1	3/2/2023	Web Comp Literacy
Sharon Kelley	Custodian	3/3/2023	Custodian Srvs(retire)
Erica Durnell	Circulation Assistant	3/16/2023	Bellevue (transfer to Parks)
Melanie Hutcherson	Circulation Assistant	3/22/2023	Inglewood
Joesph Armstong	Library Page	3/30/2023	Bellevue

Personnel Summary/Vacancy – April 11, 2023
Nashville Public Library

NPL Vacancies as of 3/31/23

	Division / Branch	Title	Grade	Name	FPS	FTE	Date Vacant	Notes
1	DIRECTOR	ADMINISTRATIVE SPECIALIST	ST11	VACANT (PHOUTHAVONG EVANS, M)	F	1.00	12/12/22	
2	ADMIN SVCS	APPLICATION TECH 3	ST09	VACANT (STANTON, S)	F	1.00	2/10/23	Job in process of Posting
3	OP & MAIN	BLDG MAINT MECH	TG13	VACANT - NEW	F	1.00	7/1/22	Interviewing
4	OP & MAIN-MN	BLDG MAINT MECH	TG13	VACANT (ISLAM, M)	F	1.00	11/14/22	Interviewing
5	BORDX	CIRCULATION ASST	ST05	VACANT (POWELL, S)	F	1.00	11/28/22	
6	CIRC	CIRCULATION ASST	ST05	VACANT (AUERWECK, J)	F	1.00	1/9/23	
7	ED PIKE	CIRCULATION ASST	ST05	VACANT (FALCON, R)	F	1.00	2/20/23	
8	EDGH	CIRCULATION ASST	ST05	VACANT (FARRIS, J)	F	1.00	3/1/23	
9	HERM	CIRCULATION ASST	ST05	VACANT - NEW	F	1.00	7/1/21	
10	HERM	CIRCULATION ASST	ST05	VACANT (WATERS, A)	F	1.00	12/30/22	
11	LOOBY	CIRCULATION ASST	ST05	VACANT (BRADFORD, A)	F	1.00	11/28/22	
12	OP & MAIN-BR	CUSTODIAN - Branch	TG07	VACANT (ALBADER, R)	F	1.00	5/15/22	
13	OP & MAIN-BR	CUSTODIAN - Branch	TG07	VACANT (KELLEY, S)	F	1.00	3/3/23	
14	ADMIN SVCS	EQUIPMENT & SUPPLY CLERK	ST06	VACANT - NEW	F	1.00	7/1/22	Job Posted
15	ADMIN SVCS	FINANCE ADMINISTRATOR	OR08	VACANT (MCELRATH-PROSSER, A)	F	1.00	8/15/22	Interviewing
16	ADMIN SVCS	FINANCE OFFICER	OR04	VACANT - NEW	F	1.00	7/1/22	
17	ADMIN SVCS	HUMAN RESOURCE ANALYST	OR04	VACANT - NEW	F	1.00	7/1/22	Interviewing
18	TALKING	INFO SYSTEMS MEDIA TECH 1	OR02	VACANT - NEW	P	0.49	7/1/22	
19	NECAT	IS MEDIA TECH 2	OR03	VACANT - NEW	F	1.00	7/1/22	
20	NECAT	IS MEDIA TECH 2	OR03	VACANT - NEW	F	1.00	7/1/22	
21	ED PIKE	LIBRARIAN 1	ST09	VACANT (DELANEY, R)	F	1.00	6/1/22	
22	GRN HILLS	LIBRARIAN 1	ST09	VACANT (KINZER, K)	F	1.00	11/17/22	
23	REF	LIBRARIAN 1	ST09	VACANT (BARRETT, M)	F	1.00	9/30/22	
24	HERM	LIBRARIAN 2	ST10	VACANT (SHAFFER, P)	F	1.00	12/30/22	
25	TEENS	LIBRARY ASSOC	ST06	VACANT (ROMINES, J)	F	1.00	7/25/22	
26	GOOD	LIBRARY MGR 2	OR06	VACANT (GARDNER, D)	F	1.00	1/27/23	
27	THOMP	LIBRARY MGR 2	OR06	VACANT (JENSEN, L)	F	1.00	12/2/22	
28	BELLEVUE	LIBRARY MGR 3	OR07	VACANT (HERBST, L)	F	1.00	12/27/22	
29	BELLEVUE	LIBRARY PAGE	ST02	VACANT (BRACKIN, S)	P	0.49	2/16/23	
30	HERM	LIBRARY PAGE	ST02	VACANT (HAWTHORNE, C)	P	0.49	12/29/22	
31	REF	LIBRARY PAGE	ST02	VACANT (SCHUSTER, L)	P	0.49	1/5/23	
32	REF	LIBRARY PAGE	ST02	VACANT (WARRICK, L)	P	0.49	2/6/23	
33	ED PIKE	LIBRARY PAGE	ST02	VACANT (SCHWINDT, M)	P	0.49	9/19/22	
34	DELIVERY	MAIL CLERK CARRIER	ST05	VACANT (DODSON, E)	F	1.00	2/20/23	
35	DELIVERY	MAINTENANCE & REPAIR WORKER SR	TG09	VACANT (PAYNE, A)	F	1.00	1/20/23	
36	TALKING	OFFICE SUPPORT REP	ST05	VACANT (ADKINS, M)	P	0.49	6/8/22	
37	ADMIN SVCS	PROGRAM SPEC 2	ST06	VACANT (SANDERS, H)	P	0.75	2/16/23	
38	BELLEVUE	PROGRAM SPEC 2	ST06	VACANT (WAGNER, L)	F	1.00	8/8/22	
39	ED PIKE	PROGRAM SPEC 2	ST08	VACANT (KEENEY, S)	F	1.00	7/1/22	
40	HR IMP	PROGRAM SPEC 2	OR01	VACANT - NEW	F	1.00	7/1/22	
41	LOOBY	PROGRAM SPEC 2	ST06	VACANT (MOSS, S)	F	1.00	1/11/23	
42	NORTH	PROGRAM SPEC 2	ST08	VACANT (BATTILLA, B)	F	1.00	6/13/22	
43	NORTH	PROGRAM SPEC 2	ST06	VACANT (MOUSSA, A)	F	1.00	9/3/22	
44	RICH PK	PROGRAM SPEC 2	ST06	VACANT (GILLEN, K)	F	1.00	10/30/22	
45	TEENS	PROGRAM SPEC 2	ST06	VACANT (ALLEN, A)	F	1.00	9/21/22	
46	WISH CHAIR	PROGRAM SUPV	ST10	VACANT (WILSON, B)	F	1.00	12/26/22	
47	SECURITY	SEC OFFICER COORD	ST09	VACANT (GAYER, J)	F	1.00	12/25/22	Candidate will start in April 23
48	SECURITY	SECURITY GUARD	ST06	VACANT - NEW	F	1.00	7/1/22	Candidate will start in April 23
49	SECURITY	SECURITY GUARD	ST06	VACANT - NEW	F	1.00	7/1/22	Candidate will start in April 23
50	SECURITY	SECURITY GUARD	ST06	VACANT - NEW	F	1.00	7/1/22	Interviewing
51	SECURITY	SECURITY GUARD	ST06	VACANT - NEW	F	1.00	7/1/22	Interviewing
52	SECURITY	SECURITY GUARD	ST06	VACANT - NEW	F	1.00	7/1/22	Interviewing

Brief Area Updates – April 11, 2023

Nashville Public Library

ADMINISTRATIVE SERVICES

Safety & Security: March 2023

Special events requiring Security during the month of March:

3 afterhours events were held that required Security coverage

2 new NPL Security Officers were interview, hired and scheduled to start on April 3

Oscar Madu was selected as the Security Officer Coordinator and will assume that role effective April 17th.

Green Hills branch library was locked down on March 17 due to Active Shooter at school approximately 1 mile from the library.

Interviews will continue to fill last open security position(s).

Total number of incident reports for the month of **March (50)** and related categories per incident report down from 58 incident reports in February:

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

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

Number of Incident Reports per Branch			
Bellevue Branch	1	Richland Park Branch	2
Bordeaux Branch	1	Hadley Park Branch	2
Donelson Branch	1	East Branch	2
Edgehill Branch	1	Green Hills Branch	3
Pruitt Branch	1	Madison Branch	5
Southeast Branch	1	Main Library	28
Thompson Lane Branch	2	Total	50

Bellevue Branch	1	Madison Branch	5
Conduct or Rule Violation	1	Conduct or Rule Violation	4
Safety or Security Incident	1	Safety or Security Incident	1
Suspensions	1	Suspensions	3
Bordeaux Branch	1	Main Library	28
Conduct or Rule Violation	1	Conduct or Rule Violation	23
Suspensions	1	Different Type of Accident	1
Donelson Branch	1	Injury or Accident	5
Safety or Security Incident	1	Safety or Security Incident	3
East Branch	2	Suspensions	23
Conduct or Rule Violation	2	Pruitt Branch	1
Suspensions	2	Conduct or Rule Violation	1
Edgehill Branch	1	Injury or Accident	1
Conduct or Rule Violation	1	Suspensions	1
Green Hills Branch	3	Richland Park Branch	2
Conduct or Rule Violation	1	Conduct or Rule Violation	2
Injury or Accident	2	Safety or Security Incident	2
Suspensions	1	Suspensions	2
Hadley Park Branch	2	Thompson Lane Branch	2
Conduct or Rule Violation	2	Conduct or Rule Violation	2
Suspensions	2	Safety or Security Incident	1

Southeast Branch	1	Suspensions	1
Injury or Accident	1		

Number of Injury or Accident and Safety or Security Incidents			
911 for assistance	5	Patron Property Theft	2
Ambulance	6	Police called	4
Illness / Accident	2	Safety Related	1
Injury	2	Suspicious Activity	1
Medical	4		
Mental Issues	2		
Mobile Crisis	1		

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

Suspensions	37
7 days	1
30 days	8
60 days	2
90 days	10
365 days	16

Delivery: March 2023

Main:

- We received 515 incoming UPS packages and sent 49 packages UPS GROUND.
- There were 68 overnight packages received from FedEx, DHL, etc.
- We received 104 inserts of mail from the United States Post Office, and we sent 91 inserts of mail to Metro Mail for postage.
- There were 38 special deliveries from [Ricoh](#), [Supply Room](#), [Firefly](#), [Amazon](#), etc.

Branches:

- We moved: 6,259 hold bins (200,288 items)
4,231 non-hold bins (135,392 items)
1,660 Circulation/Main bins (53,120 items).

Total of 12,150 bins moved.

Total item count of 388,800.

An average of 528 bins and **16,904** items moved per day.

0 skids were sent to Pratt Industries for book recycling.

6 skids were sent to BWB.

Daily Complete Percentage:

Holds 23 of 23 days for 100% in March.

Facilities Maintenance: March 2023

Tamis work order report shows 431 work requests, 319 completed, 112 still active with an 75% completion rate for the month of March.

As of March 31, 2023					
Craft	Month	Total # Work Orders	# Completed	# Active	Completion %
Administration	Mar-23	8	7	1	88%
Branch Custodial Services	Mar-23	82	82	0	100%
Canceled	Mar-23	2	2	0	100%
Grounds	Mar-23	38	34	4	90%
Maintenance	Mar-23	301	194	107	65%
		Quantity 431	Completed 319	Active 112	Completion % 75%

March 2023 projects:

1. Removed storm damaged trees from MA, EP, GO, and Lakewood
2. Did first round of mowing at various branches
3. Checked all grounds equipment and inventory
4. Edged flower beds at North
5. Chip trees and cleaned hillside at GH
6. Pressure washed EH, PR, DO, EP, OH
7. Tilled flower beds at EH
8. Applied pesticide at BX, OH, DO, EP, HM
9. Overseeded storm pond at EP for SMU inspection
10. Overseeded at Lakewood
11. Reworked pollinator /wildflower garden at HM
12. Installed edging by children's door area at GO
13. Replaced damaged signs at various branches
14. Clean carpet at EP
15. Clean windows at EP, GH
16. Picked up hand sanitizing stations from various branches for surplus

March Maintenance monthly report 2023:

DO new AC/Heat installed
 DO new water heater
 GH New Chiller installed
 Main event broad member 3-30-23

BRANCH SERVICES

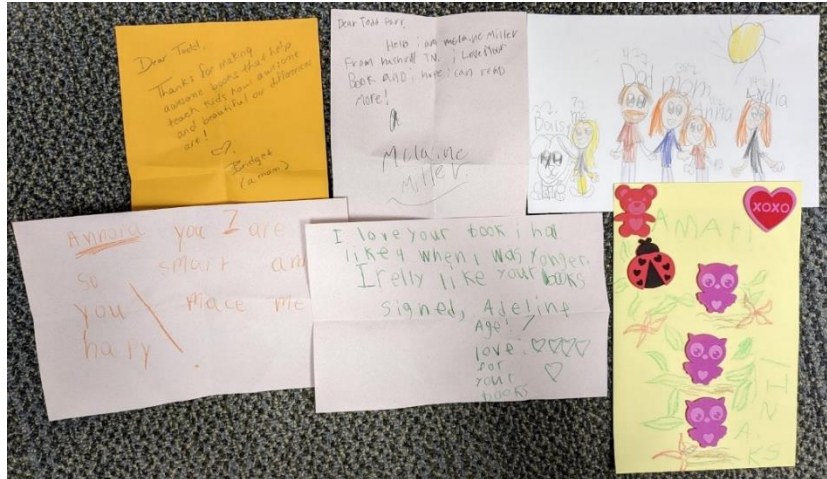
AFRICAN AMERICAN HISTORY MONTH: Branches recognized African American History Month with displays and programs.

- East hosted Southern Word’s annual BlackLift Poetry House, where youth poets shared pieces commenting on Black culture past, present, and future sparked by their heroes and influences.
- Edmondson Pike had a Black History Month Scavenger Hunt, with participants commenting that they “learned some things that I didn’t know about Black history” and “it helped me brush up on my Dewey Decimal skills”.
- Hadley Park Branch Manager Landon Earps and Program Specialist Deadra Davis attended the African American Read In at the Avon-Williams Campus of TSU where Landon read a poem by Langston Hughes.
- Madison hosted a Black History Month Story Time series with community leaders such as Sharon Hurt, Odessa Kelly, and Lonnell Matthews reading books at story time throughout the month.
- Southeast’s teen staff Jude Romines and Paige Wilson were invited to attend a Black History Month program at Thurgood Marshall Middle School and Jude printed Black History Month mini zines for the schools and branches.
- There are 46 African American historical figures who have been honored for their contributions to history with a stamp from the United States Postal Service in the Black Heritage Series. At the Watkins Park History on a Stamp program, participants viewed photographs and biographical information about each of these historical figures.



NASHVILLE READS: Branches wrapped up this year’s Nashville Reads with displays and events.

- Goodlettsville hosted a letter writing campaign to Todd Parr, author of *The Family Book*. Participants wrote letters and drew pictures for the author, thanking him and showing love for his books.



- Green Hills partnered with Graduate Hotel and The Bookshop for a banned books edition of the Silent Book Club, where people gathered in the hotel lobby to read together.



- Hadley Park had a total of 22 submissions for their Captain Underpants Coloring and Art Contest. Staff voted on the entries and winners received prizes.

PROGRAM ATTENDANCE ON THE RISE: Several branches noted a recent increase in program attendance. At Old Hickory, the Master Gardeners presented a program on Raised Bed Gardening that attracted 43 attendees. The number in attendance was unexpected and staff had to scramble to put out more chairs at the last minute. At Southeast, the English Conversation Club now requires two rooms because of increased attendance and more tailored conversations.

INTERNSHIP: Hermitage's college intern Kristina Woodward researched ideas for multigenerational programming in libraries, visited social media accounts of other library

systems, used mapping to create a list of colleges and universities within a 20-mile radius of Hermitage, and worked on a draft for a public programming interest survey this month. The focus of her internship is to survey, study area demographics, research best practices in programming and services, and make recommendations on how to promote the library to a specific age group: New adults who are older teens, college-age, and twentysomethings.

FEEL THE LOVE: Many branches had Valentine's-themed displays.



COLLECTIONS & TECHNOLOGY

Technology

- Ordered and received equipment for Teen Gaming Cart to be installed on 4/5/23 at Pruitt Branch.
- Completed a redesign on SharePoint homepage; and cleaned up and tagged site documents for better user search experience.
- Replacing staff security badges.
- Configuring tablets for online library card registration.
- Working on Edmonson Pike public computer more.
- Removing Internet Explorer from group policy and all branch locations.

Production Services:

- A/V for 29 NPL requests at Main and Branches plus 24 Conference Center events.
- NPL Universe:
 - Completed edits for 2 videos.
 - Published 5 videos.
 - Filmed 62 Episodes of Books Brothers.
 - 2 Hybrid Meetings facilitated.
 - 2 Livestreams facilitated.
- Podcasts
 - Recorded 8 new episodes of All Things Eerie & Family Folktales.
 - Edited 13 episodes/projects.
 - Published 5 episodes from All Things Eerie, Back in the Day, Just Listen, & Truth B Told
 - Recorded 5 Voice Over scripts for Metro HR.
 - Recorded 1 Voice Over for Deaf Journeys

NECAT

- Added 8 new members.
- Provided 4 tours.
- Provided 3 training classes on production and editing (total attendance: 30 people).
- Booked 26 producer led productions (130 hours)
- 363 studio visits for trainings, productions, tours, events, and meetings.
- Replaced studio router for networking repair.

NPL Programming Run Time	12,455.80 minutes
MTSU Programming Run Time	7,395.68 minutes
New Episodes Added	38
New NPL Carousel Bulletins	1

Materials Management

- For the past 20 years, NPL library materials and vendors were exempt from formal Metro procurement rules and the Material Services Dept. had the authority to identify, evaluate and select vendors and products without going through Metro or NPL Procurement. However, this month, Metro Procurement decided that library materials were no longer exempt. Materials Management department is now transitioning existing vendors and products to the new procurement process. As a result of this news, Noel Rutherford created the following reports: a sole source vendor report, a Request for Proposal (RFP) for Materials Services' and Limitless Libraries' major book distributors, and a Request for Quote (RFQ) for our business database. There will be many more such documents to be completed in the coming months.
- Melissa Myers created Reports on spending by vendor by month, and updated vendor sales contact information. She also created a report on the Library of Things circulation for MarComm.
- Beth Deeb posted the following blogpost: The Twyford Code and posted two collection spotlights: Women's History Month: New Fiction; Vintage Crime Classics.
- Ben English posted two collection spotlights: A Day's Drive from Nashville, Meteorology.
- Joanna Roberts planned a Baker & Taylor TitleTalk for the Children's staff meeting in July.
- Collection Development Librarians responded to a total of 616 material requests in PIKA and LibAnswers from staff and library customers.
- Amanda Dembiec wrote and posted two blog posts: Killing Me Softly, Is One the Loneliest Number?
- Susan Poulter created summaries for several podcasts and she also recorded several podcasts: The Two Brothers, The Wizard King, The Wicked Wolverine, Prince Darling, The Nixy, Rapunzel, Esben and the Witch; The Nine Pea-Hens and the Golden Apples; and Fortunatus and His Purse.

- **Materials Management Statistical Report March, 2023**

March New Circulation		
User category	# of Unique Users	Items checked out
Digital	39,207	229,309
Physical	22,307	148,821*
Totals =	61,514	378,130
March New Acquisitions		
Format	Copies added	
Digital	4,287	
Physical	8,158	
Totals =	12,445	

*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.

Shared Systems

- Jenny Ellis and Kyle Cook are working with Bret Wilson of Wishing Chair to create a subsite with their own menu navigation for them under the umbrella of the main NPL site. Currently waiting for content from Bret, which is expected this week.
- Webteam is working on more intuitive design for Get-A-Card webpage.
- WebTeam is working to update NECAT website.
- Bryan Jones updated Aspen to 12.03.02.
- Jenny Lane is working with Ryan Darrow to draft a planned branch closure procedure that will provide a checklist and form for staff to use. They will present this draft to the branch manager's meeting to get initial feedback.
- James Staub is working with Lauren Gilpin (teens center) to facilitate converting 12th grader MNPS cards to regular NPL cards at the end of the school year. He will need to modify the patron loader to do this.
- Conducting Spring Bedework training for adding events to Calendar.
- New online library card registration rollout planned for end of April.

Sustainability Committee

The Committee is composed of: Lee Boulie (chair), Kate Wingate, Bailey Batilla, Lily Caroline Bourque, Nikki Glasslet, Cherly Hadley, Ben Hagans, Selva Ibrahim, Emily Kriebel, Cameron McCasland, Evelyn McLean, Megan Sheridan, Emily Talbot, and Mariya West.

- The committee is working on an educational documentary to promote sustainable practices, to air on NECAT.

Selva Ibrahim organized Tree Day for Edmondson Pike Library which resulted in many new NPL library cardholders.



Edmondson Pike

Metro Beautification Commissioner Gayle Feltner (middle) offers assistance and expertise. Selva Ibrahim (left) & Lily Caroline Bourque (right)

Emily Talbot organized tree day at Hermitage Branch which was a great success.



Hermitage

Regional Branch Manager Emily Talbot and Bellevue Circulation Supervisor Gayle Falcon talk trees with an interested customer

Emily Kriebel organized a litter pick up at the North Branch.



EDUCATION & LITERACY

Adult Literacy at NPL – Jamil Sameen

Interviews for the Adult Literacy Program Specialist position were completed this month, and an offer was extended to Cassandra Taylor, who is scheduled to start on April 17th. Kelley Ferguson was also hired to be the contract Adult Education Event Manager. Kelley started on March 21st and will be helping the Adult Literacy team coordinate their upcoming conference on May 12th. Kelley possesses significant experience in event planning and coordination, as well as many years of non-profit work.

The mobile lab served 44 learners at Project Return, and Adult Literacy saw a total of 62 new NPL cards issued to learners in March. Nashville Helps continues to be popular, submitting 17 requests in total.

Adult Literacy staffers collaborated with the Project Return team to start a new bi-weekly service class at their location for their clients. The first digital skills class was offered on March 16th. 10 adult learners attended the class and learned various new computer skills. Adult Literacy developed a presentation to train the Project Return trainer and they will co-teach until Project Return is able to teach the class alone.

Jamil Sameen trained Chris Sanders from the Thompson Lane branch on English Conversation Clubs. This program will be offered soon at Thompson Lane as a way for non-English language speakers to practice their conversation skills in a relaxed setting.

The Adult Literacy team remains an active member of the GOAL Collective and participated in their regular bi-weekly meetings on common intake and data. GOAL is getting ready to launch their data dashboard, which will replace Adult Literacy's current data dashboard later this spring. Jamil Sameen also met with Emily Behr from Nashville International Center for Empowerment to network and learn about other agencies' services.

Be Well at NPL – Bassam Habib

Be Well was awarded a \$5,000 grant from the NNLM to raise awareness for Type 1 Diabetes. The library will hold multiple virtual screenings of [The Human Trial](#), a documentary chronicling the journey of a radical stem cell treatment for diabetes. This also includes adding the film to NPL's collection and creating a database for Diabetes resources, reading materials, and a showing of the film in collaboration with FiftyForward and All of Us at the Belcourt Theatre.

Bassam Habib added a new program called [Be Well in School](#): a program focused on teaching children mindfulness through breath and movement. Bassam has been discussing how Be Well can bring [Wellness to Educators](#) as a partner to offer support and development for teachers, educators, and caregivers at the library.

Jaacalyn Davis, the Diabetes Prevention Coordinator at the Department of Health, became a Be Well partner. Her course can be found on the Centers For Disease Control website under [National Centers for Chronic Disease Prevention and Health Promotion](#). Jaacalyn will also be making videos to go along with resource guides for patrons checking out blood pressure cuffs from NPL's Library of Things.

Be Well expanded their [breastfeeding/lactation counseling](#) programming to Thompson Lane and Inglewood, including Spanish and Arabic speaking classes.

Bringing Books to Life – Liz Attack

BBTL led 75 programs in March, with 1,027 in attendance. 38 of the programs were COACH sessions— either workshops or coaching calls with families. COACH is a research trial being led by Vanderbilt University Medical Center. BBTL staff members provide bilingual language and literacy workshops and perform monthly coaching calls to families to support their knowledge and application for 12 weeks. They have entered the most intensive phase of the study. Caroline Cronin is assigned to this work and has been doing an amazing job coordinating and leading sessions.

Klem-Marí Cajigas visited New Orleans, LA to present at the Center for Language and Literacy's Plain Talk Conference. She was invited by conference organizers to present on "Using Family Assets to Support Literacy and Foster Family Engagement." 60 people attended her session.

Marie Preptit continues to work with United Way of Greater Nashville as BBTL partners with them on a free early childhood education conference that will happen this summer.

Liz Attack presented to Junior League of Nashville's membership as they toured the Main Library with NPLF. Marie Preptit also represented NPL at the Junior League's "All Booked Up" event at Tusculum Elementary School.

The BBTL team completed interviews for the part-time Outreach Specialist and full-time Curriculum & Training Coordinator positions. A new Outreach Specialist will start April 3rd. Liz Attack hopes to have the new Curriculum Coordinator start in mid-late April.

BBTL remains active in the Blueprint for Early Childhood Success, which is now called Raising Readers Nashville. Liz Attack and Marie Preptit both serve on Action teams. Liz will complete her tenure on the steering committee at the end of March.

Digital Inclusion – Marian Christmon

The Digital Inclusion team completed training sessions at Heartland Towers, Metro Teachers Apartments, and National Council on Aging, and started another program at Riverwood Towers. The program received several positive comments from pleased participants:

“Loving this class. This has been a great experience!”

“I’m having a great time and learning [...] This is the best thing we have had here!”

“I wasn’t sure if I wanted to do this but someone from the previous class told me how you teach on our level, and they were right, I am glad I took the class.”

March 2023 Graduates



The ACP Outreach Awardees list was published by the FCC this month. Digital Inclusion’s application submitted through the NPLF was awarded \$200,000 for the library’s Affordable Connectivity Outreach Program. Because the awards were less than requested, grantees were required to adjust plans and funding amounts accordingly, which was completed this month.

Marian Christmon is currently working on plans for the Summer Cyber-Seniors program. Radnor Towers has been selected and contacted as the partner location. The teen mentors announcement has been prepared and is ready to be advertised. Arrangements have been made in partnership with Studio NPL to provide teen mentors with additional experiences during the summer program.

Limitless Libraries – Syreeta Butler

COLLECTION DEVELOPMENT

Syreeta Butler met with Susan Drye, Jess Horn, Lee Boulie, Noel Rutherford, and Melissa Myers to discuss the Metro Procurement Changes and new need completing Sole Source and Solicitation Forms, Requests for Proposal, and Purchasing Orders.

Limitless Libraries received the formal Metro Business Unit Number to move forward with purchasing materials for the bookmobile.

Sarah Allen, Syreeta Butler, and Emily Farmer met with the NPL Collection Development to collectively work on the “Book” Request for Proposal.

Sarah Allen, Syreeta Butler, Emily Farmer, Jane Miller, and Bridget Radford met with Jess Horn to review specifics about the new Purchasing Order process and what that looks like for Limitless Libraries.

Sarah Allen and Emily Farmer are nearing completion of collection development spending for the school year. They offered multiple bulk lists to librarians at each tier this month, worked on customized school orders, and worked with librarians to develop their final collection requests.

COMMITTEE/GROUP PARTICIPATION

Syreeta Butler and Emily Farmer attended the Shared Systems/ MNPS/ Limitless Libraries Meeting at the Looby branch.

Syreeta Butler and Jewel Thompson attended the Procedure Review Committee Meeting and assisted with the update of the Injury on Duty and Circulation – Registration Procedures and approved the new Programming Procedure.

Sarah Allen attended the Children Services Group meeting.

Syreeta Butler attended the MNPD City-Wide Spelling Bee Planning Meeting.

Emily Farmer attended the Teen Services Group and Summer Challenge Committee meetings.

OUTREACH

Sarah Allen read to a 1st grade class of 20 students and 2 adults at Waverly Belmont Elementary for Read Me Week honoring the birthday of Dr. Seuss.

Syreeta Butler spoke to the Junior League of Nashville during their visit to the Nashville Public Library and shared information about Limitless Libraries.

Syreeta Butler was a panelist at the Belmont Library Love WELL Core Event and discussed collection development, Limitless Libraries services, book challenges/ banning, and library employment.

STAFF UPDATES

Syreeta Butler received resumes from 36 individuals for the Bookmobile Outreach Coordinator position and extended the interview invitation to 12 people. Interviews have been completed and a selection has been made.

Laura Youmans— former MNPS Librarian— was hired as the new Program Outreach Specialist.

ADDITIONAL UPDATES

The Limitless Libraries website and content was translated to Spanish, and Syreeta Butler worked with the MarCom team to release formal press information about this fantastic achievement.

Syreeta Butler and the entire Limitless Libraries team hosted the Nashville Public Library Foundation Board Member, Melinda Balser, and answered her history and functionality questions about Limitless Libraries, while sharing insight about the department's current and future projects.

Limitless Libraries' circulation team received 325 bins of materials from NPL to circulate to MNPS. There were 52 carts of materials sent to MNPS and 39 carts of materials returned to NPL.

NAZA – Anna Harutyunyan

Nashville After Zone Alliance (NAZA) held their first-ever conference this month! The *Learn, Engage, Develop!* Conference for OST Practitioners brought together 120 attendees representing dozens of local youth-serving organizations, schools, and government agencies. Attendees enjoyed hands-on workshops on a variety of topics, including social-emotional learning, mindfulness, lesson planning, integrating youth voice, and more (a full list of speaker & workshop information can be found on nashvillez.org). Read more and see photos on the [NAZA website](#).

NAZA awarded 4 additional contracts for summer (June 2023) programming for an additional 143 youth.

Puppet Truck – Bret Wilson

The Puppet Truck conducted 63 programs at daycares/ schools/ retirement homes/ organizations in March, with an audience count of 4,355 participants.

The newest member to the Team, Noel Williams, has completed her show training and is actively working on shows in house and in the community.



The Puppet Truck team members took part in the Southeast Easter Egg Hunt and Festival. The performance location was moved from the outdoors (due to intense winds) to inside the Southeast branch library.

The Puppet Truck conducted a performance at the 2023 All Booked Up event at Tusculum Elementary.



The Puppet Truck team members are working to create a “Wonkavator” for the Picnic with the Library event scheduled for April 30th.

Wishing Chair Productions – Bret Wilson

Wishing Chair Productions conducted 12 in person Storytimes and 15 presentations in the children's theater, for a total of 27 performances, and an audience count of 2,955 participants in March.

Wishing Chair Productions received word this month that Ms. Bonnie Jackson passed away. Before her passing, she instructed her daughter, Ms. Christy Earl, to be sure and notify the library about her situation. The following post was made on the Wishing Chair Facebook page:

We received word this week that a good friend to Wishing Chair and the Library has passed away. While working as a librarian within the Metropolitan Nashville and Davidson County Public School System for 30 + years, Mrs. Bonnie Jackson demonstrated her passion for literacy by incorporating puppets into her curriculum. During her time at Lakeview Elementary, Margaret Allen Middle and Cole Elementary, she endeavored to spark the imagination of children by pairing certain hand puppets with story book characters.



Please know that our hearts go out to the entire family, and we'll continue to share the puppets she donated to Wishing Chair with generations to come.

The Wishing Chair Team plans to use several of the donated Bonnie Jackson puppets in upcoming performances with plans to notify the family of their use.

Wishing Chair Productions posted three advertisement videos to the Wishing Chair Facebook page during the three-week run of *Aesop's Fables*. The videos reached a total of 676 people.



Liz Coleman requested that certain department managers speak to members of the visiting Tennessee State Library Achieves group. Librarians came to the Main branch and the program manager spoke about Wishing Chair Productions and Puppet Truck programming in the children's theater.

Members of Wishing Chair Productions meet with Brian Hull and Mary Tanner to discuss the work schedule for the String City Revision. Brian and Galen Fott will handle the animation for the new segment, Noel Williams will sculpt the puppet heads and bodies, Pete Carden will create new controllers, Evelyn O'Neal will create the new building/cranes for the uppers, and Bret Wilson will create the new guitars and The Nudie Mobile.

Program Manager Bret Wilson met with Mary Ahern and Bob Flynn. Mary is an artist from Chattanooga, TN preparing for a puppet sculpting program with Bernd Ogrodnik— founder of Worlds of Puppets— and wanted to learn more about Wishing Chair Productions. Bret escorted her on a guided tour of the facilities and discussed the puppet making process.



This message was sent to Ms. Kelly Fuller, Assistant Head of The Covenant School, at 1:08 PM on Mach 27th. Ms. Fuller has been a Wishing Chair contact for years and Wishing Chair Productions staff members stand ready to help when they ask:

Greetings Ms. Fuller,

I wanted to express my heartfelt sorrow for the tragic loss in your student body and staff. Please know that Wishing Chair Productions stands ready to offer private puppet programming either onsite or here in the children's theater to hopefully restore the notion of magic, wonder, kindness, and hope. Your precious little ones are loved by us, and we stand ready to help if you want it. Please don't hesitate to ask or reach out if there's a need.

To our friends at the Covenant School.... you are in our thoughts and prayers.

Studio NPL – Niq Tognoni

Spring Break was a great opportunity for Studio team members to engage with participants they don't normally see at the library. Studio worked with MDHA on a digital literacy program that brought groups to work with Studio NPL mentors at the Pruitt and Main branches. Participants were gifted computers from MDHA and the Studio NPL mentors took them through set-up and introduced them to several free creative software suites they have access to. Studio staff also worked with YMCA's YCAP program to bring a group in for Studio NPL experience and hosted a community organization from North Nashville.

Despite a pause on Outreach for Spring break, the Studio NPL outreach team still delivered 17 outreach events serving over 300 teens. They received the following positive quotes from event participants:

"It's so cool that the library is bringing all this cool stuff to us!"

"I was having a depressing day, but you all turned it around; you made my day!"

The Studio NPL team held several meetings this month to further their work and brand of Studio NPL. M Kelley attended the State Teen Librarian Summit to discuss Studio NPL's outreach techniques, Mariano Hayes attended a Metro Parks district manager meeting to present Studio's program, and Niq Tognoni met with the Nation of Makers Library Makerspace workgroup and the YOUmedia Network Leadership Committee, as well as an expert at Vanderbilt University on AI technology to research future program ideas.

MAIN

- Spring break brought many people in to explore the Main Library and participate in programs for all ages:
 - Seed Exchange gardening programs, including the 3rd annual Houseplant Swap
 - virtual Dungeons & Dragons sessions for Teens
 - Fandom Fest superhero crafts, a game strategy session, and trivia
 - a Sound bath Healing Session
 - an Easter Egg Hunt in Church Street Park
 - movie screenings
- Special Collections has applied for and received a grant from Vanderbilt University for Conversations@NPL. The attained money will be directed toward the program: *From Renewal to Revitalization: Jefferson Street Over the Years*.
- The Children's Department partnered with Vanderbilt to offer the annual Brain Blast, where families learned about the brain and how it functions from brain scientists. 250 people participated in the activities.
- The Children's Department has been working with the homeschool group to make their own movie. The kids learned about the movie making process, wrote their own script, and filmed over a couple weeks. Next they are learning how to edit.



MARKETING & COMMUNICATIONS

On March 20th, NPL hosted a panel on women of all experiences in government, part of Metro's citywide celebration of 60 years since city-county government consolidation. MarCom continues to represent NPL on the Metro at 60 organizing committee. To date, the team has produced two promotional videos that celebrate the role of women and of Nashville's African American community in achieving consolidation six decades ago.

Meanwhile, work continues toward a marketing launch for a May 10 speaker event with Alyse Nelson – the latest in the special Votes for Women speaker series made possible by the Sandra Schatten Foundation.