

NASHVILLE PUBLIC LIBRARY

Board of Trustees Meeting

April 16, 2024



Nashville Public Library Board of Trustees
Agenda
April 16, 2024
Bellevue Branch Library
720 Baugh Road
Nashville, TN 37221
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: March 19, 2024
- VI. Interim Library Director Report, *Terri Luke*
- VII. Foundation Report, *Shawn Bakker*
- VIII. New Business
 - a. Wishing Chair Productions Presentation, *Linda Harrison, and Bret Wilson*
 - b. Library Board Elections, *Joyce Searcy*
 - c. Library Board Retreat, Date and Location, *Joyce Searcy*
 - d. Collection Development Policy Update, *Lee Boulie*

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 - e. Information Presented by the SEIU, *Kyle Cook*
- IX. Adjournment

Next Scheduled Board of Trustees Meeting
May 21, 2024
Main Library
615 Church Street
Nashville, TN 37219
12:00 PM

Meeting Minutes – April 16th, 2024

**Nashville Public Library Board of Trustees
Meeting Minutes
March 19, 2024
Edgehill Branch Library
1409 12th Ave. S
Nashville, TN 37203
12:00 PM**

- Members Present:** Joyce Searcy, Keith Simmons, Charvis Rand, Kate Ezell, Katy Varney, Nadine De La Rosa, and Rosalyn Carpenter
- Library Staff:** Terri Luke, Lee Boulie, Shawn Bakker, Kyle Barber, Ashley Walker-Tyler, Jena Schmid, Andrea Fanta
- Others:** Derrick Smith, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County

- I. Call to Order/ Roll Call
 - a. The meeting was called to order at 12:08 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.”
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- IV. Board Chair Comments, *Joyce Searcy*

- a. Ms. Searcy informed The Library Board she and Ms. Terri Luke attended the Minority Caucus event, which was very positive.
- b. Ms. Searcy thanked Ms. Kate Ezell for hosting the Early Literacy Fundraising Kickoff in her home. Ms. Searcy stated that the turnout was great and the event went well.
- c. Ms. Searcy was involved in a meeting with Ms. Luke, Ms. Susan Drye, and councilmember Ms. Joy Styles regarding the needs of the physical library facilities.
- d. Ms. Searcy served on the E.S. Rose Scholarship Interview Panel where one of the candidates spoke very highly of their time at the library and the impact NPL had on their pursuit for higher learning.

V. Approval of Minutes: February 20, 2024

- a. Ms. Ezell made a motion to accept the February 20th meeting minutes. Mr. Charvis Rand seconded. The motion passed unanimously.

VI. Interim Library Director Report, *Terri Luke*

- a. Ms. Luke acknowledged Ms. Lee Boulie for her work on this year's participatory budget. Ms. Luke stated that this year's participatory budget was expanded to \$900,000. Ms. Boulie stated that the participatory budget was largely community led, and NPL would be using the allocated funds to expand the Southeast Asian collection, the musical instrument collection, installing pollinator gardens at three branch locations, offering more digital literacy training, and working with Autism TN to provide training. Ms. Luke added that the branches receiving the funded projects would be the Hermitage, Goodlettsville, and Madison branches. Ms. Boulie added that the goal was to complete these additions by the end of the year. Ms. Rosalyn Carpenter asked why these three branches were chosen. Ms. Boulie stated that a community member sent a proposal for these specific locations, and the library's role was not to select the locations, but to confirm that the funding provided can be used to fulfill the requests made in the proposal. Ms. Searcy added that this budget started under Mayor Cooper for community members to voice what they would like to see done in their communities. Ms. Ezell asked who would be trained to utilize these resources. Ms. Boulie stated that the patrons would be receiving the training.
- b. On February 28th, Ms. Luke presented the FY25 budget request to Mayor O'Connell's office and the finance department. Ms. Luke anticipated a flat budget but was hopeful the library would receive the top priorities.
- c. The admin team met twice to discuss the FY25 NPLF requests, and final recommendations were due April 1st. Ms. Luke stated that staff always asked for twice as much unrestricted funding than what they had, and she expected \$330,000.

- d. Ms. Luke met with Councilmember Styles regarding library facilities. Councilmember Styles communicated that the council wanted to make sure the money allocated for facilities was going to be stewarded over well. Ms. Luke added that Ms. Drye expounded on the history of library facilities for Councilmember Styles, and detailed what the funding would be spent on, and context on why some buildings were closing frequently. Ms. Luke continued that some buildings were over 100 years old, and most were built mid-century, so the buildings needed a lot of expensive maintenance. Ms. Luke stated that Ms. Drye will be discussing this in more detail at the next board meeting. Councilmember Styles requested Ms. Luke attend the Public Facilities Art and Culture Committee meeting on March 7th to further discuss these needs.

- e. Ms. Boulie and Ms. Luke are involved with the NECAT lease planning. Ms. Luke met with Ms. Marjorie Pomeroy-Wallace about the capital spending funds that would move the library system forward. Ms. Luke stated that NECAT was scheduled to move out of Nashville State Community College by the end of January 2025, but after Ms. Pomeroy-Wallace met with Dr. Shanna Jackson on Metro's behalf, Nashville State agreed to extend the lease while NPL planned transitioning NECAT to a new space. The new lease will need to be approved by the State of Tennessee. Ms. Luke and Ms. Boulie are planning for both the transition and what happens beyond the transition. Ms. Ezell asked for Ms. Boulie to explain the purpose behind NECAT. Ms. Boulie answered that NECAT provided training and workforce development for all aspects of television production and content development. Ms. Boulie added that NECAT was utilized to distribute content to the masses through channels 9, 10, and 19 on Comcast, as well as streaming through the Roku app. Ms. Boulie stated that NECAT was a free speech platform that allowed anyone to broadcast and has been a great way for the community to connect and learn technological skills. Ms. Ezell asked if NECAT was growing. Ms. Boulie confirmed that NECAT was indeed growing and offered to share the metrics on a later date. Ms. Searcy suggested adding this topic to a future agenda. Ms. Luke added that they have been looking at strategic ways for Nashville State and NECAT to partner. Ms. Boulie shared the following things that NECAT has been working on:

NECAT was the first station to broadcast the Juneteenth fireworks show.

On February 10th, NECAT partnered with the Chinese Arts Alliance of Nashville to create a broadcast of their Chinese New Year celebration at the Nashville Fairgrounds.

NECAT planned to release a documentary in partnership with NPL's sustainability committee.

Ms. Boulie also explained that Comcast and Metro have an agreement that was being renegotiated to see what money would be going towards the work that both NECAT and Metro ITS do.

- f. Ms. Luke reminded The Library Board that the board member elections will be held at April's board meeting.
- g. Ms. Nadine De La Rosa and Ms. Luke met to discuss strategic planning and were working on scheduling a date to meet with the admin team and discuss strengths, weaknesses, and strategic planning going forward with 3-4 priorities. Ms. De La Rosa added that the framework they would be utilizing for implementing the plan was the Kaizen model.
- h. Ms. Luke informed The Library Board that as of March 31st, the Metro council's Vacancy Committee would be using the number of vacancies held in Metro departments to help in deciding the hiring budgets for each department. Ms. Searcy added that she recently met with Councilmember Delishia Porterfield, who appointed a taskforce to take a closer look at procurement across Metro.
- i. Mr. Razel Jones and Ms. Luke developed a three-step plan for implementing training that began on March 14th with the Southeast branch. Training will include Stylistic Diversity with Gallup Strengths, Creating a Welcoming Environment, and Root Cause Analysis/Corrective Action Planning.
- j. Ms. Andrea Fanta and Ms. Luke planned to meet with Clifton Peay, Director of Performance Management for the Mayor's office. Mr. Peay will lend his knowledge and expertise to assist NPL in conducting customer surveys. Ms. Luke discussed the possibilities of doing four patron surveys on customer service, collections, programming, and facilities and security.

VII. Foundation Report, *Shawn Bakker*

- a. Ms. Shawn Bakker stated the Early Childhood Literacy initiative, "Begin Bright," was moving forward and donors have responded positively. Ms. Bakker has worked closely with Ms. Liz Atack and Ms. Linda Harrison on planning for the initiative. Ms. Bakker stated for the program to be as transformational as possible, NPLF must dedicate a lot of time towards the planning. Ms. Katy Varney added that the fundraising for this initiative will not be at the expense of other programs, and when asking donors for money, it will not be exclusive to Begin Bright; Ms. Varney continued that donors for other programs were not on the list to ask for Begin Bright funding, so as not to affect the other programs.
- b. Ms. Bakker reminded The Library Board that the Carnegie Society Book Club was scheduled for April 7th and Picnic with the Library would be held the afternoon of April 28th at the Main Library.
- c. Ms. Bakker informed The Library Board that April 11th would be Take Action for Library Day, where NPLF would encourage patrons to write notecards for the Mayor's

office to thank council members for advocating for NPL. Ms. Bakker asked all Library Board members to attend the April 16th Metro Council Meeting. At 5:30 PM everyone will meet in front of the courthouse. Council Member Brenda Gadd is putting forth a resolution to thank library staff. Ms. Bakker added that this would be an opportunity for attendees to advocate for NPL. Ms. Bakker informed The Library Board that the resolution was expected to be read towards the beginning of the meeting at 6 PM, and the personalized thank you notes from patrons and ambassadors would be presented to the council at that time. Ms. Searcy asked if the attendees of the black women coffee mixer would be asked to write postcards as well. Ms. Bakker stated that would be a good idea and encouraged anyone to visit the branches to write a notecard.

VIII. New Business

a. Edgehill Branch Overview, *Ashley Walker-Tyler*

- i. Ms. Luke introduced Ms. Ashley Walker-Tyler to update The Library Board about the Edgehill branch.
- ii. Ms. Walker-Tyler addressed the 5-week closure that occurred at the Edgehill branch in February and stated that the branch was fully reopened to the public on March 6th. Ms. Walker-Tyler stated that during the closure, they continued outreach and programming in the community, including Carter-Lawrence Elementary and Waverly Belmont Elementary.
- iii. Ms. Tyler-Walker introduced a new program in collaboration with the Nashville Chess Club, which offered chess for adults held every Wednesday. Ms. Tyler-Walker added that every first Thursday of the month is Edgehill's book club, and Lo-Fi Paint for Children was held every other Saturday.
- iv. Ms. Tyler-Walker informed The Library Board that Edgehill staff offered free meals to kids and families every Monday, Thursday, and Friday.
- v. Ms. Tyler-Walker invited The Library Board to attend the Edgehill Eggstravaganza on March 30th from 11 AM - 1 PM to celebrate Easter weekend. Ms. Tyler-Walker and the Edgehill staff partnered with 20+ local organizations and businesses to put this event together for the community, including the MNPD and the Edgehill Village Neighbors.
- vi. Ms. Tyler-Walker informed The Library Board of a tree planting community service that would involve Edgehill staff and community members on April 6th. Ms. Tyler-Walker continued that over 20 trees would be planted throughout the Edgehill community.
- vii. Mr. Rand asked about the free meals that were being offered to community members. Ms. Walker-Tyler stated that the free meals were provided in partnership with Second Harvest Food Bank. Ms. Tyler-Walker added that the only rule was that the meals must be eaten in the Edgehill branch.

b. Library Board Retreat, *Joyce Searcy*

- i. Ms. Searcy asked how much time The Library Board would like to dedicate towards their retreat. Most of the Library Board members agreed that robust discussion would require a full day's retreat.
- ii. The Library Board members suggested the following topics be discussed during the board retreat:

Library Security, Continuous Improvement Plan, Freedom of Expression, Banned Books, Digital Programming, Future Director Search Process, Metro Procurement, Strategies with Government.
- iii. Ms. Luke suggested The Library Board members explore the previous director search in terms of what went well, what went wrong, what they would want to change, and what they were looking for in the next director search. Ms. Varney stated that the next director search process did not need to be outlined at the retreat, and she did not want to set a public expectation that The Library Board was determining the next director search. Mr. Derrick Smith clarified that The Library Board was hoping to discuss the specific solicitation items that procurement would post, including what they liked about the procurement process and what should be improved upon. Mr. Smith also suggested The Library Board discuss what Metro's HR division had to offer.
- iv. Ms. De La Rosa suggested calling for a special meeting in preparation for the agenda for the board retreat.
- v. Mr. Rand suggested they hold the retreat at Belmont again. Ms. Luke reminded The Library Board that a facilitator would also need to be considered.

IX. Adjournment

- a. The meeting was adjourned at 1:32 PM.

Next Scheduled Board of Trustees Meeting

April 16, 2024

Bellevue Branch Library

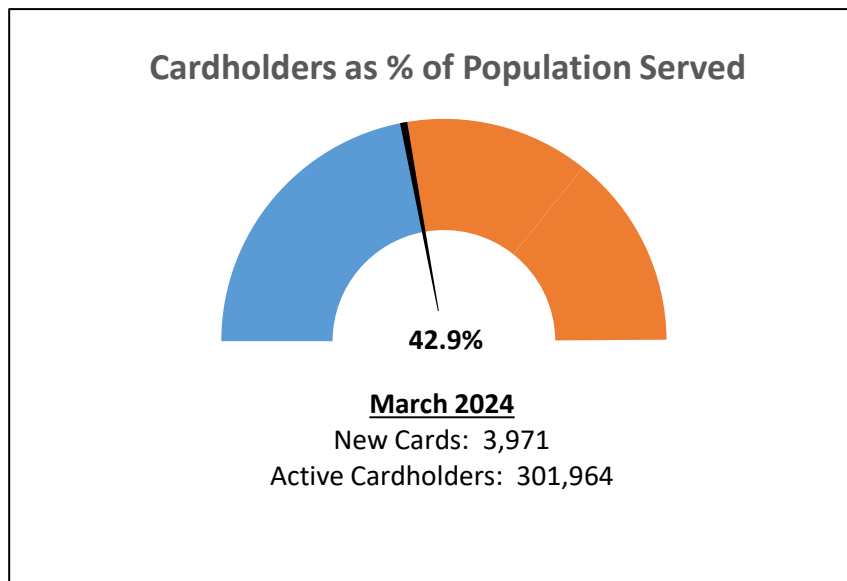
720 Baugh Road

Nashville, TN 37221

12:00 PM

Respectfully submitted by Lana Boleyjack.

Statistical Summary – April 16, 2024
Nashville Public Library



Cardholders	Mar-24	Mar-24 Year-to-Date	Active Patron Cards	Average Cards in Last 12 Months
New Registrations	3,726	3,726	301,964	289,118

Volunteer Services	Mar-24	Mar-23	Year-to-Date	% Change 2022-2023
Number of Volunteers	144	178	1,372	-19.10%
Volunteer Hours	964	1,241	8,865	-22.32%

Attendance for Room Use	Mar-24	Mar-23	% Change 2022-2023
Community Use	5,549	5,285	5.00%
Library Use	22,355	15,509	44.14%

Reference	Mar-24	Mar-23	% Change 2022-2023
Answered	22,806	19,920	14.49%

Statistical Summary – April 16, 2024
Nashville Public Library

Wireless Data

Wireless	Month				
	Mar-24 Sessions	Mar-24 % of Total	Wireless %	Mar-23 Sessions	% Change 2022-2023
Bellevue	1,427	1.13%	69.2%	2,583	-44.75%
Bordeaux	3,379	2.68%	51.6%	846	299.41%
Donelson	1,799	1.42%	46.8%	289	522.49%
East	1,315	1.04%	52.8%	592	122.13%
Edgehill	345	0.27%	49.3%	243	41.98%
Edmondson Pike	4,888	3.87%	54.4%	1,365	258.10%
Goodlettsville	3,758	2.98%	50.7%	667	463.42%
Green Hills	4,911	3.89%	61.2%	1,472	233.63%
Hadley Park	5,563	4.40%	47.5%	440	1164.32%
Hermitage	20,038	15.86%	52.8%	1,587	1162.63%
Inglewood	1,803	1.43%	40.7%	486	270.99%
Looby	3,106	2.46%	28.0%	295	952.88%
Madison	14,248	11.28%	37.6%	1,010	1310.69%
Main	42,278	33.47%	65.8%	11,404	270.73%
North	280	0.22%	29.1%	111	152.25%
Old Hickory	995	0.79%	64.2%	243	309.47%
Pruitt	1,566	1.24%	46.1%	804	94.78%
Richland Park	1,961	1.55%	45.0%	715	174.27%
Southeast	11,145	8.82%	69.1%	6,098	82.76%
Thompson Lane	785	0.62%	24.3%	232	238.36%
Watkins Park	722	0.57%	57.0%	305	136.72%
NPL Total	126,312		58.1%	31,787	297.37%

Database and Website Data

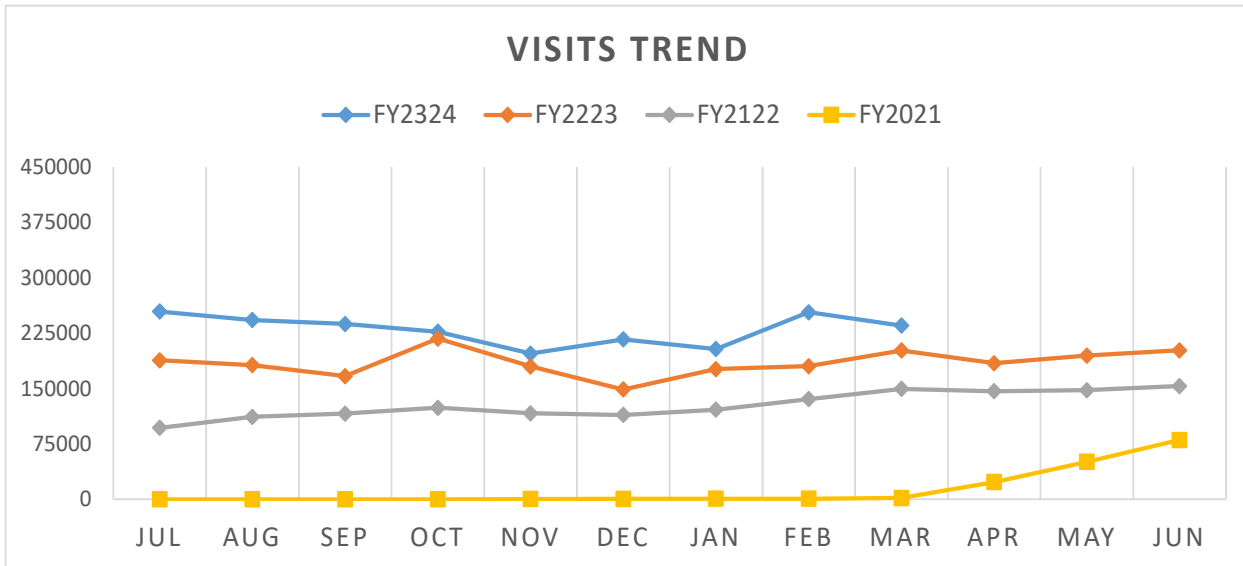
Public Computer Use	Month		% Change 2022-2023
	Mar-24	Mar-23	
Total Computer Use	22,360	21,588	3.58%
Total Wireless Use	126,347	31,787	297.48%

Website Visits	Month		% Change 2022-2023
	Mar-24	Mar-23	
Webserver	370,135	392,099	-5.60%

Database Usage	Month		% Change 2022-2023
	Mar-24	Mar-23	
Sessions	19,614	7,576	158.90%

Statistical Summary – April 16, 2024
Nashville Public Library

Visits

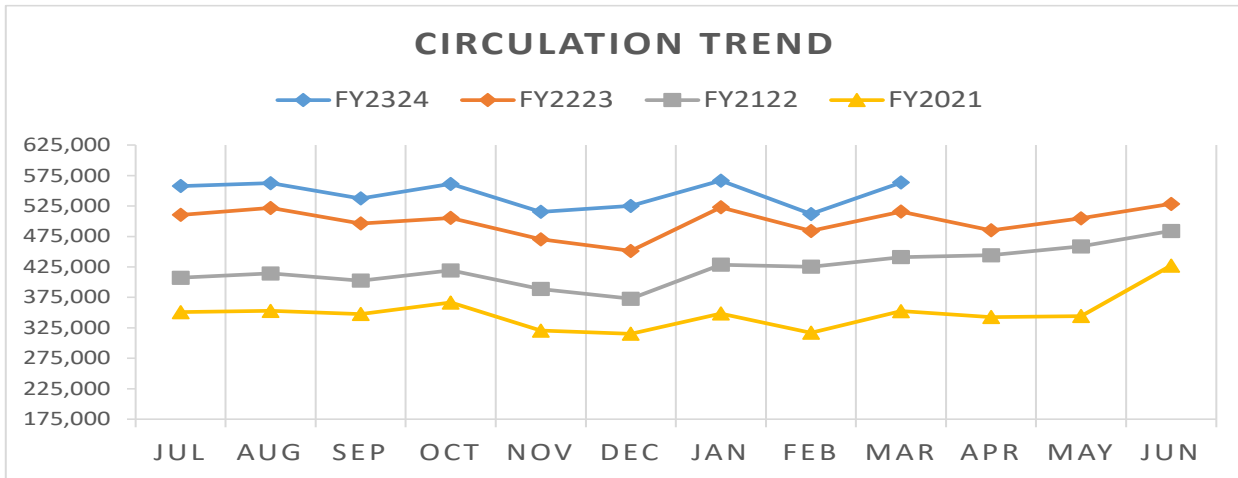


Visits	Mar-24 Visits	Mar-23 Visits	% Change 2022-2023	Mar-24 Circ / Visit	Mar-23 Circ / Visit	% Change 2022-2023
Bellevue	-	10,925	-100.00%	#DIV/0!	1.83	#DIV/0!
Bordeaux	5,382	4,891	10.04%	0.41	0.56	-26.21%
Donelson	7,437	1,753	324.24%	0.54	0.80	-32.63%
East	10,769	10,663	0.99%	0.34	0.39	-13.23%
Edgehill	2,176	3,220	-32.42%	0.37	0.37	-1.22%
Edmondson Pike	19,846	11,611	70.92%	0.95	1.71	-44.50%
Goodlettsville	5,853	4,912	19.16%	1.31	1.79	-26.90%
Green Hills	30,742	17,399	76.69%	0.83	1.42	-41.60%
Hadley Park	1,888	1,916	-1.46%	0.31	0.22	39.93%
Hermitage	11,716	12,390	-5.44%	1.31	1.40	-6.45%
Inglewood	13,712	13,163	4.17%	0.47	0.45	4.62%
Looby	3,795	3,647	4.06%	0.23	0.22	4.49%
Madison	15,480	14,925	3.72%	0.35	0.38	-8.23%
Main	54,224	40,732	33.12%	3.29	4.32	-23.83%
North	5,814	4,642	25.25%	0.09	0.14	-33.10%
Old Hickory	3,559	3,211	10.84%	0.62	0.63	-0.80%
Pruitt	6,323	6,912	-8.52%	0.04	0.04	-13.35%
Richland Park	10,516	8,325	26.32%	1.01	1.09	-7.96%
Southeast	11,322	10,079	12.33%	0.58	0.71	-18.72%
Thompson Lane	10,501	11,361	-7.57%	0.25	0.27	-9.76%
Watkins Park	4,326	4,818	-10.21%	0.05	0.03	71.97%
NPL Total	235,381	201,495	16.82%	1.28	1.58	-18.91%

Statistical Summary – April 16, 2024
Nashville Public Library

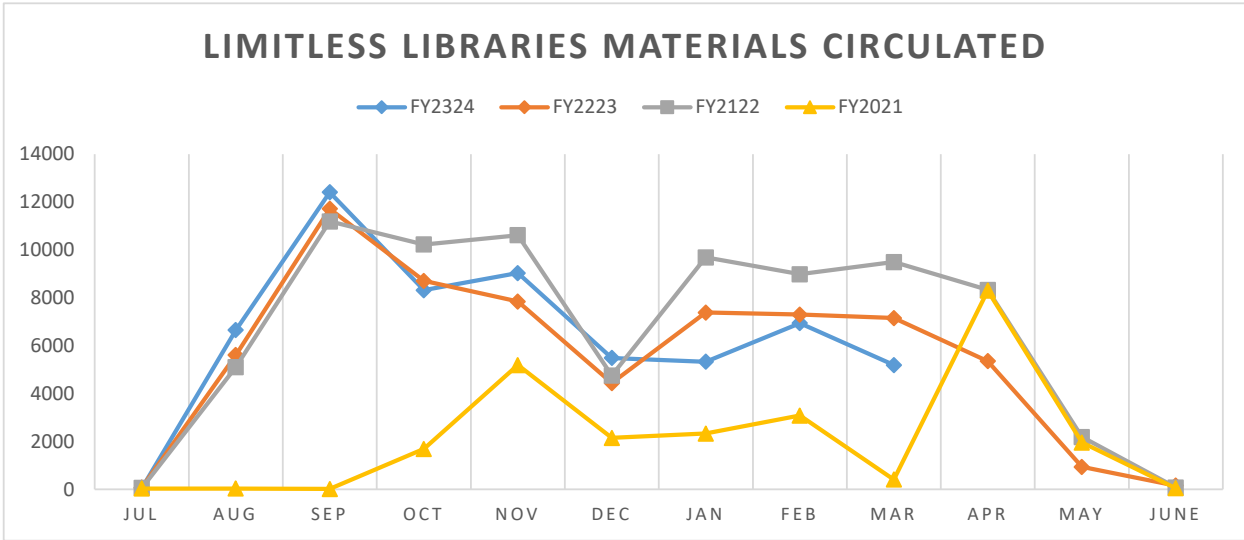
Circulation Data

eMedia	Mar-24	Mar-23	YTD	% Change 2022-2023
eAudiobooks	127,423	103,946	1,063,656	22.59%
eVideo	10,395	4,284	85,415	142.65%
eBooks	125,604	111,481	1,070,230	12.67%
eMusic	1,884	1,725	15,977	9.22%
eMagazines	26,646	7,873	191,284	238.45%
Total	291,952	229,309	2,426,562	27.32%



Circulation	Month				Fiscal Year-to-Date		
	Mar-24 Circulation	Mar-24 % of Total	Mar-23 Circulation	% Change 2022-2023	Mar-24 Year-to-Date	Mar-23 Year-to-Date	% Change 2022-2023
Belleuve	7,976	1.42%	32,617	-75.55%	224,627	290,962	-22.80%
Bordeaux	5,294	0.94%	6,436	-17.74%	52,655	54,541	-3.46%
Donelson	8,052	1.43%	5,191	55.11%	72,230	67,068	7.70%
East	7,368	1.31%	7,102	3.75%	63,633	55,772	14.09%
Edgehill	2,421	0.43%	3,571	-32.20%	28,910	28,241	2.37%
Edmondson Pike	30,749	5.46%	31,705	-3.02%	265,277	264,744	0.20%
Goodlettsville	13,712	2.43%	13,608	0.76%	125,114	134,966	-7.30%
Green Hills	43,813	7.78%	40,245	8.87%	360,822	354,541	1.77%
Hadley Park	2,290	0.41%	2,156	6.22%	19,191	17,133	12.01%
Equal Access	313	0.06%	316	-0.95%	2,671	2,527	5.70%
Hermitage	27,402	4.86%	27,368	0.12%	235,037	222,022	5.86%
Inglewood	11,109	1.97%	10,696	3.86%	95,096	90,056	5.60%
Looby	2,886	0.51%	3,021	-4.47%	25,232	23,202	8.75%
Madison	12,330	2.19%	12,524	-1.55%	112,206	101,616	10.42%
Main	46,144	8.19%	46,326	-0.39%	374,915	393,903	-4.82%
North	2,585	0.46%	2,425	6.60%	23,900	19,906	20.06%
Old Hickory	5,408	0.96%	4,912	10.10%	45,808	43,256	5.90%
Pruitt	1,531	0.27%	1,703	-10.10%	14,903	13,902	7.20%
Richland Park	17,419	3.09%	14,449	20.56%	129,830	115,156	12.74%
Southeast	14,930	2.65%	15,842	-5.76%	131,623	137,345	-4.17%
Thompson Lane	6,572	1.17%	6,993	-6.02%	59,512	61,389	-3.06%
Watkins Park	1,210	0.21%	382	216.75%	11,386	6,652	71.17%
eMedia	291,952	51.81%	229,309	27.32%	2,426,562	1,982,423	22.40%
Talking Library	-	0.00%	1	-100.00%	52	15	246.67%
NPL Total	563,466		518,898	8.59%	4,901,192	4,481,338	9.37%

Statistical Summary – April 16, 2024
Nashville Public Library



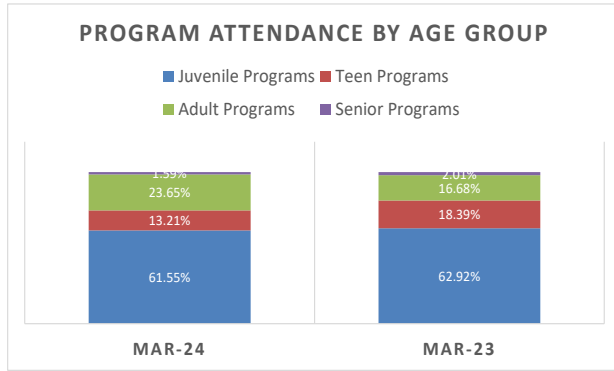
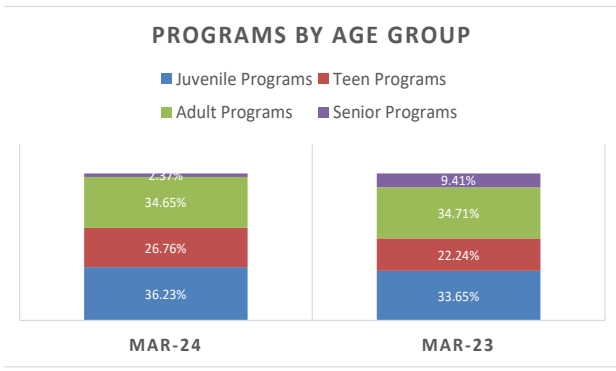
March Programming Data

Programming	2024		% Change 2022-2023
	Mar-24	Mar-23	
Juvenile Programs	597	572	4.37%
Teen Programs	441	378	16.67%
Adult Programs	571	590	-3.22%
Senior Programs	39	160	-75.63%
Total Programs	1,648	1,700	-3.06%

Programming	2024		Change
	Mar-24	Mar-23	
Juvenile Programs	22,987	22,296	3.10%
Teen Programs	4,932	6,516	-24.31%
Adult Programs	8,832	5,911	49.42%
Senior Programs	593	714	-16.95%
Total Attendance	37,344	35,437	5.38%

Programming	2024		% Change 2022-2023
	Mar-24	Mar-23	
In Person	1,324	1,318	0.46%
Outreach	268	336	-20.24%
Virtual	56	46	21.74%
Total Programs	1,648	1,700	-3.06%

Programming	2024		% Change 2022-2023
	Mar-24	Mar-23	
In Person	24,543	24,921	-1.52%
Outreach	12,318	9,973	23.51%
Virtual	483	543	-11.05%
Total Attendance	37,344	35,437	5.38%



Statistical Summary – April 16, 2024
Nashville Public Library

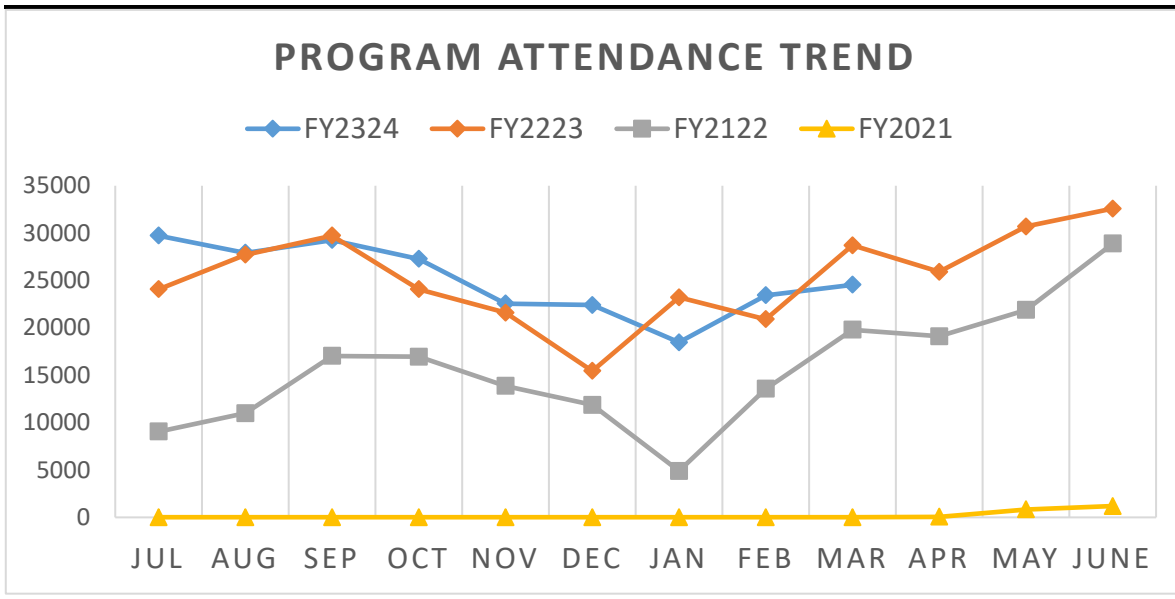
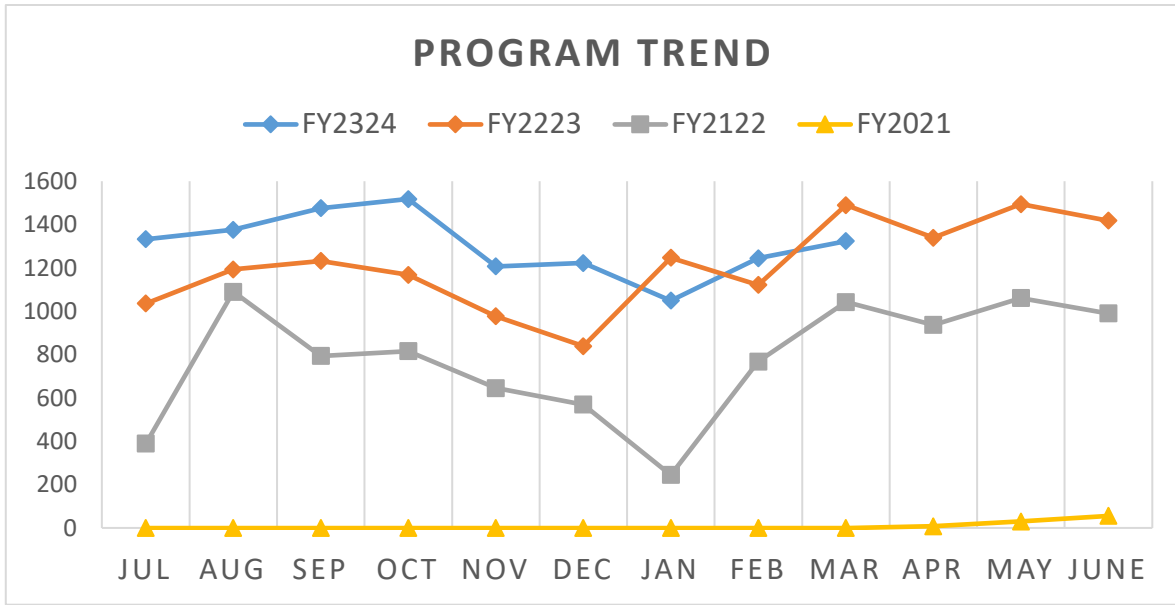
MONTH - March 2024

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	41	0	0	1	41	0	0	0	0	1	41	0	0
BELLEUVUE	0	0	32	1,363	0	0	32	1,363	17	1,146	2	145	13	72	0	0
BORDEAUX	95	733	0	0	0	0	95	733	50	543	33	129	8	34	4	27
BBTL (Bringing Bks to	3	55	45	944	33	95	81	1,094	40	835	0	0	41	259	0	0
BBTL (Adult Literacy)	6	35	0	0	1	3	7	38	0	0	0	0	7	38	0	0
DONELSON	24	463	8	113	0	0	32	576	15	416	0	0	17	160	0	0
EAST	65	915	10	308	0	0	75	1,223	33	588	42	635	0	0	0	0
EDGEHILL	34	295	7	1,226	0	0	41	1,521	37	1,479	0	0	4	42	0	0
EDMONDSON PIKE	53	898	2	107	0	0	55	1,005	17	629	16	54	22	322	0	0
GOODLETTSVILLE	47	719	2	36	1	5	50	760	14	312	11	119	23	309	2	20
GREEN HILLS	85	1,997	0	0	0	0	85	1,997	34	1,031	29	764	16	154	6	48
HADLEY PARK	23	129	10	171	0	0	33	300	17	194	0	0	16	106	0	0
HERMITAGE	57	1,133	4	54	1	86	62	1,273	21	816	5	83	33	349	3	25
INGLEWOOD	35	580	5	335	2	6	42	921	25	843	0	0	17	78	0	0
LOOBY	35	332	7	141	0	0	42	473	18	269	0	0	23	179	1	25
MADISON	50	768	2	100	0	0	52	868	20	599	17	163	15	106	0	0
MAIN - Adult Svcs	224	1,263	1	14	1	5	226	1,282	0	0	0	0	226	1,282	0	0
MAIN - Children Svcs	41	1,809	6	86	3	55	50	1,950	50	1,950	0	0	0	0	0	0
MAIN - Digital Inclusion	0	0	12	98	0	0	12	98	0	0	0	0	0	0	12	98
MAIN - LSDHH/Equal	4	25	2	32	9	25	15	82	4	46	1	7	10	29	0	0
MAIN - Puppet Truck	1	16	47	4,071	0	0	48	4,087	40	3,699	6	342	0	0	2	46
MAIN - Special Coll.	16	308	6	232	0	0	22	540	6	232	5	79	11	229	0	0
MAIN - Studio NPL	165	747	22	465	0	0	187	1,212	0	0	185	1,208	2	4	0	0
MAIN - Teen Svcs	28	361	7	187	0	0	35	548	0	0	35	548	0	0	0	0
MAIN - Wishing Chair	29	2756	0	0	0	0	29	2756	29	2756	0	0	0	0	0	0
NORTH	6	110	6	142	0	0	12	252	12	252	0	0	0	0	0	0
OLD HICKORY	23	273	5	325	0	0	28	598	16	344	9	236	2	10	1	8
PRUITT	44	5797	3	60	4	172	51	6029	21	1600	4	40	19	4109	7	280
RICHLAND PARK	20	770	4	941	0	0	24	1711	15	1074	1	25	7	596	1	16
SOUTHEAST	85	1099	8	356	1	31	94	1486	31	878	36	333	27	275	0	0
THOMPSON LANE	20	115	4	370	0	0	24	485	11	432	2	4	11	49	0	0
WATKINS PARK	6	42	0	0	0	0	6	42	4	24	2	18	0	0	0	0
TOTALS	1,324	24,543	268	12,318	56	483	1,648	37,344	597	22,987	441	4,932	571	8,832	39	593

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	41	0	0	1	41	0	0	0	0	1	41	0	0
MAIN - Adult Svcs	224	1,263	1	14	1	5	226	1,282	0	0	0	0	226	1,282	0	0
MAIN - Children Svcs	41	1,809	6	86	3	55	50	1,950	50	1,950	0	0	0	0	0	0
MAIN - LSDHH/Equal	4	25	2	32	9	25	15	82	4	46	1	7	10	29	0	0
MAIN - Special Coll.	16	308	6	232	0	0	22	540	6	232	5	79	11	229	0	0
MAIN - Studio NPL	165	747	22	465	0	0	187	1,212	0	0	185	1,208	2	4	0	0
MAIN - Teen Svcs	28	361	7	187	0	0	35	548	0	0	35	548	0	0	0	0
MAIN - Wishing Chair	29	2756	0	0	0	0	29	2756	29	2756	0	0	0	0	0	0
TOTALS	507	7,269	45	1,057	13	85	565	8,411	89	4,984	226	1,842	250	1,585	0	0

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

Statistical Summary – April 16, 2024
Nashville Public Library



Financial – April 16th, 2024

Nashville Public Library

4/8/2024	Appropriations	Encumbered (current)	Spent (cumulative)	Free Balance	Committed (cumulative)	% Committed
Metro-4% Funds	\$ 3,668,609.20	\$ 120,989.78	\$ 2,185,359.04	\$ 1,362,260.38	\$ 2,306,348.82	62.87%
Foundation	\$ 668,328.56	\$ 32.96	\$ 871.86	\$ 667,423.74	\$ 904.82	0.14%
Subscriptions	\$ 197,800.00	\$ -	\$ 116,159.34	\$ 81,640.66	\$ 116,159.34	58.73%
Grants	\$ 730,500.00	\$ 33,699.30	\$ 681,319.08	\$ 15,481.62	\$ 715,018.38	97.88%
Donelson CDC	\$ 100,000.00	\$ 8,248.83	\$ 54,062.65	\$ 37,688.52	\$ 62,311.48	62.31%
	\$ 5,365,237.76	\$ 162,970.87	\$ 3,037,771.97	\$ 2,164,494.92	\$ 3,200,742.84	59.66%

Personnel Summary/HR – April 16th, 2024

2023 New Hires

<u>Name</u>	<u>Classification</u>	<u>Hire Date</u>	<u>Location</u>
Morgan Riekeman	Librarian 1	3/4/2024	Richland Pk
Destinee Garrison	Program Specialist 2	3/4/2024	Donelson
Dalya Graciano	Library Associate	3/4/2024	Madison
Kianarose Irving	Program Specialist 2	3/18/2024	Donelson
Jamal Park	Library Associate	3/18/2024	Reference
Gracie Pasley	Library Associate	3/18/2024	Hermitage
Ember Tharpe	Program Specialist 2	3/18/2024	North
Wolfgang Bronner	Program Specialist 2	3/18/2024	Donelson
Nathan Chandler	Bldg Maint Mechanic	3/18/2024	Maintenance
Jerry Clay	Custodian	3/18/2024	Custodial -Main
LeAnthony Caruthers	Custodian	3/18/2024	Custodial- Branches

2023 Promotions

<u>Name</u>	<u>Classification</u>	<u>Promotion Date</u>	<u>Location</u>
Emily Lewis	Librarian 2	3/4/2024	Edmondson Pike
Michael Bottei	Library Associate	3/4/2024	Edmondson Pike
Gloria Dunlap	H/R Analyst Sr	3/4/2024	Human Resources
Miriam Wolfensohn	Librarian 1	3/4/2024	Goodlettsville
Sonja Humphries	Librarian 2	3/18/2024	Donelson
Chelsy Melvin	Librarian 2	3/18/2024	Donelson
Bailey Battilla	Librarian 2	3/18/2024	Donelson
Ryan Darrow	Library Mgr 3	3/18/2024	Donelson
Ann Herlocker	Library Mgr 3	3/18/2024	Bellevue

2023 Resignations

<u>Name</u>	<u>Classification</u>	<u>Resignation Date</u>	<u>Location</u>
Sandra Cohen	Admin Svcs Mgr	3/1/2024	Equal Access(retire)
Duane Denison	Circulation Assistant	3/1/2024	Bellevue
Dominique Thomas	Circulation Assistant	3/6/2024	Madison
Maria Warrick	Circulation Assistant	3/29/2024	Madison

Personnel Summary/Vacancy – April 16th, 2024

Nashville Public Library

NPL Vacancies as of 03/31/2024

	Division / Branch	Title	Grade	Name	FPS	FTE	Date Vacant	Notes
1	HR IMP	ADMIN SVCS MGR	OR07	VACANT (COHEN, S)	F	1.00	3/1/24	
2	CONF CNTR	ADMIN SVCS OFFICER 2	OR01	VACANT (COLLINS, D)	F	1.00	7/14/23	
3	DIRECTOR	ADMINISTRATIVE SPECIALIST	ST11	VACANT (PHOUTHAVONG EVANS, M)	F	1.00	12/12/22	
4	OP & MAIN-MN	BLDG MAINT MECH	TG13	VACANT - NEW	F	1.00	7/1/22	
5	BELLEVUE	CIRCULATION ASST	ST05	VACANT (DENISON, D)	F	1.00	3/1/24	
6	BORDX	CIRCULATION ASST	ST05	VACANT (MCALISTER, M)	F	1.00	1/22/24	
7	BORDX	CIRCULATION ASST	ST05	VACANT (YEPREM, D)	F	1.00	10/30/23	
8	CIRC	CIRCULATION ASST	ST05	VACANT (SHORT, C)	F	1.00	2/6/24	
9	ED PIKE	CIRCULATION ASST	ST05	VACANT (BOTTEI, M)	F	1.00	3/4/24	
10	EDGH	CIRCULATION ASST	ST05	VACANT (MILLER, K)	F	1.00	9/16/23	
11	EDGH	CIRCULATION ASST	ST05	VACANT (POTEET, K)	F	1.00	2/5/24	
12	MADISON	CIRCULATION ASST	ST05	VACANT (THOMAS, D)	F	1.00	3/6/24	
13	WATKINS	CIRCULATION ASST	ST05	VACANT (HEAD, O)	F	1.00	10/30/23	
14	OP & MAIN-BR	CUSTODIAN - Branch	TG07	VACANT (PAYNE, M)	F	1.00	2/16/24	
15	OP & MAIN-BR	CUSTODIAN - Branch	TG07	VACANT (RIZAL, G)	F	1.00	12/7/23	
16	ADMIN SVCS	PROGRAM MGR 1 - Grants	OR04	VACANT - NEW	F	1.00	7/1/22	
17	TALKING	INFO SYSTEMS MEDIA TECH 1	OR02	VACANT - NEW	P	0.49	7/1/22	
18	DONELS	LIBRARIAN 1	ST09	VACANT (BATTILLA, B)	F	1.00	3/18/24	
19	ED PIKE	LIBRARIAN 1	ST09	VACANT (DELANEY, R)	F	1.00	6/1/22	
20	ED PIKE	LIBRARIAN 1	ST09	VACANT (LEWIS, E)	F	1.00	3/4/24	
21	INGLE	LIBRARIAN 1	ST09	VACANT (HUMPHRIES, S)	F	1.00	3/18/24	
22	TEENS	LIBRARIAN 1	ST09	VACANT (MELVIN, C)	F	1.00	3/18/24	
23	BORDX	LIBRARIAN 2	ST10	VACANT (PIPER, E)	F	1.00	9/18/23	
24	OLD HICK	LIBRARY MGR 1	OR05	VACANT (L'EPLATTENIER, C)	F	1.00	12/15/23	
25	CHILD	LIBRARY MGR 2	OR06	VACANT (RUA-BASHIR, P)	F	1.00	4/1/24	
26	BORDX	LIBRARY MGR 3	OR07	VACANT (HERLOCKER, A)	F	1.00	1/8/24	
27	ED PIKE	LIBRARY PAGE	ST02	VACANT (HICKS, S)	P	0.49	2/20/24	
28	GOOD	LIBRARY PAGE	ST02	VACANT (OLEAS, F)	P	0.49	8/12/23	
29	HERM	LIBRARY PAGE	ST02	VACANT (COOPER, J)	P	0.49	8/14/23	
30	MADISON	LIBRARY PAGE	ST02	VACANT (MOORES, A)	P	0.49	8/21/23	
31	ED PIKE	LIBRARY PAGE	ST02	VACANT (SCHAUMBERG, S)	P	0.49	11/14/23	
32	TECH SVCS	OFFICE SUPPORT REP SR	ST06	VACANT (YADLOSKY, K)	F	1.00	1/8/24	
33	HR IMP	PROGRAM MGR 2	OR06	VACANT - NEW	F	1.00	7/1/23	
34	BELLEVUE	PROGRAM SPEC 2	OR01	VACANT (MOUSSA, A)	F	1.00	3/4/24	
35	ED PIKE	PROGRAM SPEC 2	OR01	VACANT (GILLESPIE, B)	F	1.00	1/23/24	
36	HR IMP	PROGRAM SPEC 2	OR01	VACANT - NEW	F	1.00	7/1/22	
37	NORTH	PROGRAM SPEC 2	OR01	VACANT (CRAIN, G)	F	1.00	1/22/24	
38	PUBLIC TECH	PROGRAM SPEC 2	OR01	VACANT (ABDELHALIM, S)	F	1.00	2/21/24	
39	SECURITY	SECURITY GUARD	ST06	VACANT (CLENDENING, D)	F	1.00	7/10/23	
40	SECURITY	SECURITY GUARD	ST06	VACANT (MADU, O)	F	1.00	4/17/23	
41	ED & LIT	PROGRAM SPEC 2	OR01	VACANT - NPLF (Adult Lit Specialist)	F	1.00	7/1/22	Grant funded
42	WISH CHAIR	LIB PERFORMING ARTIST	ST07	VACANT (KIRKPATRICK, W)	F	1.00	4/2/24	Grant funded
43	WISH CHAIR	LIB PERFORMING ARTIST	ST07	VACANT (BOLEK, S)	P	0.49	4/27/23	Grant funded
44	ARCH/SPEC	PROGRAM COORDINATOR	OR02	VACANT (HIX, K)	P	0.65	12/6/23	Grant funded

Brief Area Updates – April 16th, 2024

Nashville Public Library

ADMINISTRATIVE SERVICES

Safety & Security: March 2024

Several afterhours events were held during the month of March requiring security coverage.

March 5-----Election Day 7:00am—8:00pm

March 27----Inclusion Tennessee 6:30—9:30pm

March 28----Arshay Cooper (Children’s Author) 5:30—9:00

Two security officers received 4.0-hour basic security guard training to obtain State license for security guards. Three security officers are scheduled to go through less than lethal weapons training on April 10, 2024.

32 new applications were received, reviewed, and picked the 8 best to come in for a walkthrough of Main. 3 out of 5 showed as scheduled and are possible candidates.

Interview with the 3 will be held within the next week.

I conducted a walkthrough with 3 Metro approved vendors for adding access control readers to 13 branches that currently do not have access control. Bids are due by April 15, 2024.

Fire water meter installing projects should start at Madison and Goodlettsville branches during April.

Knox Box installation should start also during the month of April.

Total number of incident reports for the month of **March (61)** and related categories per incident report up 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			
Bordeaux Branch	1	Madison Branch	4
Donelson Branch	1	Main Library	41
East Branch	5	North Branch	1
Edmondson Pike Branch	1	Southeast Branch	1
Goodlettsville Branch	1	Thompson Lane Branch	2
Hadley Park Branch	3	Total	61

Bordeaux Branch	1	Madison Branch	4
Conduct or Rule Violation	1	Conduct or Rule Violation	10
Suspensions	1	Suspensions	4
Donelson Branch	1	Main Library	41
Injury or Accident	2	Conduct or Rule Violation	58
East Branch	5	Injury or Accident	25
Conduct or Rule Violation	8	Safety or Security Incident	4
Suspensions	4	Suspensions	33
Edmondson Pike Branch	1	North Branch	1
Injury or Accident	1	Safety or Security Incident	3
Goodlettsville Branch	1	Southeast Branch	1
Injury or Accident	4	Conduct or Rule Violation	1
Hadley Park Branch	3	Safety or Security Incident	1
Conduct or Rule Violation	1	Suspensions	1
Injury or Accident	2	Thompson Lane Branch	2
Suspensions	1	Conduct or Rule Violation	4
		Suspensions	2

Number of Injury or Accident and Safety or Security Incidents			
911 for assistance	7	Arrest	1
Ambulance	7	Library Property Theft	1
Illness / Accident	4	Patron Property Theft	2
Injury	2	Police called	1
Medical	5	Police Report Filed	1
Mental Issues	3	Property Damage / Vandalism	1
Mobile Crisis	3	Suspicious Activity	1
Non-Emergency	3		

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

Suspensions	46
1 day	1
5 days	1
7 days	1
30 days	16
60 days	5
90 days	4
180 days	2
365 days	16

Delivery: March 2024

Main:

- We received 474 incoming UPS packages and sent 32 packages UPS GROUND.
- There were 87 overnight packages received from FedEx, DHL, etc.
- We received 75 inserts of mail from the United States Post Office, and we sent 63 inserts of mail to Metro Mail for postage.
- There were 64 special deliveries from Ricoh, Supply Room, Firefly, Amazon, etc.

Branches:

- We moved: 4,649 hold bins (148,768 items)
4,108 non-hold bins (131,456 items)
1,577 Circulation/Main bins (50,464 items).

Total of 10,344 bins moved.

Total item count of 330,688.

An average of 493 bins and **15,747** items moved per day.

0 skids were sent to Pratt Industries for book recycling.

6 skids were sent to BWB.

Daily Complete Percentage:

Holds 21 of 21 days for 100% in March.

Facilities Maintenance: March 2024

Tamis work order report shows 423 work requests, 337 completed, 86 still active with an 80% completion rate for the month of February.

March 1st - March 31st 2024					
Craft	Month	Total # Work Orders	# Completed	# Active	Completion %
None Entered	Mar-24	5	0	3	0%
Branch Custodial Services	Mar-24	60	60	0	100%
Canceled	Mar-24	2	2	0	100%
Grounds	Mar-24	21	20	1	96%
Maintenance	Mar-24	335	255	80	88%
		Quantity 423	Completed 337	Active 86	Completion % 80%

March Maintenance monthly report 2024:

258 work orders got completed with 4 employees.

Grounds Projects: **March 2024**

1. Removed storm damaged trees from various branches.
2. Did first round of grass cut at various branches.
3. Chip trees and cleaned around parking lot area Green Hills.
4. Pressure washed Dock rea at Main.
5. Strip and wax front entrance and meeting room at Hadley Park.
6. Removed 3 dead trees at Goodlettsville.

Interior Design / Special Projects: March 2024

Jennifer Fournier is NPL's Interior Designer / Special Projects Coordinator. She was previously an embedded contractor with NPL and continues helping NPL when designing new spaces or renovating old.

Preparing new Donelson Branch furniture installation schedules, verifying furniture orders.

Main Admin – new flooring and paint. Rehang pictures in offices.

Bellevue Branch – new circulation desk and shelving ends. Add shelving to children's area.

Main – coordinate new flooring for 3rd floor study area at Non-fiction books.

Main – coordinate new layout for Popular Materials for after new flooring.

BRANCH SERVICES

- In March, Bellevue Library started offering curbside service as the library team continued to prepare the building for full reopening on April 1. We took the opportunity to make improvements to the layout of the shelves and furniture as everything had to be removed for the new flooring and then replaced. Even once the building reopens, there will be continued work to be done to finish installing the new service desk and replace damaged endcaps on the shelves.
- Erin Piper is being promoted to Manager 3 at Bordeaux Branch and Debbie Bischoff is being promoted to Manager 1 at the Old Hickory Branch. Both will start in their new roles on April 15.
- Branches celebrated African American History Month with musicians, trivia contests, special guest story time readers, scavenger hunts and other activities. Highlights include:
 - Staff from Bordeaux and Southeast to create NPL's first system-wide Black History Month Zine.
 - Madison Branch continued its tradition of hosting Story Time Friends for Black History Month. It was a pleasure to have Library Board Chair Joyce Searcy, Circuit Court Clerk Joseph Day, and local business owners Tosin and Ebone Okunoren visit story times.



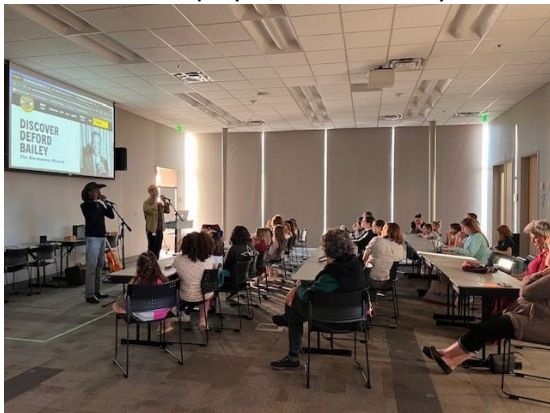
- Bordeaux children's and teens' departments Special Collections Department for a special edition of homeschool program to lead a tween/teen focus social justice and civil rights discussion.



- The Nashville Symphony hosted a BIPOC composer listening program at a few different branches as part of their Music in My Neighborhood community. Participants had a learned about African American jazz age composers and a hands-on opportunity to try trumpets, clarinets, and violins!



- Edgehill staff member collaborated with Looby staff to create a Black History Month escape room.
- Goodlettsville Branch hosted a Harmonica Blues Jam with local musician Carlos DeFord Bailey, who performed and shared history about his grandfather and historic harmonica player, DeFord Bailey.



- The Goodlettsville branch started off the month by being recognized as the Volunteer Organization of the Year by the Goodlettsville Community Center. Several members of branch staff attended the awards banquet on February 6th.



- The public loves supporting the Nashville Public Library and are finding creative ways to do so.
 - Music City Mitsubishi, a new car dealership coming to Madison, found Madison's Amazon wish list and bought everything on it, including program refreshments, story time toys, and craft supplies for teens. This was worth over \$150!
 - A patron made a generous donation of \$500 cash and several boxes and bags of books to Hermitage Branch after hosting a personal "book fair" for friends during her 30th birthday celebration.
- NPL's new Traveling Children's Librarians started providing services to NPL's 8 neighborhood libraries. Each day of the week, Monday – Thursday, they travel to a different branch library to provide programs, story times, outreach, and other Librarian level duties. Friday is reserved for their planning day. Neighborhood branches do not have their own Children's Librarian on staff, so this new service is vital to these locations, and is already proving to be a huge success.
- Southeast Branch Manager, Angela Brady, and her staff have been working on a new service that NPL will provide soon. Southeast Branch Library will soon serve as a passport agency. Patrons will be able to make appointments at the Southeast Branch to apply for their U.S. Passport. NPL will pilot this service at Southeast, and if all goes well, we hope to expand the service to other locations.

COLLECTIONS & TECHNOLOGY

Shared Systems

- Bryan Jones attended AspenCon, the user convention for our discovery layer, in Golden, CO on Mar 13-15. He gave a talk called “Browse Categories as Digital Signage” about his project to reclaim Anode digital signs and use them with library tech. See <https://github.com/librarianbryan/aspen-displays>.
- Kate Wingate read to school children at Ida B. Wells and Joelton Elementary Schools as part of Read Across America.
- Jenny Lane submitted the RFP for a Library Patron Interaction product (room booking, ticketing, Q&A, item reservation, surveys, and forms) to our Finance Officer who forwarded it on to Procurement.
- Jenny Ellis set up Syreeta Butler in Limitless Libraries with the ability to track QR code usage.
- Kyle Cook and Jenny Ellis put together another RFQ package for human-translation including translations of the automated emails used after patron registration. These translations will allow us to provide a Spanish version of online patron registration.
- Jenny Lane worked with Patron Point to eliminate patron data older than 3 months from offsite database storage.
- Robert Wilson provided stats about workload and circulation during the extended Bellevue Branch closure.
- Bryan Jones upgraded Aspen to 24.03.00

Collections/ Materials Management

- Noel Rutherford participated in the Leading with Conscious Inclusion training (session 2) and conducted several new staff materials management training sessions.
- Noel met with Procurement and worked on several ongoing projects, including eMusic, ILL Software, Materials management software and wrapped up the book distributor contract negotiations.
- Beth Deeb posted two collection spotlights: Women's History Month; Books to Screen in 2024
- Ben English posted two collection spotlights: National Noodle Month; Vintage Detectives (minus Holmes, Poirot, or Marple)
- Melissa Myers worked on the state grant fund reports for Finance and worked with Jessica Horn on our Amazon ordering process.

- Collection Development Librarians responded to a total of **705 material requests** in PIKA and LibAnswers from staff and library customers.
- Amanda Dembiec posted two blogs: Oceans R Us; Crime Wave.
- Susan Poulter recorded the following podcasts: The Girl who pretended to be a Boy, The Tinder-Box, Heart of Ice, and The Fate of the Turtle.

Technology

❖ Production Services

Production services provided AV support for 52 requests around the Nashville Public Library system. Breakdown:

- 25 Conference Center events with AV support
- 4 Satellite & Branch events
- 9 Podcast Studio sessions
- 4 Hybrid meetings facilitated (Shakespeare, Adult services, Metro HR, NPLF Board Meeting)
- 6 Filming sessions (Childrens Homeschool Friends 4x, NAZA LED Conference, Board Meeting)
- 5 Maintenance visits (Special Collection Center projector, Civil Rights Board Room projector, Southeast Teen Room, Goodlettsville story room 2 trips, Inglewood tv)

- **NPLU Filming Schedule**
 - 8 Videos Recorded
 - Completed edits for 1 video
 - Published 2 videos on NPL Universe (1 internal, 1 public)
 - 3 Livestreams in March

- **NPLU Stats**
 - 11.6k channel wide views
 - 4k hours of watch time

- **Podcasts**
 - Recorded 8 New episodes Family Folktales, All Things Eerie, & Your Mind Matters
 - Completed edits for 7 episodes.
 - Published 3 episodes. 2 for Family Folktales. 1 for Just Listen

- **Captioning Data**
 - Recorded 8 New episodes Family Folktales, All Things Eerie, & Your Mind Matters
 - Completed edits for 7 episodes.
 - Published 3 episodes. 2 for Family Folktales. 1 for Just Listen

- **Production Services Highlights**
 - Podcast recordings for the “Your Mind Matters” began in March. Recorded 5 Episodes
 - Kris spent a few hours adding Hashtags to NPLU videos across the channel. It appears to significantly increase channel wide views. Up 367% from February
 - Travis workload split over 19 workdays in March = 80 for TL and 72 for PS.
 - Travis is comfortable running TL studio, but is not yet trained on WireReady.
 - Production Service is aiming to add podcasts to YouTube platform. Will have updated info in early April.

- **Talking Library (Travis)**
 - “Book Hour” - 80 episodes edited (roughly 80 hours of content)
 - 7 books completed (with 3 in progress)
 - 1 episode of “The Tennessean” Live Read edited (roughly 2 hours of content)
 - 1 episode of “Wall Street Journal” edited (roughly 1 hour of content)
 - 1 episode of “New York Times” edited (roughly 1 hour of content)
 - 2 live broadcasts of the “Tennessean” as a reader

- 2 live broadcasts of the “Tennessean” as a host
- Multiple live broadcasts of the “Tennessean” shadowing Ben Weddle

❖ **Branch iPad Updates**

- Verify inventory of all iPads (21 branches)
- Update all existing apps
- Add SayHi, Zoom, WebEx, Authenticator, Square POS

❖ **Security Camera – Additions**

- Hermitage – Quoted – Approved – Installation 4/15/24
- Goodlettsville – Complete
- Inglewood – Complete

❖ **Server Updates**

- All Camera servers – Move servers to new VLAN & NIC Teaming – In Progress
- Migrate CM01 Server to new Milestone – Complete
- Migrate Lakewood and Watkins Park to new Milestone – 4/6/24

❖ **Library – Renovations - Bellevue**

- Replace Staff / Public Computers – Complete 3/28/24
- Additional Staff – Est Completion – 4/19/24
 - Wiring - Complete
 - Furniture – Ordered
 - Computer Equipment - Received

❖ **New Donelson**

- Equipment Needs
 - Security Cameras & Server Ordered – Server Received

- Plan/Evaluation Computer Equipment Needs Staff/Public – Order Submitted
- AV Equipment Ordered

❖ **Main – Administration Renovation**

- Remove/Replace Computers – Ongoing

❖ **INK**

Completed

- Converted video format & moved location of NPL Board videos for ease of staff use
- Revised HR homepage to reflect the requests of the department
- Restructuring and addition of data fields in the staff directory to work with a photo based directory
- Permissions cleaned and updated

Current

- Continuing to simplify current site by removing unused/unnecessary data
- Creating Staff Photo Directory
- Tagging NPL Policies for a smoother search experience
- Working with MarCom on worksite options
- Correcting NPL Announcement document attachment error on INK

NECAT

Membership

New Members	8
People in Production 1	12
People in Production 2	12
People in Specialty Class	5
Equipment Checkouts	4

Studio Usage

	Blocks Booked	Time in Hours
Producer Led Productions	19	95
NECAT Productions/Staff working Days	9	45
Meetings/Tours	2	1
Trainings	6	30
Editing Bay Usage	6	12.5
Holiday Closures	0	0
Cancelations	7	35

Kiosk Check-Ins

Reason	Number of People
Production	246
Class	40
Meeting	1
Tour	1
Event	15
Editing	5
Other	11
Total	319

Network Content

NPL Programming Run Time	16606.6 Minutes
MTSU Programming Run Time	7072.53 Minutes
New First Run Programs	0
New First Run Episodes	28
New NPL Carousel Bulletins	15
New Carousel Bulletins	2

EDUCATION & LITERACY

Adult Literacy at NPL – Jamil Sameen

Preparations are ongoing for the 2024 Adult Education Spring Summit, a full-day conference to be held on May 15th at the Main Library. Last year's contract event manager has returned to help us plan this event.

The Adult Educator of the Year ceremony will take place during the conference. Local VIPs were invited to attend the conference. The total number of nominations for the AEY is six nominees from six different organizations. The selection committee was provided with all material to score the nominees by April 7th, 2024.

All the available seats for the upcoming Career Ninja workforce development training were filled. Two different training options are available for participants. The first option training will start on April 18th for 5 consecutive Thursdays and will end May 16th. The second option is 5 days in row and will start on June 17-21. This professional development training will enable the staffs of our partner agencies to gain new skills and better serve their adult learners in the term of placement and career advancement.

The Mobile Labs served 32 learners this month. 38 new NPL cards were issued to students.

Adult Literacy staff presented at the COABE National Conference. The session, "Hold the World in Your Hands: Resources for Adult Learners at the Public Library," highlighted library resources relevant to adult education providers and their students and talked about ways to partner with your local library. It included a hands-on portion using our new iPad mobile lab.

Adult Literacy staff continue to engage in citywide initiatives aimed at adult learners: Coalition for Better Future for Southeast Nashville and GOAL Collective.

Adult Literacy staff are working on organizing an adult learner event. The event planning will start right after the spring summit. The informal event will take place in late July or early August.

Adult Literacy staff met with the outreach director of the USCIS – Southeast office and discussed further collaboration to reach immigrants community to assist those eligible for further benefits of the USCIS services. (e.g. there are more than 90,000 Permanent Residents eligible to apply for US Citizenship in Southeast Region).

Adult Literacy staff met with the Mayor's Office of Indigenous and New Americans to present at their My City Academy for their fall 2024 cohort.

Bringing Books to Life! – Liz Atack

BBTL provided 81 programs with 1,094 in attendance; 40 of these programs were story times, including *Mother Goose* themed interactive story times. The team also provided story times in conjunction with the current puppet show, *Lorraine: The Girl who Sang the Storm Away*. Outreach Specialist Heather Jones shared the following anecdote: “After a picture walk of *Lorraine* with a class of 3 year olds, an Assistant Teacher asked me if I had been reading the text in the book. I explained that I chose to talk the class through the story this time and that by practicing the reading it has become fluid. I saw this as an example of how we reach teachers during story times, not just the students. We are able to model early literacy practices and encourage them to try new things in these little moments when they have a chance to observe.”

BBTL onboarded a new partner site, Whitsitt Elementary’s Kindergarten classrooms, and will onboard the Pre-K in the fall for *La La La*

BBTL held their second family workshop for Tusculum Elementary’s EL families, this time on oral language. There were opportunities for children and parents to share stories with one another as a way to build literacy in both their primary language and in English. 62 people attended, and team members from MNPS’s Office of English Language Learners observed to see how they could replicate the work in other schools.

BBTL hosted local educator and naturalist Ashley Brailsford (www.unearthingjoytogether.com) for a teacher workshop at the Inglewood Branch. 20 teachers attended and learned about the intersection of high-quality multicultural literature and nature education. Teachers created found object collages and left with concrete ideas to incorporate literature and nature into their classrooms. One teacher remarked, “The workshop was interactive, informative, and fun! I loved the ideas about how to apply books to activities.”

The team continues to work on curriculum for the next show, *La La La*, which will make its Puppet Truck debut in July. As the book is a nearly wordless book, the BBTL team are focusing the teacher curriculum kits on dialogic reading, an evidence-based practice for sharing books with young children to build vocabulary and narrative skills.

Planning is in full swing for BBTL’s expanded services in conjunction with the Begin Bright campaign. The new services will begin in FY25. Stay tuned!

Be Well – Bassam Habib

The Edmondson Pike Branch Library Community Garden now has soil and is ready for planting. Community members, library staff, and families are coming together on April 20th to plant flowers, herbs, and vegetables in collaboration with the NPL Seed Exchange, The Nashville

Food Project, Cul2vate TN, and the Master Gardeners of Davidson County. There are images of the garden and the process of constructing it on the Edmondson Pike Instagram page.

This month, Be Well began an Art Therapy Series in partnership with Ether Nashville and Black Mental Health Village. There will be art therapy and art yoga sessions led by certified therapists and counselors at the Bordeaux and Pruitt branches.

Be Well at NPL is working with Be Well in Schools to develop bookmarks for children and teens departments across branches. These will be included in the Be Well Self-Exploration and Compassion journals.

Be Well is working with the Wishing Chair and the Puppet program to write a story about forgiveness. Bassam Habib met with Bret Wilson this month to discuss getting a group of puppeteers and writers together and is hoping to include Be Well themes in the puppet shows.

Tree Day at Edmondson Pike was a success. Pictures can be found on their Instagram.

Bassam is working with Nina NeSmith to create a Music and A Message program that will be led by therapists discussing various themes from Kendrick Lamar's *Mr. Morale and the Big Steppers* album.

There have been double the number of participants in the breastfeeding and lactation counseling classes, and the Spanish language class is seeing more families in attendance.

Digital Inclusion – Marian Christmon

Digital Inclusion completed the Senior Tech Academy at the Looby library this month. The part-time trainers funded by the state Training Opportunities for the Public (TOP) grant did an excellent job and the senior participants were so appreciative that they gave the two ladies a little thank you party.

Digital Inclusion Initiatives @

Workforce Essentials

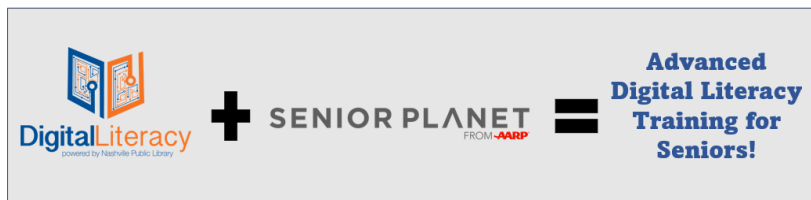


Looby Library



Digital Inclusion also completed training with the first cohort of seniors at Workforce Essentials. Two weeks later the 2nd cohort was started.

Digital Inclusion’s staff training with AARP/ Senior Planet was completed this month. Classes are now scheduled for April and May at Wedgewood Towers, Heartland Christian Towers, Radnor Towers and Leah Rose that will offer the opportunity for previous program participants to gain additional technical skills and knowledge.



Digital Inclusion and StudioNPL have been busy planning the CyberSeniors 2024 program for this summer. Elizabeth Senior Center, a Metro Parks Facility, will be the partner for this year’s program. They are very excited, and 15 seniors have already indicated that they want to participate. The teen internship announcement for this program has been sent out to Metro High Schools.

Limitless Libraries – Syreeta Butler

COLLECTION DEVELOPMENT

Sarah Allen and Emily Farmer completed the monthly collection development tasks. This included generating bulk lists tailored to each tier and fulfilling individual school orders based on Schoology requests.

Sarah Allen and Emily Farmer handled various vendor issues, including incorrect MARC files and shipping errors.

COMMITTEE/ GROUP PARTICIPATION/ PROFESSIONAL DEVELOPMENT

Syreeta Butler supported NAZA as a volunteer at the L.E.D. Conference.

Emily Farmer attended three Summer Reading meetings to accommodate changes required by Admin.

Syreeta Butler was a panelist for the Belmont Library Love Event where the panel discussed library functionality, book banning and censorship, and legislation and advocacy.

Syreeta Butler attended the quarterly Limitless Libraries, Shared Systems, and MNPS meeting to discuss Tennessee legislature affecting school and public libraries, K-8 schools’ catalog and classifications, and upcoming events and projects.

Sarah Allen and Emily Farmer met with the Shared Systems team to discuss modifications to the weeding lists for school librarians.

Syreeta Butler attended the Library 2.024: AI and Libraries event to learn more about the integration of AI in public and school libraries.

Tyler Sainato attended the monthly Teen Services Group meeting.

Syreeta Butler attended the Ask the Librarians: Comics & Manga 101 Webinar presented by LibraryPass.

OUTREACH

Sarah Allen read to a class of second graders at Waverly-Belmont Elementary for Read Across America week and addressed their inquiries about the library.

Tyler Sainato and Helene Mahnken visited 17 schools, engaged with 17 school librarians, assisted with 3 weeding projects, contributed to 1 book fair, co-facilitated reading lessons, and presented Limitless Libraries resources at multiple literacy and multicultural events which included library card signup for parents.

They provided curriculum planning and chatted with school librarians about planning for future visit activities.

They elevated Limitless Libraries' social media presence by crafting engaging and interactive posts and reels. Additionally, they actively promoted the social media endeavors of both NPL, BBTL, NPLF, and MNPS, demonstrating solidarity.

CIRCULATION STATS

Limitless Libraries facilitated the circulation of 5,311 items, utilizing 1,191 green bags, 265 gray bins, with 34 book trucks returned from MNPS and 38 book trucks sent to MNPS, accounting for Spring Break and holiday closures.

NAZA – Anna Harutyunyan

As of March, 1,448 of 1,470 afterschool slots are filled (98.5%). YTD over 1,500 youth attended NAZA-funded programs. Summer programs are open for enrollment. NAZA is funding 23 program sites throughout Davidson County for 940 youth.

The 2nd Annual Learn, Engage, Develop! (L.E.D.) Conference was held on March 7th at the Main Library Conference Center, where there were 142 attendees, and 21 workshops and expert panels offered throughout the day, for a total of 6 hours' worth of training. Topics included Youth

Leadership, Addressing and Preventing Bullying, Parent/ Guardian Engagement, Holistic Youth Development, and more.

NAZA's Lunch & Learn: Understanding Community Growth Assets workshop hosted a total of 4 attendees, completing 1 hour of training.

\$33,390 in Supplemental Summer Funding has been awarded to an Affiliated Partner to fund 26 summer program slots.

\$63,200 in Enrichment Grants has been awarded to 14 organizations to fund field trips and other special enrichment opportunities during summer programs, as well as scholarships to increase access to fee-based summer programs.

Last month, NAZA's Youth Advisor, Itzel, was invited to Washington, D.C. as part of Every Hour Counts to join fellow youth and members of the Biden-Harris administration to participate in the interagency Youth Policy Summit: Cultivating Possibilities. Read more about her experience and about the importance of incorporating youth voice into policy-making in our latest blog post: <https://library.nashville.org/blog/2024/03/youth-voice-becoming-priority-federal-policy-and-practice>

Puppet Truck – William Kirkpatrick

The Puppet Truck performed a total of 48 shows at 41 different locations, with over 4,000 in attendance. William Kirkpatrick was able to get the new stands for the public shows, which will showcase a new flyer designed with a larger QR code.

There was a rise in literacy nights at different Metro public schools, and the Puppet Truck team is preparing to be in attendance over the next few months.

Patrons were extremely impressed with *Aesop's Fables* and *Lorraine: The Girl Who Sang the Storm Away* and schools are already scheduling performances for the Fall semester.

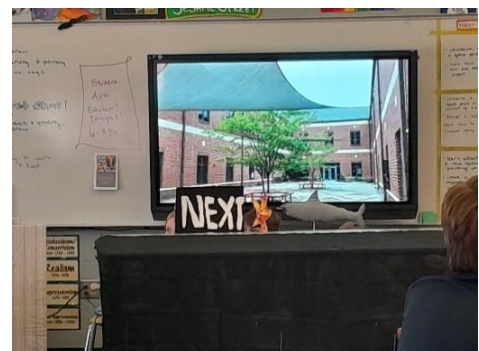


Wishing Chair Productions – Bret Wilson



Wishing Chair Productions conducted 12 in person Storytimes, 17 mainstage presentations of *Ali Baba and the Forty Thieves* in the children's theater for a total of 29 performances with an audience count of 2,756 participants. Wishing Chair Productions welcomed several groups to private performance in the children's theater during the month of March. Groups included Ezell Harding Lower School, TN School for the Deaf, Middle TN Adventurers, Zion Christian Academy, and New Hope Free Will Baptist Church Homeschool.

Wishing Chair Productions received an invitation to the three-day showcase event scheduled to start on March 20th. The three-day showcase featured multiple stories crafted by the 6th grade student body of Harding Academy. The art instructor, Ms. Bailey Woods, started the puppetry class in January of this year with plans to offer similar lesson modules at the beginning of every new year.



Ongoing work with the Theaterbug continues as members of Wishing Chair Productions offered a Rod Puppet Workshop for the student actors cast within the show. The workshop that lasted several hours covered puppet making, physical performance exercises, blocking rehearsal, discussion on rod placement, and discussion on varying puppet examples (brought by Wishing Chair) and introduction to NPL's puppetry history.

Bret Wilson was contacted by the Director of Community Education with Oz Arts, Thea Jones, about conducting a workshop on Shadow Puppetry. This would be directly in alignment with the Hamid Rahmanian's *Song of the North*. The free workshop is slated for mid-April:

The whole family will be enchanted by this vibrant, cinematic performance, which blends gorgeous shadow puppetry with lush animation to bring an epic Persian love story to life. Featuring a cast of 500 handmade puppets and a talented ensemble of nine actors and puppeteers, Song of the North follows the tale of Manijeh, a heroine from ancient Persia who must use all her strengths to rescue her beloved and help prevent a war. Adapted from the Shahnameh (the Book of Kings) by 2014 Guggenheim Fellow Hamid Rahmanian, this stunning multimedia performance creates "a feast for the senses" (Puppeteering International Magazine) while challenging Eurocentric worldviews of art and storytelling.

Work continues on the upcoming WCP-TV Episode 4 scheduled to air in June. Company members are currently developing scripts and will transition to filming in April. Seven segments will be delivered to Production Services for final editing in May.

Studio NPL – Niq Tognoni

Studio NPL has been rotating mentors through East, Goodlettsville, Southeast, and Green Hills branches this month. Specifically, the Green Hills branch has been used to begin training new mentors to vary programming, and Southern Word Music workshops were added to double weekly mentor visits. Edgehill and Bellevue branch programs are still on pause due to building maintenance, though Studio staff have supplemented with mobile lab visits. Studio NPL kept the pilot program at Watkins Park and have mentors scheduled there throughout the rest of the school year.

Spring Break Intensives:

Studio NPL hosted 2 Spring Break intensives in March. The first took place across 2 days at the Explorer School in partnership with MDHA. Teens from East Nashville received new computers and Studio NPL hosted workshops on digital arts software to demonstrate productive ways to use their devices. They learned music production, 3D-design, AI programs, and engaged in some hands-on building and engineering projects.



Studio NPL mentors posing with our MDHA intensive students.

At Main, Studio NPL hosted the “ReVogue Recycle” intensive. Guest fashion design mentors worked with nine 10-14 year old tweens to learn basics of sewing, design garments, and making clothing from donated and second-hand articles. Each tween left with a finished shirt, jacket or pants, a handmade pin cushion, a customized hat, and a self-made digital “look book” of their designs. Staff tried a new model this intensive by hiring 4 older teens to assist the younger students in their projects, and received great responses from the teen and tween participants and the families who joined for a fashion show on the final day.



A custom hoodie and hat from our ReVogue participants.

Outreach:

In March, Studio NPL served over 200 patrons across 18 hours of outreach. In addition to regular partners, the team visited Edgehill for a Spring Break program, and a couple of staff set up a table at Lipscomb's Youth Makerfaire to host a couple of tech activities and share Studio NPL with families and students, and our tech coordinator hosted a 3D design workshop for a class at Donelson Middle school.

Adult Workshops:

Studio NPL continued the Podcast workshop series for adults in March. A couple of attendees are now at the point where they will be able to check out the podcasting studio during the mornings to work on their own projects. Staff facilitated another all-ages 3D printing workshop at Hermitage branch with a good number of very interested (and grateful) attendees. The hope for the final May workshop at that branch is that branch staff will participate so they might continue 3D printing workshops at their convenience.

Conferences:

Stuart Wilson and Niq Tognoni presented on Artificial Intelligence at the NAZA conference and made good connections for future Studio partnerships and mobile outreach. Niq traveled to "Power Up", youth library manager conference in Madison, Wisconsin to present and lead a discussion on Restorative Justice Practices with teen patrons; the presentation was received very warmly (one librarian shared it was the best presentation they've seen at a conference), and the participants engaged deeply in small group discussions around the topic of Restorative Justice Practices.

MAIN

Adult Services

- Jamal Park started as our new Library Associate on March 18th
- Vanderbilt University Library has added all copies of Jeremy Estes' zine, *Panel Discussion*, to their collection. They will now be distributing Panel Discussion every month as well. (Jeremy was also nominated for a Staff Choice Award for his work on Panel Discussion).
- Joy Porter, Librarian 1, is now acting as Page supervisor, mentoring, and guiding our excellent team of Pages.
- Liz Coleman gave two VIP library tours, one for a leadership team from Huntsville Public Library, the second for a visiting library director from Santa Clara Public Library.
- Our team was pleased to discover four of our colleagues were nominated for Staff Choice Awards! Congratulations to Jeremy Estes, Joy Porter, Liz Coleman, and Nina NeSmith for their innovation, dedication, and passion for public libraries!
- 5,266 reference questions answered; in-person, via phone and email.
- 18 notary appointments completed.
- 81 public programs, 1,109 in attendance.
- 501 Instagram followers

Children's Services

- Pat Bashir worked hard to bring in author and illustrator duo Carole and Jeffrey Boston Weatherford. Pat coordinated their visit to Nashville to include a visit and talk at Kipp College Prep Elementary School as well as an author talk at the Main Library. All of the Children's Librarians across the system were able to come to this event and talk directly to this fantastic duo.
- The Children's Department partnered with Church Street Park for an egg hunt. Due to bad weather, the team quickly transitioned to hid 1,000 eggs in the Children's Department. It was wild but the kids did not know the difference. Everyone loved the event!

Equal Access

- Daniel Motes worked to bring a sign-language interpreted marionette show, *Ali Baba and the 40 Thieves*, to students from the Tennessee School for the Deaf. 17 in attendance.
- The Talking Library Program Manager, Tiffany Greathouse has been working on reviving the Facebook page for this program. This month, we saw an increase of 20 new followers.
- Michael Wagner supervised 40 volunteers this month for the Talking Library, including three new volunteer readers.

Special Collections

- 440 negatives scanned from the Nashville Banner Archives.
- Chicago Albumen Works – as part of the received grant from TSLA, we have received the 18 restored Banner negatives as digital images. The contrast from old to fully restored looks astounding.
- Conversations @ NPL with Arshay Cooper, a member of the first all-black rowing team in the country, brought in 125 attendees.
- Rebecca Price gave two outstanding interviews for Women's History Month to promote the Votes for Women Room with *This is Nashville* (WPLN Radio) and *Tennessee Voices* (online segment with the Tennessean).
- Special Collections virtual audience continues to grow. We had 174 views on our Youtube page which features our recorded public programs.

Teen Services

- Santiago Cardenas hosted a Fandom Art Contest. With the help of the Teen Center staff, school librarians and Instagram promotion, 35 submissions of fandom-inspired art were collected from students ages 12-18 throughout Nashville.
- Lauren Gilpin organized a staff Foosball tournament in the Teen Center.
- 21 programs with 180 attendees.
- 6 outreach programs with 174 attendees.
- 7 group visits to the Teen Center with 131 attendees.

MARKETING & COMMUNICATIONS

MarCom continued collaborations with the Donelson branch team to promote the new Donelson opening in June 2024. The team also collaborated with NPLF and Alfreda Miguel (BX branch) to organize for National Library Week 2024, which happens in April. Lastly, the team supported Annie Herlocker and the Bellevue branch team with launch of curbside service during Bellevue branch's extended closure.

Nashville Public Library
Board
April 16, 2024

Resolution Title: Collection Development & Management Policy Update

History/Background/Discussion:

Nashville Public Library has provided a Collection Development & Management policy for many years, and each year the Materials Management Committee reviews the document and updates terminology and policies to ensure the document remains current and following best practices.

The Collection Development & Management policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs and interests of the Nashville community.

As the community changes, NPL reassesses and adapts its collections to reflect new and differing areas of interest and concern.

The Materials Management Committee, who created this document, have talked with staff, and examined policies from around the country to craft a document that will meet the needs of NPL staff and library users.

Recommendation: The Board adopts the proposed Collection Development and Management Policy Update.

Draftor(s): Noel Rutherford, Materials Management Committee Chair, Lee Boulie, Asst. Director of Collections & Technology

Person(s) Responsible for Implementation: NPL Staff

RESOLUTION 2024-01
Collection Development and Management Policy Update

WHEREAS, a written Collection Development & Management policy provides consistent guidance and structure in the practice of selecting and evaluating of collections and items which anticipate and meet the needs and interests of the Nashville community, an updated Collection Development & Management policy is presented for board approval.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees to adopt the Collection Development & Management policy as presented effective upon adoption.



Collection Development & Management Policy

Policy Information

Last Approved Date:	January 30, 2023
Effective Date:	January 20, 1998
Keywords:	Selection, Scope, Selection, Scope, Collection, Management, Acquisition, Weed, Development, Donation, Maintenance

Policy

Purpose of Policy

The collection development & management policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs and interests of the Nashville community. The policy directly correlates the collection to Nashville Public Library's (NPL) mission statement and defines the scope and standards of the various collections.

As the community changes, NPL reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

NPL Mission, Vision, and Values

Mission: Inspire reading, advance learning, and connect our community.

Vision: All members of our diverse community are empowered through limitless learning opportunities to enrich their lives.

We Value:

- Extraordinary Customer Service
- Love of Reading
- Lifelong Learning
- Intellectual Freedom
- Innovation
- Excellence
- Inclusiveness

Philosophy of Selection

In support of its mission "to inspire reading, advance learning and connect our community," NPL fully endorses the principles documented in the [Library Bill of Rights](#) and the [Freedom to Read Statement](#) of the American Library Association. NPL upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. A balanced collection attempts to represent all sides of controversial issues as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. Materials available in NPL represent diverse viewpoints, enabling residents to make the informed choices necessary in a democracy. All public libraries contain material that some patrons may find objectionable. Libraries may also omit from the collection materials that some patrons will feel are important. In either case, NPL has procedures that patrons may use for reconsidering or recommending library materials.

Responsibility for Selection

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under his/her direction, selection is delegated to professional collection development library staff. These decisions are made within the limitations of available space and funding, and within the scope of a written collection development plan. Material will be selected based upon their value as a whole. Selection presumes liberty of thought and intellectual freedom within the bounds of reason and law. The public and all library staff are encouraged to recommend materials for consideration.

NPL's collection is developed through:

- Engaging in open, continuous two-way communication with library users and recognizing that individuals have different ways of expressing their needs based on age, language, economic status, culture, or other characteristics.
- Interacting with customers with understanding, respect, and responsiveness.
- Handling all requests equitably.
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes.
- Recognizing that materials of varying complexities and formats are necessary to satisfy diverse needs of library users.
- Balancing individual and community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information.
- Seeking continuous improvement through ongoing data analysis and measurement.
- Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened.

Selection Criteria

All material, whether purchased or donated, are evaluated according to one or more of the following standards. An item need not meet all these standards in order to be added to the collection.

General Criteria

- Contribution to the diversity and scope of the collection
- Suitability of subject and style for intended audience
- Requests by library users
- Effectiveness and suitability of format in communicating the content
- Relevance of format and content to the intended audience
- Impact on materials expenditure plan
- Popular appeal
- Available space
- Attention by critics and reviewers
- Contemporary significance
- Relevance to the needs and interests of the public
- Accessibility of material
- Physical Format
- Quality of production

Content Criteria

- Authority
- Objectivity
- Clarity
- Currency
- Representation of diverse points of view
- Awards or award nominations
- Reputation or significance of one of the creators of the work
- Published evaluations or reviews
- Accuracy and timeliness
- Consideration of the work as a whole
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

New or Emerging Formats

NPL develops collections that include a comprehensive range of formats utilizing the unique capabilities and advantages of alternative, new and evolving technologies in delivering information and expressing creativity and ideas. Before adding new formats, the following criteria should be considered:

- Impact on equipment, staff, storage, and space
- Demand for format in community
- Durability of format for library use

- Technical quality of production or reproduction
- Compliance with industry standards and specifications
- Availability of adequate startup and continuing funding
- Capability for networked distribution, download and printing
- Suitability to be circulated or housed in a sturdy, safe and convenient manner
- Availability of technical support and staff training
- Accessibility of material
- Ease of use by customers and staff
- Ownership of product

As new formats emerge, steps will be taken to phase-out duplicated and/or obsolete mediums. These steps include discontinuation of ordering new or replacement copies, redistribution, and removal of existing collections from within the system. The time frame and need for implementation of each of these steps will vary based on customer demand for product (as demonstrated by circulation statistics and customer requests), affordability, and availability of product from vendors.

Independently Published Material

NPL is often asked to include items in our libraries that are written and/or published independently. This can include materials that are self-published and/or produced items published through a vanity press company. NPL looks for material with regional connections and collection relevance that will appeal to a wide audience. A positive review in one or more of the library review journals, such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly or in the Sunday edition of the local daily paper will give an independently published book an improved chance for selection by NPL. Information regarding the material should be sent to NPL's Material Management Department. The following information should be included:

- A brief summary of the material
- Any professional reviews
- Intended audience
- Author background and contact information
- Publisher information
- Item description (price, ISBN, date of publication)
- Distributor(s)
- OCLC World Cat Record

Preview copies will be treated as a donation and their disposition will be covered under our [Gifts and Donations Policy](#).

Suggestions for Purchase

NPL strongly encourages input from the community concerning the collection. A suggestion for purchase procedure enables Nashville residents to request that a particular item or subject be purchased. All suggestions for purchase are subject to the same selection criteria as other material and are not automatically added to the collection. It is the Library's intent that suggestions for

purchase be used to help NPL in developing collections which serve the interests and needs of the community. You can make a material [suggestion online](#).

Gifts and Donations

NPL welcomes gifts of books and other material. NPL reserves the right to keep, discard, sell, or make other appropriate disposal of any books or materials that are donated as determined by its mission and needs.

Staff members review all donated materials for potential addition to NPL's collection. Material may also be used to help the Friends of the Library hold successful book sales. Funds raised at these sales support valuable library programs and services. Donated material sold at book sales are not covered under this policy.

NPL accepts gifts at any of our facilities in Davidson County. Customers are encouraged to call ahead. Books donated in boxes are most helpful. [Metro Archives](#) and [Special Collections](#) staff follow separate guidelines for accepting donations.

NPL accepts donations to be considered for addition to our circulating collection for items and formats that we currently provide in our collection. Except for the following:

- Audio CDs & Music CDs
- Magazines & Newspapers, including gift subscriptions

These items must be in new condition.

Requests for Reconsideration

NPL welcomes feedback from Davidson county residents about library resources. Library staff constantly review the collection based on feedback from Davidson County customers, because taxes from Davidson County residents fund the Library. NPL also strongly encourages parents and guardians to be actively engaged in their children's reading habits by linking their library account to their child's. By doing so, parents can see what their children are borrowing from the library.

Residents wishing to recommend the removal or reclassification of a particular item in the NPL collection are encouraged to discuss their concerns with a library manager. If the patron is not satisfied with the response to their request, the manager will provide the patron with information and a form to request formal reconsideration of the library resource. Bearing in mind NPL's mission statement, philosophy and the selection criteria of this collection development policy, the request will be reviewed by the Library Director and staff. Questioned items will be considered in their entirety, not judged solely on portions taken out of context. Questioned items will remain in circulation during the reconsideration process.

The Library reserves the right to decline a request for reconsideration for a title that has already been reviewed for reconsideration. Due to the time it takes to properly review materials, the Library will only be able to accept one title per resident per quarter. A maximum of three titles will

go through the full reconsideration process in a thirty-day period. Items being reconsidered, will remain in circulation during the reconsideration process.

Library management will carefully review the material, and a letter, conveying the Library's response, will be mailed to the resident within 30 days of receiving the formal request.

Collection Maintenance

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

Library Management Staff systematically review the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

Weeding Evaluation Criteria

Weeding in this context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced. Selection of material for withdrawal is based on the CREW method.

- Continuous
- Review
- Evaluation
- Weeding

This system uses the acronym, MUSTIE, to help evaluate an item for withdrawal:

- Misleading and/or factually inaccurate
- Ugly (worn out beyond mending or rebinding)
- Superseded by a new edition or a better source
- Trivial (of no discernible literary or scientific merit)
- Irrelevant to the needs and interest of your community
- Elsewhere (the material may be easily borrowed from another source)

Replacement Criteria

While NPL attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material

Removal of Withdrawn Material

Material that no longer meet the stated objectives of NPL will be withdrawn from the system. This board approved policy allows NPL to determine how material are removed and where they are sent after removal from the library's collection.

Duplication of Material

Multiple copies of material are purchased in response to user demand as evidenced by number of reserves, anticipated popularity, repeated requests and monitoring of the collection. For popular print fiction and non-fiction titles, NPL maintains a holds ratio (i.e., for every 5 holds on a title, another copy is purchased) as allowed by budget constraints.

Scope of the Collection

The primary responsibility of NPL is to serve the residents of Davidson County by providing a broad choice of material to meet their informational, educational, cultural, and recreational needs. Material are selected to aid individuals, groups, and organizations in the effort to attain practical solutions to daily problems, and to enrich the quality of life for all community members.

Budget and space limitations, as well as local needs, preclude NPL from duplicating the specialized and comprehensive collections that exist elsewhere in Davidson County. Access to these collections is provided through cooperative networking, interlibrary loan, and direct referral. Emphasis is placed on shared access and ease of use through the online catalog and the **Limitless Libraries** program of school delivery.

Adult Fiction

NPL's fiction collection includes a wide variety of contemporary works of fiction representing all genres, international works, classics as well as important novels of the past. NPL makes every effort to acquire fiction which is representative of the cultural and ethnic communities that it serves and to satisfy the diversity of interests and recreational needs of its users. Formats include hardcover, trade paperback, mass market paperback, large type, Playaway, audio cd, e-book & e-audiobook.

Adult Nonfiction

NPL aims at acquiring material which provide a core of basic knowledge. In addition, NPL selects, makes accessible, and promotes the use of materials which:

- address contemporary issues
- provide self-help information
- facilitate continuing education
- enhance job-related knowledge and skills
- increase knowledge of affairs of the community, the country, and the world
- support business, cultural, recreational, and civic interests in the community
- nourish intellectual, aesthetic, creative and spiritual growth

- present different viewpoints on issues
- Formats include hardcover, trade paperback, large type, Playaway, audio cd, e-book & e-audiobook.

Children's Collection

To encourage life-long reading habits, the children's collection provides material in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of Nashville from infancy through grade eight. Material is selected with regard to the stages of emotional and intellectual maturity of children. The collection also provides adults with materials that relate to the well-being of children, enrich preschool and school curriculums, and aid in the study of children's literature. Formats include hardcover, trade paperback, picture book, easy reader, board book, talking book, Playaway, audio cd, e-book & e-audiobook.

Young Adult Collection

Young adult collection material is intended for library customers from the age of 13 to 18 years. It is a transitional collection for the reader moving from the children's collection to the adult collection. The young adult collection consists of fiction and nonfiction books of popular and contemporary interest. Formats include hardcover, trade paperback, graphic novel, manga, talking book, Playaway, audio cd, e-book & e-audiobook.

Reference Collection

NPL maintains a physical reference collection to serve the informational needs of library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. They remain in the library to be readily available to all residents. Selection criteria of particular importance for reference sources are accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing. Reference sources are consulted for specific items of information and are not meant to be read consecutively. They include bibliographies, indexes, directories, dictionaries, catalogs, statistical compendia, atlases, and almanacs.

Scope of the Main Library

The Main Library serves the Davidson County community as a whole, in addition to serving as a resource for the twenty branch libraries within our system. The size and scope of its collection attracts users from surrounding areas as well as the rest of the state, but the main purpose is to serve Nashville residents. A broad choice of circulating print and non-print material is selected to accommodate the diversity of tastes, reading levels, languages, and interests of users of all ages. The Main Library provides a comprehensive collection of material relating to the Civil Rights Movement, Nashville history, Genealogy, and local author collections. The Main Library also builds upon existing strengths within the arts. Scholarly and highly technical or specialized material are not acquired but are available through our Interlibrary Loan department. The reference collection at the Main Library contains standard works in areas of general reference, the humanities, social sciences, physical and biological sciences, technology, history, and area studies.

Scope of the Branch Libraries

The twenty branch libraries serve specific neighborhoods in the city. The interests and needs of the actual and potential users of the branch are continually evaluated so that each library has a collection reflecting the community that it serves. Branch collections are designed to serve the current, high interest needs of NPL patrons. The branch reference collections contain a limited core of basic ready reference material supplemented by specific subject area resources of interest to that community.

Library Collections

Albert Hadley Interior Design Collection

Albert Hadley (1920-2012), a native of Nashville, was a renowned interior designer whose clients included Vice President Albert Gore and Tipper Gore, Jacqueline Kennedy Onassis, Diane Sawyer, and the Astor and Getty families. The Albert Hadley Interior Design Collection at the Main Library includes over 700 titles from his personal and professional book collection, as well as sketches and ephemera.

Annex Collections

The Annex of NPL is a closed stacks area of the Main Library that acts as a holding location for collections of print, audiovisual, bulky, odd-sized materials, and more. These items are available to customers who request them to be delivered to their local branch through the catalog or through in-person requests at any service desk of the Main Library.

Art Lending Library

The Art Lending Library consists of framed, wall-hung artworks representing various sizes, styles, mediums, and techniques by Nashville-Davidson County artists. This collection is intended to expand public visibility and accessibility to works by local artists included in the Metro Public Art Collection managed by the Metro Arts Council.

Audiobooks

The physical audiobook collection contains compact discs and pre-loaded MP3 device sound recordings of fiction and nonfiction books, poetry and drama, language instruction, and other subjects, based on current demand. Emphasis is on acquiring unabridged works whenever possible.

Board Game Collection

A circulating collection of board, card, and tabletop games.

Bookclub-In-A-Bag Collection

To assist and promote book clubs, NPL has created a collection of ready-to-go book club kits. These kits contain ten copies of a book title, discussion questions for the book, and an author biography. They are packaged in canvas tote bags for easy conveyance.

BCycle Passes

NPL offers reservable passes for free access to electric pedal-assist bicycles. Library customers can borrow a BCycle fob to take rides from any Nashville BCycle station.

Community Passports

These reservable passes give NPL cardholders free admission to area attractions and services. NPL currently offers passes for: Cheekwood Estate and Gardens, Country Music Hall of Fame, and the National Museum of African American Music.

Connect with NPL Collection

The circulating collection of Chromebooks is intended to reduce the digital divide within Davidson County.

Curriculum Kits

Curriculum Kits are collections of 20-30 items on one topic. The Kits are located in the Main Annex division, and are housed in sturdy, covered plastic bins. Each Kit is geared at either elementary, middle, or high school students with material chosen that correspond to their curriculum. Each Kit may include a mix of print books, videos, CD audiobooks, preloaded MP3 audiobooks, flashcards, maps, or laminated sheets.

Electronic Databases (Commercial)

Online computerized databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the library staff to enhance and supplement reference service. Many of the databases contain specialized information beyond the scope of NPL's print collections; others have information that does not exist in print format. Some databases duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to library users.

E-Media

Digital versions of nonfiction, fiction, periodicals, reference, video, audiobooks, music, and images are all offered by NPL. The content criteria outlined in each of those sections apply, as appropriate, to their electronic counterparts.

Fresh Reads Literacy Collection

This collection provides material in a variety of formats to support NPL's adult literacy efforts. It is comprised of material to support new readers. NPL does not collect textbooks or workbooks meant for individual use.

Government Archives of Metropolitan Nashville and Davidson County at the Main Library (see attached [Collection Development Policy](#) for a detailed description)

Large Type Books

The large type book collection meets the needs of an increasing number of visually impaired patrons. The major emphasis of the collection is popular fiction (including mysteries,

romances, and westerns) along with high interest non-fiction. Large type books are primarily purchased based on each branch's demographics and demand.

Launchpads

A circulating collection of locked, preloaded tablets with curated learning apps for children. Tablets are subject-focused, with topics ranging from English language arts to math and science. Themed tablets include princesses, dinosaurs, animals, and more.

Library of Things

Circulating collection housed in the Annex at the Main Library, composed of items that library customers may wish to try/test before purchase and/or are infrequently used. These include items used for outdoor activities & games, health & fitness, tools, electronics, party supplies, crafts & hobbies, and musical instruments.

Library Services for the Deaf and Hard of Hearing

Located at the Main Library, this lending library of books, media programs, and assistive communication devices is one of the largest in a U.S. public library. It includes material to educate the hearing public about hearing loss and deafness as well as accessible informational and entertaining material for people who are deaf or hard of hearing. Material about deaf blindness is also available.

Lucky Day Collection

Designed to allow access to bestselling titles for casual library users without the placement of advance holds, this collection is composed of print adult and young adult books in fiction and nonfiction. These items have a limit of one checkout per library card and a shortened, fourteen-day loan period to encourage faster turnover of material. No renewals or reservations online or by phone are allowed. Books stay in Lucky Day status for two months before converting back to regular status.

Music Collection

Music recordings on CD are available at some of our branch libraries although we are phasing this collection out as streaming has replaced most demand for music on compact disc. An emphasis is placed on keeping these collections at branches with an older demographic who still prefer that physical format.

Periodical Collection

NPL's newspaper and magazine collection is available in physical and digital formats and provides current and retrospective information aimed at meeting the needs of the community. The periodical collection consists of diverse publications in fields which are of interest to the community. It includes popular reading magazines, foreign language publications and subject-specific titles. Journals which are highly technical or scholarly are generally not included in the collection.

In addition to magazines, the collection includes newspapers published locally as well as from major geographical areas of interest to the community.

Back issues of magazines circulate. Back issues of many titles are accessible digitally for reasons of preservation and space conservation.

Special Collections Division

As the information center for the Nashville community, NPL places a high priority on acquiring comprehensive information and resources about Nashville, past and present. The Special Collections Division at the Main Library, collects reference and non-circulating material which reflect the county's historical and cultural development, with special attention to its ethnic diversity and heritage.

The collection of historical Nashville newspapers on microfilm at the Main Library is one of the most comprehensive available in Davidson County. This collection is supported by research and historical materials. The Special Collections Division acquires exhaustive and selective material that furthers the mission to preserve and share across generations the culture and history of Nashville. It also collects maps, pamphlets, manuscripts, and selected ephemera of local significance. Non-print material include videos, sound recordings, oral histories, and photographs.

NPL does not actively seek manuscripts, collections of papers, memorabilia, or three-dimensional material, although it does selectively accept gifts of this nature, particularly when the material relates to the City of Nashville.

Special Collections Division book collections include:

Banner & Stahlman Collection

These two book collections are from the Nashville Banner newspaper and also includes selected titles from the James G. Stahlman personal book collection.

Genealogy Collection

This collection includes published family histories, family name origins, early passenger lists, coats of arms, research material for the genealogist and how-to books related to the same subject. The published family histories and records included in this collection are non-Tennessee, primarily relating to the areas from which Tennesseans came prior to settling in Tennessee, including Kentucky North Carolina, South Carolina, Virginia, and Great Britain.

Grantham Collection

The Grantham Collection consists of 5,000 titles, including a few of his own personal publications, from Dr. Dewey Grantham, History Professor Emeritus at Vanderbilt University. Dr. Grantham's collection includes the social, cultural, economic, and political history of the post-Civil War South.

Civil Rights Collection

This monograph collection with a focus on the Civil Rights Movement in Nashville, Middle Tennessee, and the South is in the Civil Rights Room. It is funded by the Robin and Bill King Foundation.

Muirhead Collection

This collection was donated by Judge Jean Muirhead and includes material related to women's civil rights and women's issues.

Nashville Authors

The Nashville Authors Collection is composed of both fiction and nonfiction titles not concerning Tennessee subjects authored by Nashville residents. Nashville authors who write fiction or non-fiction about Tennessee subjects will have their books housed in the appropriate Tennesseana section within Special Collections. Some of these titles may also be available elsewhere in NPL as part of the circulating collection.

Tennesseana

This is the largest of our monograph collections and includes Tennessee, Middle Tennessee, Davidson County and Nashville local history; Nashville City Directories; biographies about Tennesseans; and selected fiction set in Nashville or Middle Tennessee. Significant portions of the Tennesseana collection include published family histories about Tennessee families; published county records and other resource for Tennessee genealogical research; and local county and city histories for areas in Middle Tennessee.

Votes for Women

The Votes for Women Collection focuses on Nashville's and Tennessee's role in the ratification of the 19th Amendment to the United States Constitution, and American women's political movements, particularly in the South. Located in the Votes for Women Room, this collection was initiated through the vision of Margaret Behm, Juli Mosley, and Jeanie Nelson to commemorate the 100th Anniversary of the 19th Amendment.

The Wilson Limited Editions Collection

Containing more than 800 beautifully designed and illustrated books and portfolios of featured artwork by renowned artists such as Henri Matisse, Pablo Picasso, and Jacob Lawrence, this reference collection is housed at the Main Library and is available for viewing in depth by appointment only.

Talking Books

The Talking Book collection is a circulating collection of picture books, fiction, nonfiction, graphic novels, and easy readers with embedded audio narration. Combining print with audio is the easiest way for emerging and struggling readers, auditory and special education learners, and ELL patrons to learn literacy skills.

Textbooks

Through an agreement with Metro Nashville Public Schools, all NPL locations have a core collection of print textbooks covering the basic core curriculum areas. These are reference items used for homework assistance and are updated each year. We do not replace missing textbooks.

Videos

NPL collects videos to meet the educational and recreational needs of adults and children. The collection consists of popular feature films, television movies and shows as well as documentaries, instructional and educational films, and film festival selections. Formats include DVD and other digital media.

Videos of feature films include film classics, such as those named to the National Films Registry, and highly rated current films of broad family appeal or potential cultural, historical, or aesthetic significance.

World Language Materials

NPL maintains a collection of world language material, aimed at meeting the recreational and many of the informational needs of the Nashville community. Resources include books, magazines, and newspapers, videos, and sound recordings. These materials are primarily circulating. NPL's collection also includes material which aid in learning a second language. These resources include books such as grammars, dictionaries, audio CDs, databases, and videos for learning the languages most frequently studied in the community.

NPL is committed to developing and maintaining foreign language collections which meet the needs of a changing Davidson County population. Foreign language needs are assessed through such tools as US Census data, patron requests, circulation statistics and community awareness. Availability of material may impact the development of the collections.

Collection Development Policy Proposed Revisions

Policy title and references throughout policy:

Current wording: Collection Development Policy

Proposed wording: Collection Development & Management Policy

Reasons for suggested change:

“Collection Development” implies original creation. Our policy also includes active management of our materials, including but not limited to maintenance and removal, donations, replacements, and requests for reconsideration.

Under Independently Published Material section

Current wording:

NPL looks for material with regional connections and collection relevance that will appeal to a wide audience. The best way to bring an item to the Library’s attention is through reviews. Review sources that specialize in independently published material include the following:

- Foreword
- Small Press Review
- Independent Publisher

A positive review in one or more of the library review journals, such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly or in the Sunday edition of the local daily paper will give an independently published book an improved chance for selection by NPL. Information regarding the material should be sent to NPL’s Material Management Department

Proposed wording:

NPL looks for material with regional connections and collection relevance that will appeal to a wide audience. A positive review in one or more of the library review journals, such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly or in the Sunday edition of the local daily paper will give an independently published book an improved chance for selection by NPL. Information regarding the material should be sent to NPL’s Material Management Department.

Reason for suggested change:

At least one of these publications has ceased and it is unnecessary to mention specific publications in a policy document.

Under Gifts and Donations section

Current wording:

NPL will accept donations to our circulating collection in like-new condition, and for formats that we currently provide in our collection. However, we will not accept donations for the following:

- Audio CDs, Music CDs
- Magazines & Newspapers, including gift subscriptions

Proposed wording:

NPL accepts donations to be considered for addition to our circulating collection for items and formats that we currently provide in our collection, except for the following:

- Audio CDs & Music CDs
- Magazines & Newspapers, including gift subscriptions

These donated items must be in new condition.

Reasons for suggested change

We do not accept all donations into the circulating collection. Wording is more concise. VHS is no longer in the collection. Addition of the word “items” is required as it encompasses more than just formats and can include items within the new Library of Things collection.

Under Requests for Reconsideration section:

Current wording:

Any Davidson County resident has the right to express concerns about library resources and expect to have the objection taken seriously. Persons wishing to recommend the removal or reclassification of a particular item in the NPL collection are encouraged to discuss their concerns with a library manager. If the patron is not satisfied with the response to their request, the manager will provide the patron with information and a form to request formal reconsideration of the library resource. Bearing in mind NPL's mission statement, philosophy and the selection criteria of this collection development policy, the request will be reviewed by the Library Director and staff. Questioned items will be considered in their entirety, not judged solely on portions taken out of context. Questioned items will remain in circulation during the reconsideration process.

After evaluating journal reviews and other materials submitted by the patron and the staff, the Library Director, or the Material Services Manager as his designee, will respond within 30 days of receiving the formal request.

Proposed wording:

NPL welcomes feedback from Davidson county residents about library resources. Library staff constantly review the collection based on feedback from Davidson County customers, because taxes from Davidson County residents fund the Library. NPL also strongly encourages parents and guardians to be actively engaged in their children’s reading habits by linking their library account to their child’s. By doing so, parents can see what their children are borrowing from the library.

Residents wishing to recommend the removal or reclassification of a particular item in the NPL collection are encouraged to discuss their concerns with a library manager. If the patron is not satisfied with the response to their request, the manager will provide the patron with information and a form to request formal reconsideration of the library resource. Bearing in mind NPL's mission statement, philosophy and the selection criteria of this collection development policy, the request will be reviewed by the Library Director and staff. Questioned items will be considered in their entirety, not judged solely on portions taken out of context. Questioned items will remain in circulation during the reconsideration process.

The Library reserves the right to decline a request for reconsideration for a title that has already been reviewed for reconsideration. Due to the time it takes to properly review materials, the Library will only be able to accept one title per resident per quarter. A maximum of three titles will go through the full reconsideration process in a thirty-day period. Items being reconsidered, will remain in circulation during the reconsideration process.

Library management will carefully review the material, and a letter, conveying the Library’s response, will be mailed to the resident within 30 days of receiving the formal request.

Reasons for suggested change

The last two requests for reconsideration were both from out of county users but our board-approved policy already states that only Davidson County residents mail file a Request for Reconsideration. Our collection is purchased and selected based on Davidson County residents needs and requests and is funded by their property taxes at an average cost of \$50 per year. While we have set a generous library service area that offers library cards for a nominal \$10 fee as a courtesy, our legal charter is for Davidson County residents only and surrounding jurisdictions have their own public libraries that residents can choose to utilize if they are unhappy with our collection. Public libraries around the country have been inundated with multiple requests for reconsideration, often from one organization or customer.