

NASHVILLE PUBLIC LIBRARY

Board of Trustees Meeting

October 17th, 2023



Nashville Public Library Board of Trustees
Agenda
October 17, 2023
Main Library
615 Church Street
Nashville, TN 37219
12:00 noon

- 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
- IV. Board Chair Comments, *Joyce Searcy*
- V. Approval of Minutes: September 19, 2023
- VI. Interim Library Director Report, *Terri Luke*
- VII. Foundation Report, *Shawn Bakker*
- VIII. Old Business
 - a. Library Director Search, *Joyce Searcy*
- IX. New Business
 - a. Early Literacy Resolution, *Katy Varney*.....pg 52
 - b. Updated Collection Development Policy for Limitless Libraries, *Linda Harrison*
 - c. Updated NPL/NPLF Memorandum of Agreement, *Shawn Bakker and Terri Luke*
 - d. Metro Arts and NPL partnership, *Jena Schmid*
- X. Adjournment

Next Scheduled Board of Trustees Meeting
December 12, 2023
Main Library
615 Church Street
Nashville, TN 37219
12:00 noon

Meeting Minutes – October 17th, 2023

**Nashville Public Library Board of Trustees
Meeting Minutes
September 19, 2023
Bordeaux Branch
4000 Clarksville Pike
Nashville, TN 37218
12:00 PM**

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

Library Staff: Terri Luke, Susan Drye, Jen Schmid, Sherry Adams, Shawn Bakker, Kyle Barber, Andrea Fanta, Lisa Bubert, Marva Bryant, Shelly Bryson-De Los Santos, Destinee Garrison, Annie Herlocker, Kevin Hilton, Darlene Jones-Webster, Glynis Kirkpatrick, Jahan Mahdi, Megan McAlister, Erin Piper, Jill Trent, Freddie Tucker, Dannielle Yeprem

Others: Derrick Smith, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County; Razel Jones, Workforce Diversity Manager at Metropolitan Government of Nashville and Davidson County; Karen Miller, Briana Trudell, Lisa Wiltshire

- I. Call to Order / Roll Call
 - a. The meeting was called to order at 12:00 PM.
- II. Metro Ordinance required to be announced at all Board Meetings – *Chair, Joyce Searcy*
 - a. “Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of the Nashville Public Library Board may be appealed to the Chancery Court of Davidson County for review under a common law writ of certiorari. Any appeal must be filed within sixty days after entry of a final decision by the Board. Any person or other entity considering an appeal should consult with an attorney to ensure that time and procedural requirements are met.”
- III. Public Comments
 - a. Ms. Joyce Searcy introduced Ms. Lisa Bubert, the Children’s Librarian at the Madison branch and a Union Steward for the library’s union. Ms. Bubert spoke on behalf of the unionized and frontline staff at Nashville Public Library, whom she expressed are eager to see who the Library Board would select as the new Library Director.

Ms. Bubert stated the following:

“We [the unionized library staff] need to have a leader who values transparent and open communication from all levels. We want a leader who is willing to talk directly to frontline and union staff so they can get the real perspective on what it’s like to work front desk at the Nashville Public Library. We want somebody who is committed to protecting intellectual freedom, someone with the demonstrated experience creating an anti-racist and equitable workplace for our queer, BIPOC, neurodivergent and disabled staff, someone who is vocal about it to the library, but also to the community at large, and somebody who is always working under the guideline of good faith and mutual trust.

Lastly, we need a leader who frankly will advocate for better pay, especially as Metro embarks on a pay study this year. The library is the seventh largest department in Metro with over 350 employees, but we are the lowest paid department in Metro. Our median compensation hovers at about \$46,000 annual. Median pay for [Metro] Parks, with 364 employees, is \$53,000 annual, and median pay for the [Metro] Water department, at 892 [employees], is \$55,000 annual. It’s important to note that the [Metro] Water department is well unionized, and they have a very pro-worker director. Research shows it takes an annual salary of \$80,000 just to live comfortably in Davidson County, and according to the MIT living wage calculator, which is what Metro uses to determine compensation, one working adult caring for one child need at least \$64,000 annual just to survive. There are 80 out of 350 employees that make at least \$64,000. These are Senior Librarians, Managers, Admin, Tech, Finance, and HR. Full disclosure, I work as a Senior Librarian and have for seven years, and just now hit \$63,000. Our lowest paid employees, our Security Officers and our Custodians have the most dangerous and grueling jobs in the system, and they only make \$40,000, and we have high turnover in both areas, and it shows. But I do not want to leave this statement without acknowledging that Terri Luke has done an admirable job serving as our Interim Director. It has been grueling, it’s been longer than she expected, and she remains respected and appreciated by staff at all levels, and this is because she is the kind of leader who will reach out to a staff member directly to hear their insight. She sends updates, she follows up, she is kind, approachable, has always kept an open-door policy, and she operates under the guideline of good faith. She explains her decisions, even if they are unpopular, and she is a great example of the kind of pro-worker leader that we want to see moving forward, and we do thank her for her service.”

b. Ms. Searcy thanked Ms. Bubert for her comments.

IV. Approval of Minutes: July 18, 2023

a. Ms. Searcy asked The Library Board to move the approval of the minutes up on the agenda schedule to prioritize the Resolution being presented to the Bordeaux branch staff. Mr. Charvis Rand made a motion to accept the agenda change. Mr. Robert Oermann seconded. The motion passed unanimously.

- b. Mr. Oermann made a motion to approve the July 18th Board Meeting minutes. Mr. Rand seconded. The motion passed unanimously.

V. Resolution to Recognize the Bordeaux Library Staff, *Joyce Searcy*

- a. Ms. Terri Luke acknowledged the Bordeaux branch staff members and thanked them for their quick actions during the active shooter incident that occurred on August 10th.
- b. Ms. Luke asked the present staff to stand as Ms. Searcy read the following aloud:

“Appreciation for and Acknowledgement of the Service, Dedication, and Work of the Staff of the Bordeaux Branch Library; On Thursday, August 10, 2023, the Library experienced an active shooter incident at the Bordeaux Branch Library.

The Nashville Public Library Board of Trustees extends its acknowledgement of and gratitude for the work and service provided by Marva Bryant, Shelly Bryson-De Los Santos, Destinee Garrison, Annie Herlocker, Kevin Hilton, Darlene Jones-Webster, Glynis Kirkpatrick, Jahan Mahdi, Megan McAlister, Alfreda Miguel (in absentia), Kathryn Pearce (in absentia), Erin Piper, Jill Trent, Freddie Tucker, and Dannielle Yeprem.

Whereas, The Bordeaux Branch Library staff responded to this event with speed, calm, compassion, and superb professionalism; and Whereas, Because of their actions, the Bordeaux Branch Library remains a welcoming space that is open to all.

Now, therefore, let it be hereby resolved, that the Nashville Public Library Board of Trustees recognizes and appreciates the dedication of the Bordeaux Branch Library staff.”

- c. Mr. Rand made a motion to accept the resolution. Multiple Library Board members seconded. The motion passed unanimously.
- d. Ms. Searcy expressed her gratitude for the Bordeaux branch staff and emphasized that The Library Board stood with them in solidarity and would be there to support them. Ms. Luke added that the MNPd officers on duty applauded the Bordeaux branch staff on how they handled the incident.

VI. Board Chair Comments, *Joyce Searcy*

- a. Ms. Searcy informed The Library Board that in the second meeting held with the search committee, the members of said committee went into a session to receive advice from the library attorney, Mr. Derrick Smith, and the attorney at large for Metro HR, and in their legal opinion, the search committee was a committee of The Library Board since it had been appointed by Ms. Searcy herself; as such, as a committee of The Library Board, any committee discussions— including ones involving the applicants— would need public notice and must be open to the public. Ms. Searcy continued that with Mr. Smith’s advice, the search committee became a community advisory committee to Bradbury Miller Associates and Mr. Razel Jones (who was initially a member of the search committee to comply with the new Metro Ordinance to involve a Metro Workforce Diversity staff member in any selection for the director of a Metro

department). Ms. Searcy explained that if she continued to participate as part of the community advisory committee, the meetings would still require public notice, and in response Ms. Searcy stepped down from said committee. Ms. Searcy also notified The Library Board that because of the change, the community advisory committee had to revise the selection process and schedule, resulting in the decisions made by Bradbury Miller Associates, which would be presented later in the meeting.

VII. New Business

- a. Approval for Interim Director Salary Increase, *Susan Drye*
 - i. Ms. Searcy informed The Library Board that she initiated a conversation with Ms. Shannon Hall— Director of Metro HR— to inquire about how quickly Ms. Luke could appoint an Interim Assistant Director to serve over the branches while she maintained her duties as Interim Director. Ms. Luke had been taking on the duties of Interim Director while overseeing her previous duties as Assistant Director of Branch Services, to which Ms. Searcy concluded that Ms. Luke maintaining the duties of both roles was inefficient. Ms. Searcy expressed the need for Ms. Luke to focus on the duties of the director to avoid burnout. Ms. Searcy continued saying Ms. Hall recommended The Library Board review Ms. Luke’s salary, according to Metro’s open-range and step plans for Metro employees.
 - ii. Ms. Susan Drye stated that according to Metro, the library director is not considered a Civil Service employee of the Metropolitan Government, but a contract employee hired by The Library Board, and any payroll increase above which any other Metro employ would receive has to be approved by The Library Board. Ms. Drye continued that as part of the Fiscal Year 2024 Operating Budget, all Metro employees received a 6% COLA increase, of which Ms. Luke received, and a 3% open-range increase, which Ms. Luke was not entitled to due to her employment status. Ms. Drye requested that Ms. Luke, serving as Interim Director, receive the additional 3% pay increase that all open-range employees received (retroactive as of July 1st). Ms. Drye clarified that Ms. Luke would receive said pay increase until her duties as interim were completed, at which time it would adjust back to the salary allotted for Assistant Director of Branches.
 - iii. Ms. Searcy carried forth the motion to accept the recommendation to increase Ms. Luke’s salary as Interim Director by an additional 3%. The motion passed unanimously.
- b. Early Literacy Presentation, *Lisa Wiltshire*, Program Director at the Prenatal to 3 Impact Center at Vanderbilt University

- i. Ms. Searcy stated The Library Board needed to be more informed about the Library Foundation's early literacy plans, and invited Ms. Lisa Wiltshire, the consultant for early literacy planning, to discuss plans in detail.
- ii. Due to time constraints, The Library Board asked to have Ms. Wiltshire return to a later meeting to discuss early literacy planning. Many of The Library Board members agreed to be at the Library Foundation meeting the following day, where Ms. Wiltshire would be giving a presentation on the same subject matter.

VIII. Interim Library Director Report, *Terri Luke*

- a. Ms. Luke sent July and August updates to The Library Board members informing them and library staff that Ms. Jena Schmid was selected to be the Interim Assistant Director of Branch Services and Mr. Kyle Barber was selected to be the Interim Assistant Director of the Main branch. Ms. Luke added that Mr. Barber requested an internal transfer to Edmondson Pike branch to replace Kara Youngblood, who recently resigned. Once Mr. Barber completed his time as interim, he would be transferring to Edmondson Pike full-time as their new branch manager. The Library Board congratulated Ms. Schmid and Mr. Barber on their promotions.

IX. Foundation Report, *Shawn Bakker*

- a. Ms. Shawn Bakker informed The Library Board that invites were sent out for the Library Foundation's annual board meeting on September 20th. Ms. Bakker added that the meeting is an opportunity for both boards to stay aware of the work that each does based on the memorandum of agreement between the foundation and the library.
- b. Ms. Bakker reminded The Library Board of the NPLF Gala on November 3rd and 4th, where the children and young adult author, Ms. Kate DiCamillo, will be honored for her work. Ms. Bakker added that there would be a free public lecture at Martin Luther King Jr. High School on the morning of the 4th, and the formal Gala would occur later that evening at the Main library. Wishing Chair Productions planned to turn one of Ms. DiCamillo's books into a puppet show that would be shown at the public lecture on the morning of the 4th.

X. Presentation of the Library Director Finalists, *Karen Miller*, Principal and Owner at Bradbury Miller Associates and *Razel Jones*, Workforce Diversity Manager at Metropolitan Government of Nashville and Davidson County

- a. Ms. Karen Miller with Bradbury Miller Associates gave an update on the current library director search. Ms. Miller recounted that Bradbury Miller's first meeting held with The Library Board was on April 11th, and shortly thereafter, their firm held a kickoff meeting on April 18th with a group of individuals from the Nashville community who were initially identified as individuals who would be involved in the interview process. Ms. Miller stated those individuals were Ms. Suad Abdulla, Ms. Elyse Adler, Mr. Harry Allen, Mr. Hal Cato, Mr. David Esquivel, Mr. Razel Jones, Ms. Dee Patel, Ms. Gini Pupo-Walker, and originally Ms. Searcy, The Library Board Chairwoman. Ms. Miller

explained that during the meeting, the group discussed the search process in detail and identified who and what groups would be receiving the link to access and receive the initial survey used to gather information about what the community and staff wanted in a new library director: 750 surveyees were community members, 153 were NPL staff, 106 were library members, 17 were Foundation Board members, and 6 were Library Board Members. Ms. Miller stated that the position was posted via approximately 55 library specific job sites, and the firm also created an email campaign targeting about 400 library professionals across the nation who were more likely to recommend or be interested in the posting. The result of the marketing efforts from the firm was a total of 28 applicants, 22 of which were qualified based on the job description agreed upon by The Library Board and Metro HR. The position was posted for a total of six weeks.

- b. Ms. Miller informed The Library Board that Metro attorneys notified the group that their meeting would have to be held publicly because the search committee was representing The Library Board. Ms. Miller continued that they did not receive this notice until less than seven days before the meeting was scheduled to be held. Metro Legal then notified Bradbury Miller and the search committee that the current director search needed to be change and there was a meeting held for Metro Legal to advise the search committee on how to move forward. Mr. Derek Smith advised Ms. Miller to refrain from disclosing the contents of that meeting, as to avoid waiving the terms of attorney-client privilege. Ms. Nadine De La Rosa asked if Ms. Miller could at least elaborate on the change that occurred. Mr. Smith further explained that Metro Legal advised the search committee to be reassembled as a committee serving under Bradbury Miller, and for Ms. Searcy to step down from said committee.
- c. Ms. Miller continued that because of the change, the timeline was affected, and the initial dates intended for the interviews had to be pushed back, resulting in Ms. Miller and Mr. Razel Jones being the only interviewers. Ms. Miller stated she and Mr. Jones were able to work quickly to reschedule the interviews. The search committee—renamed the BMA Advisory Group— as well as Ms. Miller and Mr. Jones met again to discuss interview questions and review interview candidates. Ms. Miller added that because of the last-minute change to the schedule, many of the members of the BMA Advisory Group had difficulties participating in the interview process, but prolonging the process to better accommodate the BMA Advisory Group and their schedules could have resulted in losing potential candidates, so Ms. Miller and her team moved forward. Those advisory group members who were able to attend the interviews on August 21st were Ms. Patel, Ms. Adler, and Mr. Allen. Ms. Miller, Mr. Jones, and Ms. Adler held the additional interviews on August 22nd and 23rd. Though the BMA Advisory Group members were not all able to be apart of the interview process, Ms. Miller made sure to incorporate those members again to have a final review of the candidates from the first round of interviews. The members from the advisory group who were able to attend the final review were Ms. Adler and Ms. Patel. Ms. Miller maintained that Mr. Jones, Ms.

Adler, Ms. Patel, and herself were all on the same page with the final four recommendations they chose to present to The Library Board.

- d. Ms. Miller asked if there were any questions from The Library Board before she presented the final four candidates. Mr. Oermann remarked that it did not seem as if the advisory group was a success since most of them were unable to participate in the interview process. Ms. Miller explained that because of the change initiated by Metro, she and her team had difficulty getting some of the advisory group members to respond after attempting to reschedule. Ms. Miller added that each of the advisory group members had access to the candidate applications.
- e. Ms. Kate Ezell asked if Ms. Miller had ever had this sort of experience in previous searches for other library systems. Ms. Miller stated she had not, and in the past her team was usually aware of certain requirements from a library system well in advance, but she and her team take pride in being able to adjust when necessary.
- f. Mr. Oermann asked if Ms. Miller had any community input. Ms. Miller referred to the 1,042 responses from the survey sent out to the library staff, community members, and patrons, and added that she and her team held focus groups with administrative leaders at the library.
- g. Ms. De La Rosa asked what the potential impact of the interview process change was on the candidates themselves. Ms. Miller stated she and her team received a lot of questions from the candidates asking for details on what was happening with the interview process and if the delay was an indication of reticence from The Library Board. Ms. Miller added that last minute delays similar to the one that occurred in this process tend to make everyone look unorganized and confused about what The Library Board is looking for.
- h. Ms. Ezell asked if any candidate withdrew from the process. Ms. Miller stated, “not yet.”
- i. Ms. Drye asked if the four candidates being presented were aware that their names would be mentioned in a public meeting. Ms. Miller confirmed the candidates were aware that their names would be announced in a public meeting.
- j. Mr. Simmons asked if it was an option to start the process over again from scratch. Ms. Miller stated that if The Library Board wanted to wait another 6-9 months to appoint a new director, that choice was up to them, but she and her team felt confident that the finalists they were presenting could meet the expectations of the position, and she further advised The Library Board to at least consider the candidates before starting over from scratch. Ms. Searcy suggested that The Library Board at least go through the interview process and get to know the candidates being presented, and if they decided none of the candidates were a good fit, then they could restart the search.
- k. Mr. Simmons asked for more clarification on the focus groups that were held. Ms. Miller stated there were two focus groups that were staff focused, one being the core

administrative team and the other being a group of managers. Ms. Luke added that the focus group geared towards managers was held at the all-managers meeting, which included 40+ managers across the library system.

1. Ms. Miller announced the final four director search candidates, along with their interview notes and the interview panel findings:

- i. Linda Harrison, Internal Candidate

Linda's current role is focused heavily on building external relationships. She stays connected with key partners and individuals by meeting regularly and checking in often and seeks to give partners a seat at the table rather than simply focusing solely on the existing partnership. She oversees a significant portion of the library's budget currently as well as multiple grants and believes the library needs to be a good steward of tax dollars. She expects regular reporting from her direct reports regarding spending. She has also done a significant amount of fundraising – it's about building relationships. She believes the library needs to maintain a financial cushion and to stay alert for any potential opportunities to save money. She was instrumental in saving the library money and waste when she implemented a new credit card policy for staff. Linda's direct reports would say she is supportive, an advocate, challenges them, and allows them to fail, and that she could improve at determining when the staff person's limits for growth have exhausted when she sees even more potential in them. the pandemic required her and the rest of the staff to get creative and they pulled together as a team- an example of that creativity was when Linda worked with the staff with Kurdish backgrounds to provide story times in Kurdish for those families. In hindsight, she wishes they had been braver and tried to do even more, sooner. Linda recognizes that her current vision would need to shift – she would want to focus on all aspects of literacy, services to youth, workforce development, homelessness, EDI, and sustainability. She would want to have conversations with all board members, staff, and stakeholders of the library to prepare this new vision and then create a roadmap that would connect the library's vision with the city's vision. Linda believes that leadership is a privilege and that the new leader for NPL will need to have a keen sense of self, a clear understanding of purpose, and to be a relationship builder, a communicator, a calming presence, and have a love for people, more than anything else. She has a long history of EDI work in Nashville, starting with the diversity circles of the early 2000s and her connections within the library world with other leaders of color. Libraries are the centerpiece of inclusion, and any leader needs to lead with an EDI lens for all work.

KM analysis: *solid experience - understands internal and external demands of the position. Demonstrated energy and passion for the work and had a fairly*

well-defined vision for the library while still expressing the need for input and feedback. Would have liked to have had a few more details/examples - but the examples given were compelling. Would describe Linda as passionate, energetic, and primarily focused on people, relationships, and control. Would want to explore how she handles opposition and how she reacts under pressure.

RJ analysis: *Passion and lived experience in DEI with immersion in Nashville's diverse communities. Centered building partnerships with stakeholders with core values of democracy and inclusion. Highlighted bridge work to Kurdish population. Prioritized vision for youth, homelessness, sustainability, DEI, and desire to build inclusive NPL workforce culture. Values communication at all levels and love of people. Early adopter as part of Metro's 1st diversity circles and engagement with other cities' libraries that are doing DEI well. Understands NPL's DEI challenges and that DEI lens, empathy, and humanness is critical to leadership. Her teams are true demographic reflections of the city. Stated "You have to live it, breathe it, and walk it to lead it (DEI)." Discussed conversations with transitioning employees as enlightening and necessary; acknowledged need for growth and ed in LGBTQ terminology, and stated belief in DEI across the board. I believe Linda's lived experience, passion, and understanding of DEI is central to her person and work and would be at the forefront.*

- ii. **Roberta Phillips**, former chief executive officer in Library System in Maryland
One of Roberta's strengths is working with government officials and local leaders. She will approach partnership building by evaluating mission alignment and then finding opportunities to convene with those individuals to begin the networking process and seeing where each group can find alignment and partnership benefit. Roberta planned her library's budget around 'people, places and platform' and she has been responsible for large budgets (34 million + capital projects). She has significant fundraising skills, having taken a defunct foundation from zero dollars to 6 million in three years. They accomplished this through planned giving, corporate giving, and other types of organized fundraising efforts. Roberta's direct reports would say she is best at being collaborative and bringing people together. There have been times when she's been asked to slow down and give staff a chance to catch up to her. When the world was experiencing the first throes of the pandemic, she worked with her team to eliminate silos and engage staff – this led to providing leadership opportunities for staff that hadn't existed before.
The end result led the library to win awards. In hindsight, Roberta wishes that it hadn't taken a pandemic to bring the team together, but she is very glad about how it all turned out. Roberta focuses on community-led vision; she seeks to

create impact and engagement. They used human-centered design thinking to develop a staff-driven strategic plan which was a very successful project. Some of the key skills she believes a leader needs to have are being visible to both staff and community, a good listener and communicator, and modeling the behavior that is expected of staff—these are skills she feels strong in and would implement as the leader of NPL. Roberta emphasized DEI efforts are important, ongoing, and require time and effort. She would work toward creating benchmarks for success and developing the model of what an antiracist library should look like and aspire toward that.

KM analysis: *Roberta presents herself as a solid leader and administrator. She dove straight into her EDI work and had clearly done her homework on the library and the interviewers. She has a succinct but clear communication style that makes it easy to follow her train of thought. She demonstrated ambition, political savviness, and vision. She would use all the tools in her toolbox to position the library positively. I would describe Roberta as sophisticated, ambitious, energetic, and prepared. She seems well equipped to handle this role and that she would bring modern, well-developed concepts to the library. Would want to explore the substance of some of the ideas and plans she espouses and dig deeper into some of the concepts she presented, as well as determine how much of a doer vs. a delegator she is and how that works within a strong administrative team. The Board will want to know more about her most recent position and what lead them to separate.*

RJ analysis: *DEIB near and dear to her and stated that the South has great pride in working towards DEIB. Spoke of work to build antiracist libraries and focus of talking to people and getting to know them personally. Stated library vision comes from understanding community challenges/needs. Believes in human-centered service design, along with being visible. DEI begins with education about antiracism and your own bias. Talked about work with Black History, LGBTQ. Committed to eliminating barriers to employment, and creating a model for an antiracist library, centered black authors, made a loud and proud antiracist statement, wrote a VOYA magazine BLM issue, focused on digital equity, and worked towards protecting intellectual freedom. Recognizes DEI is hard work, but a sense of belonging is important. Roberta knows the language of DEI and shared cutting-edge library work with us in this space. Would want to get a better understanding of her role in the mentioned initiatives and understanding of and passion for additional nuanced cultural groups besides Black and LGBTQ+ along with how DEI feels in the South.*

- iii. Chad Helton, former library director for Hampton County Library System in Minnesota

Chad is passionate about how the library affects homelessness, affordable housing, etc. Has work experience in huge urban cities and credits his success to having unique perspective as an individual who started his career later in life after being a college dropout who hadn't had a full-time job for a number of years. His experience overseeing 72 libraries taught him the importance of strong relationships and creating buy-in in those communities. Chad values learning what people want – he instituted monthly meetings with each county commissioner to discuss libraries and exchanged what he was learning about the communities and what they were learning about libraries. He stated you find out really fast when things come up if you need to give a relationship more or less touch. Gave examples of drag queen storytimes in LA and how it was important to get commissioners on-board early and have them as a part of the rollout so that they're not blindsided, voice concerns, and stand with you. Has a lot of budget experience as he stewarded \$114M in LA and \$65M for Hennepin County (Minneapolis) system. Heavy fundraising experience, raising \$3M for the LA budget through connections to the LA Dodgers and \$1M to offset budget cuts in Minneapolis from the Minnesota Twins organization. Believes visibility is extremely important with community and staff; hosted weekly all-staff Q&A where anyone could show up and ask him any questions in the aftermath of the George Floyd incident in Minneapolis. He also hosted 30-minute meetings with 400 staff. As for an area of improvement, he can be very honest about challenges and some people have difficulty having those types of conversations. In the aftermath of George Floyd, he was asked by some staff to write a public statement condemning his boss when Derrick Chauvin received bail. Chad resisted, believing it wasn't his role or responsibility as library director when the library is meant to be a non-partisan entity. He believes that vision is built through the community, and he tries to find ways to reach those who we don't already have connection to the library for input (ex. Youth Library Board). Values speaking directly to communities (ex. Community conversations led him to bring back security after the George Floyd situation in a predominately Black neighborhood where the staff didn't want security, but the conversations showed that the community members did). Chad stated that he brings in talented individuals who challenge him and applies Miles Davis' band management approach- he sees himself as the band leader who brings it back to the melody while giving the rest of the team a chance to take the spotlight and shine. Noted he is 1 of 15 individuals in the U.S. who has served in a library director role who share his identity and he knows 12 of them, which he feels is sad. DEI is a huge part of his life and experience. Has experienced working in libraries where managers hire people exactly like themselves, and he believes in stepping out of his comfort zone to hire someone who thinks differently. Discussed strategies he has employed in LA for local targeted hiring (i.e. hiring within a 3-4 mile radius of branches). Worked to create more opportunities; has consistently worked to

bring about changes, remove barriers from job access, and is willing to take on the hard conversations and create actionable plans.

KM analysis: *Chad has the most directly relatable experience of those we interviewed. He provided us with memorable examples when answering questions – I have no doubt I’ll remember his example of his leadership style being similar to how jazz musicians lead their bands. I would describe him as engaging, low-key, straightforward and matter of fact. He did not lead the conversation with ego or hubris—I found him to be relatable, personable, and accessible while maintaining a level of charisma. It was a truly enjoyable conversation. Because of the controversy at Hennepin County that made the news and led him to resign from his position there, I had the opportunity, while working with the County to find his replacement this summer, to ask former coworkers, peers, and supervisors their opinions about Chad and everyone I spoke to had nothing but high praise for him. And in spite of the very public situation he was put in, he has nothing but kind words to say about Hennepin in return.*

RJ analysis: *Chad has demonstrated leadership in areas with similar and even with more diverse compositions than Nashville. Centers listening directly to community voices rather than just going with something he creates in his own head – goes to the community through town halls and interpersonal conversations/relationships. Blues reaching out to those who don’t have connections. Created Youth Library Board to ensure voices heard. Has made difficult decisions by hearing directly from community voices. Values having talented individuals around him with diverse lenses that will challenge him and creating teams with diverse ideas. Discussed being 1 of 15 individuals in the country who identify racially as he does, which makes him a trailblazer in the field - he demonstrated DEI acumen and strategy in his previous library director positions and how DEI is central to his lens through efforts in Watts and Minneapolis. Discussed diverse recruitment/hiring strategies he has applied and real action steps he has taken to tackle DEI challenges. I appreciate Chad’s DEI lived and professional experience. He thoughtfully navigated one of the most tense times in recent American history in DEI landscape at ground zero of the George Floyd situation. He stepped into a landmine and navigated it thoughtfully in a situation where no one knew the “right” answer/response. His personal style demonstrates an appreciation of his lived experience in combination with an understanding of the importance of neutrality – in the sense of not allowing his own identity to make him come off like he’s on a personal soapbox in dealing with DEI matters, but navigating with equity, with diverse voices informing his decisions, and with personal integrity.*

iv. Jason Kuhl, Missouri Library Chief Executive Officer

Jason would work to be seen as a community leader in Nashville – developing relationships on behalf of the library would mean they need to ascertain the motivations of a potential partner—would the library benefit from the partnership? Do the missions align? If the relationship needed to be reevaluated, he would want to dig deeper to fully understand the relationship and if it could be repaired, and how. Jason as served as the CEO of two different libraries and has had sizable budget responsibilities with both organizations. (14 million and 24 million). He went from a very well-funded library system to one that looked great on the surface level but needed significant shoring up in the areas of technology and infrastructure. Revamping the budget and making adjustments to make up for those deficits required training and explanation to the staff and the board, as well as the funders. He was able to address these issues by looking externally for additional funding and working internally to cut costs where he could. He was also able to work with the library’s foundation to go from losing money every year to being a significant asset for the library. Jason’s direct reports appreciate that he gives them the space to do their jobs and that he hires the right people for the job. They would say that he could continue to improve on setting boundaries for himself and for the library—it is hard to say no. Jason thinks that strategic planning for the library should involve everyone and using all of the data and tools available to develop a plan that hopefully reflects everyone. Jason believes that some of the key skills that a library leader needs would include being the big-picture person while trusting the rest of the team to see to the details, demonstrating the vision to the staff and communicating carefully and thoughtfully, and being authentic, realistic, and honest. He expressed an interest in serving everyone and recognizes that most major library systems are run by white men while the library field primarily consists of women. He would minimize the emphasis on the MLS for jobs in the library as part of the way to address the inequities inherent in the field currently.

KM analysis: *Jason is well equipped to run a library the size and scope of Nashville. He is used to working in communities with opposing viewpoints. It felt as if he mirrored many of the same thoughts and perspectives as Roberta did, but in a more earnest tone and with a bit less finesse. I think he is well equipped for the position. Would describe him as earnest, conciliatory, congenial, and having less edge than Roberta while being similar to her in experience. Would want to explore how he handles pushback internally or externally and to dig deeper on DEI.*

RJ analysis: *Jason shared his thought that most libraries are run by white men in a female-dominated field and sees that as problematic in and of itself. Would like to work to eliminate barriers in academic credentials that may not really be needed. Recognizes that collection titles can be biased and that even data can*

lead to biases; prefers to apply a broader data set. Discussed a complaint about an employee with a goatee and nail polish and the challenge of dealing with community perceptions and the changing of the narrative surrounding the situation. Tries to see advertisements, displays, collections, etc. Through an equity lens. Stated that we all have something about us that you can't see. Would want to learn more of his contributions to DEI, how he would handle DEI challenges, and how DEI is considered in his leadership decisions.

- m. Ms. Miller reiterated that the decision to accept or reject the recommendations presented was entirely up to The Library Board, but the advisory group believed that the names presented in the meeting were talented, visionary, and had the experience and skillset necessary to move the library forward. Ms. Miller also informed The Library Board that one of the finalists had recently been offered a position elsewhere. Ms. Katy Varney asked if The Library Board members were allowed to know which individual had received another job offer and what their timeline was going forward. Ms. Miller stated that because the meeting was public, she did not feel comfortable sharing the name of that individual, in order to avoid compromising their opportunity. Ms. Miller stated that the candidate in question was supposed to accept or reject the job offer by the end of the month of September.
- n. Ms. Searcy reminded The Library Board that on October 30th, the candidates would be coming to tour the library and to give presentations to The Library Board and staff, and on the 31st The Library Board would be interviewing the candidates.
- o. Ms. Varney asked Ms. Miller if she could ask the candidates to hold off on any other job opportunities until after October 30th and 31st. Ms. Miller said she would let the candidates know, but she could not promise that they would be able to comply with such a request.
- p. Ms. Searcy thanked Ms. Miller and Mr. Jones for their time and dedication to the library director search.

XI. Adjournment

- a. The meeting was adjourned at 2:19 PM.

Next Scheduled Board of Trustees Meeting

October 17, 2023

Main Library

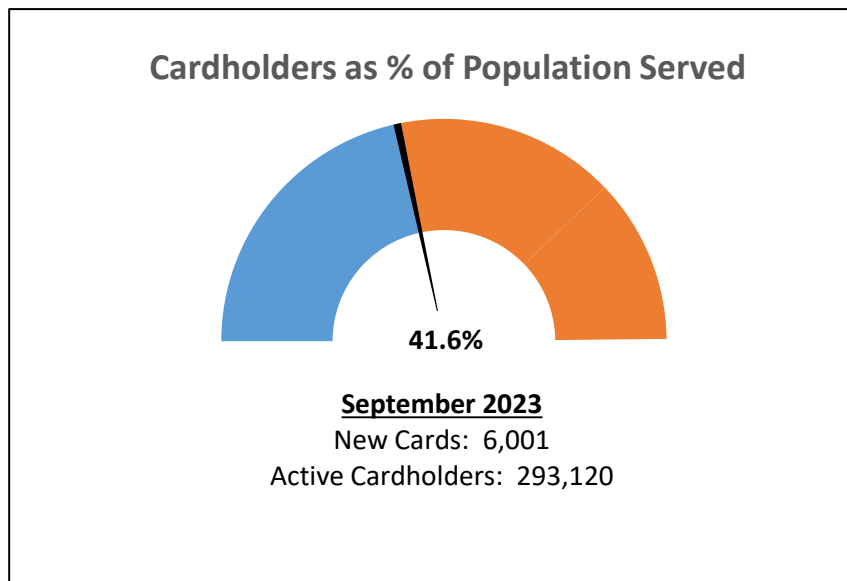
615 Church Street

Nashville, TN 37211

12:00 PM

Statistical Summary – October 17th, 2023

Nashville Public Library



Cardholders	Sep-23	Sep-23 Year-to-Date	Active Patron Cards	Average Cards in Last 12 Months
New Registrations	6,001	6,001	293,120	290,605

Volunteer Services	Sep-23	Sep-22	Year-to-Date	% Change 2022-2023
Number of Volunteers	189	155	491	21.94%
Volunteer Hours	1,338	1,197	3,345	11.78%

Attendance for Room Use	Sep-23	Sep-22	% Change 2022-2023
Community Use	30,456	4,045	652.93%
Library Use	20,139	7,565	166.21%

Reference	Sep-23	Sep-22	% Change 2022-2023
Answered	23,926	16,977	40.93%

Wireless Data

*Wireless Reporting Errors prevent submission. We apologize for the lack of data.

Statistical Summary – October 17th, 2023
Nashville Public Library

Database and Website Data

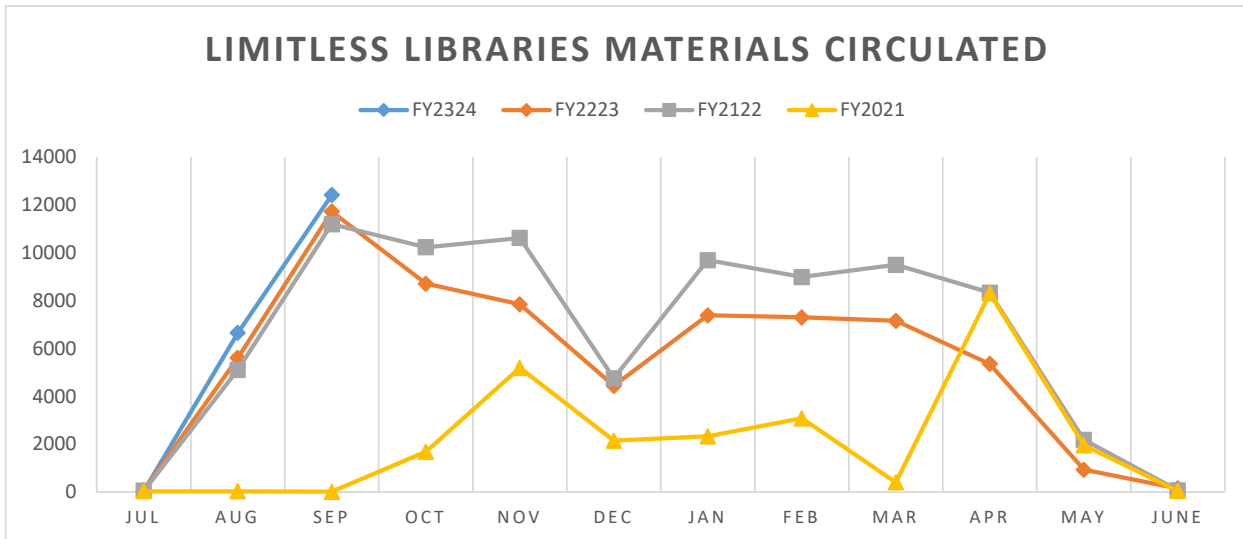
Public Computer Use			% Change 2022-2023
	Sep-23	Sep-22	
Total Computer Use	20,223	20,521	-1.45%
Total Wireless Use	30,485	31,517	-3.27%

*Wireless Data is Estimated due to Data Error

Website Visits			% Change 2022-2023
	Sep-23	Sep-22	
Webserver	391,230	329,631	18.69%

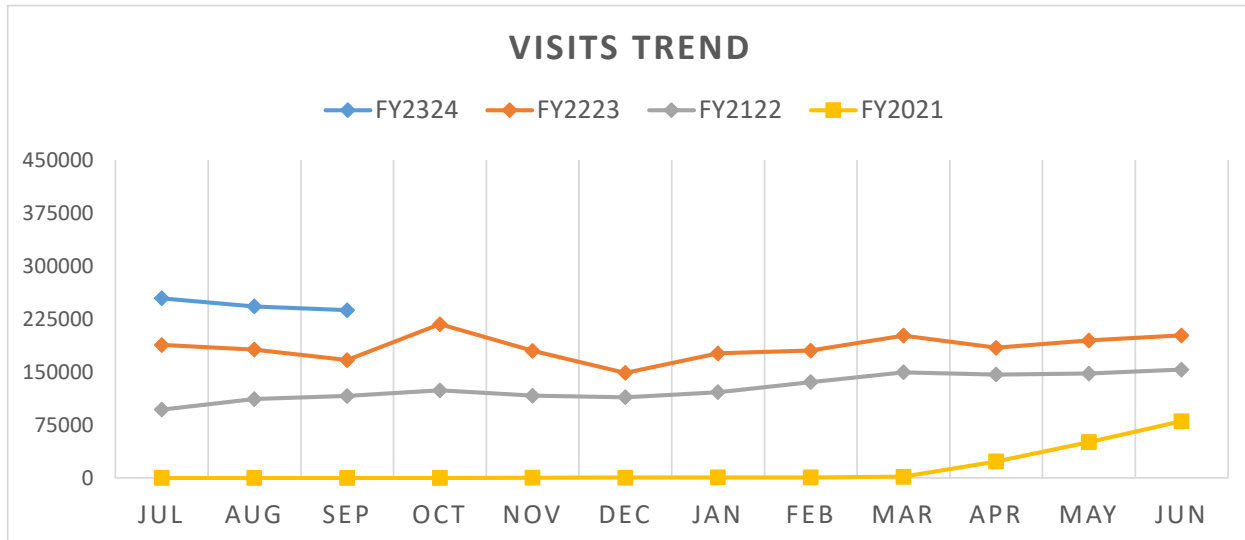
Database Usage			% Change 2022-2023
	Sep-23	Sep-22	
Sessions	18,739	10,560	77.45%

*Reporting Delays will adjust this number up.



Statistical Summary – October 17th, 2023
Nashville Public Library

Visits

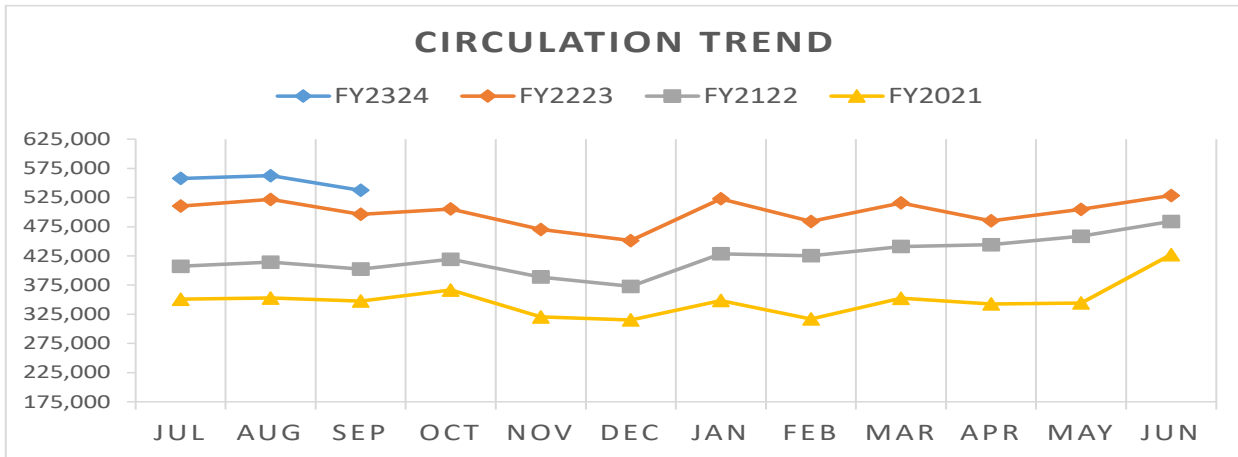


Visits	Sep-23 Visits	Sep-22 Visits	% Change 2022-2023	Sep-23 Circ / Visit	Sep-22 Circ / Visit	% Change 2022-2023
Bellevue	16,687	12,073	38.22%	1.21	1.66	-26.88%
Bordeaux	5,725	7,820	-26.79%	0.42	0.33	25.99%
Donelson	6,502	5,675	14.57%	0.68	0.70	-3.92%
East	10,251	8,210	24.86%	0.38	0.39	-2.89%
Edgehill	2,710	2,079	30.35%	0.37	0.40	-6.36%
Edmondson Pike	22,099	9,619	129.74%	0.87	2.01	-56.98%
Goodlettsville	5,436	5,205	4.44%	1.63	1.61	1.42%
Green Hills	25,498	14,467	76.25%	0.91	1.62	-43.51%
Hadley Park	1,801	1,820	-1.04%	0.28	0.18	57.06%
Hermitage	13,564	10,358	30.95%	1.01	1.46	-31.15%
Inglewood	12,310	12,316	-0.05%	0.48	0.46	4.34%
Looby	3,022	2,965	1.92%	0.28	0.20	39.44%
Madison	15,921	8,303	91.75%	0.37	0.57	-33.94%
Main	44,667	31,936	39.86%	3.93	6.11	-35.74%
North	5,002	1,469	240.50%	0.14	0.17	-15.97%
Old Hickory	2,612	1,850	41.19%	0.79	0.99	-20.31%
Pruitt	6,497	5,144	26.30%	0.04	0.06	-36.97%
Richland Park	9,286	7,781	19.34%	1.01	1.06	-4.91%
Southeast	13,123	7,365	78.18%	0.53	0.95	-44.12%
Thompson Lane	10,127	6,877	47.26%	0.27	0.38	-30.22%
Watkins Park	4,587	3,577	28.24%	0.03	0.03	-21.37%
NPL Total	237,427	166,909	42.25%	1.35	2.01	-32.92%

Statistical Summary – October 17th, 2023
Nashville Public Library

Circulation Data

eMedia	Sep-23	Sep-22	YTD	% Change 2022-2023
eAudiobooks	111,814	93,376	342,228	19.75%
eVideo	8,484	5,384	24,760	57.58%
eBooks	111,917	102,407	350,644	9.29%
eMusic	1,786	1,456	5,069	22.66%
eMagazines	15,044	7,109	37,651	111.62%
Total	249,045	209,732	760,352	18.74%



Circulation	Month				Fiscal Year-to-Date		
	Sep-23 Circulation	Sep-23 % of Total	Sep-22 Circulation	% Change 2022-2023	Sep-23 Year-to-Date	Sep-22 Year-to-Date	% Change 2022-2023
Bellevue	33,013	6.14%	33,488	-1.42%	103,686	105,113	-1.36%
Bordeaux	6,152	1.14%	6,456	-4.71%	18,404	18,885	-2.55%
Donelson	8,822	1.64%	7,947	11.01%	26,320	23,661	11.24%
East	7,312	1.36%	6,252	16.95%	22,160	18,626	18.97%
Edgehill	3,944	0.73%	3,059	28.93%	11,376	8,983	26.64%
Edmondson Pike	29,140	5.42%	30,104	-3.20%	94,331	91,838	2.71%
Goodlettsville	14,895	2.77%	13,802	7.92%	45,036	42,229	6.65%
Green Hills	39,088	7.27%	40,422	-3.30%	126,639	128,934	-1.78%
Hadley Park	2,276	0.42%	2,166	5.08%	6,609	5,522	19.68%
Equal Access	317	0.06%	276	14.86%	767	843	-9.02%
Hermitage	25,663	4.78%	26,741	-4.03%	82,646	81,072	1.94%
Inglewood	11,082	2.06%	10,298	7.61%	33,849	29,688	14.02%
Looby	3,346	0.62%	2,657	25.93%	8,766	7,334	19.53%
Madison	13,717	2.55%	11,720	17.04%	41,058	36,148	13.58%
Main	40,958	7.62%	44,897	-8.77%	130,806	139,867	-6.48%
North	2,952	0.55%	2,183	35.23%	8,029	6,839	17.40%
Old Hickory	5,519	1.03%	4,697	17.50%	16,371	14,119	15.95%
Pruitt	1,901	0.35%	1,707	11.36%	5,576	4,698	18.69%
Richland Park	14,506	2.70%	13,273	9.29%	43,338	38,602	12.27%
Southeast	15,639	2.91%	15,829	-1.20%	46,991	48,553	-3.22%
Thompson Lane	6,684	1.24%	7,368	-9.28%	20,485	21,199	-3.37%
Watkins Park	1,463	0.27%	1,187	23.25%	4,034	2,429	66.08%
eMedia	249,045	46.34%	209,732	18.74%	760,352	653,261	16.39%
Talking Library	-	0.00%	3	-100.00%	3	8	-62.50%
NPL Total	537,434		496,264	8.30%	1,657,632	1,528,451	8.45%

Statistical Summary – October 17th, 2023
Nashville Public Library

September Programming Data

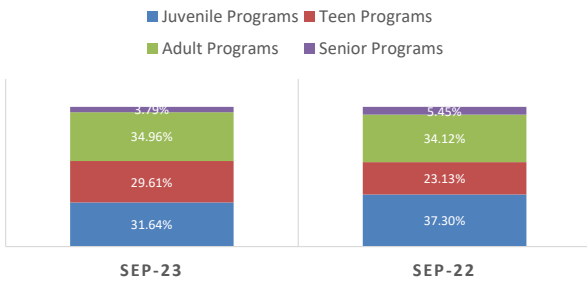
Programming	2023		% Change 2022-2023
	Sep-23	Sep-22	
Juvenile Programs	467	445	4.94%
Teen Programs	437	276	58.33%
Adult Programs	516	407	26.78%
Senior Programs	56	65	-13.85%
Total Programs	1,476	1,193	23.72%

Programming	2022		Change
	Sep-23	Sep-22	
Juvenile Programs	15,683	16,168	-3.00%
Teen Programs	4,983	4,255	17.11%
Adult Programs	7,990	6,457	23.74%
Senior Programs	604	380	58.95%
Total Attendance	29,260	27,260	7.34%

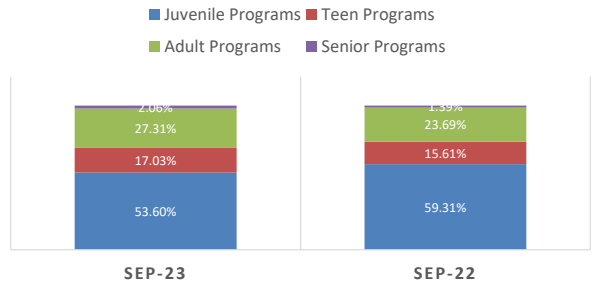
Programming	2023		% Change 2022-2023
	Sep-23	Sep-22	
In Person	1,198	966	24.02%
Outreach	238	197	20.81%
Virtual	40	30	33.33%
Total Programs	1,476	1,193	23.72%

Programming	2022		% Change 2022-2023
	Sep-23	Sep-22	
In Person	19,967	18,569	7.53%
Outreach	8,880	8,206	8.21%
Virtual	413	485	-14.85%
Total Attendance	29,260	27,260	7.34%

PROGRAMS BY AGE GROUP



PROGRAM ATTENDANCE BY AGE GROUP

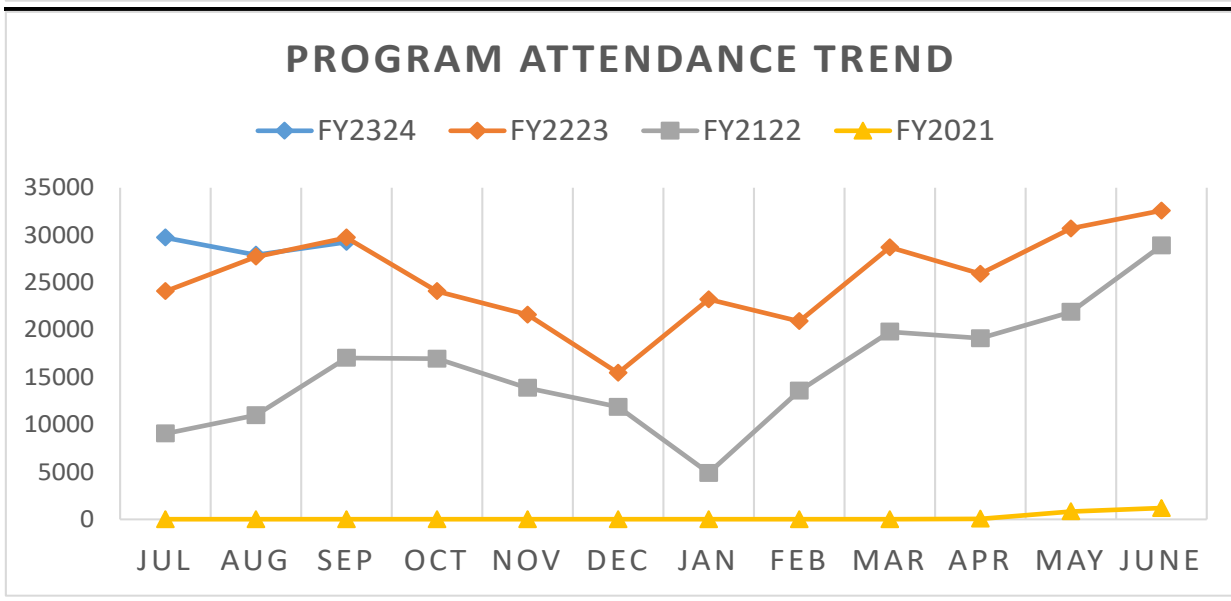
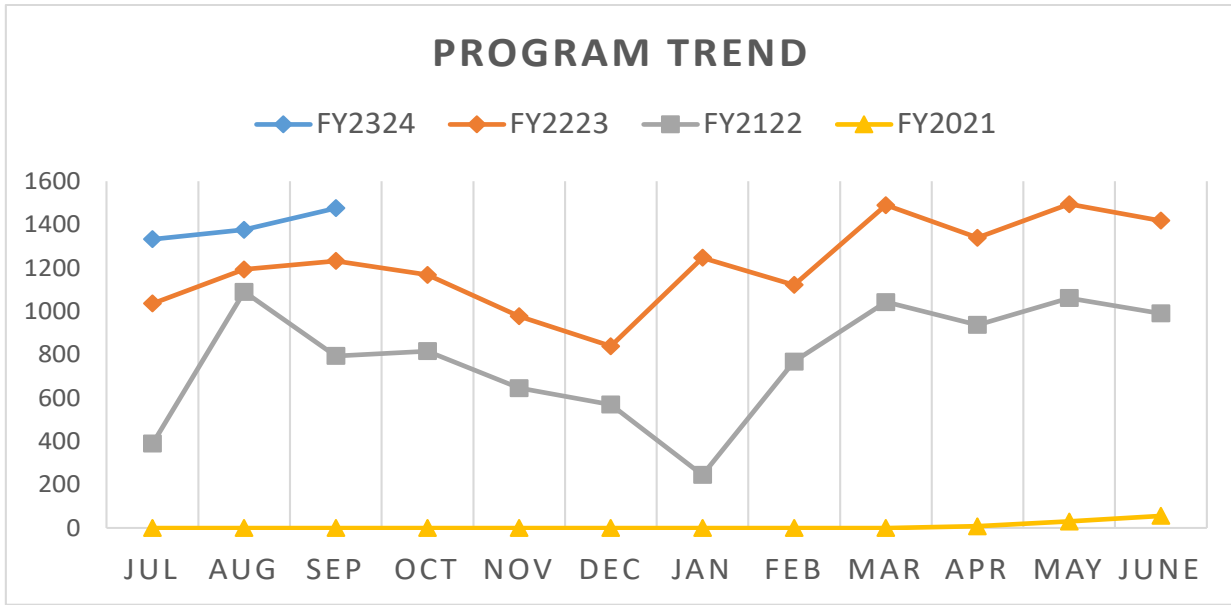


Library Programming	Location Totals								Programs by Age Group							
	Library		Outreach		Virtual		Totals		Juv		Teen		Adult		Senior	
	NO.	AUD.	NO.	AUD.	NO.	AUD.	No.	Aud.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.
ARCHIVES	0	0	1	41	0	0	1	41	0	0	0	0	1	41	0	0
BELLEVUE	92	1,671	2	265	0	0	94	1,936	30	1,042	42	681	21	198	1	15
BORDEAUX	57	537	2	35	0	0	59	572	15	170	36	355	1	7	7	40
BBTL (Bringing Bks to	6	82	39	996	30	119	75	1,197	32	928	0	0	43	269	0	0
BBTL (Adult Literacy)	6	64	0	0	1	13	7	77	0	0	0	0	7	77	0	0
DONELSON	26	399	5	59	0	0	31	458	10	261	0	0	21	197	0	0
EAST	54	980	5	425	0	0	59	1,405	19	658	40	747	0	0	0	0
EDGEHILL	15	101	0	0	0	0	15	101	12	98	0	0	3	3	0	0
EDMONDSON PIKE	38	232	11	187	0	0	49	419	3	55	6	56	31	206	9	102
GOODLETTSVILLE	44	504	1	19	0	0	45	523	13	256	12	75	19	190	1	2
GREEN HILLS	92	1,986	1	125	0	0	93	2,111	26	760	36	632	24	684	7	35
HADLEY PARK	28	114	13	191	0	0	41	305	20	128	0	0	21	177	0	0
HERMITAGE	30	771	3	124	2	60	35	955	12	300	1	23	20	608	2	24
INGLEWOOD	26	449	5	296	2	7	33	752	21	697	1	2	11	53	0	0
LOOBY	12	111	0	0	0	0	12	111	7	84	0	0	5	27	0	0
MADISON	59	813	4	136	0	0	63	949	26	662	18	131	13	135	6	21
MAIN - Adult Svcs	179	991	5	182	1	6	185	1,179	0	0	0	0	185	1,179	0	0
MAIN - Children Svcs	35	1,091	9	653	0	0	44	1,744	44	1,744	0	0	0	0	0	0
MAIN - Digital Inclusion	0	0	12	75	0	0	12	75	0	0	0	0	0	0	12	75
MAIN - LSDHH/Equal	0	0	1	13	1	23	2	36	0	0	0	0	2	36	0	0
MAIN - Puppet Truck	0	0	40	3,303	0	0	40	3,303	35	3,037	4	246	0	1	20	
MAIN - Special Coll.	11	402	0	0	0	0	11	402	0	0	0	0	11	402	0	0
MAIN - Studio NPL	134	646	21	464	0	0	155	1,110	0	0	151	949	4	161	0	0
MAIN - Teen Svcs	23	238	4	56	0	0	27	294	0	0	27	294	0	0	0	0
MAIN - Wishing Chair	27	1111	0	0	0	0	27	1111	27	1111	0	0	0	0	0	0
NORTH	4	14	13	133	0	0	17	147	11	83	0	0	5	59	1	5
OLD HICKORY	19	206	4	182	0	0	23	388	13	264	6	28	4	96	0	0
PRUITT	45	3882	12	173	2	160	59	4215	29	1050	4	32	18	2873	8	260
RICHLAND PARK	27	1004	12	399	0	0	39	1403	19	1195	11	189	9	19	0	0
SOUTHEAST	81	1145	7	161	1	25	89	1331	29	746	33	365	26	215	1	5
TOMPSON LANE	20	259	6	187	0	0	26	446	13	333	2	35	11	78	0	0
WATKINS PARK	8	164	0	0	0	0	8	164	1	21	7	143	0	0	0	0
TOTALS	1,198	19,967	238	8,880	40	413	1,476	29,260	467	15,683	437	4,983	516	7,990	56	604

Main 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.
TOTALS	409	4,479	41	1,409	2	29	452	5,917	71	2,855	178	1,243	203	1,819	0	0

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

Statistical Summary – October 17th, 2023
Nashville Public Library



Financial – October 17th, 2023

Nashville Public Library

10/3/2023	Estimated Appropriations	Encumbered (current)	Spent (cumulative)	Free Balance	Committed (cumulative)	% Committed
Metro-4% Funds	\$ 3,680,159.04	\$ 82,995.49	\$ 1,023,157.30	\$ 2,574,006.25	\$ 1,106,152.79	30.06%
Foundation*	\$ 668,328.56	\$ 16.50	\$ 31.95	\$ 668,280.11	\$ 48.45	0.01%
Subscriptions	\$ 197,800.00	\$ -	\$ 51,263.02	\$ 146,536.98	\$ 51,263.02	25.92%
Grants**	\$ 730,500.00	\$ 22,168.46	\$ 2,898.36	\$ 705,433.18	\$ 25,066.82	3.43%
	\$ 5,276,787.60	\$ 105,180.45	\$ 1,077,350.63	\$ 4,094,256.52	\$ 1,182,531.08	22.41%

*I have not estimated a roll forward amount for Restricted Foundation lines.

**Grants are not useable until we get the OK from NPL Finance.

Personnel Summary/HR – October 17th, 2023

2023 New Hires

<u>Name</u>	<u>Classification</u>	<u>Hire Date</u>	<u>Location</u>
Debbie Jackson	IS App Analyst 1	9/4/2023	Comp Svcs(trans from ITS)
Kalvin Johnson	Office Support Rep	9/4/2023	Mailroom

Promotions 2023

<u>Name</u>	<u>Classification</u>	<u>Promotion Date</u>	<u>Location</u>
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Erin Piper	Lib Mgr 1	9/18/2023	Looby
Ashley Walker	Lib Mgr 1	9/18/2023	Edgehill

2023 Resignations

<u>Name</u>	<u>Classification</u>	<u>Resignation Date</u>	<u>Location</u>
Bridget Radford	Application Tech 1	9/6/2023	Limitless Library(retire)
Kerry Miller	Circulation Assistant	9/16/2023	Edgehill (retire)
Alexandria Danner	Program Spec 2	9/30/2023	Green Hills

Personnel Summary/Vacancy – October 17th, 2023

Nashville Public Library

NPL Vacancies as of 9/30/23

	Division / Branch	Title	Grade	Name	FPS	FTE	Date Vacant	Notes
1	CONF CNTR	ADMIN SVCS OFFICER 2	OR01	VACANT (COLLINS, D)	F	1.00	7/14/23	
2	DIRECTOR	ADMINISTRATIVE SPECIALIST	ST11	VACANT (PHOUTHAVONG EVANS, M)	F	1.00	12/12/22	
3	LIMITLESS L	APPLICATION TECH 1	ST07	VACANT (RADFORD, B)	F	1.00	9/6/23	
4	OP & MAIN-MN	BLDG MAINT MECH	TG13	VACANT - NEW	F	1.00	7/1/22	Reposting
5	OP & MAIN-MN	BLDG MAINT MECH	TG13	VACANT (ISLAM, M)	F	1.00	11/14/22	Reposting
6	CIRC	CIRCULATION ASST	ST05	VACANT (AUERWECK, J)	F	1.00	1/9/23	
7	CIRC	CIRCULATION ASST	ST05	VACANT (STEPIEN, J)	F	1.00	8/7/23	
8	EDGH	CIRCULATION ASST	ST05	VACANT (MILLER, K)	F	1.00	9/16/23	
9	MADISON	CIRCULATION ASST	ST05	VACANT (MOORE, R)	F	1.00	5/31/23	
10	SE	CIRCULATION ASST	ST05	VACANT (GHOSH KUNDU, S)	F	1.00	6/12/23	
11	LIMITLESS L	CIRCULATION ASST	ST05	VACANT (THOMPSON, J)	F	1.00	5/26/23	
12	OP & MAIN-BR	CUSTODIAN - Branch	TG07	VACANT (ALBADER, R)	F	1.00	5/15/22	Interviewing
13	OP & MAIN-BR	CUSTODIAN - Branch	TG07	VACANT (BERTOLDI, L)	F	1.00	7/24/23	Interviewing
14	OP & MAIN-BR	CUSTODIAN - Branch	TG07	VACANT (KELLEY, S)	F	1.00	3/3/23	Interviewing
15	OP & MAIN-MN	CUSTODIAN - Main	TG07	VACANT (PAISLEY, W)	F	1.00	7/17/23	Interviewing
16	ADMIN SVCS	FINANCE OFFICER	OR04	VACANT - NEW	F	1.00	7/1/22	Reposting
17	PROD SVCS	INFO SYSTEMS MEDIA TECH 1	OR02	VACANT (LANDIS, R)	F	1.00	7/26/23	
18	TALKING	INFO SYSTEMS MEDIA TECH 1	OR02	VACANT - NEW	P	0.49	7/1/22	
19	ED PIKE	LIBRARIAN 1	ST09	VACANT (DELANEY, R)	F	1.00	6/1/22	
20	GRN HILLS	LIBRARIAN 1	ST09	VACANT (KINZER, K)	F	1.00	11/17/22	
21	GRN HILLS	LIBRARIAN 1	ST09	VACANT (SWAFFORD, C)	F	1.00	9/18/23	
22	REF	LIBRARIAN 1	ST09	VACANT (BARRETT, M)	F	1.00	9/30/22	
23	BORDX	LIBRARIAN 2	ST10	VACANT (PIPER, E)	F	1.00	9/18/23	
24	ED PIKE	LIBRARIAN 2	ST10	VACANT (WALKER, A)	F	1.00	9/18/23	
25	MADISON	LIBRARIAN 2	ST10	VACANT (KRAKOWIAK, P)	F	1.00	4/28/23	
26	HERM	LIBRARY ASSOC	ST06	VACANT (CROWDER, J)	F	1.00	8/2/23	Reposted
27	MADISON	LIBRARY ASSOC	ST06	VACANT (THOMPSON, A)	F	1.00	6/12/23	Reposted
28	TEENS	LIBRARY ASSOC	ST06	VACANT (ROMINES, J)	F	1.00	7/25/22	Reposted
29	BELLEVUE	LIBRARY MGR 3	OR07	VACANT (HERBST, L)	F	1.00	12/27/22	Reposted
30	ED PIKE	LIBRARY MGR 3	OR07	VACANT (YOUNGBLOOD, K)	F	1.00	8/24/23	Reposted
31	BELLEVUE	LIBRARY PAGE	ST02	VACANT (KASSIS, T)	P	0.49	8/17/23	
32	ED PIKE	LIBRARY PAGE	ST02	VACANT (BOTTEI, M)	P	0.49	7/10/23	
33	GOOD	LIBRARY PAGE	ST02	VACANT (OLEAS, F)	P	0.49	8/12/23	
34	HERM	LIBRARY PAGE	ST02	VACANT (COOPER, J)	P	0.49	8/14/23	
35	REF	LIBRARY PAGE	ST02	VACANT (SCHUSTER, L)	P	0.49	1/5/23	
36	TALKING	OFFICE SUPPORT REP	ST05	VACANT (ADKINS, M)	F	1.00	6/8/22	Candidate starting in Oct
37	ADMIN SVCS	OFFICE SUPPORT SPEC 2	ST08	VACANT (BRADY, G)	F	1.00	7/10/23	Interviewing
38	GRN HILLS	PROGRAM SPEC 2	ST06	VACANT (DANNER, A)	F	1.00	9/30/23	
39	HR IMP	PROGRAM SPEC 2	OR01	VACANT - NEW	F	1.00	7/1/22	
40	RICH PK	PROGRAM SPEC 2	ST07	VACANT (MCKINNEY, M)	F	1.00	5/27/23	
41	RICH PK	PROGRAM SPEC 2	ST08	VACANT (WOLFENSOHN, M)	F	1.00	8/7/23	Reposted
42	STUDIO	PROGRAM SPEC 3	ST10	VACANT (GREER, J)	F	1.00	5/23/23	Reposted
43	WISH CHAIR	PROGRAM SUPV	ST10	VACANT (WILSON, B)	F	1.00	12/26/22	Reposted
44	SECURITY	SECURITY GUARD	ST06	VACANT - NEW	F	1.00	7/1/22	Reposted
45	SECURITY	SECURITY GUARD	ST06	VACANT (CLENENING, D)	F	1.00	7/10/24	Reposted
46	SECURITY	SECURITY GUARD	ST06	VACANT (CONGIOLOSO, D)	F	1.00	7/22/23	Reposted
47	SECURITY	SECURITY GUARD	ST06	VACANT (DODSON, E)	F	1.00	5/15/23	Reposted
48	SECURITY	SECURITY GUARD	ST06	VACANT (MADU, O)	F	1.00	4/17/23	Reposted

NOTE: Number does not include new Donelson positions that will not be available until January 2024

Brief Area Updates – October 17th, 2023

Nashville Public Library

ADMINISTRATIVE SERVICES

Safety & Security: September 2023

September was a very busy month for Security working to cover after hour events.

There were 8 after hour events for which that Security provided coverage.

Sept 11 Metro Human Relations

Sept 12 Library event (Children’s dept book signing).

Sept 13 Vanderbilt

Sept 14 Metro Election

Sept 20 Vanderbilt

Sept 21 Hispanic Celebration

Sept 23 Wedding

Sept 30 Wedding

There were two interviews set up during September for Security Guard positions. However, one was a no call/ no show the other left shortly after arriving in the interview area.

The Security officer position has once again been reposted.

Total number of incident reports for the month of **September (70)** and related categories per incident report down from 95 incident reports in August:

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	1
East Branch	2	Main Library	43
Edgehill Branch	3	Old Hickory Branch	1
Goodlettsville Branch	1	Pruitt Branch	4
Green Hills Branch	2	Richland Park Branch	1
Hadley Park Branch	3	Southeast Branch	1
Hermitage Branch	3	Thompson Lane Branch	2
Inglewood Branch	2	Total	70
Bordeaux Branch	1	Inglewood Branch	2
Safety or Security Incident	1	Conduct or Rule Violation	3
East Branch	2	Suspensions	2
Conduct or Rule Violation	3	Madison Branch	1
Suspensions	2	Conduct or Rule Violation	2
Edgehill Branch	3	Suspensions	1
Conduct or Rule Violation	3	Main Library	43
Safety or Security Incident	2	Conduct or Rule Violation	73
Suspensions	3	Injury or Accident	16
Goodlettsville Branch	1	Safety or Security Incident	3
Safety or Security Incident	3	Suspensions	38
Green Hills Branch	2	Old Hickory Branch	1
Conduct or Rule Violation	10	Conduct or Rule Violation	1

Safety or Security Incident	1	Pruitt Branch	4
Suspensions	2	Conduct or Rule Violation	16
Hadley Park Branch	3	Suspensions	4
Conduct or Rule Violation	2	Richland Park Branch	1
Injury or Accident	8	Conduct or Rule Violation	1
Suspensions	1	Suspensions	1
Hermitage Branch	3	Southeast Branch	1
Conduct or Rule Violation	6	Conduct or Rule Violation	1
Injury or Accident	1	Suspensions	1
Suspensions	1	Thompson Lane Branch	2
		Conduct or Rule Violation	2
		Suspensions	2

Number of Injury or Accident and Safety or Security Incidents			
911 for assistance	6	Alarm	1
Ambulance	7	Non-Emergency	2
Illness / Accident	1	Patron Property Theft	1
Injury	2	Police called	3
Medical	5	Police Report Filed	2
Mental Issues	4	Safety Related	1

Number of Conduct or Rule Violations					
#1		#9		#17	31
#2		#10	6	#18	1
#3	1	#11		#19	14
#4	2	#12	3	#20	2
#5	10	#13	4	#21	5
#6	4	#14		#22	2
#7		#15	7	#23	1
#8	21	#16	9		

Suspensions	58
5 days	2
30 days	18
60 days	2
90 days	8
180 days	9
365 days	18
Reminder of the Day	1

Delivery: September 2023

Main:

- We received 452 incoming UPS packages and sent 34 packages UPS GROUND.
- There were 119 overnight packages received from FedEx, DHL, etc.
- We received 86 inserts of mail from the United States Post Office, and we sent 43 inserts of mail to Metro Mail for postage.
- There were 43 special deliveries from [Ricoh](#), [Supply Room](#), [Firefly](#), [Amazon](#), etc.

Branches:

- We moved: 4,949 hold bins (158,368 items)
4,012 non-hold bins (128,384 items)
1,476 Circulation/Main bins (47,232 items).

Total of 10,427 bins moved.

Total item count of 333,984.

An average of 497 bins and **15,904** items moved per day.

0 skids were sent to Pratt Industries for book recycling.

6 skids were sent to BWB.

Daily Complete Percentage:

Holds 21 of 21 days for 100% in September.

Mail carrier was needed 3 times to drive (still N/A)

September Maintenance monthly report 2023:

215 work orders got completed with 3 employees:

Richland Park New led inside lights installed.

Staff and work two Weeding's at Main

Facilities Maintenance: September 2023

Tamis work order report shows 393 work requests, 293 completed, 100 still active with an 75% completion rate for the month of September.

September 1st – September 30th, 2023					
Craft	Month	Total # Work Orders	# Completed	# Active	Completion %
None Entered	September 2023	4	0	4	0%
Administration	September 2023	8	5	3	63%
Branch Custodial Services	September 2023	59	55	4	94%
Canceled	September 2023	11	11	0	100%
Contractor	September 2023	5	2	3	40%
Grounds	September 2023	13	12	1	93%
Main Custodial Services	September 2023	2	1	1	50%
Maintenance	September 2023	291	207	84	72%
		Quantity 393	Completed 293	Active 100	Completion % 75%

BRANCH SERVICES

- Branch Services welcomes two **new library managers**. Ashley Walker-Tyler is the new manager at Edgehill Library and Erin Piper is the new manager at the Looby Branch. Both have been promoted to their new positions from within the system.
- Green Hills had the highest turnout for **Early Voting** in Davidson County; 9,667 people voted here August 25 – September 9!
- Madison opened its new **butterfly garden** on August 11 with a grand ribbon cutting.
- Pruitt and Old Hickory branches participated in local **Nights Out Against Crime** events, providing clothes, shoes, hygienic products, library swag, and free haircuts for kids.
- Donelson Branch held its second Repair Fair, and it was another success. Twenty-six people were guided by experts on how to repair various home items. The event saved 136Lbs from being thrown away.
- Branches have been registering people for the **Affordable Connectivity Program**.
- Southeast Library, Hermitage, and Inglewood Library received some **building refreshes** that included things like new flooring, paint, new layouts, and displays.
- Branch Manager Corey Frederick organized the Conversation with Mignon Francois event as part of **NPL Means Business** programming.



- News Chanel 5 Weatherman Lelan Statom visited Thompson Lane to the library to read a children's book, *Your Legacy: A Bold Reclaiming of Our Enslaved History*.



- Several of our branch locations celebrated **back-to-school** with events and displays. Many branches performed outreach at local schools, colleges, and community centers. They provided hands-on activities, story times, promoted library events, and registered new library card applicants. Watkins Park launched their **Homework Studio** to help students complete their homework assignments.



COLLECTIONS & TECHNOLOGY

Collections & Technology Board Report September 2023

NECAT

Membership

New Members	9
People in Production 1	12
People in Production 2	13
People in Specialty Class	0
Equipment Checkouts	3

Studio Usage

	Blocks Booked	Time in Hours
Producer Led Productions	28	140
NECAT Productions/Staff working Days	7	35
Meetings/Tours	3	3
Trainings	6	30
Editing Bay Usage	10	38
Holiday Closures	0	0
Cancelations	3	15

Kiosk Check-Ins

Reason	Number of People
Production	196
Class	50
Meeting	2
Tour	7
Event	12
Editing	18
Other	10
Total	295

Network Content

NPL Programming Run Time	12754.18 Minutes
MTSU Programming Run Time	6882.32 Minutes
New First Run Programs	0
New First Run Episodes	66
New NPL Carousel Bulletins	2
New Carousel Bulletins	1

September Quick View

9/8 2pm Christine Irizarry sustainability interview
9/12 Emmy content submitted in eight categories
9/13 Emily Talbot sustainability interview
9/14 sustainability interviews Selva Ibrahim, Lily Bourque
9/14 Member Meeting at NECAT
9/18 Let's Play Games Filming
9/21 Todd Lawrence Urban Green sustainability interview
9/21-22 Production 1 (Notable two night class)
9/26 Cameron presented at 48 Hour Film Awards
9/28 Eric Lowy attended New Hire Orientation
9/28-29 Production 2 Class (13 students)
9/30 Freddie O'Connell Mayoral Inauguration

October 2023 Upcoming

10/3 Sam working Courtyard Concert production
10/7 Production 1 Class
10/7 Celebrate Nashville
10/10 One Year Plan First Draft
10/15 Lighting & Green Screen Class
10/25 Sam Burns Evaluation
10/26 Sam Burns Orientation
10/31 Courtyard Concert

Notable Television Airing

9/25-10/4 Nashville Film Festival Preview Aired Twice Daily on NECAT throughout the Fest
10/7 Celebrate Nashville Live Stream On all three channels
10/31 Dr Gangrene Halloween Marathon



Production 2 Class in Action



Production 2 Class Group Photo



48 hr. Film Awards



NPL staff with Mayor Freddie O'Connell, let him know about sustainability documentary Sustainability Committee and NECAT are producing.

Shared Systems

- James Staub built a patron loader to create library accounts for almost 1500 Belmont freshmen as part of a MarCom-led project. Jenny Lane wrote copy for MarCom to send out to staff. MarCom has said they are creating email to send to Belmont students, letting them know about the initiative.
- Shared Systems has not been able to help Tixkeeper set up authentication for their product. Tixkeeper currently testing with ILS vendor. Tixkeeper seems to be working with very old software. This software was purchased by the Education and Outreach department to manage the community passport program.
- Jenny Ellis and Jenny Lane met with Sandy Cohen to plan for the succession of the LSDHH website after her retirement in early 2024. Most likely scenario: Shared Systems takes over managing day to day work, including working with new development vendor, Net Tango. Current developer Nick has no contract with Metro and will drop off the project (after 12 years!) in June 2024. Web team meeting with Nick monthly and sitting in on Sandy's meetings with Nick and Nick's meetings with Net Tango. How maintenance and development of the LSDHH website will be paid for TBD. Shared Systems will ask for money in FY24-25 budget. LSDHH gets state grant money yearly as well.
- Bryan Jones updated Aspen to 23.09.
- Bryan Jones worked with Special Collections to reconfigure how the Kantor collection displays in catalog.
- The team is meeting 10/5/23 to discuss items for the FY24-25 budget.
- Aten has finished upgraded the NPL site to Drupal 10. There are a few issues to resolve. They are working on the Limitless site now.
- Jenny Lane is working with Ryan Darrow to write a procedure to ensure worthy last copy DVDs are archived in the Annex with a 7-year weeding policy attached.
- Jenny Lane is working with TLC to set up patron expiration notices in CarlX.
- Jenny Lane is working on eliminating On Display as an item status. A new procedure for handling On Display items will soon be posted to INK.
- The team met with Limitless staff and MNPS library services for our quarterly meeting where we reviewed how start of term went and some upcoming work. Kate Wingate's notes here: <https://docs.google.com/document/d/1sVexafZpTHp5ckYCdnWTTYqcXk-V-7zgRzbnigs3YNk/edit?usp=sharing>
- Team working with Limitless acquisitions staff to support MNPS Library Services on their October PD day by providing reports and showing up in person to answer questions.

- The team have been doing codejams to set up Matomo, an open-source analytics program which replaces GA4. It has been successfully installed on the Limitless site.
- Team’s weekly codejam to build a Koha instance has progressed. Beginning to set up codes and import data. Our ILS contract expires in June 2026. We expect to go out to RFP in late 2024, early 2025. This exercise also helps us to identify issues and build requirements for this RFP.
- Jenny Lane began the Circulation Committee this year with a new patron types document for staff. The committee is also working on revising circulation macros used on Libanswers.
- As always, the team has been working to promote daily library operations by:
 - Working with front line staff to ensure access to systems.
 - Running a help desk for MNPS librarians.
 - Providing NPL staff with reports and statistics.
 - Regular retrieval, edits and sideloads of new digital marc records into catalog to provide access to new acquisitions and remove metered-access items whose licenses have expired.
 - Keeping the events calendar up to date with the latest online happenings.
 - Improving system(s) usability with development, testing, and planning features.
 - Patron and item data cleanup and quality assurance.

Technology

- Branch Computer Maintenance/Updates
 - Power Cycle Computers / Test Logins - [Ongoing](#)
 - Verify monthly update installation - [Ongoing](#)
 - Verify network connectivity / domain presence – [Ongoing](#)
- **Production Services**
 - Production services provided AV support for 45 requests around NPL.
 - **Public Events**
 - 23 Conference Center events with AV support.
 - 6 Podcast sessions.
 - 5 Branch events.
 - 7 Filming sessions.
 - **NPLU Filming Schedule**
 - 12 videos recorded for staff and Conference Center events.
 - 2 videos published on NPL Universe.
 - 2 livestreams facilitated.
 - 5 Hybrid meetings facilitated.
 - **NPLU Stats**
 - 14.2k channel wide views.

- 7k hours of watch time.
- **Podcasts**
 - Recorded 10 new episodes – Family Folktales, Just Listen, Back In The Day, & a new podcast pilot.
 - Completed edits for 3 episodes.
 - Published 5 episodes.
 -
- **Upcoming Projects**
 - Centennial Park MultiCultural Day NECAT “Talks With” Oct 7 with Lee Boulie as MC.
 - Captioner Interviews starting October 17.
 - Collaborating with Ben on updated IS Media Tech 1 Interview Questions.
 - 2023 Courtyard Concert Series continuing.
 - Literacy Award Public Lecture Nov 4.
- **Digital Signage**
 - Maintain / Repair equipment:
 - Southeast – Digital Artwork – correct coloring issues.
 - Bellevue – History Wall server – repairing hard drives.
- **E-Rate – AT&T Circuit Upgrades**
 - Main ADI Internet Circuit
 - Meeting to discuss migration – Ongoing.
 - Implementation – TBD – On hold while discussing VPN tunnel for CarlX.
- Library IT Support:
 - Computer & Peripheral Replacements/Repairs/Maintenance – [Ongoing](#).
 - Security Camera Installation/Maintenance/Repair – [Ongoing](#).
- Branch Phone Replacements:
 - Edmondson Pike
 - Green Hills
 - Bellevue
 - Hermitage

INK

Completed:

- Completed conversion of INK to a “modern” test site.
- Cleaned dead and unused subsites.
- Cleaned dead end links from site.
- Addition of tag fields in the staff directory for an improved search experience.

Current:

- Researching the creation an announcement feature on the “modern” site.

- Continuing to simplify current site by removing unused/unnecessary data.
- Restructuring “modern” site to reflect the changes being made on current site.

Collections/Materials Management

- Noel Rutherford prepared a FY23-24 Materials Budget report, and worked with Metro Procurement on four ongoing RFPs covering our print serials, print books, audio-visual and emedia collections.
- Noel trained two new librarians in materials management that covers collection maintenance, request for reconsideration, weeding, collection development, problem item management and training on collection HQ transfer reports.
- Beth Deeb posted the following spotlights: *National Sewing Month*, *Hispanic Heritage Month: New Fiction* and wrote one blog post: *4 Cookbooks*.
- Joanna Roberts worked with Bethany Baeuerlin to make Spanish YA Fiction titles more findable in the OPAC by updating CarIX location codes.
- Ben English posted two collection spotlights: *New NF Ebook Additions*, *Film Noir Classics*.
- Melissa Meyers worked with Finance to improve how Amazon orders are processed.
- Collection Development Librarians responded to a total of 695 material requests in PIKA and LibAnswers from staff and library customers.
- Amanda Dembiec posted two blogs: *Celebrity Musings*, *Netflix and Read 2.0*.
- Susan Poulter recorded 6 podcasts: *The Child who Came from an Egg*, *Trusty John*, *Andras Baive*, *The Nightingale*, *How Brave Walter Hunted Wolves*, and *The Seven-Headed Serpent*.

Meetings/Webinars Attended:

- Internal: Materials Management Committee, Circulation Committee, Children’s meeting, Procedures Review Committee, Procurement RFP meetings
- External: Ingram meeting, TennShare meeting, CollectionHQ training webinar, ULC Collection Leaders meeting, CollectionHQ vendor meeting, Fall Graphic Novels for All Levels – Part 1 & 2, Lee & Low Books Fall 2023 and Spring 2024 Seasonal Showcase, Fall Audiobooks, Library Love Fest Presents Winter/Spring 2024 Titles to Highlight, Business Books 2023.

Materials Management Statistical Report Sept, 2023

Sept New Circulation		
User category	# of Unique Users	Items checked out
Digital	42,365	249,045
Physical	24,309	147,438*
Totals =	66,674	396,483
Sept New Acquisitions		
Format	Copies added	
Digital	5,215	
Physical	6,711	
Totals =	11,926	

*Physical checkout statistics do not include renewals as this report is used by Material Services to determine the demand for content, not how long customers want to borrow the content.

EDUCATION & LITERACY

Adult Literacy at NPL – Jamil Sameen

Work continues on the upcoming Fall Symposium, which is a professional development opportunity for adult educators on Tuesday, November 14th. Early Bird registration is underway, and the Adult Literacy team will have presentations on learner retention, diversity and inclusion in adult education, and a panel discussion on ESL learners.

The HiSET preparation software launched in late September, after ensuring library staff had the option to engage in training sessions provided by Adult Literacy staff if they wished to participate. A recording of the training is also available for future reference. Adult Literacy staff presented and promoted HiSET preparation at the adult service managers meeting at the Green Hills Branch. There was a Q&A session to clarify any questions or concerns the staff had. One of the questions that came up was “What is the difference between this new HiSET service by Aztec and Peterson’s Career and Prep?” Essentially, HiSET by Aztec is a Learning Management System (LMS) model and can tailor practice to a learner’s needs.

Adult Literacy staff provided a library tour to the staff at two partnership hubs: Branch of Nashville and MNPS Office of EL Learners. The staff were amazed with the various services available at NPL and plan to share this information with students and families. Of particular interest was the new HiSET preparation service. They all agreed that this source would be very beneficial to their clients and their families.

The mobile lab served 35 learners at Project Return, and the class attendees expressed their feeling for the great service they receive and the skills they learned from attending digital computer skills classes.

Adult Literacy staff provided a library tour at the Main Branch to the staff of Youth Services of the Office of EL Family and Community Outreach of MNPS. A total of 7 Youth Service Specialists attended who were bilingual speaking Spanish.

Adult Literacy staff presented 101 Library workshops to ESL student of St. Ann’s and Begin Anew organizations in-person. The new instructor at Begin anew asked to meet and train, as he would be heading up the new online division of their programs. He is looking for new teaching tools for both ESL and HiSET. Also, a virtual 101 library workshop was presented to a class at St. Ann’s ESL class, where an informational google folder was shared with the instructor to have access to all the materials, including the presentation for future references. 48 new NPL cards were issued to learners.

In September, there were 14 requests for services via Nashville Helps. In an attempt to expand the services on Nashvillehelps.com, Adult Literacy staff continued reaching out to potential new

partner agencies. National Alliance on Mental Illness has also expressed interested in joining Nashville Helps.

Adult Literacy staff remains active in GOAL Collective, attending regular bi-weekly group meetings and community networking meetings. Adult Literacy staff met with the Executive Director and the Operations Manager of GOAL Collective to elaborate on services provided by both sides and see where the two entities could collaborate.

Be Well at NPL – Bassam Habib

This month Be Well added sound bath classes at the Main branch. These classes take place every Wednesday and are led by Milly Roze Sound Alchemy. So far, attendance has consisted of predominately NPL staff and some of Main's unhoused patrons. Sound baths are meditative experiences where those in attendance are "bathed" in sound. Be Well is hoping to start having sessions at the North Branch soon.

Be Well's breastfeeding and lactation counseling classes are seeing much more attendance, and are now offered at 4 branches: Thompson Lane, Main, Madison, and Edmonson Pike. Classes are also now being held in English, Spanish, and Arabic. Lauren, the Madison branch instructor, is a former social worker who was able to connect an unhoused patron with resources around the city for new mothers.

The Be Well Garden Education programs are beginning to blossom! At Edgehill, the community garden that is right behind the branch is being grown using the library's own Seed Exchange seeds. The community comes together for Get Your Walk On and other programming in the area, and one of the community members will begin offering garden education classes once a month. Be Well is currently working with the Nashville Food Project, the Grateful Gardeners, the Master Gardeners of Davidson County, Neighbors for Native Nashville, Brooklynn Heights Community Garden, and the Edgehill Community Garden to develop a syllabus. Some of the topics include Gardening 101, Accessibility and Navigation, Soil Science Made Simple, Growing Your Own Food for Health and Wealth, and more.

Be Well has added a meditation series at Pruitt, Bordeaux and Main this month. Pruitt's meditation classes are being led by Jennifer Wang, a mindfulness and meditation instructor, and the first class, "Guided Meditation for Parents" will occur on October 6th at 10:30 AM.

An endometriosis support group/ book club has started meeting at Main in the Courtyard.

Bassam Habib met with several branch managers to discuss Be Well programming ideas. Bassam hopes to begin gentle yoga, music and movement, and get your walk on at Edgehill, a nutrition program focused on reversing type 2 diabetes at Madison, meditation and nutrition classes at Hadley Park, garden education at Edmonson Pike, adult coloring, meditation, and yoga

at North, and a music appreciation class offered by a licensed music therapist at Main, which will focus on some of the unhoused population in the mornings on the 3rd floor commons. All of Be Well's events and information can be found on the [Be Well events calendar](#) and monthly newsletter.

Bringing Books to Life! – Liz Atack

BBTL provided 75 programs with 1,197 in attendance in September. 26 programs were for COACH, either as follow-up sessions to families or workshops at branches.

Family Literacy Coordinator Klem-Marí Cajigas attended an invitation-only convening hosted by the New York Public Library and the Institute for Museum and Library Services. The convening centered on supporting children's reading and included library staff, nonprofit professionals, and individuals from the publishing industry.

National Ambassador for Young People's Literature Meg Medina visited Nashville and had a tour of BBTL's workroom as part of her building tour. She included BBTL's shadow puppet theaters for *Sky Bear* in her highlight reel and has asked to feature the theaters in an upcoming video she is creating for Penguin Random House on puppet storytelling to support an upcoming book release. She wants students and teachers to see what kinds of puppets are possible and specifically called out BBTL's—made from pizza boxes—as “wonderful!” Ms. Medina's visit was co-coordinated by Pat Bashir and Klem-Marí Cajigas.

BBTL was invited to present its teacher workshop at the annual TN Association for Children's Early Education conference. Curriculum Coordinator Shannon Albee presented “How to Bring a Book to Life” and included several ideas for engaging toddlers as well as preschool children.

Staff gave three presentations to college classes at Nashville State Community College and Belmont University's College of Education. BBTL staff love supporting pre-service teachers and sharing NPL's rich early learning resources with them.

BBTL provided onboarding to all Metro Action Commission Head Start locations. The staff members are excited to have them officially on-board as full BBTL partners. They will receive curriculum kits and classroom visits in addition to the professional development and Puppet Truck visits.

BBTL Manager Liz Atack and Program Coordinator Marie Preptit attended a Raising Readers Nashville all-team meeting where each team shared their work. NPL was specifically mentioned multiple times for its leadership and resources, even in teams that do not have NPL representation on them.

Digital Inclusion – Marian Christmon

The Senior Trust Digital Literacy Grant Convening was hosted by The West End Home Foundation in September. This was a day when all grantees from across the state came together to share experiences and lessons learned during the yearlong Senior Trust Grant. Two members of the Digital Inclusion team attended and contributed to the data collection.

Lindsey Kimery, MNPS Coordinator of Library Services, contacted Marian Christmon to discuss the ACP benefit as it relates to MNPS families. Marian forwarded her the information that was posted by the FCC for school districts and the links to the library’s ACP page. Lindsey is working to get the library ACP informational flyers translated for non-English speaking families and has shared NPL ACP info with the other librarians across the school system.

Digital Inclusion staff enrolled participants and distributed NPL ACP info at three events:

- Black Churches for Digital Equity event at Greater Bethel AME Church
- Dandridge Tower Health Fair
- Mayor’s Inauguration

Digital Inclusion received a formal notification welcoming them to the Senior Planet Licensing Program. The program requires an Admin and at least one trainer. Marian Christmon will assume the admin role and has attended a couple of the required orientation meetings. Danny Oliver and Cheryl Hadley will fill the trainer roles. All three will be completing the required orientation trainings starting Oct 16th. The required signed license agreement is currently being reviewed by Metro Legal prior to signing.



NPL Digital Inclusion Program



National Digital Inclusion Alliance



NPL’s Marcom team is featuring a story on the Digital Inclusion Program’s work with older adults in Nashville in support of [Digital Inclusion Week](#).

Limitless Libraries – Syreeta Butler

COLLECTION DEVELOPMENT

Sarah Allen and Emily Farmer placed November Prepub order, compiled bulk orders for coming months, and calculated budgets for each school for the school year based on enrollment information then emailed budget information to the school librarians.

Emily Farmer ordered all the books for High and Middle School Battle of the Books, and she along with Mary Agresta and Carolyn Johnson worked together to ship the high school books to the participating high school librarians.

Sarah Allen and Emily Farmer were co-facilitators with MNPS Library Services Team at the second-annual PurchaseCon – a day of learning about collection development for school librarians.

Sarah Allen and Emily Farmer began running weekly “In Processing” reports and contacted school librarians about checking the materials in to ensure Limitless Libraries could pay invoices as required by Metro Procurement.

Sarah Allen, Emily Farmer, and Jane Miller tracked vendor issues and remained diligent to rectify the issues which included missing books and missing shipments.

COMMITTEE/GROUP PARTICIPATION

Sarah Allen, Syreeta Butler, and Emily Farmer attended the quarterly Shared Systems, Limitless Libraries, and MNPS Library Services group meeting to discuss new school year losses and wins.

Emily Farmer attended the monthly Summer Reading Challenge and the Teen Services group meetings.

Syreeta Butler attended the monthly Procedure Review Committee meeting.

The staff of Limitless Libraries attended the Frist Museum Beatrix Potter: Drawn to Nature exhibit for team building and professional development.

Sarah Allen, Syreeta Butler, and Emily Farmer attended the Explore! Community School addition to Limitless Libraries services meeting with Shared Systems and MNPS Library Services.

OUTREACH

Syreeta Butler attended J. E. Moss Elementary School's open house and talked to parents and students about Limitless Libraries.

Sarah Allen met with Alex Galistel, the new librarian at Gateway Elementary, to discuss collection development and Limitless Libraries.

Syreeta Butler attended Ida B. Wells Elementary School's open house and talked to educators, vendors, parents, and students about Limitless Libraries.

Sarah Allen and Emily Farmer were presented at the MNPS Library Services afternoon virtual office hours and shared resources, made announcements, and answered questions.

Syreeta Butler was one of the tour speakers for the Black Women in Leadership tour of Nashville Public Library.

Syreeta Butler and Jane Miller attended the Mayor Inauguration and shared resources about Limitless Libraries with community stakeholders, students, and parents.

STAFF UPDATES

Emily Farmer was a panelist along with Annie Herlocker and Raymond Kinzounza for first round Circulation Assistant interviews that took place at Bordeaux Branch Library and selected 4 candidates for second round interviews for the vacation Circulation Assistant position in Limitless Libraries.

CIRCULATION STATS

There were 12,419 items circulated through Limitless Libraries, which used 480 gray bins, 65 returned from MNPS book trucks, and 64 book trucks sent to MNPS.

NAZA – Anna Harutyunyan

NAZA-funded programs saw enrollment of 1,114 of 1,470 spots filled (76%) in September.

NAZA offered four professional development trainings in September, with a total of 10.5 hours and 53 attendees. The trainings were as follows:

- Become a Youth Mental Health First Aider
- MNPS Civil Rights & Section 504 Training
- Fundraising 101: Individual Giving
- A Collaborate Approach to Supporting Student Success

The Youth In Action team onboarded 25 new Youth Community Leaders in September, and the “Changemaker” team of middle school and high school youth have been working in three specific areas:

- Creating youth-led trainings about youth leadership
- Organizing community town hall events
- Connecting youth with life skills workshops

Puppet Truck – Bret Wilson

The Puppet Truck conducted 40 programs at daycares, schools, and retirement organizations with an audience count of 3,303 participants in September.



The Puppet Truck team received a request to offer two performances at the outdoor event Kidsville. The offered show was *Puss in Boots*.



The Puppet Truck received an invitation to take part in the Family Celebration at Mill Ridge Park. Team members presented *Tomas and the Library Lady* for the attending audience members.

For the third year in a row, the Puppet Truck was invited to attend the Hispanic Heritage Month Celebration at the Nashville Zoo. *Tomas and the Library Lady* was the featured show.

PT2 malfunctioned towards the end of the month and was towed to Velocity Truck Maintenance.



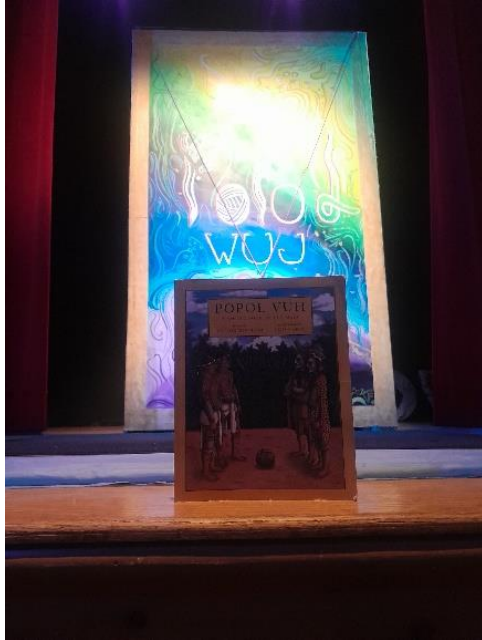
Early reports determined that both batteries died and needed replacing. A second test was run and found that the starter is the source of the problem. This must be replaced before the truck is able to commence. The truck will remain at Velocity until October 9th. PT1 will do double duty and team members will drive to locations to avoid cancelling performances.

Wishing Chair Productions – Bret Wilson

Wishing Chair Productions conducted 12 in person storytimes and 15 presentations in the children’s theater for a total of 27 performances with an audience count of 1,111 participants in September.

A test fit of the *La La La* set was installed in the theater to confirm dimensions for the front wall and projector screen. It was then dismantled and returned to the woodshop for further priming and painting. The first prototype for the La di puppet was turned over for costume dressing. Two versions are being created for the unveiling on November 4th, one version to be presented to Kate DiCamillo and the second for the show. The prototype body is the exact same as the final creations.

The Puppet Truck team completed a run of *The Amazing Twins* in the Children’s Theater. The show was well attended, and children chanted “Puss in Boots” throughout the run as they laughed at the jazzy updated version of the classic tale.



Members of *Wishing Chair* attended the unveiling of the James Brown exhibit at National Museum of African American Music. Following the ceremony, the team toured the museum and held further conversations about the experience.

Bret Wilson had several meetings this throughout the month with key members of *La La La*:

- Galen Fott – We went through the script and outlined how the animation should go for scenes 1 - 6
- Nikki Wilson/Sophia Winters – Listened to updated tracks to nail down specific moments in the story.
- Katie Kelly – Discussed the story with her to outline why her vocal portrayal of the girl.

- Andrea Fanta – Discussed reshoot opportunities for corrupted footage from the one-on-one interview sessions. Along with the next video shoot with Production Services.

The interview panel for the open Puppet Truck Supervisor position selected William Kirkpatrick as the next Puppet Truck Supervisor. William will tender his resignation on October 1st and assume his new posting on October 16th.

Bret Wilson received the audio files from Steve Stokes on the edited version of *The Legend of Sleepy Hollow*. The show track consists of three clips that needed two tracks edited. The live dialogue needed to have Brian Hull's voice removed, so future puppeteers could perform it. There are now three individual tracks of pure instrumental music. Wishing Chair Productions will be prepared to offer the new version of Sleepy Hollow next October.

Studio NPL – Niq Tognoni

The Studio NPL team launched all branch programming this September, bringing weekly mentor visits to East, Edgehill (Southern Word only), Southeast (Southern Word only), Bellevue, Green Hills, and Madison (not quite weekly, three Fridays per month) as well as launching multiple daily programs at the Main branch. The school year has started out strong, and Studio staff have been seeing new schools represented in recent patrons, and working to activate Saturdays as well (historically slow days) by hosting workshops from The Porch Writing Collective, Write With Pride, and doing outreach at community festivals like the Nashville Zine Fest (and joint efforts at the Mayor's inauguration).

Studio's outreach for the first semester was completely booked by early September, and staff have done almost 30 hours of outreach in September alone.

For staffing, Niq Tognoni hosted the Technical Coordinator interviews and hired current mentor Stuart Wilson. Stuart has experience as a photographer and 3D/ AI artist, and has worked for years with Best Buy's "Geek Squad" diagnosing and fixing technical issues for customers. He'll start in his new position on Oct 30th. Several part-time mentor candidates were interviewed as well, and another art/ music mentor was hired to support work in the branches.

Niq Tognoni worked with The Library Foundation to complete the Comcast Grant, met again with Asurion (after a Library 101 tour), and submitted and received the Apple grant. Niq met with his two foundation "Liaisons", Christy Turner and Ryan McLaughlin Wood.

The Studio NPL team received a nice note regarding the 3D printing program— which averaged one submission per day for the month of September. User David, an older man with limited mobility, has been working on an invention to make driving safer. Studio printed his prototypes for him, and he said this in response:

"[...] the prints you made for me are just beautiful, inspiring. [Studio NPL] is an excellent program!"

MAIN

Brenda Boaz-Pond and Daniel Motes from the Equal Access division created two video ads that will be appearing on YouTube, Facebook and in an American Sign Language video news broadcast. These ads will start running in October and will run throughout next year.

Pat Bashir, Manager of the Main Children's Division, and Klem-Mari Cajigas from Bringing Books to Life! Partnered on a proposal to have author Meg Medina, who is also the Ambassador of Young People's Literature to Nashville. An event was held at Lipscomb University where over 800 students had the opportunity to hear the author speak. Since Meg Medina is of Latino origin, it was a great way to kick-off Hispanic Heritage Month. This event was sponsored by the Library of Congress, Every Child a Reader, the Children's Book Council and Candlewick Press. Special thanks to Parnassus Books and Lipscomb University for partnering to make this event happen.

The second installment of Special Collection's public program with Vanderbilt University was a success. The series, "Then and Now" features a panel discussion on the history of specific communities here in Nashville. This month's program focused on Latinx/Hispanic communities. The program drew in 198 attendees, both in person and virtual.

We have a new exhibit in the courtyard gallery space at Main. Monumental: Photographs of Vanderbilt Women's Basketball from the Nashville Banner Archives.

Jeremy Estes from the Adult Services Division attended Zine City Fest on 9/30/23. Jeremy creates his own zine for the library entitled Panel Discussion. At the outreach event, Jeremy distributed 286 copies of his zine. He also registered 7 new library cards and spoke to 154 people about the programs and services of Nashville Public Library.

Lauren Gilpin, manager of the Teen Division, visited the teens at Just Us and Becoming Us at the Oasis Center. The teens made bookmarks to promote LGBT books ahead of LGBT history month. These teens were enthusiastic about the library with one sharing, "I really love how the library supports banned books!" The Teen Division will display these bookmarks throughout October and the Oasis center will include the bookmarks (which promote NPL) in books that they distribute throughout the state.

MARKETING & COMMUNICATIONS

September is an important month every year for libraries, as it includes both **National Library Card Signup Month** and **Banned Books Week**.

Here's how NPL's content on these two national weeks performed:

Banned Books Week:

- ***Socials***
 - 2,618 reach
 - 216 engagements
- ***Web***
 - 392 hits
- ***News Media***
 - Cross-country NPR mention, thanks to mention on 1A show

National Library Card Signup Month:

- ***Socials***
 - 4,517 reach
 - 164 engagements

Nashville Public Library Board
October 17th, 2023

RESOLUTION 2023 – 10.01
Early Literacy Resolution

Resolution Title: Support for the expansion of Nashville Public Library’s early-literacy work through a city-wide initiative with the Nashville Public Library Foundation.

History/Background/Discussion:

- 2017: NPL took a leadership role in the Blueprint for Early Childhood Success and has been a key partner as it has evolved to its current initiative, Raising Readers, at United Way.
- 2021: At the conclusion of the Votes for Women campaign and the opening of the room, NPLF worked with Library Director Kent Oliver on the NPL’s next fundraising priority for the foundation.
- August 2022: NPL and NPLF determined that Education and Literacy is the first bucket to focus on and specifically early-literacy. NPL staff reached out to Lisa Wiltshire to evaluate NPL's current early literacy programs and the Nashville and national landscape with a goal to present recommendations on expanding NPL’s work to create a transformational impact across the city for ages 0-5. Lisa’s scope of work for the project was reviewed and approved.
- Fall 2022-Spring 2023: Lisa worked with Liz and the BBTL team and held focus groups with NPL staff and early literacy community partners.
- March 2023: MNPS approached NPL to partner in their new initiative Grow Together, a program that aligns closely with our commitment to focus on early-literacy.
- June 13, 2023: Lisa shared draft recommendations with Linda Harrison and BBTL staff for their feedback and thoughts. This feedback was used to revise recommendations to align with Library priorities.
- June 22, 2023: Lisa presented her revised recommendations to NPLF.
- September 19, 2023: Lisa presented recommendations to NPL Board of Trustees and NPLF Board of Directors.

Recommendation: The Nashville Public Library commits to a comprehensive, city-wide, Early Literacy initiative and the Nashville Public Library Foundation commits to raise the funds to support it.

RESOLUTION 2023 – 10.01
Early Literacy Resolution

WHEREAS, Many children in Nashville are not reading ready by kindergarten; and

WHEREAS, Nashville Public Library is positioned to make a transformational impact in literacy for ages 0-5 through expanding the Bringing Books To Life program; and

WHEREAS, Nashville Public Library has been identified as a critical partner in future early literacy success;

NOW, THEREFORE, BE IT HEREBY RESOLVED that by the Nashville Public Library Board of Trustees that Nashville Public Library commits to the commencement of a comprehensive Early Literacy initiative, aimed at providing children, childcare centers and families with the tools, resources, and support they need to build a strong foundation in literacy and learning to be ready to read in kindergarten.

Objectives

The Limitless Libraries collection development plan defines the materials selection, evaluation, and purchasing process used to support Metro Nashville Public Schools (MNPS). Limitless Libraries supplements MNPS funding and programming and ensures that each school library collection is aligned with curriculum standards and school needs. Limitless Libraries fosters understanding and collaboration between public and school libraries, maximizes efficiency, and benefits all students through resource sharing.

Scope of Collection

The collection development plan for Limitless Libraries works in conjunction with the [MNPS School Library Materials Selection Procedure](#). The MNPS School Library Materials Selection Procedure supersedes the collection development plan for Limitless Libraries in the event of conflict. The primary responsibility of Limitless Libraries is providing MNPS students with access to a broad choice of materials to meet their needs.

“Collection” is defined as the materials that are selected for MNPS media centers. “Materials” includes, but is not limited to, print, audiovisual, and electronic formats. Limitless Libraries purchases materials in a variety of formats, languages, and levels of difficulty.

Responsibility of Selection

The Limitless Libraries Program Manager and collection development Librarians oversee the budget, negotiate vendor agreements, and develop plans to improve and evaluate collections. Limitless Libraries collection development Librarians make selection decisions in conjunction with school librarians. School librarians have the ultimate approval of all items selected for their school libraries.

Selection Criteria

Materials are selected based on the following:

- Educational suitability of the resource for its intended use
- Intellectual content of the material: scope, arrangement and organization, relevance and recency of information, special features, and overall value to the collection
- Philosophy and goals of the school district: resources supported are consistent with the educational standards of the district and with standards of individual schools and specific courses; resources are useful in creating curriculum units

Collection Development Plan for Limitless Libraries

February 18, 2022

- Characteristics of the user: resources are age appropriate and support all ability levels, learning styles, and the social-emotional development of students

Limitless Libraries collection development Librarians consider general selection criteria for all print, non-print, and electronic formats. They also weigh the following criteria:

- Impact on equipment, staff, storage, and space
- Technical quality of production or reproduction
- Durability of formats for library use
- 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 for students and staff
- Ownership of product

Material Formats

Limitless Libraries collection development Librarians select materials in an array of formats: books, Playaways, DVDs, Wonderbooks, and ebooks. When selecting materials, Limitless Libraries collection development Librarians, in collaboration with school librarians, consider:

- Intended audience
- Present and potential relevance to curriculum needs
- Formats that students and teachers prefer
- How material will be used
- Copyright laws and fair use guidelines
- Equipment and storage space availability

Decisions on whether to acquire a new format are made in conjunction with MNPS Library Services and Nashville Public Library's (NPL) collection development department.

Challenged Material

All formal material complaints are handled following the policy and procedures set forth under the [MNPS School Library Materials Reconsideration Procedure](#). Limitless Libraries supplies order information, reviews, and other requested research as directed by the MNPS official handling the complaint.

Selection Sources

Limitless Libraries collection development Librarians use several resources to identify materials for purchase. These resources include publishers' catalogs, reviews published in reputable sources, school librarian or teacher recommendations, and in-hand evaluations. Publisher and vendor websites, the websites of other library systems, and literature specialists' websites also aid selection.

Materials are purchased prepublication or without in-hand evaluation if:

- The materials receive critical acclaim from a standard review source
- The author is popular and/or renowned
- The material covers a subject area of an expressed critical need, or the publisher has a good reputation
- The material is a different edition or format of an original work previously accepted (i.e., audio book edition)
- The material is part of a previously accepted series or a series that receives acclaim from a standard review source

AV Material

AV materials, including Playaways, Wonderbooks, ebooks, and DVDs, are intended for student use and check-out. A small portion of the Limitless Libraries budget may be used for classroom-use AV material; however, the focus of the collection is student use.

Collection Development Guidelines

- Selection is based upon school curriculum, collection needs, and student preferences
- Limitless Libraries collection development Librarians provide material selection lists for school librarians to use at their discretion
- School librarians are encouraged to make material purchase requests
- Vendor selection is at NPL's discretion
- DVDs purchased for high schools are not rated over PG-13
- DVDs purchased for middle schools are not rated over PG
- No DVDs are purchased for elementary schools

Collection Development Plan for Limitless Libraries

February 18, 2022

- Limitless Libraries funds do not purchase class sets; however, school librarians can request that up to five copies of any one title be obtained
- A small portion of a school's Limitless Libraries collection development budget may be used for titles to supplement a school's professional development collection
- Limitless Libraries collection development Librarians order popular, high interest pre-publication and summer titles without consulting school librarians
- School librarians have the right to return any items purchased for their locations
- Returned items are not credited to school budgets

	CHARTERS		ACHIEVEMENT SCHOOL DISTRICT		SPECIALTY		ALC
TL	Aventura Community	LO	Brick Church College Prep	SE	Acad at Hickory Hollow	PR	Johnson
PR	Cameron College Prep	MA	LEAD Neely's Bend	HM	Acad of Opry Mills	RP	Bass
EA	Explore Community			RP	Academy Old Cockrill		
EA	East End Prep			RP	MNPS Virtual School		
SE	Independence Academy						
SE	Intrepid Prep						
EA	KIPP Nashville Collegiate High						
BX	KIPP Academy Nashville Middle						
SE	KIPP Antioch College Prep						
MN	KIPP Kirkpatrick Elementary						
BX	KIPP Nashville College Prep ES						
EA	KIPP Nashville College Prep MS						
SE	Knowledge Academy at the Crossings						
SE	Knowledge Academies						
PR	LEAD Academy HS						
SE	LEAD Prep Southeast						
EA	Liberty Collegiate						
EA	Nashville Classical						
BL	Nashville Classical West						
RP	Nashville Prep						
BX	Purpose Prep						
MN	Rocketship Northeast						
MN	Rocketship United						
BX	Republic High						
BX	Smithson Craighead Academy						
MN	STEM Prep Academy MS						
MN	STEM Prep High						
HM	STRIVE Collegiate						
EP	Valor Flagship						
EP	Valor Voyager						