

NASHVILLE PUBLIC LIBRARY

Board of Trustees Meeting

September 17, 2024



Nashville Public Library Board of Trustees
Agenda
September 17, 2024
Goodlettsville Branch Library
205 Rivergate Parkway
Goodlettsville, TN 37072
12:00 PM

- I. Call to Order / Roll Call
- II. Metro Ordinance required to be announced at all Board Meetings – *Chair, Joyce Searcy*
 - a. “Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of the Nashville Public Library Board may be appealed to the Chancery Court of Davidson County for review under a common law writ of certiorari. Any appeal must be filed within sixty days after entry of a final decision by the Board. Any person or other entity considering an appeal should consult with an attorney to ensure that time and procedural requirements are met.”
- III. Public Comments
 - a. “Pursuant to T. C. A. § 8-44-12, time is reserved at the beginning of Library Board meetings for which there is an actionable item on the agenda for public comment germane to items on the agenda. Up to five people will be allowed up to three minutes each to speak. Speakers must register within one half hour prior to the beginning of the meeting by signing their name on a physical sign-up sheet available at the entrance, and identifying any agenda item on which they intend to comment.
- IV. Board Chair Comments, *Joyce Searcy*
- V. Approval of Minutes: June 18, 2024
- VI. Interim Library Director Report, *Terri Luke*
- VII. Foundation Report, *Shawn Bakker*
- VIII. Old Business
 - a. Special Collections Gift Form..... pg. 77
- IX. New Business
 - a. Naming Policy
Resolution 2024-04..... pg. 78

b. Board Meeting Dates for 2025..... pg. 84

X. Staff Reports

- a. Goodlettsville Branch Overview, *Corey Frederick*
- b. NPL Bookmobile, *Linda Harrison, Syreeta Butler*

XI. Adjournment

Next Scheduled Board of Trustees Meeting

October 15, 2024

Looby Branch Library

2301 Rosa Parks Blvd

Nashville, TN 37228

12:00 PM

Nashville Public Library Board of Trustees
Meeting Minutes
July 16, 2024
Main Library
615 Church Street
Nashville, TN 37219
12:00 PM

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

Library Staff: Terri Luke, Lee Boulie, Jennifer Schmid, Angela Fanta, Ryan Darrow, Andrea Fanta, Sherry Adams, Jenny Ellis, Jenny Lane, Forrest Eagle, Miryam Rose

Others: Macy Amos, Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County

- I. Call to Order / Roll Call
 - a. The meeting was called to order at 12:00 PM.
- II. Metro Ordinance required to be announced at all Board Meetings – *Chair, Joyce Searcy*
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- IV. Board Chair Comments, *Joyce Searcy*
 - a. Ms. Joyce Searcy thanked everyone that was involved in the Donelson opening event. Ms. Searcy added how fantastic it was and highlighted the magnificence of the publicity and the people gathered. Ms. Searcy noted the high volume of people that continue to visit the Donelson library.

V. Approval of Minutes: June 18, 2024

- a. Ms. Kate Ezell made a motion to approve the June 18th board meeting minutes. Mr. Keith Simmons seconded. The motion passed unanimously.

VI. Interim Library Director Report, *Terri Luke*

- a. Ms. Terri Luke congratulated Ms. Lee Boulie on her new position as the Library Director for Brentwood Public Library. Ms. Luke announced August 7th to be Ms. Boulie's last day and thanked Ms. Boulie for all her work the last five years at the Nashville Public Library.
 - i. Ms. Boulie also extended her thanks and expressed her love for the Nashville Public Library. Ms. Boulie thanked the NPL Board and Ms. Luke for their good leadership. Ms. Boulie also thanked all the staff and volunteers for their positive contributions.
- b. Ms. Luke shared the incredibleness of the Donelson ribbon-cutting event and made acknowledgments to Mr. Ryan Darrow's leadership, Ms. Andrea Fanta and all the volunteers who made that day possible. Ms. Luke reported that Councilmember Jeff Gregg and the Friend's group at the new Donelson Branch helped raise more than \$40,000 for the library.
 - i. Ms. Luke noted the large amount of people both outside and inside the library on opening day. Ms. Luke also shared Ms. Susan Drye and her sons' testimony of how busy the branch was on their visit to the Donelson library this past Saturday.
 - ii. Ms. Luke shared that Mayor O'Connell went behind the circulation desk and checked out books for customers.
 - iii. Ms. Kate Ezell noted artist Amber Lelli's artwork to be a remarkable model to the community and added that the artist did a supreme job of incorporating Nashville and Tennessee artisans.
 - iv. Ms. Luke added that having both indoor and outdoor art was a nice collaboration with Metro Arts.
 - v. Ms. Luke noted that both artists conducted focus groups for community input and the community really appreciated the incorporation of Tennessee's flora + fauna and the water.
 - vi. Ms. Luke remarked how the art was like a "Where's Waldo?" experience for the children.
- c. Ms. Luke announced the continuation of the Art Lending Library at NPL.
 - i. Ms. Luke stated that during the pandemic, Metro Arts reached out to NPL to inquire about Art Lending and Ms. Luke noted that the art was from Nashville artists, not copies of famous artists.

- ii. Ms. Luke noted the popularity of the Metro Arts Lending Library with over 500 works of art that have continually checked out. Ms. Luke added that there are 60 pieces with 30 pieces at the Madison branch and 30 pieces at the Southeast branch and Metro Arts asked NPL if the 57 additional pieces that have been purchased can be expanded to libraries at Donelson, East, Green Hills, Hermitage, and Old Hickory.
 - iii. Ms. Luke announced that there is a kick-off event on Thursday evening from 5:30 to 8:00 pm and invited the NPL Board to join. Ms. Luke noted that this project is funded with the Metro Nashville percent for public art.
 - iv. Ms. Ezell asked how long the art pieces can be checked out and Ms. Luke responded that the art may be checked out for three months.
 - v. Ms. Luke acknowledged Ms. Lee Boulie, Ms. Noel Rutherford, and their team's work in setting up the process to move the fragile art.
 - vi. Mr. Keith Simmons asked if the art pieces are returned in good condition. Ms. Luke responded that Ms. Rutherford purchased very specific cases to protect the art and noted that only one art piece did not get returned.
 - vii. Mr. Simmons asked if the art pieces were all paintings and not objects of art. Ms. Luke responded that a few of the pieces were 3D but most of the art pieces were painted art.
 - viii. Ms. Searcy inquired about the blank space on the wall when the art is checked out. Ms. Luke explained that there is a rendering of the art behind the original art and patrons can place the art piece on hold or look at the wall for other pieces that are available for check out.
- d. Ms. Luke shared that NPL was informed of a potential Budget True-Up of up to 1.4 percent after the budget was passed, which amounts to between \$600,000-\$800,000. Ms. Luke reported that this past Friday, Ms. Susan Drye was notified of the actual Budget True-Up to be \$631,400.
- i. The Budget True-Up was discussed at yesterday's Admin team meeting and Ms. Luke will continue to meet with Ms. Sherry Adams and Ms. Susan Drye to review vacant positions and locate the savings.
 - ii. Ms. Luke stated that no final decisions have been made at this time.
 - iii. Mr. Simmons commented that he has not heard of Budget True-Up and asked if this was new. Ms. Drye responded that the last time Budget True-Up occurred was after the pandemic and 11 positions were permanently cut to help with the state reformulating school funding.
 - iv. Ms. Drye noted that this Budget True-Up was not a permanent cut but forced savings taken out of NPL's budget.

- v. Mr. Simmons asked what the difference between a permanent cut is and whether NPL's budget is now minus \$630,000 starting on July 1st. Ms. Drye responded that NPL's budget starting on July 1, 2024, will be \$631,000 less than expected.
 - vi. Mr. Simmons stated that the budget cut was permanent. Ms. Drye clarified that NPL is expected to receive this savings back next year and the vacancies do not need to be cut. Ms. Drye pointed out that permanent cuts were made to positions in previous years due to Budget True-Up.
 - vii. Ms. Drye stated that 70 percent of NPL's budget consists of salaries and benefits. Mr. Simmons' asked if NPL was not hiring vacancies and Ms. Drye confirmed the hold on vacancies for a longer period. Ms. Ezell asked if staff hours can be cut, and Ms. Drye responded that reducing hours would be very difficult to maintain the service hours needed.
 - viii. Ms. Luke shared Ms. Drye's report that NPL received a \$46M budget and half a year funding to staff the new Donelson branch library.
 - ix. Mr. Simmons commented that this could have been worse. Ms. Luke added that eleven positions in branch services were permanently cut in the past.
 - x. Ms. Luke and Ms. Drye clarified to Mr. Simmons question that the \$46M budget were Metro funds for operations only and Ms. Drye pointed out that this was the first time in NPL's history receiving \$46M budget.
- e. Ms. Luke stated that during the operating budget process, Council Member Vo reached out during their initial preparation for budget amendments and highlighted NPL's budget of \$35,000 for translation services. Ms. Luke added that NPL received \$35,000 for translation services last year.
- i. Ms. Vo shared that the minority caucus expressed the importance for translation services.
 - ii. Ms. Vo asked if NPL can do translation services without the \$35,000. Ms. Luke responded that this depends on how much NPL will need to give back for the Budget True-Up. Luke stated that no promises can be made if the Budget True-Up is too high, but NPL will work hard to continue with the plans for translation services.
 - iii. Ms. Luke reported that the minority caucus found the \$35,000 and gave that amount to NPL's budget. Ms. Vo stated that the minority caucus members were impressed and wanted to support NPL's work in providing services for customers whom English is not their first language.
 - iv. Ms. Luke shared that the leadership team will be putting together a plan and currently, NPL has a purchase order to receive real-time translation in six

languages. Ms. Luke stated that more information on this plan will be reported back to the Board.

- v. Ms. Luke reported that Ms. Lee Boulie and her team did the website translations this year and both Ms. Jenny Ellis and Ms. Jenny Lane will discuss this in their staff reports.
- vi. Mr. Simmons pointed out that while \$631,000 is taken away from NPL's budget, NPL receives the \$35,000 back into the budget and Ms. Drye's team clarified that the true Budget True-Up amount was now \$597,000.
- vii. Ms. Ezell and Mr. Simmons expressed amazement that real-time translation services can be done with a \$35,000 budget. Ms. Luke noted that NPL narrowed down to the six most spoken languages throughout Metro. Ms. Luke noted Admin team's plan to promote these services to customers and the plan will provide an indication of additional costs.
- viii. Ms. Ezell asked if there was a service provider that NPL subscribes to. Ms. Drye stated they have a contract and purchase order. The vendors are awaiting instructions from Ms. Drye.
- ix. Mr. Simmons asked how the service works. Ms. Drye stated that the company is based out of Arizona. The service requires a customer to call the number with a member ID and a PIN. The customer then selects which language they require, and the service provides a live interpreter on the phone. Ms. Luke noted that this is different from apps, which rely on artificial intelligence.
- x. Mr. Simmons brought up a scenario in which if a customer walked into the Donelson branch and did not speak English, whether this customer can dial the number and find an interpreter. Ms. Drye responded that some procedures and trainings need to be in place so that staff can identify which language is needed.
- xi. Ms. Luke both pointed out that the service is available to translate six languages but if additional languages are needed, the service could provide up to 100 different languages.
- xii. Mr. Simmons reviewed the languages selected by NPL which are Spanish, Arabic, Kurdish, Somalia, Vietnamese, and Burmese. Ms. Drye noted that these six are the most spoken languages in Davidson County.
- xiii. Ms. Jenny Lane reported that the language selections were based on the 2017 Metro Language Access Report.
- xiv. Ms. Luke shared her hopes to expand into other services after looking at the costs.

VII. New Business

- a. NPLF Retail Space, *NPLF*

- i. In Ms. Shawn Bakker's absence, Ms. Ezell shared the good news that a letter of intent was received from Oscar's Tacos to use the old Jim Cooper Congressman space. Ms. Ezell noted that Oscar's Tacos had a location downtown, but the landlord asked them to move because they wanted to use the space.
- ii. Ms. Ezell shared that Ms. Bakker expects for the lease to be signed in the next month.
- iii. Ms. Ezell had asked Ms. Bakker how long the space has been vacant, and Ms. Bakker responded that the space has been vacant for a year and a half.
- iv. Ms. Drye noted that the space is not equipped for a restaurant and will require build out, ventilation, and plumbing which will take some time.
- v. Ms. Ezell asked who will be funding this work. Ms. Drye responded that it will not be Metro and Ms. Ezell stated that it would not be NPLF.
- vi. Ms. Searcy asked if the Copper Branch restaurant will remain, and it was confirmed yes.
- vii. Ms. Drye noted that the Copper Branch space was an easier conversion as the space was originally another restaurant.
- viii. Mr. Simmons asked if Oscar's Tacos will need a kitchen and Ms. Drye responded that the space will need a fully functioning kitchen. Ms. Drye noted that from her understanding, Oscar's Tacos are leasing only a portion of the space.
- ix. Mr. Simmons expressed fascination for The Morgan Library during his visit to New York this past weekend. Mr. Simmons encouraged readers of *The Personal Librarian* book to visit this library. Mr. Simmons also noted the 15th century art and renaissance at the library.
- x. Ms. Searcy thanked Mr. Simmons for letting everyone know and noted that Carnegie Society members can receive a tour.

VIII. Staff Reports

- a. Main Closure, *Susan Drye*
 - i. Ms. Drye stated that NPL received the capital money to fix the major HVAC issues.
 - ii. After checking with the project manager yesterday, Ms. Drye reported that the coils have shipped, and the schedule remains the same. On August 19th, the entire Main building will be closed to the public, but the retail spaces will remain open as they are on a separate HVAC system.
 - iii. Ms. Drye reported that the heat exchanger will be replaced during the week of the closure. The East side of the building will remain down while the coils are replaced for two weeks. The East side will come back up and the West side of the building will be down for approximately three weeks.

- iv. Ms. Drye stated that the building must remain closed to the public because one side of the building will be hot while the other side is cool, and vice versa.
- v. Ms. Drye expressed hope for the building to be back up and running by October 4th.
- vi. Ms. Searcy asked about the plan for staff relocations. Ms. Drye noted that B1 level, B2 level, the conference center and the public portion of Special Collections will be back up after the one week of closure, as they are on different systems. Ms. Drye stated that some staff will work on-site but noted the challenge in relocating and reassigning tasks for the public-facing staff.
- vii. Ms. Luke shared that part of the plan is for Mr. Kyle Barber and Ms. Jenna Schmid to work together for staff reassignments to branch libraries.
- viii. Ms. Luke was asked why this could not wait until the weather was cooler. Ms. Luke stated that the longer they wait, the less effective the coils become. The coils are currently operating at 60 percent.
- ix. Ms. Searcy inquired about the library bookings in the Fall.
- x. Ms. Ezell noted the importance of the third floor in helping patrons who need jobs. Ms. Luke responded that bus transportation was available to other branch libraries and both Ms. Luke and Ms. Andrea Fanta have been in communication with the Metro Office of Homeless Services.
- xi. Ms. Luke stated that plans are in place with a master spreadsheet and the admin team is meeting weekly to put these plans in motion when the Main building closes.
- xii. Mr. Simmons asked where Ms. Luke and the Administration team were relocating to. Ms. Luke responded that the Administration team will be working at the Main library when B1 and B2 are back up. Ms. Luke may utilize Mr. Barber's old office on the third floor. Ms. Drye will be on-site at Main.
- xiii. Mr. Simmons asked for an update regarding the trees in the Main courtyard. Ms. Drye responded that currently, the project has moved to the semi-design stage and confirmed the removal of the trees during the Main library closure.
- xiv. Ms. Searcy asked if the trees are being transplanted to another location. Ms. Drye responded no and stated that the trees' survival rate is 25 percent even under perfect circumstances and conditions.
- xv. Ms. Drye noted that the Japanese Maple tree will remain in the courtyard.
- xvi. Ms. Ezell asked if a visual plan was finalized. Ms. Drye stated that plans have not been finalized but will be working with the NPL Board and the Robinson family.
- xvii. Ms. Luke noted the capital spending plan that Ms. Drye has been working on with the first part being design development for Hadley Park library and renovations for Green Hills library. The second part will be design development for Richland Park library and renovations for the Hermitage library.
- xviii. Ms. Ezell shared that on her visit to the Green Hills branch library to vote, she learned from a display that a Nashvillian owned about 30 Wheaties cereal boxes dating back to 1912. The NPL Board members commented that the displays at the Green Hills library were always interesting. Ms. Luke added that Ms. Heidi Berg is the branch manager at Green Hills and there is a waiting list to place items in the display cabinets and on the walls leading to the meeting rooms.

b. Website Translation, *Jenny Ellis, Jenny Lane*

- i. Ms. Lee Boulie shared her appreciation of Ms. Jenny Ellis and Ms. Jenny Lane's work. Ms. Boulie praised the initiative of the Shared Systems team and noted that both managers have been working for NPL for a long time.
- ii. Ms. Lane has been with NPL for 19 years and Ms. Ellis has been with NPL for 21 years.
- iii. Ms. Lane shared that the Shared Systems team provide library automation and discovery for both the libraries and the schools. In addition, the team also provides website support to the library and Limitless Libraries.
- iv. Ms. Lane stated that the team has become aware of the growing foreign-born population in Nashville and wanted to provide a useful and welcoming website to that population.
- v. Ms. Lane shared that the prospect looked expensive but due to innovations in the last year, machine translations could be used to meet the need for the six languages.
- vi. Ms. Lane showed the language picker on the NPL website located on the common placement where the six languages are supported.
- vii. Ms. Lane noted that the module supports 100 plus languages but suggested not adding too many languages to avoid confusion.
- viii. Ms. Lane stated that NPL has a paid for the module to permanently translate library terminologies on the website and showed the NPL Board examples of webpage translation in the Spanish language.
- ix. Mr. Simmons asked whether NPL subscribes or owns the software. Ms. Lane responded that the software is called GTranslate and it was acquired through NPL's web vendor, Net Tango, which is the same vendor used by Nashville.gov. Ms. Lane added that NPL has a 10-year contract with the web vendor.
- x. Mr. Simmons asked if the software comes out of the Metro budget and Ms. Lane responded that it comes out of their web development budget. Ms. Ellis added that the software's annual cost is a couple hundred dollars. Ms. Lane noted that the software is much more cost-effective than using human translation and less labor intensive and timely.
- xi. Ms. Lane pointed out the "Get a Library Card" page of the website where the embedded forms and landing page gets translated after the form is submitted.
- xii. Ms. Lane stated that the next step would be to translate emails. A separate company will need to be set up with NPL.
- xiii. Ms. Lane pointed out the "Wishing Chair Productions" page under "Events" which has a subpage with its own navigation at the top of the webpage. Ms. Lane had the webpage translated in Arabic and showed the NPL Board proper names that do not get translated in Arabic, unlike some of the other languages. Ms. Lane stated that the module allows a file of things that NPL does not want translated. Ms. Lane also pointed out that Arabic is a right-to-left language which causes issues and misalignments when translated. Ms. Lane's team will be working on this.
- xiv. Ms. Lane reported that the website translation will go live on July 24th and will inform staff.

- xv. Ms. Drye asked if only two languages were currently available. Ms. Lane responded that all six languages were available on the module, and it will not be difficult to add more languages.
- xvi. Ms. Ezell asked if website translation was common among library systems. Ms. Ellis responded that most libraries use the free Google Translate and place this service on their website but does not provide the customization that manual translations allow at reduced costs.
- xvii. Mr. Simmons asked if NPL has collections in the languages the module provides. Ms. Lane responded that the search function can be utilized in the catalog to locate a collection item in a particular language.
- xviii. Ms. Boulie added that NPL has a larger collection in Spanish and Arabic and they have been working on building the Kurdish collection over the past few years. Ms. Boulie noted that the catalog was translated first to Spanish and Arabic.
- xix. Ms. Lane added that publishing and accessibility can affect the library's collection in different languages and noted that Ms. Noel Rutherford spends much time thoroughly sourcing foreign-language material.
- xx. Ms. Boulie noted Ms. Rutherford's work with the Library of Congress to purchase items from publishers in Cairo and Egypt that publish Arabic to build NPL's multi-lingual collection.
- xxi. Mr. Simmons commented that this is an added reason why collection has become expensive.
- xxii. Ms. Searcy commented that this information was eye-opening for her.
- xxiii. Dr. Nadine De La Rosa shared that as a Spanish native-speaking person, she observed the website translation to be quick, intuitive, and accurate.
- xxiv. Ms. Searcy noted the need for promotions so that Spanish speaking customers are aware of this service and added that she is on the Board of Hispanic Chamber of Commerce, and she does not think businesses know about this service.
- xxv. Ms. Luke stated that NPL does need a plan to promote this service.
- xxvi. Ms. Luke added that as a person on the leadership team, she was very impressed with the six languages and thanked both Ms. Lane and Ms. Ellis for their work, especially in reducing costs and bringing accuracy.
- xxvii. Ms. Lane shared possible next steps in partnering with MNPS and supporting Limitless Libraries by placing this widget on the Limitless Libraries webpage to support the languages MNPS supports.
- xxviii. Ms. Ezell asked if usage will be tracked. Ms. Lane and Ms. Ellis responded that the service may provide statistical data, but they will find ways to track usage data.
- xxix. Ms. Searcy thanked Ms. Lane and Ms. Ellis for dreaming big.
- xxx. Dr. De La Rosa asked a follow-up question on whether languages can be offered with the new passport plan. Ms. Luke responded that currently, the passport is a pilot program, and they are at staff capacity with every available slot booked through August. Ms. Luke noted that the Continuous Improvement Plan (CIP) will allow NPL to look at the 2-3 priorities for customer service this fiscal year and shift staff assignments accordingly.

xxxi. Ms. Luke noted that the Assistant Directors indicated the needs of their departments during previous year's budget and Ms. Boulie brought the need for website translation. NPL presented this to the Mayor's Office who expressed concern that \$35,000 would not be enough. Ms. Luke shared her awe in what the team has done.

c. Donelson Branch Update, *Ryan Darrow, Andrea Fanta*

- i. Ms. Luke introduced Ms. Andrea Fanta and Mr. Ryan Darrow, who is the branch manager for the new Donelson library.
- ii. Mr. Darrow thanked the NPL Board for inviting them to share the success of the new Donelson library opening day. Mr. Darrow stated that it was eight long years of planning and construction, with Mr. Darrow helping the last couple of years.
- iii. Mr. Darrow showed the NPL Board the rendering of the new Donelson library.
- iv. Mr. Darrow noted that this library is a LEED Gold targeted branch with a geothermal well in front of the building with solar panels on the roof. Mr. Darrow added that the orientation of the building prevents heat intrusion and encouraged everyone to come visit.
- v. Ms. Andrea Fanta stated that the MarCom plan began six months prior to the event.
- vi. Ms. Fanta shared that one of MarCom's primary goals and success was creating an emotional connection for the community and for the Donelson customers. Ms. Fanta noted a challenge which was in keeping people excited with anticipation while the new library was undergoing construction.
- vii. Ms. Fanta shared an aspect she liked about the campaign which was using transparency to create a sense of emotional connection with customers well before opening day.
- viii. Mr. Darrow incorporated the nostalgia of the old Donelson building which opened in 1966 and was well-loved by the community. Mr. Darrow also shared the Donelson team did a blog post detailing all the previous branch managers and the staff, including Katherine Culbertson who later became Tennessee's State Librarian.
- ix. Ms. Fanta shared best practice of creating a 360-marketing ecosystem with city-wide communications coming from the MarCom team and hyperlocal communications coming from Mr. Darrow and his team.
- x. Ms. Fanta shared the beginning of the campaign, "Roadmap to New Donelson Branch Library," a concept created by Mr. Ed Brown from MarCom. Mr. Darrow pointed out that not only was the roadmap a printout, but a website that provided information about the New Donelson library.
- xi. Mr. Darrow added that the line drawing was done by NPLF, and the new Donelson logo was done by Mr. Edward Patton from MarCom who hand drew nine different logo options for the Donelson team to choose from.
- xii. Ms. Fanta highlighted the following speakers at Donelson's opening day event: Mayor O'Connell, Council Member Jeff Greg, longtime Donelson branch library patron Ms. Erycka Shorter, Board Chair Joyce Searcy, Interim Library Director Terri Luke, Director of Metro General Services Gerald Smith, Sr, and Former Council Member Jeff Syracuse.

- xiii. Ms. Fanta added another best practice which was to involve customers and patrons outside of the Metro circle.
- xiv. Ms. Fanta noted that the new Donelson is the fifth branch to have a vehicle registration and renewal kiosk.
- xv. Mr. Darrow shared the following data for Donelson’s door count, circulation, and library card signups on Opening Day:

Opening Day

Door count = **2,276** (front door only)
Circulation = **2,126** checkouts by **471 patrons**
Library Card Signups = **62**

For context:

In April 2024, DO did:
Registrations = 141
Circulation = 8,279
Door Count = 6,368

- xvi. Mr. Darrow noted that the Donelson team did 26 percent of their circulation, 44 percent of their registration, and 36 percent of their door count in a single day.
- xvii. Ms. Fanta shared the following marketing metrics and analytics:

Earned Media:

WPLN, WKRN, Mix 92.9, Axios Nashville, Tennessean

Web:

9,698 views

Socials:

44,209 reach
2,032 engagements

Emails:

193,936+ reach
140,000+ opens
10,000+ clicks

- xviii. Ms. Fanta noted that this campaign performed slightly better than the Dolly Parton Imagination Library Card campaign and the email performance for this campaign also outperformed NPL’s usual email performance.
- xix. Mr. Darrow highlighted Council Member Jeff Greg who spearheaded the fundraising which was comprised of 15 dedicated Friends volunteers. The fundraising consisted of merchandise sales, direct giving, architecture and design tour, preview party, silent auction, and “Giving Day” from Nectar.

- xx. In total, Mr. Darrow reported \$46,000 raised consisting of unrestricted funds; \$15,000 Caregiver/Child Computer Carrel donated from the Stones River Women's Club; and a \$6,000 mobile demonstration kitchen donated from HIP Donelson. Mr. Darrow noted they did not need to use the FF&E budget due to these available funds and can repurpose these funds in other ways.
- xxi. Mr. Darrow and Ms. Fanta then shared the blueprint for future projects.
- xxii. Ms. Fanta noted the upcoming design work at Richland Park and Hadley branch libraries and the upcoming renovations at Green Hills and Hermitage branch libraries. Ms. Fanta will empower the advocacy task force as well as increase engagement with Council Members. Ms. Fanta noted Vice Mayor Angie Henderson's attendance at the grand opening of new Donelson and discussed collaborations for more formal ways to engage with Council Members. Ms. Fanta added including real people with every project.
- xxiii. Ms. Fanta stated that this event was affirmation of the need for a full suite integrated marketing agency in the library. Ms. Fanta expressed appreciation on behalf of MarCom and the leadership team for making the investment.
- xxiv. Ms. Fanta thanked and asked the NPL Board to be ambassadors for the four projects coming up and all the work NPL does.
- xxv. Mr. Darrow shared the importance of setting dates for road maps, website, Shared Systems, and having meeting rooms available and ready. Mr. Darrow added that the planning touches every department.
- xxvi. Ms. Fanta thanked the NPL Board and opened the time for questions.
- xxvii. Mr. Charvis Rand stated that "you cannot talk about innovation without creativity" and thanked Ms. Fanta and Mr. Darrow for the success of the opening event. Mr. Rand shared that he has known and worked with Council Member Gregg for over 20 years and commented that the Council Member will be a great asset to the Donelson community.
- xxviii. Mr. Rand asked Ms. Luke and Ms. Drye about the old Donelson building. Ms. Luke stated that she has asked the Mayor's office to keep the old Donelson building in case the library needs a location for NECAT. NPL is currently in the process of negotiating with Nashville State to renew the NECAT lease. Ms. Luke added that if the contract does not go through, there are funds available to renovate the old Donelson building and provide a space for the NECAT Studio and a place to park the bookmobile. Ms. Luke shared that once she knows more about NECAT, then other options can be explored.
- xxix. Ms. Searcy asked what the Mayor's office response was. Ms. Luke responded that NPL will be keeping the building. Ms. Drye added that NPL is currently maintaining the building. Mr. Rand shared that he had some ideas for the facility.
- xxx. Ms. Searcy asked about the piece of equipment bought by one of the organizations that was related to childcare. Mr. Darrow responded that the equipment is a computer station for adults by the windows on the second floor. Mr. Darrow added that a little play pen is attached to the equipment for customers to keep their infant or toddler safely next to them. Mr. Darrow noted that the new Donelson is the first branch in the Nashville Public Library system to receive this equipment.

- xxxi. Mr. Darrow stated that Donelson received grants from the state to do the solar bench outside and the universal changing table on the second floor that can accommodate adults and is the first branch to receive this piece.
- xxxii. Ms. Searcy asked about the security and cameras. Ms. Drye responded that the library is well-covered with cameras.
- xxxiii. Dr. De La Rosa asked if furniture has been placed in the outdoor space. Mr. Darrow responded that the furniture for the veranda is on order.
- xxxiv. Ms. Fanta and Mr. Darrow thanked Ms. Annie Herlocker for her assistance and coordination on opening day and Ms. Jennifer Fournier, the project manager.
- xxxv. The NPL Board applauded the team and Ms. Searcy commented that they were proud.
- xxxvi. Ms. Ezell asked about the date for the Board retreat.
- xxxvii. Mr. Simmons noted that there was no Board meeting in August but asked if there was a study session. Ms. Luke responded that it has not been confirmed.
- xxxviii. Ms. Searcy added that Ms. Rosalyn Carpenter will be helping with the Study Session.
- xxxix. Ms. Varney asked if the next Board meeting was in September. Ms. Luke confirmed the date and location of September's Board meeting.
 - xl. Mr. Simmons asked if the study session should be taken off the calendar. Ms. Luke stated that the September date can be the date of the Board retreat since everyone can attend.
 - xli. Ms. Luke noted that she is doing a study with Ms. Liz Coleman and other staff members on what other library systems are doing in regard to security and any other topics that the Board members would like to discuss. Ms. Luke asked the NPL Board to share topics they would like included for the Board retreat. Mr. Rand and Ms. Searcy shared technology and security as topics of interest.
 - xlii. Ms. Luke added that she is having monthly meetings with Ms. Susan Drye, Ms. Sherry Adams, and Mr. Mark Crowder to begin planning a Safety and Security Summit using some of the \$40,000 of NPLF training funds, which will include a keynote speaker and breakout sessions.

IX. Adjournment

- a. The meeting was adjourned at 1:26 PM.

Next Scheduled Board of Trustees Meeting

September 17, 2024

Goodlettsville Branch Library

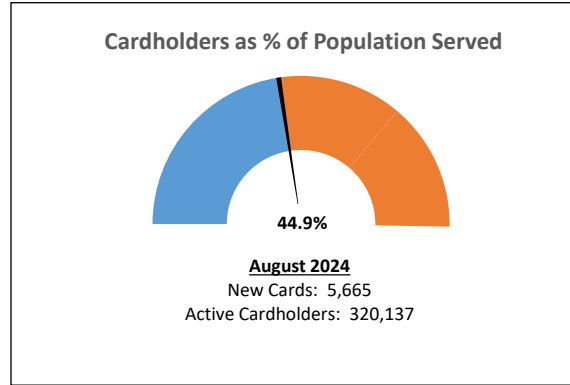
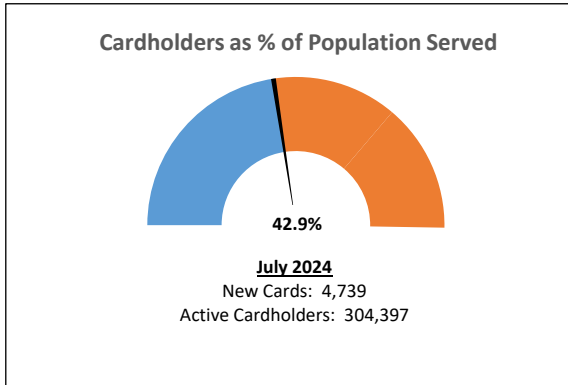
205 Rivergate Parkway

Goodlettsville, TN 37072

12:00 PM

Respectfully submitted by Miryam Rose.

Statistical Summary – September 17, 2024
Nashville Public Library



Cardholders	Jul-24	Jul-24 Year-to-Date	Active Patron Cards	Average Cards in Last 12 Months
New Registrations	4,739	4,739	297,059	304,397

Volunteer Services	Jul-24	Jul-23	Year-to-Date	% Change 2023-2024
Number of Volunteers	123	146	123	-15.75%
Volunteer Hours	1,044	1,067	1,044	-2.18%

Attendance for Room Use	Jul-24	Jul-23	% Change 2023-2024
Community Use	31,525	21,788	44.69%
Library Use	18,086	11,758	53.82%

Reference	Jul-24	Jul-23	% Change 2023-2024
Answered	27,724	16,802	65.00%

Cardholders	Aug-24	Aug-24 Year-to-Date	Active Patron Cards	Average Cards in Last 12 Months
New Registrations	5,665	10,404	299,969	320,137

Volunteer Services	Aug-24	Aug-23	Year-to-Date	% Change 2023-2024
Number of Volunteers	124	161	247	-22.98%
Volunteer Hours	941	1,177	1,985	-20.05%

Attendance for Room Use	Aug-24	Aug-23	% Change 2023-2024
Community Use	4,649	4,539	2.41%
Library Use	15,941	8,637	84.57%

Reference	Aug-24	Aug-23	% Change 2023-2024
Answered	24,886	18,342	35.68%

*Missing minor data

Statistical Summary – September 17, 2024

Nashville Public Library

Wireless Data

Wireless	Month				
	Jul-24 Sessions	Jul-24 % of Total	Wireless %	Jul-23 Sessions	% Change 2023-2024
Bellevue	6,398	8.84%	70.6%	2,677	139.00%
Bordeaux	2,974	4.11%	59.6%	1,597	86.22%
Donelson	4,744	6.55%	43.7%	434	993.09%
East	1,312	1.81%	48.1%	475	176.21%
Edgehill	535	0.74%	40.4%	241	121.99%
Edmondson Pike	4,539	6.27%	56.2%	1,946	133.25%
Goodlettsville	1,789	2.47%	45.0%	705	153.76%
Green Hills	3,143	4.34%	60.3%	1,640	91.65%
Hadley Park	805	1.11%	46.0%	365	120.55%
Hermitage	3,496	4.83%	57.4%	2,311	51.28%
Inglewood	1,106	1.53%	41.1%	576	92.01%
Looby	346	0.48%	29.5%	285	21.40%
Madison	2,876	3.97%	49.2%	1,491	92.89%
Main	25,931	35.81%	70.4%	11,936	117.25%
North	653	0.90%	27.6%	163	300.61%
Old Hickory	883	1.22%	72.7%	485	82.06%
Pruitt	415	0.57%	48.6%	622	-33.28%
Richland Park	1,750	2.42%	46.0%	706	147.88%
Southeast	7,828	10.81%	58.5%	3,441	127.49%
Thompson Lane	622	0.86%	30.4%	337	84.57%
Watkins Park	265	0.37%	24.2%	141	87.94%
NPL Total	72,410		58.6%	32,574	122.29%

Wireless	Month				
	Aug-24 Sessions	Aug-24 % of Total	Wireless %	Aug-23 Sessions	% Change 2023-2024
Bellevue	10,282	10.66%	69.2%	1,679	512.39%
Bordeaux	4,687	4.86%	51.6%	1,254	273.76%
Donelson	6,401	6.63%	46.8%	297	2055.22%
East	2,237	2.32%	52.8%	662	237.92%
Edgehill	1,026	1.06%	49.3%	207	395.65%
Edmondson Pike	5,801	6.01%	54.4%	1,343	331.94%
Goodlettsville	2,512	2.60%	50.7%	809	210.51%
Green Hills	5,973	6.19%	61.2%	878	580.30%
Hadley Park	1,386	1.44%	47.5%	297	366.67%
Hermitage	4,729	4.90%	52.8%	1,541	206.88%
Inglewood	1,712	1.77%	40.7%	431	297.22%
Looby	590	0.61%	28.0%	257	129.57%
Madison	3,763	3.90%	37.6%	702	436.04%
Main	28,372	29.40%	65.8%	9,809	189.24%
North	686	0.71%	29.1%	86	697.67%
Old Hickory	1,185	1.23%	64.2%	900	31.67%
Pruitt	-	0.00%	46.1%	613	-100.00%
Richland Park	3,481	3.61%	45.0%	496	601.81%
Southeast	10,072	10.44%	69.1%	4,766	111.33%
Thompson Lane	860	0.89%	24.3%	260	230.77%
Watkins Park	741	0.77%	57.0%	206	259.71%
NPL Total	96,496		58.1%	27,493	250.98%

Statistical Summary – September 17, 2024

Nashville Public Library

Database and Website Data

Public Computer Use	Jul-24	Jul-23	% Change 2023-2024
Total Computer Use	24,159	20,078	20.33%
Total Wireless Use	72,410	30,884	134.46%

Website Visits	Jul-24	Jul-23	% Change 2023-2024
Webserver	379,013	345,921	9.57%

Database Usage	Jul-24	Jul-23	% Change 2023-2024
Sessions	3,601	3,018	19.32%

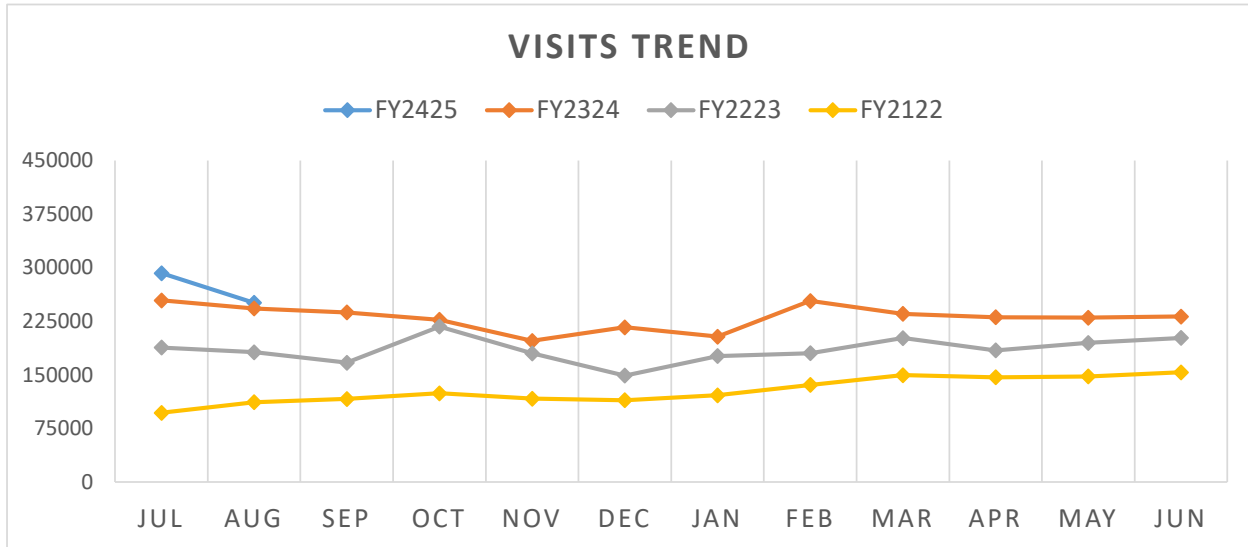
Public Computer Use	Aug-24	Aug-23	% Change 2023-2024
Total Computer Use	23,365	23,240	0.54%
Total Wireless Use	96,496	14,603	560.80%

Website Visits	Aug-24	Aug-23	% Change 2023-2024
Webserver	413,716	378,185	9.40%

Database Usage	Aug-24	Aug-23	% Change 2023-2024
Sessions	20,888	10,457	99.75%

Statistical Summary – September 17, 2024
Nashville Public Library

Visits



Visits	Jul-24 Visits	Jul-23 Visits	% Change 2023-2024	Jul-24 Circ / Visit	Jul-23 Circ / Visit	% Change 2023-2024
Bellevue	17,162	19,676	-12.78%	1.26	1.15	9.53%
Bordeaux	6,496	6,946	-6.48%	0.40	0.43	-6.30%
Donelson	12,096	5,948	103.35%	1.03	0.81	27.32%
East	9,914	8,751	13.29%	0.39	0.46	-15.93%
Edgehill	3,093	3,195	-3.21%	0.36	0.38	-6.05%
Edmondson Pike	24,233	23,581	2.76%	0.85	0.90	-5.74%
Goodlettsville	7,493	5,984	25.22%	1.27	1.52	-16.40%
Green Hills	29,715	25,280	17.54%	0.94	1.13	-16.64%
Hadley Park	2,477	2,071	19.60%	0.27	0.29	-8.72%
Hermitage	19,855	18,794	5.65%	0.82	0.91	-10.01%
Inglewood	16,208	13,977	15.96%	0.37	0.46	-18.15%
Looby	5,061	3,475	45.64%	0.20	0.22	-9.30%
Madison	18,368	18,754	-2.06%	0.32	0.36	-11.95%
Main	57,104	45,232	26.25%	2.74	3.37	-18.72%
North	6,810	6,386	6.64%	0.14	0.11	26.45%
Old Hickory	2,668	2,438	9.43%	1.04	0.95	9.60%
Pruitt	-	5,987	-100.00%	#DIV/0!	0.06	#DIV/0!
Richland Park	10,739	8,781	22.30%	0.86	1.04	-17.81%
Southeast	24,574	14,816	65.86%	0.33	0.54	-40.04%
Thompson Lane	14,966	11,541	29.68%	0.21	0.26	-19.34%
Watkins Park	3,327	2,681	24.10%	0.06	0.08	-27.51%
NPL Total	292,357	254,294	14.97%	1.06	1.19	-10.75%

Statistical Summary – September 17, 2024

Nashville Public Library

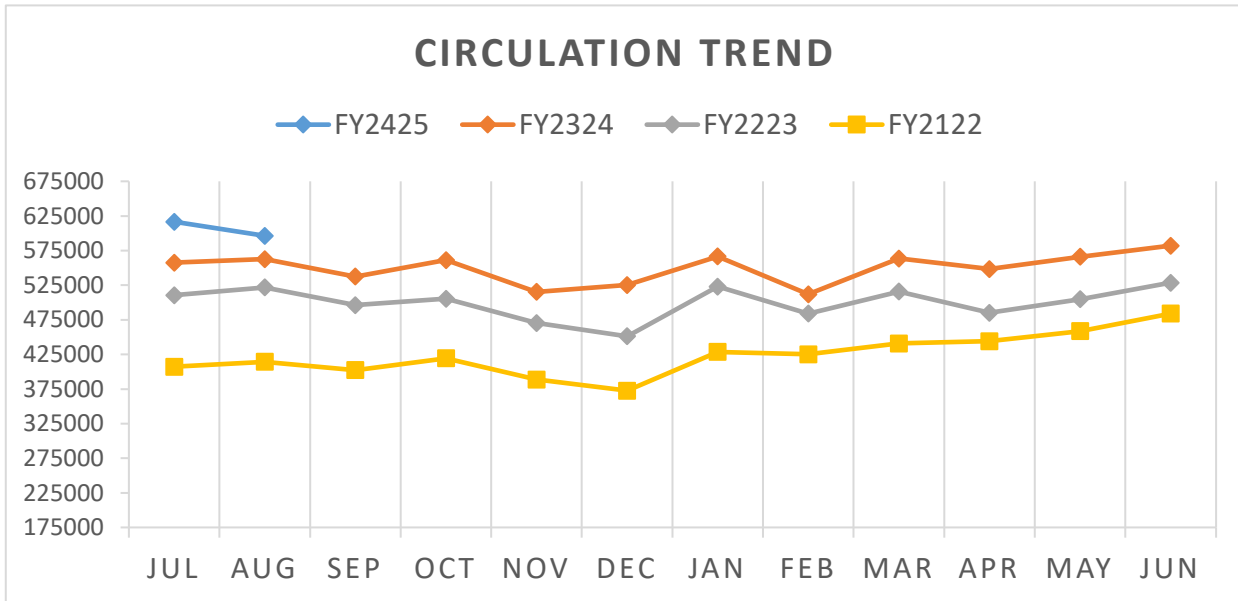
Visits	Aug-24 Visits	Aug-23 Visits	% Change 2023-2024	Aug-24 Circ / Visit	Aug-23 Circ / Visit	% Change 2023-2024
Bellevue	17,953	17,425	3.03%	1.13	1.27	-11.08%
Bordeaux	6,774	4,575	48.07%	0.44	0.53	-16.72%
Donelson	11,034	6,494	69.91%	0.90	0.75	20.19%
East	15,696	11,968	31.15%	0.24	0.35	-32.70%
Edgehill	3,053	3,467	-11.94%	0.44	0.38	16.87%
Edmondson Pike	19,260	19,056	1.07%	1.10	1.03	6.95%
Goodlettsville	7,003	6,163	13.63%	1.28	1.63	-21.34%
Green Hills	32,693	25,661	27.40%	0.74	1.07	-31.12%
Hadley Park	2,354	2,193	7.34%	0.24	0.27	-11.58%
Hermitage	12,505	16,382	-23.67%	1.20	1.07	12.97%
Inglewood	16,432	14,539	13.02%	0.39	0.46	-16.12%
Looby	4,650	3,088	50.58%	0.22	0.27	-17.29%
Madison	13,781	14,352	-3.98%	0.39	0.44	-10.59%
Main	35,209	46,324	-23.99%	0.84	3.37	-75.03%
North	9,508	5,803	63.85%	0.08	0.13	-36.93%
Old Hickory	2,493	2,506	-0.52%	0.99	0.92	7.82%
Pruitt	-	8,374	-100.00%	N/A	0.03	N/A
Richland Park	11,319	9,271	22.09%	0.87	1.06	-18.16%
Southeast	10,601	9,902	7.06%	0.63	0.61	3.00%
Thompson Lane	12,922	10,861	18.98%	0.22	0.24	-9.58%
Watkins Park	5,710	4,532	25.99%	0.02	0.03	-20.63%
NPL Total	250,950	242,936	3.30%	0.72	1.27	-43.46%

Circulation Data

eMedia	Jul-24	Jul-23	YTD	% Change 2023-2024
eAudiobooks	137,608	96,558	137,608	42.51%
eVideo	11,215	6,202	11,215	80.83%
eBooks	133,280	109,440	133,280	21.78%
eMusic	1,667	1,530	1,667	8.95%
eMagazines	23,376	6,450	23,376	262.42%
Total	307,146	220,180	307,146	39.50%

eMedia	Aug-24	Aug-23	YTD	% Change 2023-2024
eAudiobooks	137,864	99,571	275,472	38.46%
eVideo	11,522	5,988	22,737	92.42%
eBooks	128,753	109,009	262,033	18.11%
eMusic	3,136	1,688	4,803	85.78%
eMagazines	21,502	7,093	44,878	203.14%
Total	302,777	223,349	609,923	35.56%

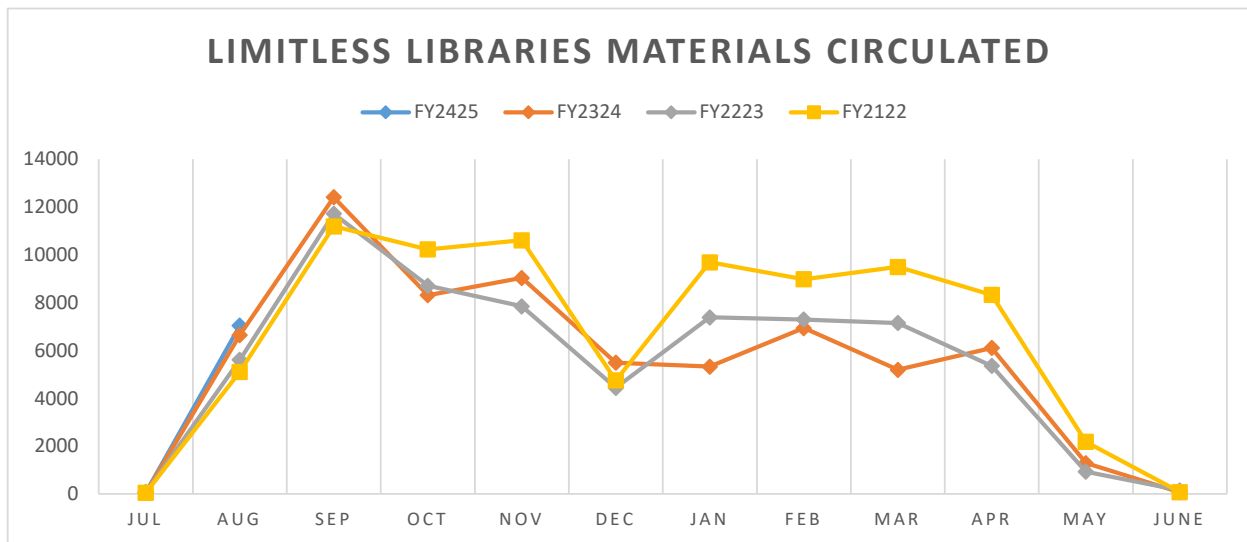
Statistical Summary – September 17, 2024
Nashville Public Library



Circulation	Month				Fiscal Year-to-Date		
	Jul-24 Circulation	Jul-24 % of Total	Jul-23 Circulation	% Change 2023-2024	Jul-24 Year-to-Date	Jul-23 Year-to-Date	% Change 2023-2024
Belleuve	33,957	5.51%	35,873	-5.34%	33,957	35,873	-5.34%
Bordeaux	5,962	0.97%	6,228	-4.27%	5,962	6,228	-4.27%
Donelson	20,461	3.32%	8,698	135.24%	20,461	8,698	135.24%
East	7,115	1.15%	7,277	-2.23%	7,115	7,277	-2.23%
Edgehill	3,552	0.58%	3,522	0.85%	3,552	3,522	0.85%
Edmondson Pike	32,108	5.21%	33,522	-4.22%	32,108	33,522	-4.22%
Goodlettsville	14,846	2.41%	14,519	2.25%	14,846	14,519	2.25%
Green Hills	42,545	6.90%	43,349	-1.85%	42,545	43,349	-1.85%
Hadley Park	2,049	0.33%	2,022	1.34%	2,049	2,022	1.34%
Equal Access	276	0.04%	193	43.01%	276	193	43.01%
Hermitage	27,790	4.51%	28,123	-1.18%	27,790	28,123	-1.18%
Inglewood	10,758	1.74%	10,993	-2.14%	10,758	10,993	-2.14%
Looby	2,837	0.46%	2,511	12.98%	2,837	2,511	12.98%
Madison	11,311	1.83%	13,426	-15.75%	11,311	13,426	-15.75%
Main	45,441	7.37%	43,954	3.38%	45,441	43,954	3.38%
North	2,594	0.42%	2,321	11.76%	2,594	2,321	11.76%
Old Hickory	5,720	0.93%	5,180	10.42%	5,720	5,180	10.42%
Pruitt	755	0.12%	1,670	-54.79%	755	1,670	-54.79%
Richland Park	14,815	2.40%	14,221	4.18%	14,815	14,221	4.18%
Southeast	16,304	2.64%	16,649	-2.07%	16,304	16,649	-2.07%
Thompson Lane	7,160	1.16%	7,031	1.83%	7,160	7,031	1.83%
Watkins Park	1,061	0.17%	1,186	-10.54%	1,061	1,186	-10.54%
eMedia	307,146	49.82%	255,185	20.36%	307,146	255,185	20.36%
Talking Library	-	0.00%	1	-100.00%	-	1	-100.00%
NPL Total	616,563		557,654	10.56%	616,563	557,654	10.56%

Statistical Summary – September 17, 2024
Nashville Public Library

Circulation	Month				Fiscal Year-to-Date		
	Aug-24 Circulation	Aug-24 % of Total	Aug-23 Circulation	% Change 2023-2024	Aug-24 Year-to-Date	Aug-23 Year-to-Date	% Change 2023-2024
Belleuve	31,968	5.36%	34,800	-8.14%	65,925	70,673	-6.72%
Bordeaux	6,236	1.05%	6,024	3.52%	12,198	12,252	-0.44%
Donelson	19,081	3.20%	8,800	116.83%	39,542	17,498	125.98%
East	7,089	1.19%	7,571	-6.37%	14,204	14,848	-4.34%
Edgehill	3,971	0.67%	3,910	1.56%	7,523	7,432	1.22%
Edmondson Pike	32,576	5.46%	31,669	2.86%	64,684	65,191	-0.78%
Goodlettsville	14,456	2.42%	15,622	-7.46%	29,302	30,141	-2.78%
Green Hills	37,901	6.36%	44,202	-14.26%	80,446	87,551	-8.12%
Hadley Park	2,193	0.37%	2,311	-5.11%	4,242	4,333	-2.10%
Equal Access	249	0.04%	257	-3.11%	525	450	16.67%
Hermitage	25,863	4.34%	28,860	-10.38%	53,653	56,983	-5.84%
Inglewood	10,397	1.74%	11,774	-11.70%	21,155	22,767	-7.08%
Looby	2,939	0.49%	2,909	1.03%	5,776	5,420	6.57%
Madison	12,091	2.03%	13,915	-13.11%	23,402	27,341	-14.41%
Main	39,239	6.58%	45,894	-14.50%	84,680	89,848	-5.75%
North	2,752	0.46%	2,756	-0.15%	5,346	5,077	5.30%
Old Hickory	5,741	0.96%	5,672	1.22%	11,461	10,852	5.61%
Pruitt	326	0.05%	2,005	-83.74%	1,081	3,675	-70.59%
Richland Park	15,188	2.55%	14,611	3.95%	30,003	28,832	4.06%
Southeast	15,402	2.58%	14,703	4.75%	31,706	31,352	1.13%
Thompson Lane	6,830	1.15%	6,770	0.89%	13,990	13,801	1.37%
Watkins Park	1,114	0.19%	1,385	-19.57%	2,175	2,571	-15.40%
eMedia	302,777	50.77%	256,122	18.22%	609,923	511,307	19.29%
Talking Library	-	0.00%	2	-100.00%	-	3	-100.00%
NPL Total	596,379		562,544	6.01%	1,212,942	1,120,198	8.28%



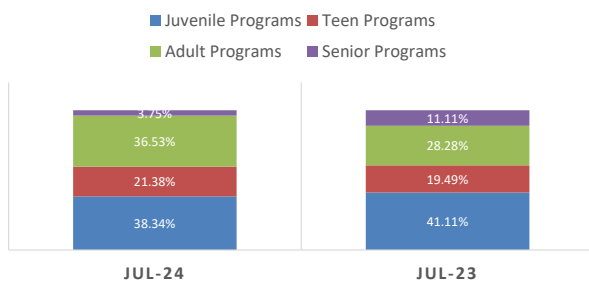
Statistical Summary – September 17, 2024
Nashville Public Library

July Programming Data

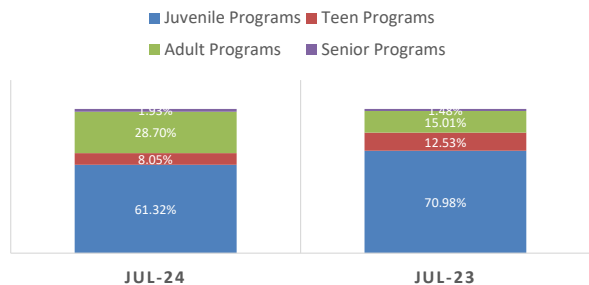
Programming	2024		% Change 2023-2024
	Jul-24	Jul-23	
Juvenile Programs	572	407	40.54%
Teen Programs	319	193	65.28%
Adult Programs	545	280	94.64%
Senior Programs	56	110	-49.09%
Total Programs	1,492	990	50.71%
Programming	2024		Change
	Jul-24	Jul-23	
Juvenile Programs	23,273	15,893	46.44%
Teen Programs	3,055	2,806	8.87%
Adult Programs	10,892	3,362	223.97%
Senior Programs	733	331	121.45%
Total Attendance	37,953	22,392	69.49%

Programming	2024		% Change 2023-2024
	Jul-24	Jul-23	
In Person	1,178	777	51.61%
Outreach	235	196	19.90%
Virtual	79	17	364.71%
Total Programs	1,492	990	50.71%
Programming	2024		% Change 2023-2024
	Jul-24	Jul-23	
In Person	21,108	16,878	25.06%
Outreach	16,295	5,177	214.76%
Virtual	550	337	63.20%
Total Attendance	37,953	22,392	69.49%

PROGRAMS BY AGE GROUP



PROGRAM ATTENDANCE BY AGE GROUP

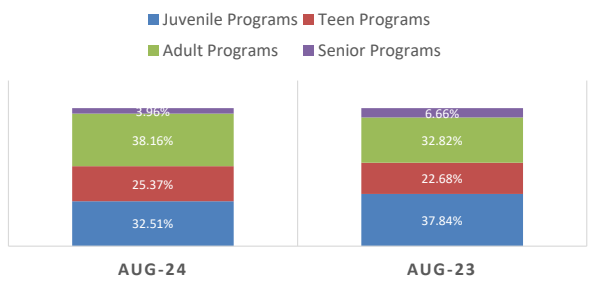


August Programming Data

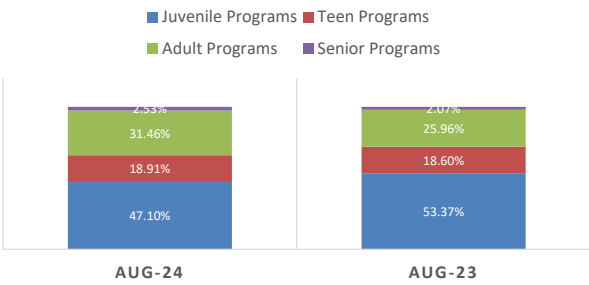
Programming	2024		% Change 2023-2024
	Aug-24	Aug-23	
Juvenile Programs	460	392	17.35%
Teen Programs	359	235	52.77%
Adult Programs	540	340	58.82%
Senior Programs	56	69	-18.84%
Total Programs	1,415	1,036	36.58%
Programming	2024		Change
	Aug-24	Aug-23	
Juvenile Programs	15,764	12,639	24.73%
Teen Programs	6,329	4,405	43.68%
Adult Programs	10,527	6,147	71.25%
Senior Programs	846	489	73.01%
Total Attendance	33,466	23,680	41.33%

Programming	2024		% Change 2023-2024
	Aug-24	Aug-23	
In Person	1,149	826	39.10%
Outreach	221	188	17.55%
Virtual	45	22	104.55%
Total Programs	1,415	1,036	36.58%
Programming	2024		% Change 2023-2024
	Aug-24	Aug-23	
In Person	19,077	18,287	4.32%
Outreach	14,100	5,011	181.38%
Virtual	289	382	-24.35%
Total Attendance	33,466	23,680	41.33%

PROGRAMS BY AGE GROUP



PROGRAM ATTENDANCE BY AGE GROUP



Statistical Summary – September 17, 2024
Nashville Public Library

MONTH - July 2024

Library Programming	Location Totals								Programs by Age Group							
	Library		Outreach		Virtual		Totals		Juv		Teen		Adult		Senior	
	NO.	AUD.	NO.	AUD.	NO.	AUD.	No.	Aud.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.
ARCHIVES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BELLEVUE	75	1,722	6	108	0	0	81	1,830	37	1,487	15	75	23	192	6	76
BORDEAUX	65	489	3	195	0	0	68	684	36	419	20	172	6	19	6	74
BBTL (Bringing Bks to	3	19	51	1,345	57	185	111	1,549	37	929	0	0	74	620	0	0
BBTL (Adult Literacy)	12	106	0	0	0	0	12	106	0	0	0	0	12	106	0	0
DONELSON	58	1,722	6	165	0	0	64	1,887	33	1,514	15	159	16	214	0	0
EAST	20	509	5	297	0	0	25	806	22	790	3	16	0	0	0	0
EDGEHILL	26	218	7	1,213	0	0	33	1,431	27	463	0	0	6	968	0	0
EDMONDSON PIKE	21	343	3	2,542	0	0	24	2,885	6	2,780	2	8	16	97	0	0
GOODLETTSVILLE	45	885	3	42	1	3	49	930	18	640	10	140	18	130	3	20
GREEN HILLS	64	1,537	2	52	0	0	66	1,589	32	1,338	10	21	17	179	7	51
HADLEY PARK	22	146	11	189	0	0	33	335	17	222	0	0	16	113	0	0
HERMITAGE	64	1,259	1	11	0	0	65	1,270	28	923	9	92	28	255	0	0
INGLEWOOD	34	656	3	129	11	1	48	786	24	701	0	0	14	85	10	0
LOOBY	33	326	4	157	0	0	37	483	19	335	0	0	16	83	2	65
MADISON	62	943	7	317	0	0	69	1,260	30	924	25	174	13	158	1	4
MAIN - Adult Svcs	172	1,356	4	28	1	7	177	1,391	0	0	0	0	177	1,391	0	0
MAIN - Children Svcs	14	858	4	161	5	34	23	1,053	23	1,053	0	0	0	0	0	0
MAIN - Digital Inclusio	0	0	8	72	0	0	8	72	0	0	0	0	0	0	8	72
MAIN - LSDHH/Equal	4	26	0	0	0	0	4	26	1	5	1	18	2	3	0	0
MAIN - Puppet Truck	5	102	44	2,274	0	0	49	2,376	40	1,877	4	137	5	362	0	0
MAIN - Special Coll.	17	466	0	0	0	0	17	466	2	80	2	40	13	346	0	0
MAIN - Studio NPL	97	560	13	381	0	0	110	941	0	0	109	931	0	0	1	10
MAIN - Teen Svcs	38	562	4	75	0	0	42	637	0	0	42	637	0	0	0	0
MAIN - Wishing Chair	24	3119	0	0	0	0	24	3119	24	3119	0	0	0	0	0	0
NORTH	34	282	7	370	0	0	41	652	26	504	7	60	8	88	0	0
OLD HICKORY	21	432	3	27	0	0	24	459	12	375	8	49	1	8	3	27
PRUITT	0	0	26	5357	4	320	30	5677	8	517	2	20	12	4820	8	320
RICHLAND PARK	36	1117	3	126	0	0	39	1243	27	1056	0	0	11	173	1	14
SOUTHEAST	67	857	5	605	0	0	72	1462	29	1009	25	116	18	337	0	0
THOMPSON LANE	33	320	2	57	0	0	35	377	6	79	6	153	23	145	0	0
WATKINS PARK	12	171	0	0	0	0	12	171	8	134	4	37	0	0	0	0
TOTALS	1,178	21,108	235	16,295	79	550	1,492	37,953	572	23,273	319	3,055	545	10,892	56	733

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	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAIN - Adult Svcs	172	1,356	4	28	1	7	177	1,391	0	0	0	0	177	1,391	0	0
MAIN - Children Svcs	14	858	4	161	5	34	23	1,053	23	1,053	0	0	0	0	0	0
MAIN - LSDHH/Equal	4	26	0	0	0	0	4	26	1	5	1	18	2	3	0	0
MAIN - Special Coll.	17	466	0	0	0	0	17	466	2	80	2	40	13	346	0	0
MAIN - Studio NPL	97	560	13	381	0	0	110	941	0	0	109	931	0	0	1	10
MAIN - Teen Svcs	38	562	4	75	0	0	42	637	0	0	42	637	0	0	0	0
MAIN - Wishing Chair	24	3119	0	0	0	0	24	3119	24	3119	0	0	0	0	0	0
TOTALS	366	6,947	25	645	6	41	397	7,633	50	4,257	154	1,626	192	1,740	1	10

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

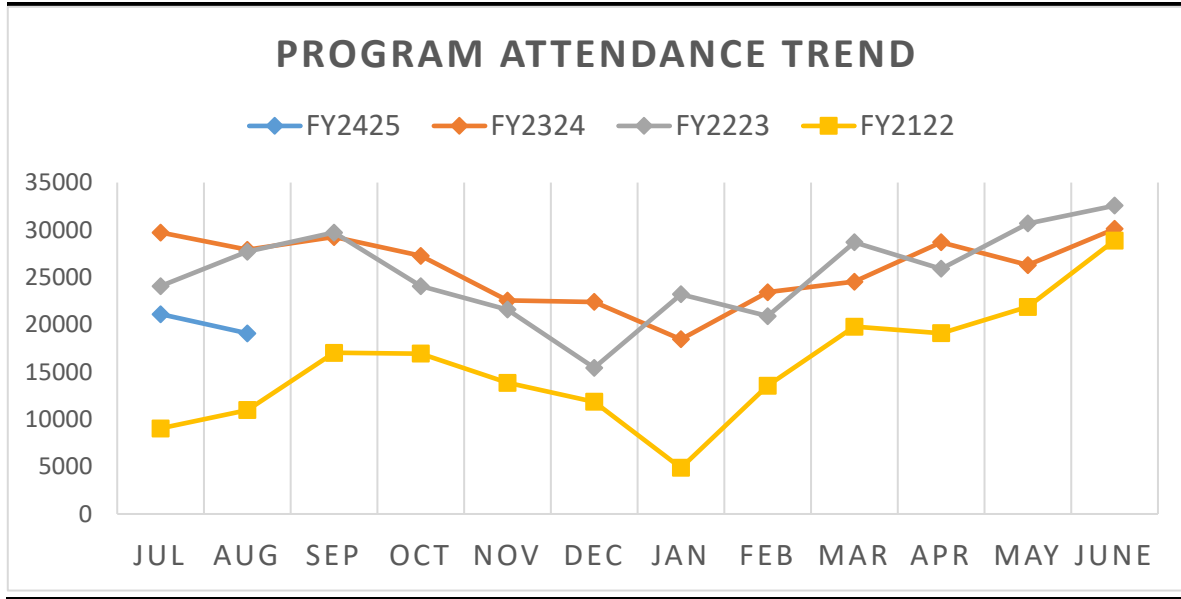
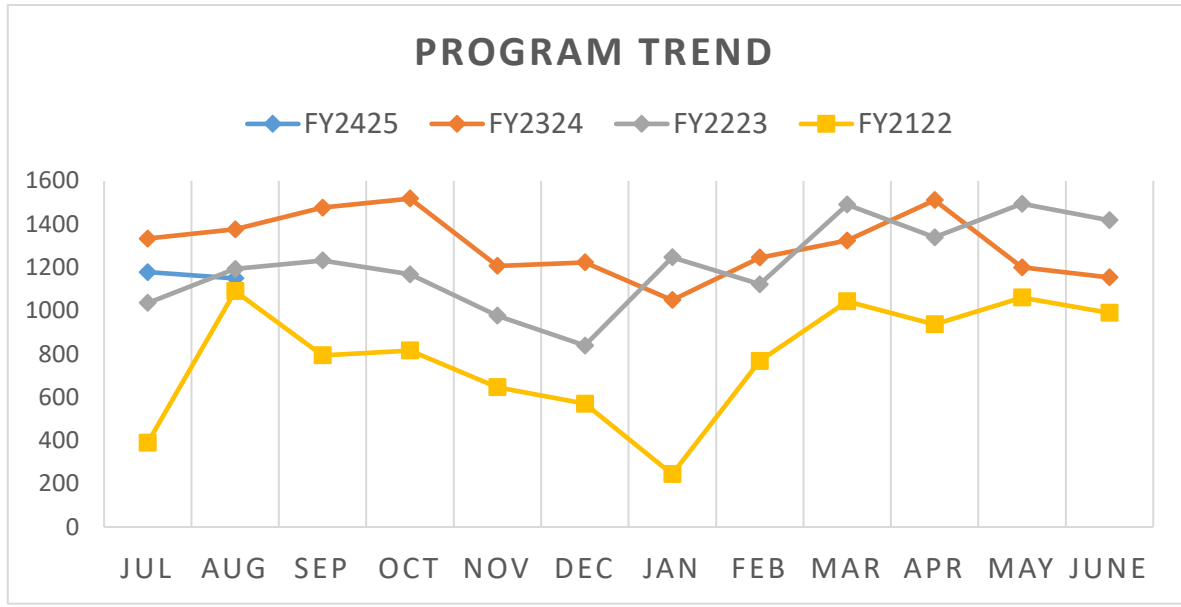
Statistical Summary – September 17, 2024
Nashville Public Library

MONTH - August 2024

Library Programming	Location Totals								Programs by Age Group							
	Library		Outreach		Virtual		Totals		Juv		Teen		Adult		Senior	
	NO.	AUD.	NO.	AUD.	NO.	AUD.	No.	Aud.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.
ARCHIVES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BELLEVUE	96	2,150	1	75	0	0	97	2,225	32	1,149	41	811	20	207	4	58
BORDEAUX	49	549	4	200	0	0	53	749	17	213	20	465	12	38	4	33
BBTL (Bringing Bks to	3	38	44	977	34	68	81	1,083	31	722	0	0	50	361	0	0
BBTL (Adult Literacy)	6	488	0	0	1	1	7	489	0	0	0	0	7	489	0	0
DONELSON	65	1,393	11	616	0	0	76	2,009	33	1,137	18	583	25	289	0	0
EAST	46	1,542	8	590	0	0	54	2,132	14	800	38	1,307	2	25	0	0
EDGEHILL	38	322	4	529	0	0	42	851	39	818	0	0	2	20	1	13
EDMONDSON PIKE	48	1,296	2	629	0	0	50	1,925	28	1,737	0	0	22	188	0	0
GOODLETTSVILLE	49	918	5	183	0	0	54	1,101	22	710	8	120	21	254	3	17
GREEN HILLS	89	1,907	9	10	0	0	98	1,917	29	666	38	1,028	15	170	16	53
HADLEY PARK	23	57	9	127	0	0	32	184	18	89	0	0	14	95	0	0
HERMITAGE	56	1,157	2	229	0	0	58	1,386	18	809	5	292	35	285	0	0
INGLEWOOD	15	459	14	103	2	4	31	566	16	494	0	0	15	72	0	0
LOOBY	26	196	3	100	0	0	29	296	13	126	0	0	14	118	2	52
MADISON	56	365	2	107	0	0	58	472	23	57	19	139	16	276	0	0
MAIN - Adult Svcs	169	796	3	191	1	4	173	991	0	0	0	0	172	987	1	4
MAIN - Children Svcs	3	133	0	0	4	34	7	167	7	167	0	0	0	0	0	0
MAIN - Digital Inclusion	0	0	12	99	0	0	12	99	0	0	0	0	0	0	12	99
MAIN - LSDHH/Equal	4	22	1	15	1	18	6	55	0	0	1	15	5	40	0	0
MAIN - Puppet Truck	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAIN - Special Coll.	9	121	1	55	0	0	10	176	0	0	0	0	10	176	0	0
MAIN - Studio NPL	102	519	6	465	0	0	108	984	0	0	106	971	2	13	0	0
MAIN - Teen Svcs	10	211	11	19	0	0	21	230	0	0	21	230	0	0	0	0
MAIN - Wishing Chair	14	2131	2	76	0	0	16	2207	16	2207	0	0	0	0	0	0
NORTH	13	69	9	101	0	0	22	170	12	99	0	0	10	71	0	0
OLD HICKORY	31	333	4	75	0	0	35	408	15	260	10	52	7	71	3	25
PRUITT	0	0	47	8213	2	160	49	8373	27	2171	0	0	12	5710	10	492
RICHLAND PARK	31	830	1	82	0	0	32	912	24	846	0	0	8	66	0	0
SOUTHEAST	70	856	4	187	0	0	74	1043	23	439	29	273	22	331	0	0
THOMPSON LANE	24	171	2	47	0	0	26	218	3	48	2	8	21	162	0	0
WATKINS PARK	4	48	0	0	0	0	4	48	0	0	3	35	1	13	0	0
TOTALS	1,149	19,077	221	14,100	45	289	1,415	33,466	460	15,764	359	6,329	540	10,527	56	846

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	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAIN - Adult Svcs	169	796	3	191	1	4	173	991	0	0	0	0	172	987	1	4
MAIN - Children Svcs	3	133	0	0	4	34	7	167	7	167	0	0	0	0	0	0
MAIN - LSDHH/Equal	4	22	1	15	1	18	6	55	0	0	1	15	5	40	0	0
MAIN - Special Coll.	9	121	1	55	0	0	10	176	0	0	0	0	10	176	0	0
MAIN - Studio NPL	102	519	6	465	0	0	108	984	0	0	106	971	2	13	0	0
MAIN - Teen Svcs	10	211	11	19	0	0	21	230	0	0	21	230	0	0	0	0
MAIN - Wishing Chair	14	2131	2	76	0	0	16	2207	16	2207	0	0	0	0	0	0
TOTALS	311	3,933	24	821	6	56	341	4,810	23	2,374	128	1,216	189	1,216	1	4

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



Financial – September 17, 2024

Nashville Public Library

July 2024

8/6/2024	Appropriations	Encumbered (current)	Spent (cumulative)	Free Balance	Committed (cumulative)	% Committed
<i>Metro-4% Funds*</i>	\$ 2,466,628.68	\$ 120,770.01	\$ 384,650.12	\$ 1,961,208.55	\$ 505,420.13	20.49%
<i>Foundation*</i>	\$ 665,234.25	\$ (49.95)	\$ 177.44	\$ 665,106.76	\$ 127.49	0.02%
Subscriptions	\$ 197,800.00	\$ -	\$ -	\$ -	\$ -	0.00%
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Particip Budget-Central Asia	\$ 15,000.00	\$ 855.66	\$ 3,068.88	\$ 11,075.46	\$ 3,924.54	26.16%
Particip Budget-Musical Inst.**	\$ 144,900.00	\$ -	\$ -	\$ -	\$ -	0.00%
	\$ 3,489,562.93	\$ 121,575.72	\$ 387,896.44	\$ 2,637,390.77	\$ 509,472.16	14.60%

August 2024

9/4/2024	Appropriations	Encumbered (current)	Spent (cumulative)	Free Balance	Committed (cumulative)	% Committed
<i>Metro-4% Funds*</i>	\$ 2,466,628.68	\$ 145,640.08	\$ 676,496.17	\$ 1,644,492.43	\$ 822,136.25	33.33%
<i>Foundation*</i>	\$ 665,234.25	\$ 35.10	\$ 177.44	\$ 665,021.71	\$ 212.54	0.03%
Subscriptions	\$ 197,800.00	\$ -	\$ 748.83	\$ 197,051.17	\$ 748.83	0.38%
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Particip Budget-Central Asia*	\$ 4,441.08	\$ 269.38	\$ -	\$ 4,171.70	\$ 269.38	6.07%
Particip Budget-Musical Inst.**	\$ 144,900.00	\$ -	\$ -	\$ 144,900.00	\$ -	0.00%
	\$ 3,479,004.01	\$ 145,944.56	\$ 677,422.44	\$ 2,655,637.01	\$ 823,367.00	23.67%

Personnel Summary/HR – September 17, 2024

<u>2024 New Hires</u>				
<u>Name</u>	<u>Classification</u>	<u>Hire Date</u>	<u>Location</u>	
Julie Baier	Library Page	7/8/2024	Madison	
Tamanna Kakkar	Library Page	7/8/2024	Edmondson Pike	
Sweeking Bataille	Library Page	7/22/2024	Hermitage	
Daisney Lacroix	Library Page	7/22/2024	Bellevue	
Joyce Dierschke	Library Page	7/22/2024	Bellevue	
Justin Hawkins	Security Guard	7/22/2024	Security(transfer from police)	
Chimsom Molokwu	Security Guard	8/5/2024	Security	
Marianna Rollins	Circulation Assistant	8/5/2024	Looby	
Carla Tucker	ASO2	8/5/2024	Conference Center	
Caroline Morris	Library Page	8/5/2024	Reference	
Maretja Bailey	Program Mgr 1	8/5/2024	Finance(transfer from GS)	
<u>2024 Promotions</u>				
<u>Name</u>	<u>Classification</u>	<u>Promotion Date</u>	<u>Location</u>	
John McFarland	Library Mgr 1	7/8/2024	Looby	
Nina Nesmith	Program Supervisor	8/5/2024	Vol Srvs	
Cynthia Moynihan	Admin Srvs Mgr	9/2/2024	Equal Access	
<u>2024 Resignations</u>				
<u>Name</u>	<u>Classification</u>	<u>Resignation Date</u>	<u>Location</u>	
Danielle Yeprem	Circulation Assistant	7/5/2024	Hermitage	
Sandra Reynolds	Library Associate	7/5/2024	Hermitage	
Lily Bourque	Program Spec 2	7/5/2024	Edmondson Pike	
Emily Martin	Circulation Assistant	8/1/2024	Thompson Lane	
Charles Bailey	Library Page	8/1/2024	Donelson	
Lee Boulie	Library Srvs Asst Dir	8/7/2024	Web Computer Literacy	
Michael Wagner	Library Associate	8/9/2024	Equal Access(retire)	
Chimson Molokwu	Security Guard	8/9/2024	Security	
Myriah Webb	Circulation Assistant	8/9/2024	Old Hickory	
Tyler Sainato	Library Associate	8/21/2024	Limitless Library	
Justin Hawkins	Security Guard	8/29/2024	Security	
Miryam Rose	Admin Spec	8/30/2024	Director's Office	

Personnel Summary/Vacancy – September 17, 2024

Nashville Public Library

NPL Vacancies as of 08/31/2024								
	Division / Branch	Title	Grade	Name	FP	FTE	Date Vacant	Notes
1	HR IMP	ADMIN SVCS MGR	OR07	VACANT (COHEN, S)	F	1.00	3/1/24	
2	DIRECTOR	ADMINISTRATIVE SPECIALIST	ST11	VACANT (ROSE, M)	F	1.00	8/30/24	
3	OP & MAIN-MN	BLDG MAINT MECH	TG13	VACANT - NEW	F	1.00	7/1/22	
4	OP & MAIN-MN	BLDG MAINT MECH	TG13	VACANT (FOSTER, J)	F	1.00	5/1/24	
5	ED PIKE	CIRCULATION ASST	ST05	VACANT (IBRAHIM, S)	P	0.49	4/29/24	
6	EDGH	CIRCULATION ASST	ST05	VACANT (MILLER, K)	F	1.00	9/16/23	
7	HERM	CIRCULATION ASST	ST05	VACANT (YEPREM, D)	F	1.00	7/5/24	
8	THOMP	CIRCULATION ASST	ST05	VACANT (E MARTIN)	F	1.00	8/1/24	
9	TALKING	INFO SYSTEMS MEDIA TECH 1	OR02	VACANT - NEW	P	0.49	7/1/22	
10	EAST	LIBRARIAN 1	ST09	VACANT (SMYTH, A)	F	1.00	4/29/24	
11	PRUITT	LIBRARIAN 1	ST09	VACANT (REDDINGTON-KINCAID, C)	F	1.00	4/6/24	
12	BORDX	LIBRARIAN 2	ST10	VACANT (PIPER, E)	F	1.00	9/18/23	
13	GRN HILLS	LIBRARIAN 2	ST10	VACANT (SIDDHARTH, J)	F	1.00	6/24/24	
14	SE	LIBRARIAN 2	ST10	VACANT (MCFARLAND J)	F	1.00	7/8/24	
15	CHILD	LIBRARY ASSOC	ST06	VACANT (GLEETON, K)	F	1.00	6/29/24	
16	HERM	LIBRARY ASSOC	ST06	VACANT (REYNOLDS, S)	F	1.00	7/5/24	
17	EAST	LIBRARY ASSOC	OR01	VACANT (MITCHELL, W)	F	1.00	6/10/24	
18	ED PIKE	LIBRARY ASSOC	OR01	VACANT (BOURQUE, L)	F	1.00	7/5/24	
19	ED PIKE	LIBRARY ASSOC	OR01	VACANT (GLEETON, K)	F	1.00	5/26/24	
20	GRN HILLS	LIBRARY ASSOC	OR01	VACANT (SPRINGER JR., P)	F	1.00	6/5/24	
21	LIMITLESS L	LIBRARY ASSOC	OR01	VACANT (SAINATO, T)	F	1.00	8/21/24	
22	REF	LIBRARY ASSOC	OR01	VACANT (NESMITH, N)	F	1.00	8/5/24	
23	TALKING	LIBRARY ASSOC	OR01	VACANT (WAGNER, M)	F	1.00	8/9/24	
24	CHILD	LIBRARY MGR 2	OR06	VACANT (RUA-BASHIR, P)	F	1.00	4/1/24	
25	GOOD	LIBRARY PAGE	ST02	VACANT (OLEAS, F)	P	0.49	8/12/23	
26	REF	LIBRARY PAGE	ST02	VACANT (FOWLER, O)	P	0.49	5/27/24	
27	BRANCH ADMIN	LIBRARY SVCS ASSIST DIRECTOR	OR11	VACANT (LUKE, T)	F	1.00	7/22/22	
28	TECH SVCS	LIBRARY SVCS ASSIST DIRECTOR	OR11	VACANT (BOULIE, P)	F	1.00	8/7/24	
29	OP & MAIN-MN	SAFETY INSPECTOR	OR04	VACANT - NEW	F	1.00	7/1/24	Candidate selected
30	ED & LIT - Adult Lit	LIBRARY ASSOC	OR01	VACANT - NPLF (Adult Lit Specialist)	F	1.00	7/1/22	Grant funded
31	ED & LIT - LL	LIBRARY ASSOC	OR01	VACANT (MAHNKEN, H) (Limitless Libran	F	1.00	6/6/24	Grant funded
32	WISH CHAIR	LIB PERFORMING ARTIST	ST07	VACANT (TORRES-FUENTES, D)	P	0.25	5/23/24	Grant funded
33	WISH CHAIR	LIB PERFORMING ARTIST	ST07	VACANT (BOLEK, S)	P	0.49	4/27/23	Grant funded
34	WISH CHAIR	LIB PERFORMING ARTIST	ST07	VACANT (KIRKPATRICK, W)	F	1.00	4/2/24	Grant funded
35	ARCH/SPEC	PROGRAM COORDINATOR	OR02	VACANT (HIX, K)	P	0.65	12/6/23	Grant funded

Brief Area Updates – September 17, 2024

Nashville Public Library

ADMINISTRATIVE SERVICES

Safety & Security: August 2024

Several after hour events during the Month of August requiring security coverage.

Two special events that required Security to work after hours.

1. Davidson County Election on August 1, 2024
 2. Votes For Women after hours tour on August 30, 2024
- 3 new Security officers were hired and 2 resigned and 1 was terminated in August. These positions have been reposted and will become a Continuous Posting. Hopefully we will be able to fill with suitable candidates.
 - Metro Office of Homeless services are setting up in front of the Main library to provide bus passes to patrons that have a library card, so they can go to other library locations while the Main is closed. The bus passes are good for a 24-hour period, and they must come get a new pass every day. The hours the bus passes are given out are 8:00—10:00am, 7 days a week.
 - Patrons are going to several different library locations since Main is closed, Madison having the most which was expected. We increased security from one Allied guard to one Allied guard plus one NPL security officer at Madison. Mark Crowder will continue to keep two security officers at Madison due to the increase in patrons. The plan is to relocate the NPL officer at Bordeaux to another location where they can be better utilized, except for the days that the Allied guard is off and NPL security will cover.
 - East and Green Hills Branch Libraries have thus far been better (incident wise) as this school year started. We have a NPL Security officer covering the afternoons at East and some days at Green Hills.
 - Two rounds of interviews have been conducted for the Library Safety Inspector position. We have selected a candidate and are waiting on his background and reference checks to come back before making an offer.
 - Mark Crowder is setting up Narcan training for the security staff since there are several newer officers that need the training. We may open this training up to other staff members that would like the training.

Total number of incident reports for the month of **August (57)** and related categories per incident report down from 90 incident reports in June:

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

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

Number of Incident Reports per Branch			
Bellevue Branch	1	Looby Branch	1
Bordeaux Branch	2	Madison Branch	11
East Branch	2	Main Library	21
Goodlettsville Branch	1	Old Hickory Branch	2
Green Hills Branch	3	Richland Park Branch	1
Hadley Park Branch	4	Southeast Branch	4
Hermitage Branch	1	Thompson Lane Branch	3
Total			57

Bellevue Branch	1	Madison Branch	11
Injury or Accident	1	Conduct or Rule Violation	16
Bordeaux Branch	2	Injury or Accident	1
Conduct or Rule Violation	3	Safety or Security Incident	2
Suspensions	2	Suspensions	9
East Branch	2	Main Library	21
Conduct or Rule Violation	2	Conduct or Rule Violation	31
Safety or Security Incident	2	Injury or Accident	11
Suspensions	1	Safety or Security Incident	7
Goodlettsville Branch	1	Suspensions	19
Injury or Accident	1	Old Hickory Branch	2
Green Hills Branch	3	Conduct or Rule Violation	3
Conduct or Rule Violation	3	Suspensions	2
Safety or Security Incident	1	Richland Park Branch	1
Suspensions	2	Injury or Accident	1
Hadley Park Branch	4	Southeast Branch	4
Conduct or Rule Violation	3	Conduct or Rule Violation	5

Safety or Security Incident	2	Safety or Security Incident	2
Suspensions	3	Suspensions	2
Looby Branch	1	Thompson Lane Branch	3
Conduct or Rule Violation	2	Conduct or Rule Violation	3
Suspensions	1	Injury or Accident	1
		Safety or Security Incident	2
		Suspensions	2

Number of Injury or Accident and Safety or Security Incidents			
911 for assistance	4	Non-Emergency	1
Ambulance	5	Police called	8
Illness / Accident	3	Police Report Filed	6
Injury	1	Property Damage / Vandalism	2
Mental Issues	2	Safety Related	1
Non-Emergency	1		

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

Suspensions	43
Remainder of the Day	1
1 day	1
7 days	2
30 days	19
60 days	2
90 days	1
120 days	1
180 days	1
365 days	15

Delivery: August 2024

Main:

- We received 393 incoming UPS packages and sent 19 packages UPS GROUND.
- There were 106 overnight packages received from FedEx, DHL, etc.
- We received 72 inserts of mail from the United States Post Office, and we sent 54 inserts of mail to Metro Mail for postage.
- There were 66 special deliveries from [Ricoh](#), [Supply Room](#), [Firefly](#), [Amazon](#), etc.

Branches:

- We moved: 5,498 hold bins (175,936 items)
4,492 non-hold bins (143,744 items)
1,710 Circulation/Main bins (54,720 items).

Total of 11,700 bins moved.

Total item count of 374,400.

An average of 532 bins and **17,018** items moved per day.

13 skids were sent to Pratt Industries for book recycling.

6 skids were sent to BWB.

Daily Complete Percentage:

Holds 22 of 22 days for 100% in August.

Facilities Maintenance: August 2024

Tamis work order report shows 340 work requests, 292 completed, 48 still active with an 86% completion rate for the month of August.

August 1st - August 31st 2024					
Craft	Month	Total # Work Orders	# Completed	# Active	Completion %
None Entered	August 2024	4	0	4	0%
Administration	August 2024	5	1	4	20%
Branch Custodial Services	August 2024	69	69	0	100%
Canceled	August 2024	4	4	0	100%
Contractor	August 2024	7	0	7	0%
Grounds	August 2024	2	2	0	100%
Maintenance	August 2024	249	216	33	87%
		Quantity 340	Completed 292	Active 48	Completion % 86%

August Maintenance monthly report 2024:

217 work orders got completed with 3 employees.

Mike Binkley 89 work orders

Joe Klima 56 work orders

Nathan Chandler 69 work orders

Grounds Projects: August 2024

1. Removed tree from Green Hills.
2. Repaired irrigation systems at GO, EP, BX, GH
3. Bushes trim at various branches
4. Clean windows at HM, EA, MA, LO

Interior Design / Special Projects: August 2024

Jennifer Fournier - Interior Designer / Special Projects Coordinator

ARCHIVES – ELM HILL PIKE

Cleaned, organized, and built leftover shelving

MAIN

Moved all sensitive materials out

Coordinated LSDHH refresh

Various flooring and painting project throughout

BRANCHES

Installed “Service Animal Only” Signs

Prepared walls for Art Lending at Donelson, Hermitage, Green Hills, and Old Hickory

BRANCH SERVICES

- Summer Reading was a huge success with participants exceeding reading goals by far. Branches hosted a variety of well-attended programs including Coding Camps, the Puppet Truck, magicians, and programs with the Nashville Ballet and Nashville Zoo.



- Several branches hosted interns from the POWER Youth program. POWER Youth is a Metro program that provides work experience activities for youth. They helped with shelving and pulling materials, hold lists, display, program assistance, and related tasks. During busy summer months, their assistance is invaluable.



- Mayor Freddie O'Connell, Vice Mayor Henderson, Metro Council, other elected officials, and WeGo met at Bordeaux Branch for a ceremonial signing of the new transit plan, Choose How You Move. Manager Erin Piper opened the event with short welcome remarks.



- Edgehill Library hosted Bless Fest 2024, a collaboration with several organizations to distribute school supplies, books, feminine hygiene products, clothing, shoes, and food boxes.

- The Richland Park library collaborated with the Office of Homeless Services to organize a Homeless Resource Fair. The event featured 20 vendors providing support services such as

healthcare, dental care, housing assistance, and legal advice.

- Several branches celebrated Juneteenth with programs. Bordeaux held its first Juneteenth Celebration and Edgehill staff member Kiana offered her Juneteenth Escape Room.



- Edmondson Pike held a very successful Book Giveaway Day on July 20. The Children’s team gave out around 1000 books collected from patron donations or Book’em, as well as reusable NPL bags, pencils, erasers, bookmarks, puzzles, buttons, temporary tattoos, and stickers.



- Green Hills staff ran the Adult Battle of the Books at Fait La Force Brewing on July 16 and 25. Over the two nights, 13 teams participated with a total of 52 people.

- Hermitage Friends hosted their first Family Bingo Night, and it was a raging success. It was a multigenerational event attended by 62 people ranging from preschoolers to octogenarians. The Friends are looking forward to hosting this event again in August.



- The Bellevue and Goodlettsville Branch Libraries are receiving updated driver's license kiosks this fall. Discussions are taking place about adding additional kiosks to other branch locations.
- During the month of July, Bellevue, Bordeaux, Edmondson Pike, Goodlettsville, Green Hills, Hermitage, Madison, and Southeast all served as early voting sites. These sites will also be early voting locations in October for the upcoming state and presidential elections.
- Despite the dry weather, branch gardens are flourishing with assistance from Friends and community groups.



- Several branches experienced maintenance issues throughout the summer, causing some of our branches to temporarily close. Bordeaux, Edgehill, and Edmondson Pike all experienced closures due to HVAC issues. Inglewood closed for a few days due to water pressure problems. Power outages plagued Goodlettsville for several weeks. Madison closed a couple days to replace the front doors, which is the only access point for people with disabilities. Pruitt Library has been closed since July 1 due to ongoing repairs to the roof. We hope to reopen the branch soon. In the meanwhile, staff offering outreach opportunities and assisting at other branches.
- Bellevue, Donelson, and Southeast have all officially started in-branch/staff composting as part of the Metro/General Services buildings composting program.
- John McFarland became the new manager of Looby Branch in July.

COLLECTIONS & TECHNOLOGY

Collections & Technology Board Report July & August 2024

Collections/Materials Management

- Noel recorded a webinar, along with New York and Cuyahoga County Public Libraries, on Floating Collections and Equitable Access. She also was interviewed for a blogpost on this topic that was published by CollectionHQ on August 14th.
- Noel and Bethany completed the functional job descriptions for all staff in Materials Management.
- Noel conducted materials management training for eight new staff members.
- Noel presented at the new employee orientation (NEO) training on the roles and responsibilities of the Technology and Collections department.
- Noel, Beth, Ben, and Joanna visited the EH, GO, BL and TL Branch Libraries and met with the branch managers and staff to discuss collection needs, collection maintenance and merchandising.
- At the Donelson Branch, Noel, Melissa and the Collection Development team met with our OverDrive representative to review digital format usage statistics at NPL. Afterward, the team walked through the new branch and discussed collection needs with branch staff.
- The grand opening of the Donelson Branch (DO) has been a great success, and most of the children's collection is currently checked out. Joanna has selected new titles and is transferring existing items in the system to restock DO's shelves as our collection budget this year is somewhat limited. Joanna also reached out to children's services to request weeded picture books in good condition be sent to DO.
- The collection development staff reviewed FY2024 spending habits and customer needs to update their monthly budget goals.
- Beth completed large print weeding at North and did a North fiction refresh order/started Lucky Day collection. She also completed an annual update of our branch genre chart using Collection HQ to determine which genres circulate best at which locations and updated our author standing order plan and also posted 6 collection spotlights: *Beach Reads of Yesteryear*, *Disability Pride Month*, *National Grilling Month*, *Best of 2024 So Far: Short Stories*, *Women in Translation Month*, *Newly Added Books in Spanish*.
- Ben posted 4 collection spotlights: *Inspirational Sports Films*, *Best of Baseball*, *Baldwin's 100th Birthday*, *NFL Nonfiction*.
- Joanna helped select and order YA titles for the 2025 Battle of the Books (High School). She also created 6 new children's and teen Book Club In a Bag Kits with help from Kai Steward, and she added 3 homepage spotlights: *From Cottagecore to Folklore and Strange Schools*, *Back to School: Dark Academia*.
- Collection Development Librarians responded to a total of **630 material requests** in PIKA and LibAnswers from staff and library customers.
- Melissa worked on the fiscal year end rollover, as well as the spending reports by vendor and BU. She also revised the Overdrive and Amazon invoicing & ordering instructions to comply with new procurement rules.

- The Cataloging team is working through the smaller branches to do their juv graphic relabeling and have completed 9 branches. They have also started processing the bookmobile collection.
- Amanda posted four blogs: *Christmas Romance in July, Let's Get Ready for the Olympics, Sports Romance, Go Sport Romance, Author Spotlight: Erik Larson.*
- Susan recorded 12 stories for the Family Folktales podcasts.

Meetings/Webinars Attended:

- Internal: Children’s Services meeting, Procedures Review Committee, Circulation Committee, Procurement RFP meetings, Manager’s Meeting, Materials Management Committee.
- External: Overdrive meeting, Ingram meeting, SE Resource Sharing, TennShare Resource Sharing Committee, Graphic Novels Book Buzz, Fall 2024/Winter 2025 Adult Book Buzz from HC, Comics Resources for Libraries, Graphic Novels for All, Fall Adult Faves, DK School & Library Fall 2024 Preview, Discover Trending Fall Indie Titles for Adults, The Best in Fall Nonfic, SLJTeen Live!, Graphic Novels and Manga Showcase, Fall Audiobooks Preview, Macmillan winter preview.

Materials Management Statistical Report July, 2024

July New Circulation		
User category	# of Unique Users	Items checked out
Digital	51,336	307,146
Physical	23,043	161,096*
Totals =	74,379	468,242
July New Acquisitions		
Format	Copies added	
Digital	6,235	
Physical	5,201	
Totals =	11,436	

Materials Management Statistical Report August, 2024

August New Circulation		
User category	# of Unique Users	Items checked out
Digital	50,764	302,777
Physical	23,768	151,596*
Totals =	74,532	454,373
August New Acquisitions		
Format	Copies added	
Digital	4,973	
Physical	6,126	
Totals =	11,099	

*Physical checkout statistics do not include renewals as this report is used by Material Services to determine the demand for content,

not how long customers want to borrow the content.

Fund Source:	FY24 Funds	Free Balance	Total Amount Spent	% Spent	Amount Spent in July of 2024
Metro-4% Funds	\$5,668,609.20	\$2,467,553.36	\$3,201,055.84	56.47%	\$393,289.93
Foundation	\$668,328.56	\$666,995.01	\$1,333.55	0.20%	\$127.49
Subscriptions	\$197,800.00	\$(9,653.88)	\$207,453.88	104.88%	-
Grants	\$730,500.00	-	\$730,500.00	100%	-
Donelson ODC	\$100,000.00	-	\$100,000.00	100%	-
Participatory Budget	300,000.00	\$289,441.08	\$10,558.92	3.52%	-
Totals	\$7,665,237.76	\$3,414,335.57	\$4,250,902.19	55.46%	\$393,417.42

Fund Source:	FY25 Funds	Free Balance	Total Amount Spent	% Spent	Amount Spent in Aug of 2024
Metro-4% Funds*	\$2,466,628.68	\$1,644,492.43	\$822,136.25	33.33%	\$316,716.12
Foundation	\$665,234.25	\$665,021.71	\$212.54	0.03%	\$85.01
Subscriptions	\$197,800	\$197,051.17	\$748.83	0.38%	\$748.83
Grants	-	-	-	-	\$0
Part. Budget Central Asia	\$15,000	\$1,638.00	\$13,362.00	89.0%	\$0
Part. Budget Musical Instrum.**	144,900.00	-			
Totals	\$3,489,562.93	\$2,508,203.31	\$836,459.62	24%	\$317,549.96

*Estimated free balance from FY23-24

**Funds for lessons and programming tracked elsewhere.

Technology/Production Services/NECAT

IT Infrastructure Technology

- **Storage Expansion for Production Services**
 - Quote 128tb expansion chassis - Completed
 - Approval and Purchase - Complete
 - Install / Configure 128tb Chassis – Complete

- **Windows 11 Testing**
 - Test all staff applications for Windows 11 compatibility - Completed
 - Test all public computer applications for Windows 11 compatibility – Completed

- **Industry Weapon (Firesign) Replacement**
 - Testing Carousel for content engine replacement - Complete
 - Testing Carousel for Dalton/Anode replacement – Ongoing
 - New Players installed/tested Donelson – Complete
 - Replace Digital Display and Install player at Madison – September

- **Replace Public Wireless Printing**
 - Testing Princh Wireless Printing – Complete
 - Create Public Signage & QR Codes - Complete
 - Schedule/Configure/Install all locations – Complete

- **Main – HVAC Repair**
 - Prepare Laptops and Spaces for temporary moves – Complete

➤ **INK**

Completed

- Created a direct image uploading site assessable to all staff for MarCom
- Cleaned and updated the INK auto-send Staff Database
- Cleaned dead and unused subsites
- Updated Org Chart site

Current

- Overall re-organization and the focusing content of INK with Admin Assts.
- Continue training of new admin assistants on INK processes
- Updating data/content on “modern” test homepage

Production Services

Production services provided AV support for 38 requests around the Nashville Public Library system. Breakdown:

- 14 Conference Center events with AV support
- 4 Satellite & Branch events (Adult services at Green Hills, Donelson 2x, Necat Support)
- 6 Podcast Studio sessions (Andrea Blackman, Paul Smethers, Susan Poulter 2x, Lana Boleyjack, Wishing Chair Productions)
- 7 Maintenance visits (BE & SE Touch Panels, BE & SE TV’s, CRC TV audio)
- 6 Podcast Studio sessions (Andrea Blackman, Paul Smethers, Susan Poulter 2x, Lana Boleyjack, Wishing Chair Productions)
- 2 Filming sessions (TEDx event)
- 5 Hybrid sessions (Multiple NPLF & Admin Support, Shakespeare Allowed)

➤ **NPLU Filming Schedule**

- 2 Hybrid meetings facilitated (Shakespeare, Adult Services)
- 3 Filming sessions (New Donelson B-Roll, Metro Archives presentation, Adult Services training video,)
- Completed edits for 10 videos (all External / TEDx event), 3 internal ongoing
- Published 1 internal video

➤ **NPLU Stats**

- 19.7k channel wide views
- 10.2k hours of watch time
- 32 New Subscribers

➤ **Podcasts**

- Recorded 13 New episodes for *All Things Eerie(1)* & *Truth B Told(4)*, *Family Folktales (8)*
- Completed edits for 7 episodes. *Your Mind Matters (1)*, *All Things Eerie & Truth B Told (1)*, *Family Folktales (4)*, *Matt Pritchett Pilot(1)*
- Published 7 episodes. *Your Mind Matters(2)*, *All Things Eerie(1)*, & *Family Folktales(4)*

• **Captioning Data**

- Number of videos completed: 15 (Including 6 Podcasts now on YouTube)
- Total time captioned: 09:04:32 (9 hours, 04 minutes, and 32 seconds)

➤ **Production Services Highlights**

- Courtyard Concert Series Starting
- NPLF Literary Award Gala AV production plan starting
- Celebrate Nashville (Oct 5th) Production plan in progress
- "Then And Now" (Rebecca Price & Vanderbilt) Satellite Filming/Broadcast (Sept 25th)
- Production Support for Satellite Branches ramped-up due to Main shutdown
- Podcasts now available on YouTube with no further effort from Production staff

➤ **Podcast YouTube Stream data (August 21th-30th)**

Total	3,604
Family Folktales	3,354
Your Mind Matters	214
All Things Eerie	8
Just Listen Podcast	14
Back in The Day	14

NECAT

Membership

New Members	11
People in Production 1	10
People in Production 2	n/q
People in Specialty Class	9
Equipment Checkouts	5

Studio Usage

	Blocks Booked	Time in Hours
Producer Led Productions	26	130
NECAT Productions/Staff working Days	7	35
Meetings/Tours	15	28.25
Trainings	4	20
Editing Bay Usage	13	31.75
Holiday Closures	0	0
Cancelations	7	35

Kiosk Check-Ins

Reason	Number of People
Production	187
Class	20
Meeting	10
Tour	3
Event	0
Editing	13
Other	11
Total	244

Network Content

NPL Programming Run Time	13282.60 Minutes
MTSU Programming Run Time	6990.10 Minutes
New First Run Programs	1
New First Run Episodes	84
New NPL Carousel Bulletins	11
New Carousel Bulletins	15

August Quick View

8/3 Production 1 Class (10 attended)

8/3 Cameron Spoke at Women in Film & TV Training
8/6 NPT Community Advisory Board Meeting
8/15 Met With Terri & Larry to layout NECAT Needs
8/15 NPL Means Business Shoot
8/18 Audio Class (9 Attended)
8/22 Wishing Chair Pre-Production In Studio Project

September Upcoming

9/2 Labor Day
9/4 NAZA Podcast Shoot
9/6 Call with Urban Green Lab on Documentary
9/7 Production 1 Class
9/9 Hannah Gerst Overdue Adventures Shoot

Shared Systems

- Shared Systems helped with the closure of the Main library by advising admin of possible options, configuring the system to avoid and allow holds in different departments and times, helped with messaging about closure on website, eliminated events in calendar, updated various online utilities with closure information.
- Ellis worked with front line managers and staff to update the meeting room and study room booking websites and workflow. Much improved!
- Cook solved a long-standing issue wherein podcasts weren't available on Spotify or YouTube. He uploaded everything and our numbers are so improved. Huge kudos to Cook for fixing this painful issue. Going forward, Forrest's Production Services team will keep podcasts updated.
- Staub has entered the testing phase of building glueware to connect our library systems with the new Metro Merchant Services Provider (credit card payments). Lane met with Keith Stokes and team on 8/30 to review the online utility NPL will use for Archives, Special Collections, the Conference Center rentals and NECAT. She will compose a list of users and permissions, required fields, etc. for Stoke's team.
- Cook trained eleven staff members on adding events to Bedework.
- Cook and Ellis worked with NetTango to onboard the LSDHH website. This was done successfully after a few snafus, which is huge as the site is highly customized and unwieldy. The web team will be meeting monthly with Cynthia from LSDHH to review web needs.
- Wingate had a busy month with the start of the MNPS year, foot surgery, and a trip to Africa! From an NPL standpoint, the beginning of school went very smoothly this year. Lane and Wilson trained staff at the end of July PD Day (while Wingate was overseas), we had a few authentication and connection issues that Jones and Staub resolved, and GATE transitioned to using the ILS smoothly.

- Jones updated Aspen to 24.07 and then 24.08.
- Jones, Staub and Lane met with Grove, LLC, a new company formed by a couple of Bywater employees to focus on Aspen development. We will likely switch to Grove for Aspen support since our instance is self-hosted, but that process will need to go through the procurement process still.
- Staub fixed an issue with the barcode generator report for MNPS.
- Lane had the TEST CarlX environment upgraded and scheduled a go live for 10/9/24. This upgrade contains a move to SFTP for electronic data interchange (EDI) which will result in coordinating with various vendors to test the system.
- Lane handed over the responsibilities of the circulation committee to Debbie Bischoff who is hosting the monthly meeting of the circulation supervisors. The committee this year was not up to the tasks before it, being too few and too inexperienced. Lane did not believe the meetings would be productive.
- Various staff completed mandatory Metro trainings.
- Cook and Ellis's cat Squiggy will be on TV as NECAT's Pet of the Week for the first week of September!



- 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.

EDUCATION & LITERACY

E&L Report July 2024

Adult Literacy at NPL – Jamil Sameen

Work continues on the upcoming adult learner event, which will be held on August 24th at the Southeast branch. The event will bring adult learners together from all over the Davidson County area in a fun and informative event to network with peers and link them to resources. Participants will visit resource tables and attend workshops on scrapbooking, family literacy, enrolling in community college, and more!

Adult Literacy's collaboration with the Collation of Better Future for Southeast Nashville continues and on the same day the Adult Literacy team plans to hold the learner celebration event, they are planning a Health Screening event at the Mill Ridge Park in Antioch.

The Adult Literacy team participated in the Mayor's Office of New and Indigenous Americans' My City Academy resource event; 27 individuals and 11 providers attended the gathering.

In July more volunteer trainings were provided for new staff to offer English Conversation Club at Hermitage and Pruitt branches.

The Adult Literacy team participated at the student graduation ceremony at Begin Anew Organization. A total of 29 people attended the ceremony, including 25 adult learners who participated and graduated from their ESL program and 4 teachers.

Adult Literacy presented at Legacy Mission Village's ESL classroom, which had ten attendees. Adult learners were pleased with the amount of knowledge received and learned.

The Adult Literacy team continued to provide regular educational sessions at Room in the Inn and Project Return, where in July, a total of 15 learners were served.

The mobile lab served 15 learners at Room at the Inn. In July, 16 new NPL cards were issued to students. Nashville Helps received 48 requests.

The use of the HiSET service has increased by partners as a curriculum for their HiSET program. Staff also oriented a student referred to the service by Main's Teen Center.

Bringing Books to Life! – Liz Atack

BBTL provided 111 programs with 1,519 in attendance. 54 programs were workshops/ coaching sessions for COACH, 37 were story times, 14 were teacher workshops, and 6 were parent workshops.

July is a busy month for professional development; most centers and schools have designated PD days built into their calendars in late July/ early August. In just one week, BBTL provided 21 hours of educator training. While workshop content is standard, staff takes time to research new literature and to update examples and book lists, so the workshops feel fresh and relevant to teachers.

Staff were invited to present at United Way's Ignite Conference, a free conference for early educators, as well as a conference for educators in the Catholic Diocese schools.

The team worked on finalizing educator and parent content for the digital learning platform being created for Begin Bright. Parents and educators will be able to select the age of children they have/ work with and complete simple learning modules to learn best practices for building early literacy skills in young children.

The BBTL team met with Savannah Allen, a local author and illustrator. Ms. Allen will lead a workshop on journaling for early childhood educators in September. Each teacher that attends will receive a copy of Ms. Allen's book, *The Nature Journal*. BBTL is grateful to the Goodlettsville branch for hosting. The second workshop with an author will be in March 2025 with Susan Eaddy.

Program Manager Liz Atack was invited to speak at the School Library Journal Youth Leadership in Library Services Summit in Cleveland, OH in September.

Usually, July is a quiet month for parent workshops, but BBTL provided 5 workshops to regular Loving & Learning partners, including the newest L&L collaborator, The Store's Family Wellbeing program! Families can come before their scheduled shopping time to participate in a parent and child literacy workshop. BBTL also did a parent workshop for the first time at Premier Learning. One of the parents had participated in a workshop at The Store, and enthusiastically said that BBTL was making a "great impact."

Be Well – Bassam Habib

Be Well has grown exponentially over the past couple of months. With the addition of Ether Co-op as a partner, Be Well is now able to provide art therapy, mediation and sound bath literacy and training (Bordeaux branch is offering a sound bath certification course that allows library members to become certified in sound healing), garden education events, journaling (pottery, self compassion journals, breathing sessions), and more library engagement. This has drastically elevated program numbers.

Build Your Own Sensory Kits at Edmondson Pike were done in the community garden space in the beginning of the month.

The Endometriosis Club at Edmondson Pike branch saw 5 new members this month.

Your Mind Matters podcast was submitted for the ULC Innovation Award. The award results will be shared in October.

The Wellness Works Committee is now a part of Be Well at NPL, with Bassam Habib as the chair of the committee.

Digital Inclusion – Marian Christmon

Marian Christmon attended the Tennessee Digital Opportunity Summit in Chattanooga. Participants from across the state gathered to learn about the Chattanooga story of the public/private partnership that resulted in connecting the homes of 16,000 low-income school children to free gigabit internet. Attendees also received an update on the Tennessee Digital Opportunity plan, the various digital equity grants that are funding project across the state, the current open grant opportunities and future funding coming from the federal Digital Equity Act legislation. Marian and NPLF are currently working on a submission for one of the open grant opportunities.

Each July, Digital Inclusion celebrates the completion of its successful summer program, **Cyber-Seniors**. The goal of the program is *“to bridge the digital divide and connect generations through technology.”* The program includes teen mentors who help the senior participants with activities that reinforce the class material while cultivating invaluable relationships with their senior partners. This year the program included five teens and 20 older adults and included a new model on digital photography lead by photographer Rebecca Stone. Senior participants received instruction on taking digital photos with their tablets.



The Digital Inclusion program partners with Studio NPL each year to provide the teens with a technology learning experience as well. This year, the teens learned to use digital cameras and edit their photos. They each then took portraits of their senior partners which were displayed and presented to the seniors at the graduation.



Limitless Libraries – Syreeta Butler

COLLECTION DEVELOPMENT

Sarah Allen and Emily Farmer continued their summer projects, including running reports and compiling school profiles, creating this year's collection development plans, developing Schoology content, designing visuals for professional development presentations, and crafting bulk and pre-publication lists for the first semester.

They met with Shared Systems and Library Services to revise MNPS cataloging specifications and finalize inventory procedures, and they submitted orders for the bookmobile collection and collaborated with NPL's receiving, cataloging, and processing staff to ensure accurate material delivery.

Limitless Libraries Circulation Assistants and Application Technicians assisted with processing and shelving these materials at the Annex.

COMMITTEE/ GROUP PARTICIPATION/ PROFESSIONAL DEVELOPMENT

Syreeta Butler attended the NPL Managers Meeting, which included a CPG Leadership Assessment and Review, and a discussion with Dr. Nadine De La Rosa on the Continuous Improvement Plan and the use of ChatGPT for compiling survey outcomes.

OUTREACH

Sarah Allen, Syreeta Butler, and Emily Farmer co-hosted the Metro Nashville Public Schools New Librarian Orientation at Hillsboro High School, providing breakfast and presenting "Limitless Libraries 101."

Emily Farmer facilitated the High School Battle of the Books Title Selection Committee meeting.

The team also co-hosted the Metro Nashville Public Schools Library Services Professional Development Day, with Sarah Allen presenting "Hot Titles" for primary students and Emily Farmer for secondary students.

ADDITIONAL UPDATES

Kai Steward assisted the NPL Collection Development Department by creating new Book Club in a Bag kits, writing discussion questions, and researching authors.

Sarah Allen, Syreeta Butler, and Emily Farmer participated in the first two rounds of the evaluation process for the Educational Materials RFQ.

The Limitless Libraries Circulation Assistants completed the MNPS Conversion Project, transitioning senior graduates' LL accounts to regular NPL accounts.

Syreeta Butler attended the National Conference for African American Librarians XII in New Orleans as a Program Committee member and charter member of Tennessee's new organization Network of Black Library Employees (NOBLE), affiliated with the Black Caucus of the American Library Association (BCALA).

CIRCULATION STATS

No materials are circulated during the months of June and July.

NAZA – Anna Harutyunyan

In July, NAZA conducted 4 Professional Development workshops with 6 in attendance for a total of 4 hours of training:

- Ways Adults Can Support and Develop Problem-Solving & Resourcefulness as a Skill in Youth
- Ways Adults Can Support and Develop Visioning, Goal-Setting, & Planning as a Skill in Youth
- Ways Adults Can Support and Develop Initiative & Action as a Skill in Youth
- Ways Adults Can Support and Develop Life Skills in Youth

Enrollment for 2024-2025 afterschool programs opened on July 22nd. As of August 1st, 225 applications have already been received.

\$4,109,955 in grants have been appropriated for FY25 afterschool and summer programs. This will provide 1,673 afterschool slots and 978 summer slots.

21 organizations will be operating 57 afterschool program sites that serve youth from 49 schools throughout Nashville & Davidson County. Funding includes a dedicated budget for afternoon transportation to reduce barriers for youth participation.

An additional \$650,000 is allocated for evening transportation from school sites in partnership with MNPS.

A NAZA staff member traveled to the American Library Association Conference in San Diego, CA to present information about the development and implementation of Nashville's Vision for Holistic Youth Development.

Two NAZA staff members led a workshop on "Holistic Vision: Building Skills to Lead and Thrive" at the MNPS SEL Conference on July 18th. NAZA also had a vendor booth at the conference to engage more attendees.

In July, 5 new Affiliated Partners were onboarded.

Puppet Truck – William Kirkpatrick

The Puppet Truck was able to reach a total of 2,443 audience members at 50 different locations in July. All of the make-up shows took place in the early part of the month during Puppet Truck's normal shutdown, and *Lorraine* was officially put up in preparation for repairs.

Staff finished up all of the Summer Reading shows with *Aesop's Fables*, including three outdoor shows, which were all a huge hit despite the heat. One of the locations encountered a power outage during a performance, but the Puppet Truck team was able to pivot quickly and continue the performance despite having no power.



La La La: A Story of Hope was officially taken on the road and has been well received thus far. The show brings lots of questions to the younger audiences about their feelings and it has been interesting to see the older crowd interpret all of the subtleties in the storytelling. The show incorporates a three-dimensional element with a digital background, which has been a learning curve but an interesting addition to the Puppet Truck's show lineup.

The Puppet truck staff have been getting prepared for the Main branch closure. Staff still have many shows to perform, so the team will stay busy as they prepare for the upcoming Wishing Chair Productions videos set to launch this fall.



Wishing Chair Productions – Bret Wilson

Wishing Chair Productions conducted 15 in-person Storytimes (1,114 patrons), and 9 mainstage presentations (2,005 patrons) of *The Library Pete and the Storytime Band Rock N Roll Puppet Show Extravaganza* in the children's theater, for a total of 24 performances and a total audience count of 3,119 participants. Wishing Chair Productions welcomed several groups to private performances in the children's theater during the month of July: Catholic Charities, Rockstar

Camp, TN School for the Hearing Impaired, Fannie Battle Daycare, and Smith Springs Community Center.

Wishing Chair Productions closed its two month long run of the Rock N Roll show this month. Patrons said farwell to The Storytime Band as they presented classic rock toons and newly created selections. Production Services was able to film one of the private performances for documentation and analysis. Wishing Chair will begin preparing for the next mainstage performance on Saturday, July 27th.



News of the Main branch closure has forced Wishing Chair to adjust the performance calendar for the month of August. Wishing Chair was scheduled to present *Sky Bear* in August, *Tomas and the Library Lady* in September, and *The Legend of Sleepy Hollow* in October. Due to extreme setup for *Sky Bear* and the shortened performance run, the schedule moved *Tomas and the Library Lady* up in the rotation, which will now be featured in August with *Sky Bear* and possibly *Sleepy Hollow* moved to the performance schedule in 2025.

Wishing Chair Productions has created a plan to protect the valuable creations held at the Main branch during the closure of the building. Multiple meetings have taken place to address necessary steps and actions that will unfold starting on July 29th. Here's an overview of our plan:

- **July 29th – August 3rd**
Valuable puppets, scenery pieces and memorabilia in the display cases outside the children's theater will be replaced with more modern-day creations purchased from online retailers that are normally not used.
- **August 5th – August 10th**
All Tichenor paintings, camera film, photographs, puppets, scenery pieces on the 1st and 2nd floors will be transferred to the Marionette Storage Room on B2. This will include the Tichenor puppet houses on display in the Activity Room and above the entry way to the Children's Theater. All puppet making materials sensitive to heat stored in the B1 Puppet Studio will also be transferred to the Marionette Storage Room during this week.
- **August 12th – 16th**
Sensitive items on the B2 level of the building not in the Marionette Storage Room will be moved to the Marionette Storage Room. This will include all String City items currently stored in the Gallery Storage Room on B2.
- **August 18th – 24th**

The portable cooling units will be activated on Sunday, August 18th and remain functioning until Saturday, August 24th. WCP staff will monitor and replenish the systems cooling fluids every morning.

Wishing Chair Productions is preparing to join the Bordeaux Library children's department during the month of August. Storytimes will be held every Tuesday at 10:30 AM at 4000 Clarksville Pike, Nashville, TN 37218. In preparation for this, the Wishing Chair team has retrieved an extra puppet house from the Elm Hill storage site and is preparing it to travel.

Studio NPL – Niq Tognoni

Power Youth

Studio NPL's Southern Word Power Youth program wrapped this month with a spoken word performance at Tennessee State University. Several of the interns took interest in the recording studios and worked to get "certified" so that they could come back at their convenience. At first, an assigned Studio NPL Power Youth teen was hesitant to work with us, having originally been assigned to children: ("*I don't do teens*"). By the end of the program, they had learned a great deal about software and hardware, and even taught an impromptu 3D design class to a family that dropped in. On their last day they brought a friend from the program, and they both asked if they could return and work with Studio NPL next summer!

Studio NPL Intensive: Monster Medical

The most popular week-long intensive—"Monster Medical"—returned for a second time, bringing 22 teens and 8 mentors together to build and play a role-playing game, design characters, build costume pieces and accessories, and create theme songs. This intensive—cleverly designed by Mariano Hayes and M Kelley—is made to encourage patrons to use every part of the Studio NPL technology to build their characters. The intensive launched with a parent orientation and many families stopped by throughout the week to check on their child's progress. Studio already has a list of 20+ families to contact for the next intensive.



Teens work on crafting with cardboard in the Monster Medical intensive.

Outreach

Though the Studio NPL team dialed back outreach during July, there were some larger sessions and events including dual sessions at West Park Community Center, a Saturday hosting events at The Frist Art Museum for the annual Teens Take the Frist event, and an outreach for teachers at the MNPS STEM conference. The Studio NPL Outreach team also managed a short summer intensive at the East branch, hosting design thinking workshops over the course of three days.



A patron creates a “natural mandala” with Studio NPL mentors at the Teens Take the Frist event.

Cyber Seniors

In partnership with the Digital Inclusion department, Studio NPL facilitated a photography project to create portraits of the “Cyber Senior” participants. The teen interns worked with Studio NPL staff on Fridays at the Main makerspace to practice their photography and editing skills, and guest mentor Rebecca printed and framed the portraits to present to the seniors during the graduation. This was a great collaboration between the Studio NPL and Digital Inclusion departments and the teen participants saw a lot of satisfaction (and skill-building) from being a part of the program.

E&L Report August 2024

Adult Literacy at NPL – Jamil Sameen

Adult Literacy at NPL’s programs reached 488 learners and teachers in August!

The first Student Celebration event was a big success: A three-hour event for adult learners which took place on Saturday August 24th at the Southeast Library. Fifteen agencies— plus NPL’s Library Services for the Deaf and Hard of Hearing, Digital Inclusion and Bringing Books to Life— participated by hosting resource tables and/ or workshops at the event. 125 individuals attended the event, checked out the resource tables, and made connections. The event included five informational sessions for the attendees covering the following subjects: *Free Library Resources for Adult Learners*, *Reading Made Me Whole: Learning to Read to Grow into a New World*, *Creative Family Projects: Enhancing Literacy and Bonding*, *How to Apply to College*, and *The Joy of Reading*.

The Adult Literacy team participated at the Coalition for Better Futures for Southeast Nashville’s first health screening event at Mill Ridge Park. 28 vendors participated and 104 people stopped by the library table and got information about the resources available at NPL.

The Adult Literacy team participated at the Branch of Nashville’s orientation event for enrolling 170 students at their center using both mobile labs. This is a new grant program through the Workforce Essentials to provide ESL classes in-person. A total of 97 new library cards were issued for their students. The team provided informational workshops (library 101, transparent languages and zoom meeting trainings) as well.

Adult Literacy is planning to host the 2024 Adult Education Fall Symposium on Friday, November 22nd, 2024 at the Main Library.

Adult Literacy continued to provide regular educational sessions at Room in the Inn and Project Return, averaging 10 learners per class.

Nashville helps had 38 requests in the month of August.

Bringing Books to Life! – Liz Atack

BBTL provided 81 programs with 1,083 in attendance in August.

10 programs were teacher workshops for the East Family YMCA Preschool, Calvary School for Young Children, VUMC Family and Child Centers, Forest Hills UMC Day School, and Westminster School for Young Children, in addition to the team's monthly Saturday educator workshop at the Old Hickory Library. Many childcare centers and preschools have professional development days set aside in late July /early August; kudos to the entire team for making it happen!

The team began to advertise the September educator workshop, which will feature local author and illustrator Savannah Allen. The workshop, based on her debut picture book *The Nature Journal*, will take teachers through Ms. Allen's creative process as they complete a series of journaling exercises in and around the Goodlettsville Library. Every attendee will receive a copy of *The Nature Journal*. BBTL is thankful to the Tennessee Arts Commission for their support of the Saturday teacher workshops.

August is usually a quiet month for family literacy workshops; however, this month BBTL led 7 workshops; two located at The Store, where 30 people attended one workshop. BBTL is excited to add The Store to the roster of regular workshops (they join Hope Clinic and MNPHD's South Nutrition Center).

The team continues to plan for BBTL's expansion. A creative brainstorm session was held this month to plan for test shoots in late September/ early October. The footage will be included as part of the Digital Learning Platform, which will make its debut in 2025.

The team also met again with TN Childcare Resource and Referral. BBTL is collaborating with them on the Little Libraries curriculum and future coaching service. Their focus is to garner statewide support, but also have two literacy coaches assigned to middle TN; BBTL will work closely with them to ensure the work is complimentary and to share resources and referrals when possible. The team there is wonderfully collaborative and BBTL is excited to work with them to support Nashville's early childhood educators.

Be Well – Bassam Habib

This month, the Foundation instructed that Be Well cannot exceed a \$10,000 programming limit for the entire year. This was communicated after the budget was approved. Bassam Habib has been communicating with branch managers, programmers, program coordinators, and staff in an attempt to find a way to cover the existing demand for programming. Bassam has been looking for grants and working with the Foundation's Maggie Ward to write and apply for grants as well as figuring out a way for Metro to cover some expenses. Patrons, NPL staff, and programmers do not want to see any programs go.

Bassam attended NNLM's 4-hour CE training class, "Delivering Health Information Resources Across Languages and Cultures." This class was designed to assist librarians and others who work with diverse populations in locating health information. The resources presented were selected for their emphasis on providing culturally relevant information in the preferred language of the population. Bassam hopes to make NPL a space where non-English speakers can come and get health and wellness information, sign up for insurance, and get connected with health resources in the community.

Bassam was invited to attend "Exploring Complementary and Integrative Health: Information, Resources, and Evaluation," a 2-part seminar focusing on CIH (Complimentary and Integrative Health) alongside traditional medical practices. Be Well's lactation counseling and family therapy program was highlighted as it is a perfect example of a community program that bridges the gap between traditional health care and CIH. In the first part, they discussed the definitions of CIH, encompassing both "Eastern" and "Western" medicine perspectives and associated risks and benefits. There is a 3-week, "work-at-your-own-pace" class on Moodle that addresses health information resources, increasing health information access and use, and NNLM, NIH, and CDC's initiatives of health misinformation and the environmental determinants of health. This class includes resources from Medline Plus, PubMed, and the National Center for Complimentary and Integrative Health.

Be Well met with the "Life in Full Effect" Diabetes counselor this month to discuss bringing a diabetes information and literacy session to Looby branch. They will do this free of charge.

Basam Habib attended the first Wellness Works Committee meeting for this fiscal year. The committee members discussed a plan for the year and potentially hosting a kickball fundraiser for the Metro Makes a Difference Campaign this month.

Bassam met with Antonia Whitfield, Director of the Office of Homeless Services, to discuss an NPL partnership. Ms. Whitfield expressed interest in providing resource officers at NPL branches to assist those experiencing homelessness in need of housing, education, and resources.

Your Mind Matter's "Motherhood and Mental Health" podcast episodes were released this month. Bassam Habib and Lana Boleyjack discussed a myriad of topics concerning new motherhood, fertility, miscarriage, and more with Lauren Jones from Realistically Fed.

Bassam and Mikka, Director of Small World Yoga, met this month to discuss training librarians to become yoga-certified. This would enable them to lead their own yoga classes and not have to rely on SMY's instructors.

With Main's closure, Bassam Habib has been working from the Edmondson Pike branch. The enchanted garden space Be Well created has been drawing children, adults, and seniors. Families and staff have been coming to EP and learning in the space. EP's team wants to host a garden opening ceremony; Bassam is working with Ether Community Coop on this.

Digital Inclusion – Marian Christmon

Digital Inclusion's "Sip and Swipe" program was held at Chippington Towers this month. A total of 13 participants completed the program where they learned to use a tablet, email, Internet and more by going through a learning app that allowed them to learn at their own pace. Digital Inclusion staff were available to assist them as they went through the program.

Sip & Swipe Graduates @ Chippington Towers

Group A



Group B



Preparations were made to start the next Senior Tech Academy to be held at the Madison Library. This is the second program scheduled for Madison. There has been a lot of excitement

among seniors in the Madison area for this training, with many participants signing up for the waiting list for the second cohort.

Preparations were also made to start the next cohort at Workforce Essentials. These participants will learn the basics of Microsoft Office in preparation for potential office work.

The Bethlehem Center requested Digital Inclusion training for 30 older adults who received Chromebooks at the center. The training hasn't been conducted by Digital Inclusion in the past, so to prepare, the team acquired Chromebooks similar to those the seniors received and have been reviewing the Senior Planet Chromebook curriculum in preparation for this training.

Digital Inclusion participated in two community events: a booth provided at Matthew Walker's Health Fair, where online health resources were featured, and a booth at the Adult Literacy Celebration at the Southeast Library, which featured a display on NPL's online resources.

Limitless Libraries – Syreeta Butler

COLLECTION DEVELOPMENT

Sarah Allen and Emily Farmer finalized and distributed this year's school profiles to MNPS school librarians and managed the start-of-year administrative tasks. They also initiated collection development for individual schools and prepared bulk lists and pre-publication materials for October and November.

Emily Farmer oversaw the setup of annual vendor accounts and distributed cataloging specifications.

COMMITTEE/ GROUP PARTICIPATION/ PROFESSIONAL DEVELOPMENT

Emily Farmer organized the logistics for the September Middle School Battle of the Books book selection committee meeting and conducted research on suggested titles.

Sarah Allen, Syreeta Butler, and Emily Farmer participated in the MNPS Library Services Virtual Office Hours to share updates and better understand the needs of school librarians.

OUTREACH

Syreeta Butler engaged with multiple MNPS charter school leaders to coordinate bookmobile visits and scheduled additional meetings with other charter schools.

Sarah Allen and Emily Farmer collaborated with Alyssa Littrell from MNPS Library Services to plan this year's PurchaseCon professional development event.

Syreeta Butler spearheaded outreach efforts by setting up information tables at five MNPS Open House events. She provided information about Limitless Libraries to students and parents, distributed books and promotional items, and shared Nashville Public Library resources with parents whose primary language is not English.

STAFF UPDATES

Tyler Sainato returned to MNPS as a school librarian and is no longer the Limitless Libraries Outreach Specialist.

The Bookmobile Outreach Coordinator position was approved and posted. Applications are being reviewed and interview arrangements are in process.

ADDITIONAL UPDATES

Bookmobile collection materials were ordered; however, an error necessitated returning the order for proper processing.

Syreeta Butler led the Bookmobile Wrap Design discussion and finalized a proposal to present to Matthew Specialty Vehicles for the official NPL bookmobile wrap.

CIRCULATION STATS

MNPS delivery resumed on August 12th, 2024. Limitless Libraries facilitated the circulation of 7,092 items, utilizing 600 green bags, 320 gray bins, with 36 book trucks returned from MNPS and 42 book trucks sent to MNPS, despite mechanical issues.

NAZA – Anna Harutyunyan

NAZA hosted 8 Professional Development Workshops in August, six public and two for partners only. These workshops totaled 26.5 hours of training with 210 total attendees:

- Youth Program Quality Assessment (YPQA) Basics
- Social-Emotional Learning Program Quality Assessment (SEL-PQA)
- MNPS Mandatory Reporting
- MNPS Civil Rights & Section 504
- Intro to Positive Youth Development
- Salesforce Training (partners-only)

- YPQA Focus Session (partners-only)
- Tips and Strategies for Program Planning in Afterschool Programs

834 out of 1,673 slots have been filled (49%) for Fall after school programs. These programs were set to begin on September 3rd.

NAZA will launch a new interactive website on September 5th, where users can learn about Nashville’s Vision for Holistic Youth Development, featuring videos, downloadable resources, and activities they can carry out to help their child(ren) develop skills like emotional intelligence, critical thinking, problem-solving, and more. The site has a built-in translation feature on the website and many downloadable resources available in multiple languages.

<https://nashvillez.org/holisticdevelopment/home/>

The Puppet Truck – William Kirkpatrick

The month of August slowed down a lot for the Puppet Truck staff, but a number of shows still occurred and brought joy to the community. Puppet Truck attended 23 locations with a total of 1,590 patrons reached.

Staff have been preparing for the reopen of the Main branch, and William Kirkpatrick anticipates that numbers will begin to rise again once this happens.

Puppet Truck and Wishing Chair Productions have been getting ready to launch a series of videos that the team created. These videos are set to launch in late September.



Wishing Chair Productions – Bret Wilson

Wishing Chair Productions conducted 6 in-person storytimes (475 patrons), 8 mainstage presentations of *Tomas and the Library Lady* in the children’s theater (790 patrons), and 2 in-person outreach family storytimes at the Bordeaux branch (76 patrons), for a total of 16 performances with an audience count of 1,341 participants.

Two social media videos advertising the Bordeaux Storytimes:

First Video – August 23rd - 221 Plays (as of September 5th)

Second Video – September 2nd – 174 Plays (as of September 5th)

Due to the news of the closure, Wishing Chair altered the performance calendar to offer an easier show to mount on the children’s stage. *Sky Bear* (the program scheduled for August) was rescheduled for 2025 and *Tomas and the Library Lady* (the program scheduled for September) was moved up one month to cover programming until the close. *Tomas and the Library Lady* ran for two weekends in the children’s theater.



Audience reactions to the show

You’ve done something new haven’t you? I was watching and thought the split moments between Mama singing and the car driving through the audience was something I’d never seen before. Like in a movie, you have the two perspectives and didn’t think that could be done for something like this.



Wishing Chair Productions halted all mainstage performances and Storytimes on Sunday, August 18th due to the library closing for maintenance on the cooling system. All high value items governed by Wishing Chair were stored in the Marionette Storage Room on B2. The transition plan was broken down into four phases and concluded on August 17th. The final phase was cancelled due to the news that the cooling system would be taken offline later in the shutdown rather than at the beginning:

July 29th – August 3rd - Valuable puppets, scenery pieces and memorabilia in the display cases outside the children’s theater were replaced with more modern-day creations purchased from online retailers that aren’t normally used.

August 5th – August 10th - All Tichenor paintings, camera film, photographs, puppets, scenery pieces on the 1st and 2nd floors were transferred to the Marionette Storage Room on B2. This included the Tichenor puppet houses on display in the Activity Room and above the entry way to the Children’s Theater. All puppet making materials sensitive to heat stored in the B1 Puppet Studio were also transferred to the Marionette Storage Room during this week.

August 12th – 16th - Sensitive items on the B2 level of the building not in the Marionette Storage Room were moved to the Marionette Storage Room. This included all String City items stored in the Gallery Storage Room on B2.

August 18th – 24th - The portable cooling units were activated on Sunday, August 18th and remained functioning until Saturday, August 24th. Wishing Chair staff monitored and replenished the systems cooling fluids every morning.

Pete Carden, Evelyn O’Neal and Bret Wilson began joining members of the Bordeaux Branch Library for Storytimes on Tuesdays at 10:30 AM:

“On the Road: Family Story Time at the Bordeaux Library with Wishing Chair Productions every Tuesday. Join us as we travel to the Bordeaux Branch Library for some Story Time fun. You don’t want to miss your old friends and new friends singing, dancing, playing games, reading books and so much more! And who knows who might show up?”



Work started this month on the construction of the I AM NPL/ I LOVE NPL heart. The construction is mainly foam taken from the courtyard with tubular mounts along with a 40-inch flat screen tv. The idea is to have testimonials from NPL staff shown on the tv. The heart will be broken down into eight pieces and decorated by patrons. The heart has been cut and currently being treated with a protective coating for travel.



Team members are currently working on film projects for Spooky TN that are set to air in October 2024.

Series Description: Wishing Chair Productions presents an exhibition of unusual happenings and unexplained tales from across the state. Families can immerse themselves in the season of Halloween with our six-part series:

Ghost of the Palace Theatre – Gallatin, TN (Noel Williams)

Ryman Auditorium Hosts Hank Williams Sr.'s Ghost – Nashville, TN (Pete Carden)

Lucy of Roaring Fork – Smoky Mountains-Gatlinburg, TN (Brian Waltman and Sally B.)

The Old Stone House – Alcoa, TN (Bret Wilson)

The UFO's of Oak Ridge – Oak Ridge, TN (Evelyn Brush)

The Haunting of The Orpheum Theatre - Memphis, Tennessee (William Kirkpatrick)

Studio NPL – Niq Tognoni

Back to School:

Studio NPL staff and mentors launched branch programming this month to coincide with the start of the school year. Team members are currently hosting weekly (1-3 days a week) programs at East, Madison, Bellevue, Green Hills, Watkins Park, Donelson, and Edgehill branches, as well as Hume-Fogg High School. Along with teen staff, Studio facilitated multiple back-to-school activities at Main focused on patrons from Hume-Fogg and MLK, including a school-day orientation and an exhibition/ celebration showcasing different Studio NPL programs.



A teen patron learns to solder at Studio NPL Main's back-to-school showcase.

East branch:

The East branch started the school year short teen and children's staff, and Studio NPL (along with Main Teen staff) are helping bridge the gap before new staff are hired. Teen and Studio staff visit daily, with Studio Mentors hosting activities 4 days a week. In an effort to build community at the branch, Studio hosted a family "open house" during August. While no parents visited, the teen patrons loved the event. There were over 50 participants throughout the day across 4 Studio NPL workshops, setting a new record for participation at that branch. Studio NPL is almost halfway to matching the entire program numbers from last year for the branch, with average participation higher than any other location: over 125 patrons so far!



Teens work on a “mini-quilt” project at the East Branch.

Outreach:

Studio NPL’s outreach team nearly doubled August 2023 numbers, serving over 450 patrons in outreach events ranging from classroom visits, community events, and high school parent/teacher nights. Each Saturday the outreach team has been busy with Studio NPL tables at community events and farmer’s markets.



An IG post from the school librarian showing our project at Hunters Lane High School.

Adult programs:

One of Studio NPL's podcasting groups (The Sustainable in the City Podcast; [Sustainable in the City podcast | Nashville.gov](#)) recorded a few times with Studio's help this month to stock up on content before the Main closure. Stuart Wilson hosted a 3D printing all-ages workshop at Donelson, taking patrons through an introduction to the 3D printing process and working with them to design vases. Stuart has also been taking interested branch staff throughout the system through 3D printing training.

Teen meeting:

Niq Tognoni hosted the teen division meeting this month, bringing together a panel to discuss programming for Tweens in YA library spaces. A former Children/ Tween librarian from Chicago joined the call, a teacher at Lipscomb Elementary provided some materials for slides, and Katy from Bellevue shared their experiences with tween patrons. YA staff were very receptive and engaged during this presentation/ discussion.

MAIN

July 2024

Adult Services

Reference Questions Answered: 5,893

Notary Appointments: 26

Programs: 177

Program Attendance: 1,391

Main Library Door Count: 57, 104

Instagram Followers: 602

Exams Proctored: 12

- Liz Coleman hosted author Sam Daley-Harris about his book Reclaiming Our Democracy.
- Joy Porter hosted a Lunch-and-Learn program provided by Kayla Whitfield on the importance of healthy sleep habits. 17 in attendance.
- Nina NeSmith developed, “The Art of the Book Display: A Crash Course in Dynamic and Impactful Book Marketing” to staff at the Edmondson Pike Branch.

Children’s

Department Visits: 11,548

Reference Questions Answered: 647

Programs: 14

Program Attendance: 858

Outreach Events: 5

Outreach Attendance: 165

- Main Children’s ended this year’s Summer Reading Program with a Bubble Blast Foam Party. This year’s Summer Reading Challenge exceeded our goals.
- Registration Goal – 135% (52,644 total)
- Days Read Goal – 150% (1,375,724 days read)
- Completion Rate – 77% (our highest completion rate ever!)

Equal Access

- Library Services for the Deaf and Hard of Hearing’s website has been fully incorporated into NPL’s website and this month staff added 35 resources for deaf, deaf/blind, and hard-of-hearing patrons.

- The team partnered with the Children’s department to present an interpreted marionette show to deaf and hard-of-hearing children on July 11th with 18 in attendance.
- Designed and purchased three retractable banners for the Main Library that promote Equal Access. These banners will help patrons find the department on the third floor.
- Brenda Boaz-Pond attended the ALA conference, attending workshops on serving deaf and hard-of-hearing patrons.
- Daniel Motes created a video for deaf patrons on how to make a Tassel Key Chain.
- Employees from TPAC and WeGo came to Equal Access to utilize the Braille embosser to print agendas and program flyers in braille. There are very few places in the city that offer this service.

Special Collections

Programs: 17

Program Attendance: 367

Digitization Initiatives:

114 items scanned from the Monk Radnor Lake Journal

3 items digitized for preservation from the Nashville Banner archives

7 items digitized for social media use from the Nashville Banner archives and NPL scrapbooks

Instagram followers: 171

- Kathleen Feduccia and Dixie Johnson co-hosted a presentation for the Metro Historical Commission centered on digital resources for the MNPS Social Studies.
- Special Collections secured a \$50,000 grant from the Nissan Foundation for Conversations @ NPL program series. Additionally, \$15,000 funding request was granted from Vanderbilt University for education and outreach.
- Special Collections team prepared for the Main Library closure by transporting fragile documents to the Old Donelson Branch and to Elm Hill Pike storage facility.

Teens

Reference Questions Answered: 564

Programs: 38

Program Attendance: 562

Outreach events: 4

Outreach attendance: 75

Total number of Teens in the space: 1,840

- Teen staff hosted 4 groups of incoming freshmen from Hume-Fogg (270 total students)
- Santiago Cardenas and Lauren Gilpin hosted a 3-day Art Intensive. There were 8 participants every day and they learned about historic and contemporary artists, painting, drawing techniques and color theory.

August 2024

Adult Services

- This month we welcomed new Library Page, Caroline Morris.
- Since the Main closure, Adult Services staff are helping cover branch vacancies at Edmondson Pike, Old Hickory and Southeast.
- Liz Coleman has been working at the Madison branch on Mondays, assisting Jeff Swafford with the Nashville Street Project who is there providing social worker outreach to unhoused patrons.
- Crystal Deane and Leigh Ann Wilson set up a library booth at the Watermelon Festival on 8/24 at the Nashville Farmer's Market. They spoke to 160 attendees, checked out 18 Seed Exchange packets and registered 12 new patrons for library cards.

- Reference Questions Answered: 300
- Notary Appointments: 14
- Exams Proctored: 6
- Total Programs: 172
- Program Attendance: 987
- Main Door Count: 35,209
- Instagram Followers: 605

Children's

- During the Main closure, the Children's staff are helping fill branch vacancies at Hermitage, Edgehill, Edmondson Pike, Bellevue, and Inglewood.
- Haylee Blystone and Danielle Geiger relaunched the former Reading Paws program with a new certified therapy dog, Kylie, and her handler Claire. Kids love reading to the therapy dog and it is a great way to build confidence. Kylie is quickly becoming a favorite library guest.
- Cristina Pica has taken her bilingual story time to Edmondson Pike during the Main closure. She has also had several successful outreach visits to Aventura Elementary School, MNPS's first bilingual public school.

- Department Visits: 4,930
- Reference Questions Answered: 468
- Total Programs: 3
- Program Attendance: 133
- Outreach Visits: 4, attendance 198

Equal Access

- Cynthia Moynihan has started her new role as the Equal Access Manager.
- The Library Services for the Deaf and Hard of Hearing team will be offering staff sign language classes. NPL staff can register for those now.
- During the Main closure, the LSDHH team have plans for visit several branches to promote the department and the services they offer.
- Southeast Library Event Success on Saturday, 8/24/24! Newsletter sign up: 16
Brochures distributed: 50. Many patrons/guests requesting sign language classes.
Connected with: Metro Social Services, Family Intervention Program, Room in the Inn, and Vocational Rehabilitation Services. Southeast did an amazing job and LSDHH was grateful to participate.
- Ben Weddle and Travis Humbert edited 66 hours of content/episodes (over 10+ books)
- Talking Library Program Manager, Tiffany Greathouse has increased social media presence for the program and this month, the Talking Library Facebook followers reached 269.
- Talking Library staff are making plans to expand their website and revise their monthly program guide. During the Main closure, the Talking Library remains on the air with very little interruption to their daily broadcasts.

Special Collections

- The team completed the first installment of The Stair-Step Plan – an oral history audio tour which focuses Nashville and school desegregation. Curating the highlights of the Civil Rights Room and it's photos/stories mounted on the walls, the audio tours will engage audiences on a personal level via an intimate experience made ready on-demand.
- Elliott Robinson and Rebecca Price gave a private tour of the Civil Rights Room and Votes for Women spaces to Vice Mayor Angie Henderson, Councilmember Zulfat Suara, guests from Meharry Medical College and Eleanor Roosevelt's great-granddaughter during the Main closure.

Total Programs: 6

- Program Attendance: 145
- Banner Negatives scanned: 1,909
- Instagram followers: 195

Teen Services

- Lauren Gilpin, Santiago Cardenas, and Andrew Palmer all conducted outreach visits to the Oasis Center, Meigs Magnet School, and Hume-Fogg High School to provide crafts, Dungeons and Dragons, trivia contests and video game contests.

- During the Main closure, Teen staff are helping cover branch vacancies at East, Green Hills, Bellevue, and Bordeaux.
- Total Programs: 10
- Program Attendance: 211
- Outreach: 11 events, 246 attendees
- Reference Questions Answered: 196
- Total Headcount in the Teen Center: 808

MARKETING & COMMUNICATIONS

July and August 2024

- **Marketing of NPL's Art Lending Library**
 - Coverage in Axios Nashville

- **Comms strategy for temporary / **extended closure of Main Library****
 - Including extensive comms collaboration with Metro's Office of Homeless Services
 - And issue management preparation for removal of trees from Main Library's Robinson Courtyard
 - News media coverage + reaction on socials overwhelmingly neutral to positive so far

- **First-time marketing effort to **recruit author endorsements** for **September's National Library Card Sign-Up Month****
 - Requests to local authors + authors with Nashville ties and national presence
 - *Secured so far:*
 - DiCamillo
 - Maraniss
 - Randall

Old Business – September 17, 2024
Nashville Public Library

<input type="checkbox"/>	Entered in database & filed
<input type="checkbox"/>	Copy given to donor

NASHVILLE PUBLIC LIBRARY

**Special Collections Division
Book Donation Form**

The books or commercially produced items (limited to ten titles) listed below are hereby donated free and clear, and without restrictions, to the Special Collections Division of the Nashville Public Library and said items can and may be microfilmed, photocopied, or otherwise reproduced by the Nashville Public Library.

Quantity	_____ Hback books	Collection Type	_____ Tennesseana
	_____ Paperback books		_____ Nashville Authors
	_____ CD's		_____ Civil Rights
	_____ DVD's		_____ Genealogy (non-TN)
			_____ Tennessee Biography
			_____ Votes for Women

The donor declares that he/she does have the authority to and does hereby transfer goods and marketable title and physical ownership of the items noted above to the Public Library Board of the Metropolitan Government of Nashville and Davidson County. Transfer of deed or title and physical ownership does not indicate a transfer of copyright ownership. Evaluation of materials will be made by members of the Special Collections Division and will be based upon the Special Collections Division Collecting Policy. Using established procedures, library staff may use their discretion to dispose of materials deemed inappropriate for the library's collections.

In such situations of proposed sensitive collections, opinions will be considered of the Nashville Public Library Board of Trustees. However, the final evaluation and determination will be enacted upon by members of the Special Collections Division.

Name (Please Print) _____

Address _____ Phone _____

City _____ State _____ Zip Code _____

Signature _____ Date _____

New Business – September 17, 2024
Nashville Public Library

Nashville Public Library
Board
September 17, 2024

Resolution Title: Adoption of the Recognition Policy

History/Background/Discussion:

For many years the Nashville Public Library has recognized the extraordinary generosity of individuals and entities with permanent signage on library assets. Library and Foundation leadership recognize that this signage is significant and meaningful and requires established guidelines. If approved, this will be Nashville Public Library’s first formal recognition policy for library signage.

The draft policy sets out guiding principles and a general process for evaluating requests for recognition signage and naming opportunities. This process will be collaborative and will involve coordination with appropriate stakeholders, including the Library Board, Library Administration, and the Library Foundation.

This policy does not include the naming of library buildings which are addressed in a separate NPL Naming of Libraries Policy and Metro Government of Davidson Code of Ordinances Chapter 13.26, Naming of Public Buildings.

Recommendation: The Board approves the proposed Recognition Policy.

Drafter(s): Jena Schmid

Person(s) Responsible for Implementation: Library Director, Library Administrative Team, Library Foundation

RESOLUTION 2024-04
ADOPTION OF THE RECOGNITION POLICY

WHEREAS, the Recognition Policy proposed by Library Administration sets forth general parameters for naming Library-owned spaces and installing signage in recognition of philanthropic support or in honor of an individual's commitment to the Library's mission and the community that it serves, and

WHEREAS, the Nashville Public Library Board recognizes that recognition signage and naming of library spaces requires a thoughtful and inclusive effort, and

WHEREAS, the Nashville Public Library and the Nashville Public Library Foundation wish to establish a consistent process for recognition signage and naming opportunities, and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees hereby adopts the Recognition Policy effective as of the date of this Resolution and authorizes the Library Administration to develop recognition opportunity procedures in accordance with the Policy.



Recognition Policy

Policy Information

Approved Date: [Date]

Effective Date: [Date]

Keywords: Naming, plaques, gifts, assets, signage, recognition

Policy

Recognition and naming opportunities exist to acknowledge the extraordinary generosity of individuals and entities whose support and service are valuable to Nashville Public Library (NPL). The recognition should be appropriate in relation to the support being provided, consistent with NPL's vision, mission, and goals, and strategically aligned with NPL's brand. Careful consideration, including proper vetting and consultation, should precede any recognition. This policy provides guidelines related to public recognition of individuals, organizations, and corporate entities associated with the Nashville Public Library (NPL) naming assets and using signage displayed within a facility or surrounding grounds.

Definitions

Recognition includes, but is not limited to plaques, framed portraits, donor walls, printed and electronic materials, press releases, media coverage and special events.

Naming Opportunities are defined as the naming of a physical space as a result of a significant donation dedicated to the creation of the space.

Applications

Recognition and associated signage may take various forms:

- Naming of NPL interior or exterior spaces (e.g., wings, galleries, studios, rooms, gardens, etc.) using independent signage. (For naming of NPL buildings, see NPL Policy [Naming of Libraries](#) and Metro Charter 13.26 [Naming of Public Buildings](#))

- Recognition for support of collections or programs often presented through signage within the library.
- Recognition signage within NPL facilities listing multiple donors meeting criteria set specific to the purpose of the signage. The guidelines for inclusion vary based on the fundraising program associated with the display.

Confidentiality

For philanthropic giving recognition opportunities, the names of donors who have requested anonymity shall not be included in public displays, external or wide-spread communications, publication, or NPL website.

Approval Process for Naming and Donor Recognition

The Library Board of the Public Library of Nashville and Davidson County (Board) has final approval over the naming of spaces or installation of enduring plaques or memorials on any NPL property.

The Board delegates authority to the Library Director to manage recognition for NPL.

The Library Director and Administrative team partner with the Nashville Public Library Foundation (NPLF) to manage processes related to recognition using Naming and Recognition Signage Procedure.

Requirements

- Recognition and naming of spaces may only occur if one or more of the following criteria are met:
 - The nominee is a distinguished person who has provided extraordinary service to the community who merits special recognition.
 - The nominee has made a philanthropic gift to benefit NPL at or above the minimum amount associated with the asset and has signed a Gift Agreement prior to finalizing the naming opportunity.
 - Individuals currently employed by NPL, NPLF, Metro Government, the State of Tennessee, and sitting elected officials are ineligible for naming of spaces but may be eligible for recognition. Eligibility will be reinstated five years after the end of employment due to departure or retirement or the end of an elected official's service in office.
- To avoid any appearance of commercial influence or conflict of interest, due diligence should be undertaken before recommending the naming of an entity that involve the name of a corporation, corporate foundation, or organization. These entities are eligible for naming opportunities however, proposed name for the NPL asset may not endorse a commercial enterprise itself and/or its products.

- No naming will be approved that implies NPL endorsement of a partisan political, religious, or ideological position.

Due Diligence

- NPL may conduct due diligence reviews to confirm no conflict of interest and an appropriate association between the donor, honoree, or organization and NPL.
- NPL may consult legal counsel while conducting the due diligence review.
- NPL wishes to be proactive in responding to changes in societal values and norms that affect naming recognition. Any concerns regarding naming recognition need to be provided in writing to the Library Director who will maintain a process for review, reconsideration, and possible revocation of naming recognition.

Recognition Signage

NPL, NPLF, and appropriate designers will create signs which correspond to the size of the gift, the architecture in which it is placed, and the materials, themes, and content appropriate to the audience.

Timing

Naming and signage recognition requires substantial consideration and a formal review and approval process. Therefore, naming recognition may not be publicly announced until after the nomination has been approved by the Board.

Naming and signage recognition resulting from philanthropic giving assumes that all pledge payments stipulated by the Gift Agreement will be made on or before the stated schedule. NPL may decide to install naming signage before all payments have been made, with approval of the Library Director.

Duration of Recognition

NPLF will establish a duration appropriate to the amount and type of gift received. Unless otherwise stated in the Gift Agreement, all naming opportunities based on philanthropic giving will have a limited duration. All honorary naming recognition will be assumed to be permanent, at least for the useful life of the asset in its current condition.

Change of Recognition Signage

NPL reserves the right to change or update naming signage as needed, with approval of the Library Director who will consult with NPLF. The Library Director has the authority to change or update naming signage or recognition displays without review or approval by the Board.

In the event the name of a corporation, corporate foundation, or organization has changed due to restructure, merger or acquisition, the signage shall remain intact as long as the terms of the Gift Agreement and gift payments are honored.

Removal of Recognition Signage

Under certain circumstances, the Board may elect to revoke naming recognition and remove any associated signage.

Revocation of recognition and removal of the associated signage will result from:

- A decision by the Board following substantial due diligence and deliberation finding the reputation, behavior, or business practices of the donor or honoree to be misaligned with the mission of NPL.
- Notification from NPLF that the donor has not completed associated pledge payments and has been deemed unlikely to complete the payments.

All recognition and naming signage is subject to stipulations for the removal of recognition within this policy.

Prior Circumstances

Recognition signage in existence prior to the adoption of this policy shall remain in effect as is, subject to stipulations in the associated Gift Agreement, if one exists. Considering other documented agreements, existing recognition signage will be assumed permanent for the useful life of the asset in its current condition.

In the event that recognition is changed or removed, NPLF will coordinate negotiations with the donor, a descendant, or trusted representative of the donor. The change must be reviewed and endorsed by the Library Director and approved by the Board before being executed.

2025 Board Meeting Dates / Locations		
	Date	Location
January	1/21/2025	Main Library
February	2/18/2025	Bordeaux
March	3/18/2025	Main Library
April	4/15/2025	Looby
May	5/20/2025	Main Library
June	6/17/2025	Pruitt
July	7/15/2025	Main Library
August	No Meeting	
September	9/16/2025	Inglewood
October	10/21/2025	Main Library
November	No Meeting	
December	12/9/2025	Main Library