

# **NASHVILLE PUBLIC LIBRARY**

## **Board of Trustees Meeting**

**June 18, 2024**



**Nashville Public Library Board of Trustees**  
**Agenda**  
**June 18, 2024**  
**Main Library**  
**615 Church Street**  
**Nashville, TN 37219**  
**12:00 PM**

- I. Call to Order / Roll Call
  
- II. Metro Ordinance required to be announced at all Board Meetings – *Chair, Joyce Searcy*
  - a. “Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of the Nashville Public Library Board may be appealed to the Chancery Court of Davidson County for review under a common law writ of certiorari. Any appeal must be filed within sixty days after entry of a final decision by the Board. Any person or other entity considering an appeal should consult with an attorney to ensure that time and procedural requirements are met.”
  
- III. Public Comments
  - a. “Pursuant to T. C. A. § 8-44-12, time is reserved at the beginning of Library Board meetings for which there is an actionable item on the agenda for public comment germane to items on the agenda. Up to five people will be allowed up to three minutes each to speak. Speakers must register within one half hour prior to the beginning of the meeting by signing their name on a physical sign-up sheet available at the entrance, and identifying any agenda item on which they intend to comment.
  
- IV. Board Chair Comments, *Joyce Searcy*
  
- V. Approval of Minutes: May 21, 2024
  
- VI. Interim Library Director Report, *Terri Luke*
  
- VII. Old Business
  - a. Special Collections Book Donation Form Policy, *Kyle Barber; Chinedu Amaefula*  
Resolution 2024 – 02 ..... pg. 55
  
- VIII. New Business
  - a. Approval for Interim Director Salary Increase, *Joyce Searcy*  
Resolution 2024 – 03 ..... pg. 56
  
- IX. Staff Reports

- a. Nature Kits, *Lee Boulie; Noel Rutherford*
- b. Passport Pilot, *Jena Schmid; Angela Brady*

X. Adjournment

**Next Scheduled Board of Trustees Meeting**

**July 16  
Main Library  
615 Church Street  
Nashville, TN 37219  
12:00 PM**

*Meeting Minutes – June 18, 2024*

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

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

**Library Staff:** Terri Luke, Lee Boulie, Linda Harrison, Cameron McCasland, Jena Schmid, Kyle Barber, Susan Drye, James Staub, Kyle Cook, Shawn Bakker, Andrea Fanta, Kate Wingate, Sherry Adams, Miryam Rose

**Others:** Macy Amos, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County; Tessa Ortiz-Marsh, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County; Willie Sims Jr., NECAT Board

- I. Call to Order / Roll Call
  - a. The meeting was called to order at 12:01 PM.
- II. Metro Ordinance required to be announced at all Board Meetings – *Chair, Joyce Searcy*
  - a. “Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of the Nashville Public Library Board may be appealed to the Chancery Court of Davidson County for review under a common law writ of certiorari. Any appeal must be filed within sixty days after entry of a final decision by the Board. Any person or other entity considering an appeal should consult with an attorney to ensure that time and procedural requirements are met.”
- III. Public Comments
  - a. “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*

- a. Ms. Joyce Searcy asked Ms. Terri Luke to introduce Ms. Macy Amos and Ms. Tessa Ortiz-Marsh as the new Metro Legal counsel to the library. Ms. Luke also introduced Ms. Miryam Rose as the new administrative specialist.
- b. Ms. Searcy asked The Library Board to attend the budget hearing with Metro Council on Thursday, May 23<sup>rd</sup>, at 4:00 PM. Ms. Searcy asked for all attendees to wear red to show support.
- c. Ms. Searcy asked The Library Board to complete Ms. Luke’s evaluation form by June 1<sup>st</sup>.

V. Approval of Minutes: April 16, 2024

- a. Ms. Kate Ezell made a motion to approve the April 16<sup>th</sup> board meeting minutes. Mr. Charvis Rand seconded. The motion passed unanimously.

VI. Staff Reports

- a. The *Facilities Update* and *Courtyard Update* reports were moved up on the agenda due to time constraints.
- b. Facilities Update, *Susan Drye*
  - i. Ms. Susan Drye reported that NPL has been awarded over \$30 million towards maintenance needs since 2022. Ms. Drye continued that there was almost \$30 million in maintenance needs across the library system.
  - ii. Ms. Drye informed The Library Board of various maintenance needs in the branches that had either been met, were scheduled to be met, or were identified as needing attention soon (see below):

Main Library Needs	Estimated Costs	Notes	"C" Denotes Complete
Administrative Area Renovation	\$230,400	Administrative hallway carpet replacement to LVT floor similar to what is on the 3rd floor and paint non-public areas - <b>IN PROCESS</b>	
Civil Rights Room Renovation	\$115,100	To renovate the Civil Rights Room, change carpet to LVT, repair the counter, upgrade the equipment, and create a front entrance area like the VFW room - <b>SCHEDULED</b>	
Upgrade lighting control system	\$245,400	Main Library lighting controls were obsolete. Upgrading all lighting controls so programming can be done.	<b>C</b>
Courtyard leaks / Courtyard Renovation	\$5,000,000	Leaks in the courtyard. The decking/planters is allowing water to drain into the Library garage causing potential degradation of the concrete structure. The trees in the courtyard are thought to have penetrated the water barriers causing the garage leaking. Long term repairs/renovation is needed so this is no longer an issue in the future.	

Fire Alarm system updated / Fire pump rebuild / Fire Pump Controller Replacement	\$108,000	The system is beyond end of life and no longer up to CODE. The last fire inspection, this system barely passed. Getting quotes to replace and upgrade controller.	
Grind and polish marble lobby floors/staircase and landings	\$100,000	The lobby, staircase, and landing marble floors have not be ground and polished since we moved into the building in 2001.	
Johnson Control Metasys control upgrades	\$572,600	To upgrade all the JCI Control modules in the Main Library - <b>IN PROCESS</b>	
Main Boiler - feed water system/replace boiler ignition system	\$48,700	Replace feed water system for boiler in penthouse of Main Library. Install new boiler ignition controls and float assembly. - <b>IN PROCESS</b>	
Main Library AHU 1 & 2 Coil Replacement	\$252,700	Replacing the coils in AHUs 1 & 2. They have been cleaned to the point that the copper is sliver thin and starting to have leaks. - <b>IN PROCESS</b>	
Main Library Elevator Cab Upgrades	\$752,800	All six elevator cabs, 3 staff, 3 public, are obsolete. NPL is in the process of upgrading all Main Library elevators. Each cab will take approx. 4-6 to rebuild. All public and staff elevators will also be upgraded to include devices so our Deaf & Hard of Hearing Community can communicate in the event the elevator stops. We will be first institution in Tennessee to equip our cabs with these devices. - <b>IN PROCESS</b>	
Main Library Roof	\$1,000,000	Estimated based on square footage and type for materials: standard asphalt cap sheet single ply.	
New Bottle Fill Water Fountains	\$36,500	Needed on 1st & 3rd floors - one already in Children's. Can no longer find parts to repair old water fountains - <b>1st floor replaced</b>	
New Heat Exchanger and pumps	\$449,500	Install a new heat exchanger and pumps to close the DES loop and help keep our system water clean and from clogging the AHU coils and VAV boxes. - <b>IN PROCESS</b>	
Paint all ornamental iron on building, doors, etc.	\$500,000	Paint all ornamental iron on windows, etc. where paint is starting to peel and iron is rusting.	
Popular Materials/1st floor lobby Renovation	\$3,174,100	To renovate the Popular Materials space. Lobby: Heat and cold penetration into the lobby area makes the areas unbearable in extreme temperatures (below 50 and above 78) outside. Changes are needed to lessen the influx of outside air into the lobby	

Pressure wash and seal outside walls	\$180,000	To pressure wash all outside walls and seal	
Replace flooring in Non-Fiction seating area	\$44,700	Replace old carpet that is delaminating in Adult Non-Fiction Seating area w/ LVT - almost complete as of today	
Replace flooring in Popular Materials	\$136,500	Replace old carpet that is delaminating in Pop Mat area w/ LVT - <b>SCHEDULED</b>	
Replace steam condensate return unit	\$28,400	Replace the failed steam condensate return unit.	
Rework ornamental iron cages on windows	\$300,000	Cut and weld iron cages on windows so windows can be cleaned and painted	
VAV Box replacement - Entire building	\$347,000	The Main Library has 232 VAV boxes that help control air flow, etc. in the HVAC system. These boxes are like small computers, and most are at end of life. NPL has had to replace piece meal with available funds when they fail. This would be a proactive step for on-going maintenance. JCI Contract now in place, moving forward with these replacements - <b>IN PROCESS</b>	
HVAC Reserve	\$895,200	To keep in reserve if other HVAC issues arise after completion of current issues. Possibly changing out light fixtures with LED.	
	<b>\$14,517,600</b>		

Branch	Branch-Needs	Estimated Costs	Notes	"C" Denotes Complete
Bordeaux	Repair front entrance	\$5,600	Repair around front entrance where water damage has occurred.	
Bordeaux	Air Handler Replacement - 9 Units	\$173,800	Replace 9 AHU's that are rusted out and leaking	<b>C</b>
Bordeaux	Bullet Resistant Window Tint/Armor Core	\$30,000	Adding bullet resistant tint to inside windows where there is but 1 exit in the event of an emergency. Additionally, adding Armor Core Bullet Resistant panels to 3 doors and to windows.	<b>C</b>
Bordeaux	Add Emergency Exit Door	\$25,900	Working w/ MNPD Risk Assessments, we determined we needed to add an additional emergency exit door in the adult area.	<b>C</b>
Bordeaux	Interior Refresh	\$335,900	Patch and paint walls, replace furniture, if necessary, etc.	

Branch System Wide	Water Fountain Replacement	\$52,500	Replace 15 water fountains at various branches where we can no longer get parts to repair the fountains.	
Branch System Wide	Adding Armor Core and Bullet Resistant Tint	\$200,000	In the process of identifying other branches for which we can appropriately apply the Armor Core and Bullet Resistant Tint to areas where staff and the public would go in the event of an emergency situation - Have added at Bordeaux to date	
Donelson	Replace all light fixtures	\$20,000	All fixtures are being replaced. The building still has T12 fluorescent bulbs that are now obsolete and can no longer be found as well as the ballast for the fluorescent fixtures	
Donelson	HVAC unit replacement	\$167,000	AC Units were beyond end of life. We repaired as much as possible. We had to replace since the new building will not be open until Summer 2024	<b>C</b>
Donelson	Renovate Branch	\$600,000	Renovate branch in the event the branch is reallocated for other purposes other than NECAT Studios	
East	All windows sealed	\$358,000	All windows need to be replaced; however, The Historic Commission is only giving us permission to replace 6 of the windows. These windows are 105 years old, and the frames are rotting causing water infiltration inside the building. Because this is a historic building, we are working with the Historic Commission to ensure we're in compliance.	
East	Elevator Upgrades	\$158,900	Elevator mechanics are obsolete. Cabs and mechanics will be rebuilt and upgraded.	
East	Interior Repairs after leaks are fixed	\$614,000	Repair plaster walls, window seals, etc. paint interior. Add security cameras to outside and replace HVAC unit	
Edgehill	Sewer line Repair	\$38,500	Excavate and repair sewer line	<b>C</b>
Edgehill	Interior Refresh	\$124,700	Repair and paint walls, replace furniture if needed, etc.	<b>C</b>



Edmondson Pike	Roof repairs	\$371,000	Roof and gutters replaced	C
Edmondson Pike	Sidewalks	\$36,600	ADA sidewalk installed to connect where it stops in parking lot to existing ADA ramp /repairs made to existing sidewalk	C
Edmondson Pike	Interior Refresh	\$297,000	Repair and paint walls, replace furniture if needed, etc.	C
Goodlettsville	Waterproofing store windows in back children's area	\$82,900	Water runs under the door in the back by the Children's area. Perform water intrusion testing to determine appropriate steps to stop the leaks. The storefront needs to be sealed or replaced. Floor needs to be fixed. Other areas have cracking. Floor needs to be repaired and flooring replaced. Currently has a type of linoleum. If there must be extensive repairs to floor, this number would be much higher.	
Goodlettsville	Floor repair	\$120,000		
Goodlettsville	Fire meter installation	\$56,400	Per MSUD, NPL must install a Fire Meter Line per their District's Fire Line Metering Policy that went into effect April 6, 2023. We have until February 2024 to start the process.	C
Goodlettsville	Interior Refresh	\$208,900	Repair and paint walls, replace furniture if needed, etc.	
Green Hills	HVAC chiller replacement / AHU-1 Coil Replacement	\$213,000	Chiller was beyond end of life. We had repaired to replace during renovation but have not had funds for renovation. We had to replacing chiller. Due to cold in Jan 24, must replace AHU1 coil, add temporary portable coolers until the coil can be replaced	C
Green Hills	Roof Repair/Replacement	\$350,000	Significant water damage in front portion of building. Needs to either be fully replaced and repairs made where water damage is or major repair of roof in the front of the building. Number is for replacement. Will need this funding if not enough funding within the renovation budget.	

Green Hills	Entire building Renovation	\$4,341,800	To renovate the GH branch. Upgrade spaces, potentially add to the public space by reallocating staff spaces for better workflow and site lines.	
Green Hills	Outside in park, replace benches that are deteriorating	\$22,800	To replace the metal and wooden benches located in the Sally Beaman Park at Green Hills with all metal.	
Hermitage	Entire building Renovation	\$4,306,100	To renovate the GH branch. Upgrade spaces, potentially add to the public space by reallocating staff spaces for better workflow and site lines.	
Hermitage	Wall repair	\$10,000	Wall needs to be repaired around front entrance above roof line. There is a failure between the brick and wall above the roof line causing water to leak inside the building.	<b>C</b>
Hermitage	Parking Lot repairs	\$24,000	Patching, Milling, Paving, Striping, Crack fill and Sealcoat	
Hermitage	Gutter replacement	\$30,000	Gutters are rusting out, need to be replaced	
Hermitage	Replace parking lot lots	\$4,800	Replace broken parking lot lights that no longer come on	<b>C</b>
Hermitage	Carpet Replacement	\$81,000	Replaced delaminating carpet with LVT. We have been trying to wait until we do the major renovation, but the carpet is in bad shape	<b>C</b>
Inglewood	Façade / trim needs repairs and painting	\$15,100	Carpenter Bees have burrowed into the façade. Paint was peeling in areas. The entire outside façade was painted.	<b>C</b>
Lakewood Maintenance Bldg.	HVAC replacement estimate	\$40,000	Replace 2 AC units	
Lakewood Maintenance Bldg.	Parking Lot repairs	\$124,000	Excavation, base, paving, striping and sealcoat	<b>C</b>
Madison	Fire meter installation	\$68,100	Per MSUD, NPL must install a Fire Meter Line per their District's Fire Line Metering Policy that went into effect April 6, 2023. We have until February 2024 to start the process.	<b>C</b>

Madison	Roof replacement	\$121,500	Roof replacement / gutter repair	<b>C</b>
Madison	Replace front doors	\$18,900	Replace the two front doors that are closing early on patrons as they come in. There have been a couple of older patrons caught in the doors because of mobility issues.	
North	Extend parking area	\$19,000	Excavation, base, paving, striping and sealcoat to add parking area where the old oak tree stood. This would give North 5 additional and needed parking spaces.	<b>C</b>
Pruitt	Roof Replacement	\$758,000	Pruitt has been on the list for a new roof since 2014 but we did not have enough funding to provide the repairs. In the meantime, we have other envelope repairs that need to be made. We will do masonry repairs to the entire building and from grade to roof tops and walls above the roofs. The roof at the gale end of the Engine 12 Building is Category 2 asbestos that will need to be abated and this area of roof can only be reached by a swing stage, lift or scaffolding.	
Pruitt	Elevator Upgrades	\$153,200	Elevator mechanics are obsolete. Cabs and mechanics will be rebuilt and upgraded.	
Old Hickory	Front column replacement	\$10,000	The two columns on the front entrance are rotten. We are replacing.	<b>C</b>
Old Hickory	Interior Refresh	\$149,600	Replace worn carpet where delaminating. Repair and paint walls, replace furniture if needed, etc.	
Old Hickory	Add Security Cameras	\$8,300	Old Hickory was the only branch without security cameras. Installed 8 cameras that cover both inside floors.	<b>C</b>
Richland Park	Parking Lot repairs	\$6,000	Crack fill, striping, sealcoat, replacing speed bumps in library area. This is Parks parking lot, but we would do in front of the library with our 25 designated	

			spaces. I have talked with parks and it's on their list, but not a priority currently due to their lack of funding.	
Richland Park	Carpet Replacement	\$45,000	Carpet is old and worn. Needs replacement with new carpet or LVT.	
Thompson Lane	Sidewalks	\$75,400	To replace concrete sidewalks to make them ADA compliant and to repair unlevel sidewalks.	<b>C</b>
		<b>\$15,073,200</b>		

- iii. Mr. Rand asked if there were any issues with the Southeast and Hadley Park branches. Ms. Drye answered that the Southeast branch was a General Services building so NPL does not maintain that building.
- iv. Mr. Rand asked what the plans were for the current Donelson branch. Ms. Drye stated that the building would be utilized in some form depending on what Metro chooses. Ms. Drye mentioned that the building had been proposed as a possible site for NECAT, but that decision had not been made yet.
- v. Ms. Rosalyn Carpenter asked what NECAT was. Ms. Lee Boulie answered that NECAT stood for Nashville's Education Community Arts Television, a public access TV station where anyone can learn to create and air film and television programs.
- vi. Mr. Keith Simmons asked if there was currently enough money to fix all the repairs that Ms. Drye detailed in her report. Ms. Drye confirmed this and stated that there was a small surplus of funds after calculating all the needs listed in the report.
- vii. Ms. Nadine De La Rosa asked what the other areas were being considered for maintenance in the future. Ms. Drye mentioned plans for redeveloping and redesigning the new Hadley Park and Richland Park branches, as well as remodeling the Green Hills and Hermitage branches. Ms. Drye also expressed a desire to do more preventative maintenance in the future.
- viii. Ms. Carpenter asked if any thought had gone into supplying diversity opportunities for women, ethnic minorities, veterans, and/ or small businesses. Ms. Drye stated that Metro Procurement guidelines and policy must be followed in any purchase made in Metro. Ms. Carpenter clarified her question and asked to what extent does NPL report back to The Library Board as they follow Metro Procurement guidelines, specifically concerning whether certain projects have hit percentage targets to meet diversity needs. Ms. Drye stated that Metro Procurement reports to the Metro Standards Board, and in response, the Metro Standards Board reported

those numbers, but NPL had not historically reported those numbers. Ms. Carpenter requested that moving forward NPL be mindful of the policies and report back to The Library Board on the ways in which NPL is being compliant. Ms. Searcy added that one of the Metro councilmembers had expressed the intent to study the current procurement process and look at ways it could be improved in the future.

- ix. Ms. Ezell asked what other uses the current Donelson branch could be used for. Ms. Luke stated that it was difficult to tell until a decision is made regarding the location for NECAT. The building could potentially be used for other library departments that needed more space. Ms. Luke stated that she had spoken with Ms. Kristin Wilson about extending the two-year lease with Nashville State and NECAT at the JPEG Studio. Ms. Luke stated that in case the contract did not go through or took longer than expected, she asked that the current Donelson branch be used as a backup for housing NECAT until a better alternative could be considered.

c. Courtyard Update, *Susan Drye*

- i. Ms. Drye informed The Library Board that \$5 million had been set aside for the courtyard to be renovated.
- ii. Ms. Drye stated that NPL hired GHP (Gobbell Hays Partners) and presented the renovations plan to the Robinson Family and the courtyard's stakeholders.
- iii. Ms. Drye explained that a number of architectural mistakes were made during the construction of the courtyard 23 years ago. Ms. Drye stated that the original tile from the Church Street Center that stood where the Main branch is currently was never removed. Ms. Drye also stated that the space under the plaza deck was never waterproofed, and the drainage systems for the pavers, the decking, and the planter beds were all inaccessible due to where they were located under the decking. Ms. Drye added that the planter beds were clogged, so heavy rain caused leakage into the garage, on top of the damage created by overgrown tree roots.
- iv. Ms. Drye informed The Library Board that GHP had created a drainage plan to try and alleviate the issue and gain access to the pipes that were unreachable.
- v. Ms. Drye stated that the Robinson Family agreed that the trees would have to come out of the courtyard, except for one Japanese Maple that they asked to have preserved. There were 41 trees planted in the courtyard in total, 40 of which would have to be disposed of. Ms. Drye stated that they hoped to make the courtyard as grand and special as it was before with better architecture and more sustainable "tree" structures. The Robinson Family gave their blessing to remove the trees, and Ms. Margaret Anne Robinson's son-in-law sent suggestions for potential structures that could replace the trees.
- vi. Ms. Carpenter asked if there was a contract with GHP and the length of the contract. Ms. Drye confirmed there was a contract in place for design services and GHP was a Metro vendor, so procurement guidelines were being met. Ms. Drye stated that

she was not aware of the length of the contract. Ms. Carpenter reiterated the need for intentionality regarding inclusion of diverse contractors.

## VII. New Business

- a. The *Special Collections Book Donation Form Resolution 2024 – 02* item was moved up in the agenda due to time constraints.
- b. Special Collections Book Donation Form; Resolution 2024 – 02, *Kyle Barber*
  - i. Mr. Kyle Barber asked The Library Board to turn to page 53 of the library packet. Mr. Barber shared that the resolution was to re-examine the Special Collections Book Donations form. Mr. Barber stated that currently the form required any book donated to the Special Collections division must first be donated to The Library Board and have The Library Board’s approval of the acceptance of the donation on behalf of the Special Collections division.
  - ii. Mr. Barber explained that the Special Collections division proposed removing The Library Board from that decision because the Special Collections team had a strong understanding of the scope of items they collect for their division, and had more awareness of their space restrictions, if any. Mr. Barber added that this change would hopefully create less work for The Library Board as well.
  - iii. Mr. Rand made a motion to approve the resolution to remove the Library Board from the responsibility of reviewing and approving donations for the Special Collections division. Ms. Carpenter seconded. Ms. Searcy called for discussion.
  - iv. Mr. Simmons asked for more examples of when collections had come before The Library Board in the past. Mr. Barber stated that there have not been any instances in recent years where collections required submission before The Library Board.
  - v. Mr. Simmons added that there may need to be some involvement from the Library Board depending on what kind of collections were donated. Ms. Searcy asked how often donations were submitted to Special Collections. Mr. Barber stated he was not sure how many donations were typically received, but he added that not every collection was “special” or significant like those made to the Votes for Women Room. Ms. Ezell asked what made a collection “special.” Mr. Barber answered that Special Collections consisted of books and materials that dealt with Nashville and Middle TN history, as well as the Civil Rights and Votes for Women Rooms, which documented information on those movements specifically in Nashville.
  - vi. Ms. Ezell asked why the resolution was being presented now if it was not a frequent occurrence. Mr. Barber stated that Mr. Chinedu Amaefula, the manager of Special Collections, was doing his due diligence when reviewing old policies that had not been updated in several years. Mr. Barber continued that this form was brought to Mr. Barber’s attention by Mr. Amaefula, and Mr. Barber brought this information to The Library Board on behalf of Mr. Amaefula and the Special Collections staff.

- vii. Ms. Searcy recommended that there be more research on the issue. Ms. Carpenter added that more information on the frequency of donations and the criteria required by Special Collections be clarified with The Library Board as well. Ms. De La Rosa asked to have more information on the current process for donations, as well as examples of previous donations.
- viii. Mr. Rand withdrew the motion. Mr. Barber agreed to re-introduce the resolution with more clarification on the asks at a future meeting.

VIII. Sustainability Committee Video, *Lee Boulie*

- i. The *Sustainability Committee Video* item (under Staff Reports) was moved up in the agenda.
- ii. Ms. Boulie presented the trailer for the NPL Sustainability Documentary, which was created and produced by library staff in partnership with Urban Green Lab.
- iii. Ms. Boulie acknowledged Ms. Kate Wingate, Ms. Sam Burns, Mr. Eric Lowy, and Mr. Cameron McCasland for their work on the documentary, as well as NECAT Board Members Mr. Jerome Moore and Mr. Willie Sims Jr. for their participation in the documentary. Ms. Boulie also acknowledged and thanked the following Sustainability Committee members for their contributions to the documentary and the library as a whole: Ms. Lily Carolyn Burke, Mr. Chris Verhaagen, Ms. Emily Kriebel, Ms. Bailey Battilla, Ms. Tina Reid, Mr. Bassam Habib, Mr. A.J. Price, Ms. Wingate, Ms. Sade Johnson, Mr. Ben Hagans, Ms. Megan Sheridan, Ms. Selva Ibrahim, Ms. Maria West, Ms. Emily Talbot, Ms. Cheryl Hadley, and Ms. Nikki Glassley.
  - i. Ms. Boulie invited The Library Board to the VIP viewing, which would premiere later this summer in collaboration with Urban Green Lab.

IX. Interim Library Director Report, *Terri Luke*

- a. Ms. Luke stated that she met with Kristin Wilson on May 17<sup>th</sup> to discuss the 4% allocation budgets for NPL materials and maintenance. Ms. Luke stated NPL was awarded \$1.5 million for maintenance in the first allocation, and Metro Council agreed to award an additional \$1 million, also towards maintenance in the second allocation. Ms. Luke stated that there would also be \$2 million allocated towards collections in the second allocation.

X. Foundation Report, *Shawn Bakker*

- a. Ms. Shawn Bakker updated The Library Board on Begin Bright and distributed an overview booklet to The Library Board. Ms. Bakker explained that the fundraising goal was a total of \$20 million, with \$7 million for the first 4 years, and \$13 million for endowing the program. Ms. Bakker stated that fundraising efforts had already begun, and \$7 million had already been secured from several generous donors. Ms. Bakker asked The Library Board

to feel free to share information with any community members or organizations that would be interested in helping NPLF reach their goal for this initiative.

- b. Ms. Bakker stated that the NPLF Picnic at the Library yielded over \$116,000 in proceeds and over 650 people were in attendance. Ms. Bakker stated that this was the largest picnic turnout.
- c. Ms. Bakker asked The Library Board to Save the Date on November 8<sup>th</sup> and 9<sup>th</sup> for NPLF Literary Award Weekend. Ms. Bakker shared that author James McBride was chosen as the spotlight author for 2024.
- d. Ms. Bakker informed The Library Board that The James Stephen Turner Family Foundation pledged a \$750,000 gift to endow the NPLF Literary Award Gala sponsor in Ms. Judy Turner's and Ms. Laura Anne Turner's names. Ms. Bakker stated that this gift would allow NPLF to cover the annual \$35,000 sponsor gift level in perpetuity. Ms. Bakker clarified that NPLF would still need to fundraise for the Gala as a whole, but this endowment would be used up to 5% each year to cover sponsorship costs.

XI. Adjournment

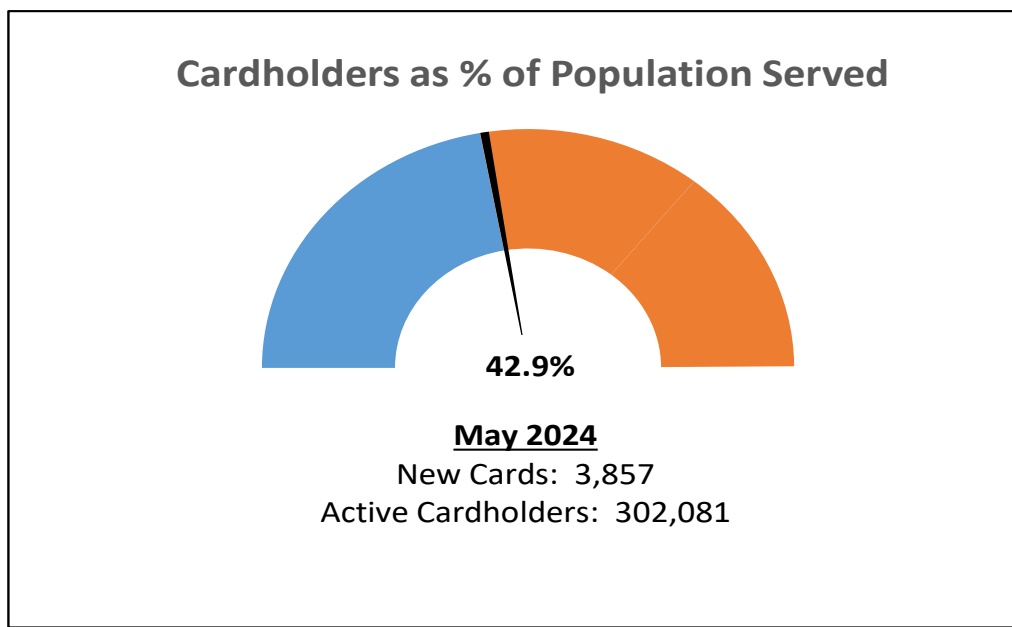
- a. The meeting was adjourned at 1:25 PM.

**Next Scheduled Board of Trustees Meeting**  
**June 18, 2024**  
**Main Library**  
**615 Church Street**  
**Nashville, TN 37219**  
**12:00 PM**

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



*Statistical Summary – June 18, 2024*  
*Nashville Public Library*



Cardholders	May-24	May-24 Year-to-Date	Active Patron Cards	Average Cards in Last 12 Months
New Registrations	3,857	45,402	302,081	292,804

Volunteer Services	May-24	May-23	Year-to-Date	% Change 2023-2024
Number of Volunteers	129	139	1,640	-7.19%
Volunteer Hours	879	842	10,812	4.42%

Attendance for Room Use	May-24	May-23	% Change 2023-2024
Community Use	4,724	4,457	5.99%
Library Use	25,810	14,833	74.00%

Reference	May-24	May-23	% Change 2023-2024
Answered	24,038	21,652	11.02%

**Statistical Summary – June 18, 2024**

Nashville Public Library

**Wireless Data**

Wireless	Month				
	May-24 Sessions	May-24 % of Total	Wireless %	May-23 Sessions	% Change 2023-2024
Bellevue	6,350	6.98%	69.2%	1,679	278.20%
Bordeaux	3,839	4.22%	51.6%	1,254	206.14%
Donelson	2,048	2.25%	46.8%	297	589.56%
East	1,916	2.11%	52.8%	662	189.43%
Edgehill	688	0.76%	49.3%	207	232.37%
Edmondson Pike	5,458	6.00%	54.4%	1,343	306.40%
Goodlettsville	2,712	2.98%	50.7%	809	235.23%
Green Hills	3,874	4.26%	61.2%	878	341.23%
Hadley Park	1,129	1.24%	47.5%	297	280.13%
Hermitage	4,979	5.47%	52.8%	1,541	223.10%
Inglewood	1,811	1.99%	40.7%	431	320.19%
Looby	451	0.50%	28.0%	257	75.49%
Madison	3,422	3.76%	37.6%	702	387.46%
Main	35,443	38.96%	65.8%	9,809	261.33%
North	638	0.70%	29.1%	86	641.86%
Old Hickory	1,254	1.38%	64.2%	300	318.00%
Pruitt	1,743	1.92%	46.1%	613	184.34%
Richland Park	2,691	2.96%	45.0%	496	442.54%
Southeast	9,031	9.93%	69.1%	4,766	89.49%
Thompson Lane	859	0.94%	24.3%	260	230.38%
Watkins Park	645	0.71%	57.0%	206	213.11%
NPL Total	90,981		58.1%	26,893	238.31%

**Database and Website Data**

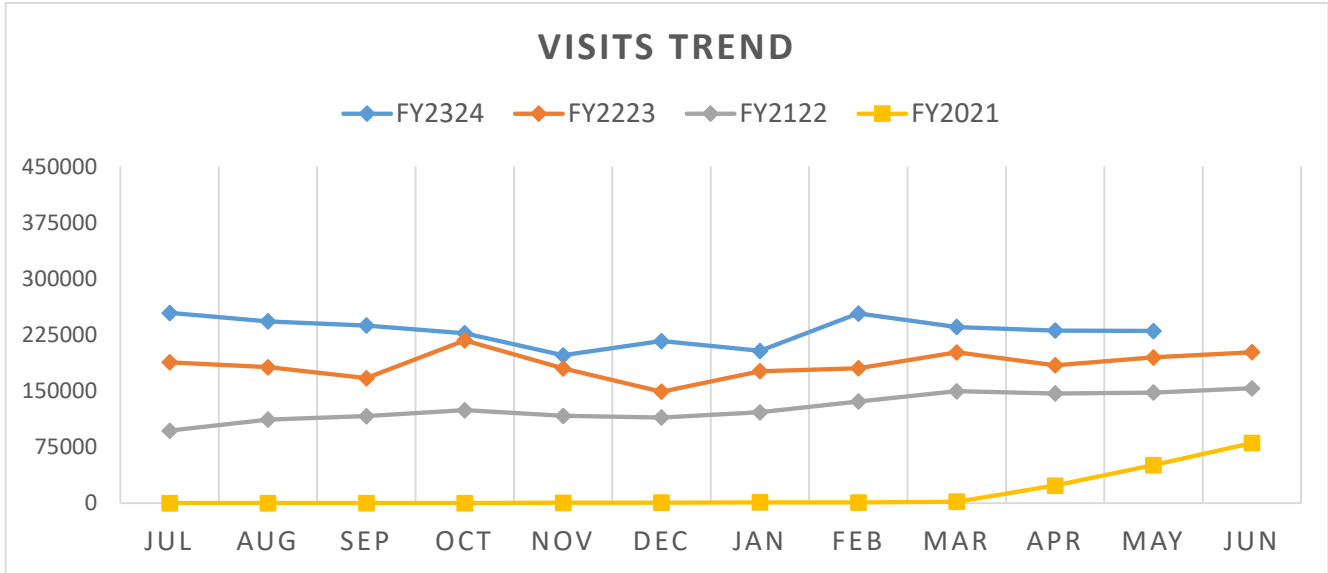
Public Computer Use	Month		% Change 2023-2024
	May-24	May-23	
Total Computer Use	23,686	21,526	10.03%
Total Wireless Use	90,981	26,893	238.31%

Website Visits	Month		% Change 2023-2024
	May-24	May-23	
Webserver	392,917	362,845	8.29%

Database Usage	Month		% Change 2023-2024
	May-24	May-23	
Sessions	29,773	12,933	130.21%

*Statistical Summary – June 18, 2024*  
*Nashville Public Library*

**Visits**



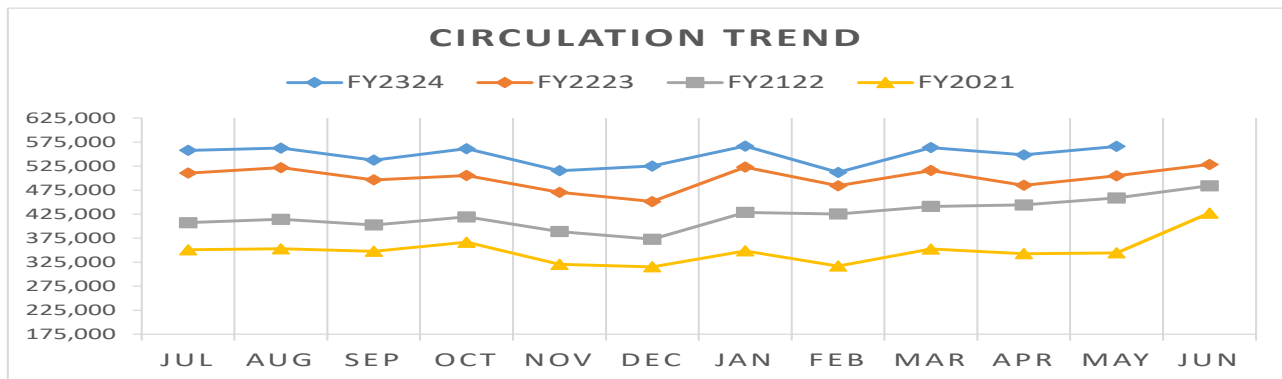
Visits	May-24 Visits	May-23 Visits	% Change 2023-2024	May-24 Circ / Visit	May-23 Circ / Visit	% Change 2023-2024
Bellevue	12,915	11,808	9.37%	1.48	1.84	-19.37%
Bordeaux	4,509	4,988	-9.60%	0.61	0.50	20.07%
Donelson	6,391	5,656	13.00%	0.74	0.74	0.05%
East	11,714	10,705	9.42%	0.31	0.35	-9.65%
Edgehill	2,014	2,779	-27.53%	0.54	0.54	-1.41%
Edmondson Pike	17,179	11,824	45.29%	1.16	1.79	-35.16%
Goodlettsville	6,214	5,323	16.74%	1.41	1.57	-10.52%
Green Hills	22,646	16,146	40.26%	1.14	1.15	-0.68%
Hadley Park	1,883	2,067	-8.90%	0.27	0.21	30.66%
Hermitage	11,593	11,487	0.92%	1.43	1.35	5.65%
Inglewood	12,583	13,701	-8.16%	0.50	0.46	9.13%
Looby	4,377	3,404	28.58%	0.22	0.21	0.88%
Madison	13,065	11,560	13.02%	0.41	0.48	-13.19%
Main	52,483	34,567	51.83%	2.58	3.87	-33.22%
North	6,018	3,535	70.24%	0.08	0.19	-56.10%
Old Hickory	2,801	2,857	-1.96%	0.78	0.74	5.56%
Pruitt	6,857	8,448	-18.84%	0.03	0.02	45.96%
Richland Park	8,986	9,036	-0.55%	1.02	1.01	1.93%
Southeast	10,184	9,596	6.13%	0.62	0.72	-13.17%
Thompson Lane	11,119	11,182	-0.56%	0.25	0.26	-3.79%
Watkins Park	4,456	4,055	9.89%	0.02	0.03	-14.54%
<b>NPL Total</b>	<b>229,985</b>	<b>194,724</b>	<b>18.11%</b>	<b>1.19</b>	<b>1.37</b>	<b>-13.09%</b>

Statistical Summary – June 18, 2024

Nashville Public Library

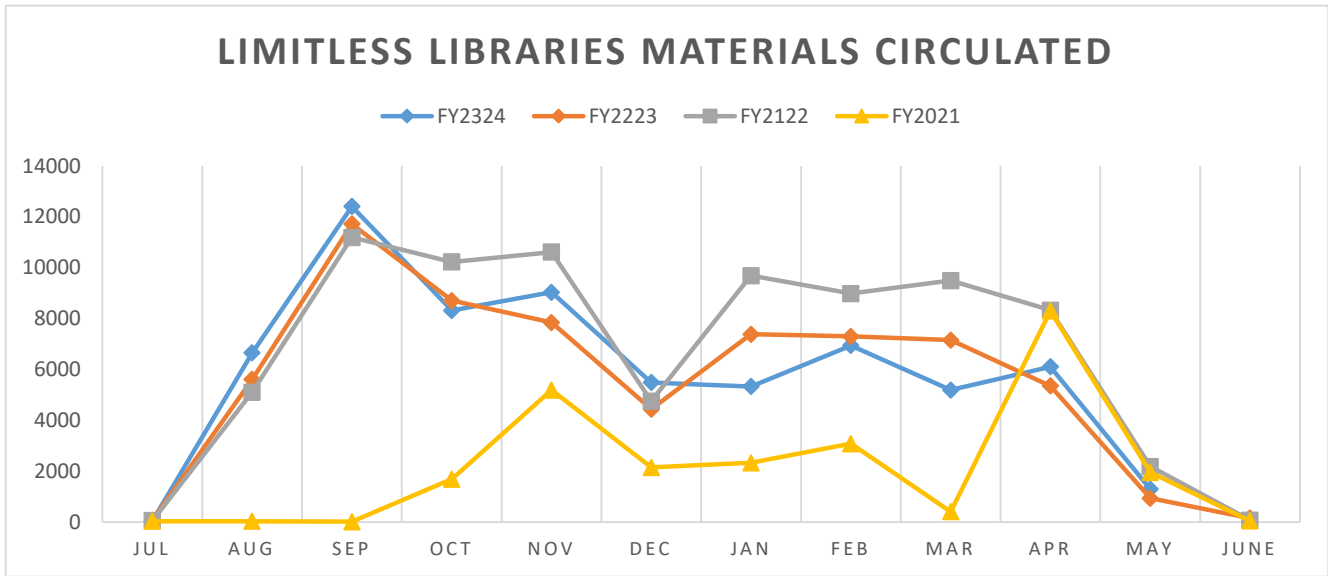
**Circulation Data**

eMedia	May-24	May-23	YTD	% Change 2023-2024
eAudiobooks	131,653	108,900	1,324,651	20.89%
eVideo	11,006	7,118	106,252	54.62%
eBooks	127,409	112,919	1,320,700	12.83%
eMusic	1,707	1,769	19,419	-3.50%
eMagazines	21,131	7,591	229,913	178.37%
<b>Total</b>	<b>292,906</b>	<b>238,297</b>	<b>3,000,935</b>	<b>22.92%</b>



Circulation	Month				Fiscal Year-to-Date		
	May-24 Circulation	May-24 % of Total	May-23 Circulation	% Change 2023-2024	May-24 Year-to-Date	May-23 Year-to-Date	% Change 2023-2024
Bellevue	30,038	5.31%	32,009	-6.16%	279,565	352,111	-20.60%
Bordeaux	5,540	0.98%	5,649	-1.93%	63,457	65,934	-3.76%
Donelson	8,511	1.50%	7,510	13.33%	89,020	80,717	10.29%
East	6,713	1.19%	6,468	3.79%	77,229	68,811	12.23%
Edgehill	3,347	0.59%	3,480	-3.82%	35,689	34,586	3.19%
Edmondson Pike	30,303	5.35%	30,848	-1.77%	324,839	324,530	0.10%
Goodlettsville	13,752	2.43%	13,202	4.17%	152,405	160,940	-5.30%
Green Hills	38,471	6.80%	31,676	21.45%	436,059	421,885	3.36%
Hadley Park	1,824	0.32%	1,851	-1.46%	23,101	20,985	10.08%
Equal Access	254	0.04%	230	10.43%	3,263	3,118	4.65%
Hermitage	26,661	4.71%	25,769	3.46%	287,874	272,364	5.69%
Inglewood	10,348	1.83%	10,493	-1.38%	115,776	110,621	4.66%
Looby	2,780	0.49%	2,810	-1.07%	31,047	28,719	8.11%
Madison	10,840	1.91%	11,389	-4.82%	133,912	124,352	7.69%
Main	39,988	7.06%	38,806	3.05%	455,351	471,836	-3.49%
North	2,113	0.37%	2,206	-4.22%	28,429	24,293	17.03%
Old Hickory	4,935	0.87%	4,765	3.57%	55,840	52,779	5.80%
Pruitt	1,391	0.25%	1,463	-4.92%	17,787	16,815	5.78%
Richland Park	14,531	2.57%	14,090	3.13%	159,301	142,739	11.60%
Southeast	13,671	2.42%	14,275	-4.23%	159,048	164,984	-3.60%
Thompson Lane	6,123	1.08%	6,451	-5.08%	72,035	74,216	-2.94%
Watkins Park	1,033	0.18%	1,109	-6.85%	13,622	8,918	52.75%
eMedia	292,906	51.74%	238,297	22.92%	3,000,935	2,445,034	22.74%
Talking Library	-	0.00%	-	#DIV/0!	52	15	246.67%
<b>NPL Total</b>	<b>566,073</b>		<b>504,846</b>	<b>12.13%</b>	<b>6,015,636</b>	<b>5,471,302</b>	<b>9.95%</b>

*Statistical Summary – June 18, 2024*  
*Nashville Public Library*



**May Programming Data**

Programming	May-24		May-23		% Change 2023-2024
	Count	Count	Count	Count	
Juvenile Programs	509	496	496	496	2.62%
Teen Programs	481	335	335	335	43.58%
Adult Programs	413	504	504	504	-18.06%
Senior Programs	71	159	159	159	-55.35%
<b>Total Programs</b>	<b>1,474</b>	<b>1,494</b>	<b>1,494</b>	<b>1,494</b>	<b>-1.34%</b>

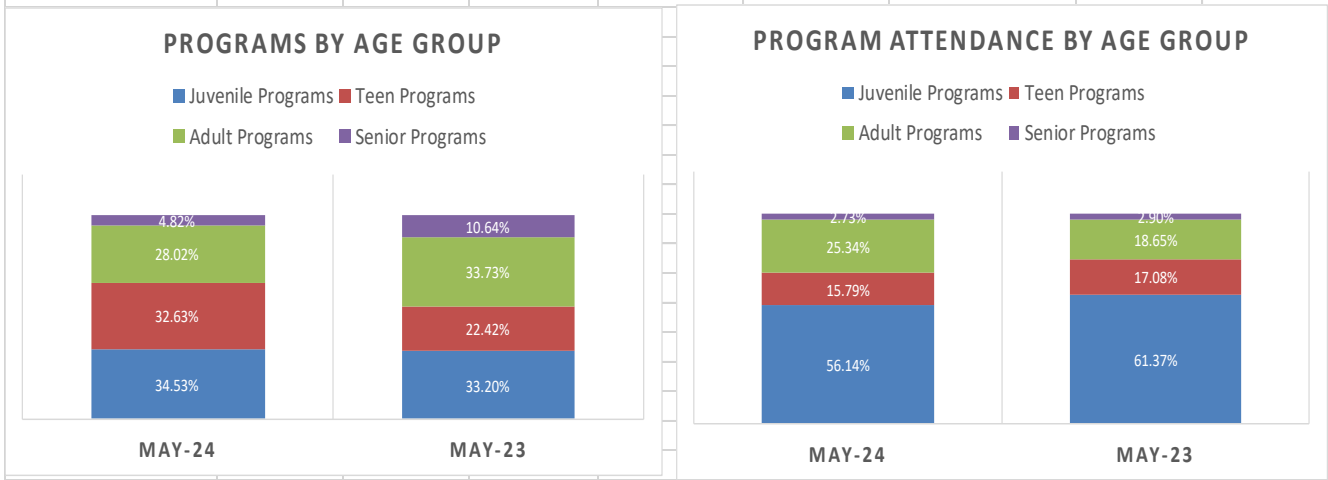
Programming	May-24		May-23		% Change 2023-2024
	Count	Count	Count	Count	
Juvenile Programs	20,997	18,834	18,834	18,834	11.48%
Teen Programs	5,904	5,241	5,241	5,241	12.65%
Adult Programs	9,477	5,723	5,723	5,723	65.59%
Senior Programs	1,022	891	891	891	14.70%
<b>Total Attendance</b>	<b>37,400</b>	<b>30,689</b>	<b>30,689</b>	<b>30,689</b>	<b>21.87%</b>

Programming	May-24		May-23		% Change 2023-2024
	Count	Count	Count	Count	
In Person	1,200	1,208	1,208	1,208	-0.66%
Outreach	209	250	250	250	-16.40%
Virtual	65	36	36	36	80.56%
<b>Total Programs</b>	<b>1,474</b>	<b>1,494</b>	<b>1,494</b>	<b>1,494</b>	<b>-1.34%</b>

Programming	May-24		May-23		% Change 2023-2024
	Count	Count	Count	Count	
In Person	26,288	23,329	23,329	23,329	12.68%
Outreach	10,502	7,177	7,177	7,177	46.33%
Virtual	610	183	183	183	233.33%
<b>Total Attendance</b>	<b>37,400</b>	<b>30,689</b>	<b>30,689</b>	<b>30,689</b>	<b>21.87%</b>



**Statistical Summary – June 18, 2024**  
**Nashville Public Library**

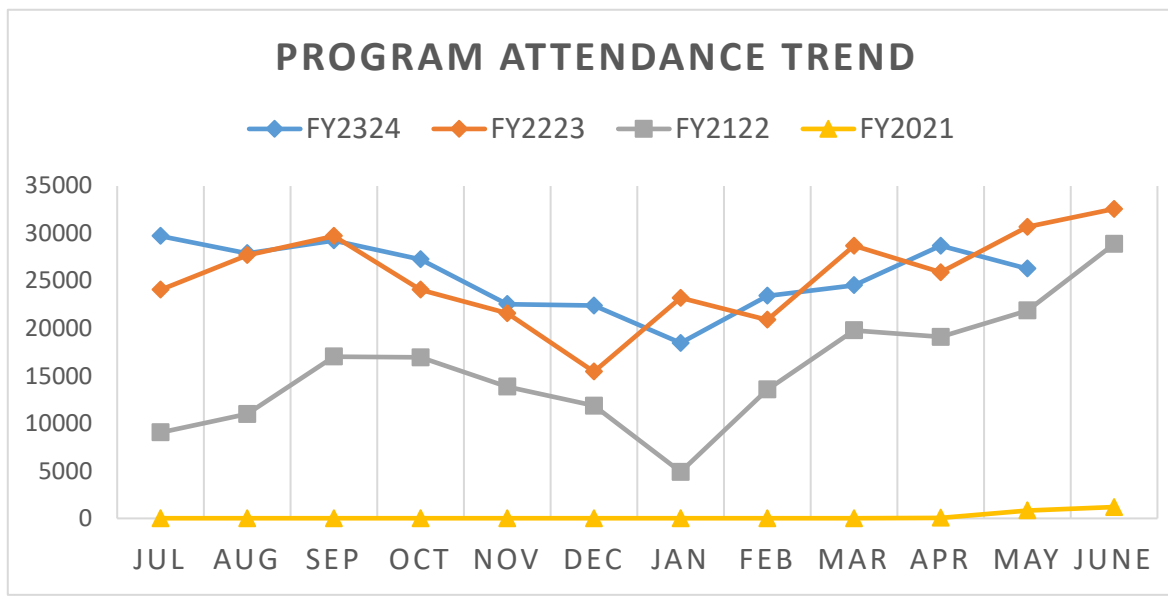
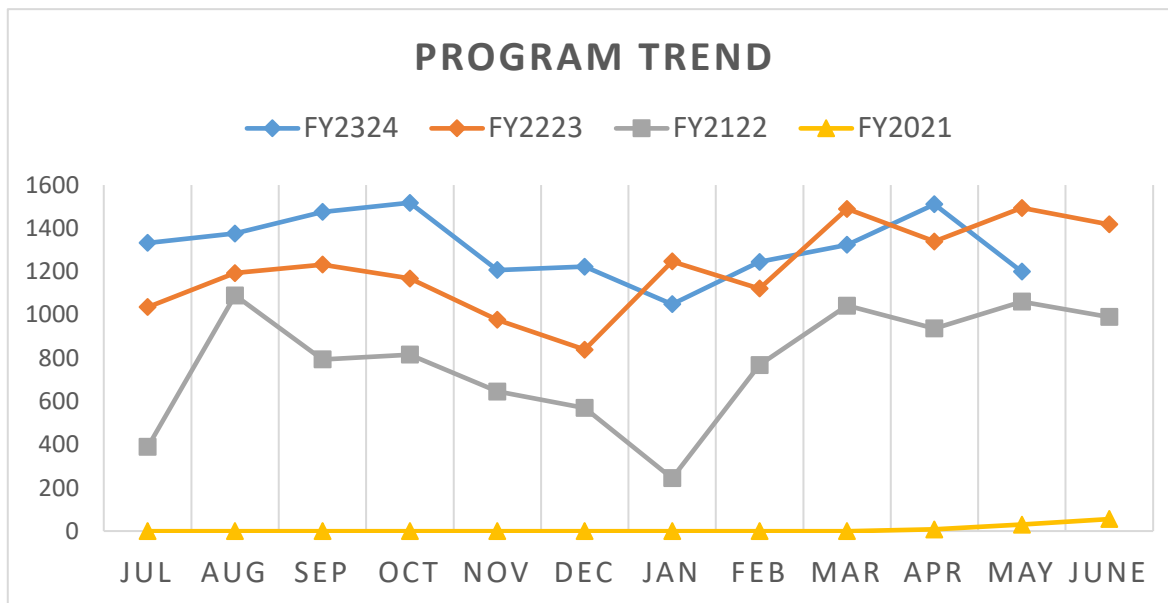
MONTH - May 2024

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	98	2,265	10	461	0	0	108	2,726	44	1,585	41	931	18	140	5	70
BORDEAUX	63	600	1	65	0	0	64	665	18	137	31	425	7	51	8	52
BBTL (Bringing Bks to BBTL (Adult Literacy)	1	3	40	1,037	39	97	80	1,137	31	946	0	0	49	191	0	0
BBTL (Adult Literacy)	8	219	0	0	2	32	10	251	0	0	0	0	10	251	0	0
DONELSON	23	532	7	276	0	0	30	808	18	670	1	55	11	83	0	0
EAST	68	1,207	4	155	0	0	72	1,362	22	427	50	935	0	0	0	0
EDGEHILL	26	154	4	239	0	0	30	393	29	387	0	0	1	6	0	0
EDMONDSON PIKE	73	1,893	6	743	0	0	79	2,636	31	2,255	22	73	25	300	1	8
GOODLETTSVILLE	28	636	2	44	2	20	32	700	17	500	11	152	2	20	2	28
GREEN HILLS	89	1,910	0	0	0	0	89	1,910	29	832	30	817	23	207	7	54
HADLEY PARK	17	72	6	103	0	0	23	175	13	126	0	0	10	49	0	0
HERMITAGE	57	893	2	177	3	38	62	1,108	26	815	6	76	30	217	0	0
INGLEWOOD	31	434	6	317	1	3	38	754	20	627	1	50	17	77	0	0
LOOBY	23	121	5	190	0	0	28	311	13	241	0	0	14	40	1	30
MADISON	71	857	0	0	0	0	71	857	16	480	22	82	16	128	17	167
MAIN - Adult Svcs	88	1,212	1	12	1	3	90	1,227	0	0	0	0	90	1,227	0	0
MAIN - Children Svcs	3	187	6	187	5	49	14	423	14	423	0	0	0	0	0	0
MAIN - Digital Inclusion	0	0	13	147	0	0	13	147	0	0	0	0	0	0	13	147
MAIN - LSDHH/Equal A	6	43	3	21	6	31	15	95	3	47	3	21	9	27	0	0
MAIN - Puppet Truck	0	0	43	4,542	0	0	43	4,542	37	4,048	2	217	2	217	2	65
MAIN - Special Coll.	15	308	1	75	0	0	16	383	3	73	2	85	11	225	0	0
MAIN - Studio NPL	166	903	16	374	0	0	182	1,277	0	0	182	1,277	0	0	0	0
MAIN - Teen Svcs	24	289	3	6	0	0	27	295	0	0	27	295	0	0	0	0
MAIN - Wishing Chair F	29	2110	0	0	0	0	29	2110	28	2100	0	0	1	10	0	0
NORTH	6	25	0	0	0	0	6	25	4	11	0	0	2	14	0	0
OLD HICKORY	20	335	3	73	0	0	23	408	10	309	8	57	2	9	3	33
PRUITT	50	7345	8	405	6	337	64	8087	24	2000	10	90	21	5665	9	332
RICHLAND PARK	21	706	3	151	0	0	24	857	14	683	0	0	9	160	1	14
SOUTHEAST	83	912	10	235	0	0	93	1147	33	731	27	248	32	158	1	10
THOMPSON LANE	10	90	6	467	0	0	16	557	12	544	3	3	1	10	0	0
WATKINS PARK	3	27	0	0	0	0	3	27	0	0	2	15	0	0	1	12
<b>TOTALS</b>	<b>1,200</b>	<b>26,288</b>	<b>209</b>	<b>10,502</b>	<b>65</b>	<b>610</b>	<b>1,474</b>	<b>37,400</b>	<b>509</b>	<b>20,997</b>	<b>481</b>	<b>5,904</b>	<b>413</b>	<b>9,477</b>	<b>71</b>	<b>1,022</b>

Library Programming	Location Totals								Programs by Age Group							
	Library		Outreach		Virtual		Totals		Juv		Teen		Adult		Senior	
	NO.	AUD.	NO.	AUD.	NO.	AUD.	No.	Aud.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.
ARCHIVES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAIN - Adult Svcs	88	1,212	1	12	1	3	90	1,227	0	0	0	0	90	1,227	0	0
MAIN - Children Svcs	3	187	6	187	5	49	14	423	14	423	0	0	0	0	0	0
MAIN - LSDHH/Equal A	6	43	3	21	6	31	15	95	3	47	3	21	9	27	0	0
MAIN - Special Coll.	15	308	1	75	0	0	16	383	3	73	2	85	11	225	0	0
MAIN - Studio NPL	166	903	16	374	0	0	182	1,277	0	0	182	1,277	0	0	0	0
MAIN - Teen Svcs	24	289	3	6	0	0	27	295	0	0	27	295	0	0	0	0
MAIN - Wishing Chair F	29	2110	0	0	0	0	29	2110	28	2100	0	0	1	10	0	0
<b>TOTALS</b>	<b>331</b>	<b>5,052</b>	<b>30</b>	<b>675</b>	<b>12</b>	<b>83</b>	<b>373</b>	<b>5,810</b>	<b>48</b>	<b>2,643</b>	<b>214</b>	<b>1,678</b>	<b>111</b>	<b>1,489</b>	<b>0</b>	<b>0</b>

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

*Statistical Summary – June 18, 2024*  
*Nashville Public Library*



**Financial – June 18, 2024**

*Nashville Public Library*

<b>6/5/2024</b>	<b>Appropriations</b>	<b>Encumbered (current)</b>	<b>Spent (cumulative)</b>	<b>Free Balance</b>	<b>Committed (cumulative)</b>	<b>% Committed</b>
Metro-4% Funds	\$ 3,668,609.20	\$ 109,312.50	\$ 2,853,345.07	\$ 705,951.63	\$ 2,962,657.57	80.76%
Foundation	\$ 668,328.56	\$ 36.80	\$ 1,162.01	\$ 667,129.75	\$ 1,198.81	0.18%
Subscriptions	\$ 197,800.00	\$ -	\$ 197,800.00	\$ -	\$ 197,800.00	100.00%
Grants	\$ 730,500.00	\$ -	\$ 730,500.00	\$ -	\$ 730,500.00	100.00%
Donelson ODC	\$ 100,000.00	\$ 9,710.29	\$ 82,777.72	\$ 7,511.99	\$ 92,488.01	92.49%
Participatory Budget	\$ 300,000.00	\$ 11,296.26	\$ -	\$ 288,703.71	\$ 11,296.26	3.77%
	<b>\$ 5,665,237.76</b>	<b>\$ 130,355.85</b>	<b>\$ 3,865,584.80</b>	<b>\$ 1,669,297.08</b>	<b>\$ 3,995,940.65</b>	<b>70.53%</b>

**Personnel Summary/HR – June 18, 2024**

**2024 New Hires**

<b><u>Name</u></b>	<b><u>Classification</u></b>	<b><u>Hire Date</u></b>	<b><u>Location</u></b>
Katelynd Frierson	Library Associate	5/13/2024	Reference
Melanie Ivanoff	Librarian 1	5/13/2024	Inglewood
Jessica Dang	Circulation Assistant	5/13/2024	Edgehill
Yolanda Thompson	Circulation Assistant	5/13/2024	Madison
Jada Pitts	Circulation Assistant	5/13/2024	Bordeaux
Mary Calix	Librarian 1	5/13/2024	Edmondson Pike
Rebecca Rikard	Librarian 1	5/27/2024	Edmondson Pike
Karma Tamang	Custodian	5/27/2024	Custodial- Branches

**2024 Promotions**

<b><u>Name</u></b>	<b><u>Classification</u></b>	<b><u>Promotion Date</u></b>	<b><u>Location</u></b>
Delia Mitchell	Program Spec 2	5/13/2024	Bordeaux

**2024 Resignations**

<b><u>Name</u></b>	<b><u>Classification</u></b>	<b><u>Resignation Date</u></b>	<b><u>Location</u></b>
Joe Foster	Bldg Maint Mechanic	5/1/2024	Maintenance (retire)
Sajeena Navas	Library Page	5/28/2024	Main-Reference



**Personnel Summary/Vacancy – June 18, 2024**

*Nashville Public Library*

**NPL Vacancies as of 05/31/2024**

	Division / Branch	Title	Grade	Name	FPS	FTE	Date Vacant	Notes
1	HR IMP	ADMIN SVCS MGR	OR07	VACANT (COHEN, S)	F	1.00	3/1/24	
2	CONF CNTR	ADMIN SVCS OFFICER 2	OR01	VACANT (TAYLOR, L)	F	1.00	4/30/24	
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	CIRC	CIRCULATION ASST	ST05	VACANT (SHORT, C)	F	1.00	2/6/24	
6	ED PIKE	CIRCULATION ASST	ST05	VACANT (IBRAHIM, S)	P	0.49	4/29/24	
7	EDGH	CIRCULATION ASST	ST05	VACANT (MILLER, K)	F	1.00	9/16/23	
8	HERM	CIRCULATION ASST	ST05	VACANT (CATHEY, C)	F	1.00	4/29/24	
9	LOOBY	CIRCULATION ASST	ST05	VACANT (MITCHELL, D)	F	1.00	5/13/24	
10	WATKINS	CIRCULATION ASST	ST05	VACANT (HEAD, O)	F	1.00	10/30/23	
11	OP & MAIN-BR	CUSTODIAN - Branch	TG07	VACANT (PAYNE, M)	F	1.00	2/16/24	candidate starts in June
12	OP & MAIN-BR	CUSTODIAN - Branch	TG07	VACANT (RIZAL, G)	F	1.00	12/7/23	candidate starts in June
13	TALKING	INFO SYSTEMS MEDIA TECH 1	OR02	VACANT - NEW	P	0.49	7/1/22	
14	EAST	LIBRARIAN 1	ST09	VACANT (SMYTH, A)	F	1.00	4/29/24	
15	ED PIKE	LIBRARIAN 1	ST09	VACANT (LEWIS, E)	F	1.00	3/4/24	
16	PRUITT	LIBRARIAN 1	ST09	VACANT (REDDINGTON-KINCAID, C)	F	1.00	4/6/24	
17	BORDX	LIBRARIAN 2	ST10	VACANT (PIPER, E)	F	1.00	9/18/23	
18	HERM	LIBRARIAN 2	ST10	VACANT (BISCHOFF, D)	F	1.00	4/15/24	
19	CHILD	LIBRARY ASSOC	ST06	VACANT (GLEETON, K)	F	1.00	4/29/24	
20	LOOBY	LIBRARY MGR 1	OR05	VACANT (PIPER, E)	F	1.00	4/15/24	
21	CHILD	LIBRARY MGR 2	OR06	VACANT (RUA-BASHIR, P)	F	1.00	4/1/24	
22	BELLEVUE	LIBRARY PAGE	ST02	VACANT (CADE, W)	P	0.49	4/5/24	
23	BELLEVUE	LIBRARY PAGE	ST02	VACANT (WAGNER, L)	P	0.49	4/29/24	
24	ED PIKE	LIBRARY PAGE	ST02	VACANT (HICKS, S)	P	0.49	2/20/24	
25	GOOD	LIBRARY PAGE	ST02	VACANT (OLEAS, F)	P	0.49	8/12/23	
26	HERM	LIBRARY PAGE	ST02	VACANT (COOPER, J)	P	0.49	8/14/23	
27	MADISON	LIBRARY PAGE	ST02	VACANT (MOORES, A)	P	0.49	8/21/23	
28	ADMIN SVCS	PROGRAM MGR 1 - Grants	OR04	VACANT - NEW	F	1.00	7/1/22	Interviewing
29	HR IMP	PROGRAM SPEC 2	OR01	VACANT - NEW	F	1.00	7/1/22	
30	ADMIN SVCS	PROGRAM SUPV	ST10	VACANT (PIERCE, A)	F	1.00	4/26/24	
31	SECURITY	SECURITY GUARD	ST06	VACANT (CLENENING, D)	F	1.00	7/10/23	Job posted, in process
32	SECURITY	SECURITY GUARD	ST06	VACANT (MADU, O)	F	1.00	4/17/23	Job posted, in process
33	ED & LIT	PROGRAM SPEC 2	OR01	VACANT - NPLF (Adult Lit Specialist)	F	1.00	7/1/22	Grant funded
34	WISH CHAIR	LIB PERFORMING ARTIST	ST07	VACANT (KIRKPATRICK, W)	F	1.00	4/2/24	Grant funded
35	WISH CHAIR	LIB PERFORMING ARTIST	ST07	VACANT (BOLEK, S)	P	0.49	4/27/23	Grant funded
36	ARCH/SPEC	PROGRAM COORDINATOR	OR02	VACANT (HIX, K)	P	0.65	12/6/23	Grant funded

***Brief Area Updates – June 18, 2024***

*Nashville Public Library*

**ADMINISTRATIVE SERVICES**

**Safety & Security: May 2024**

May was a busy month for Security with after hour events:

- 3 afterhours weddings requiring 3 Security officers.
- 2 afterhours Parnassus events requiring 2 security officers.
- 1 afterhours fundraiser at the New Donelson branch requiring 1 security officer.
- 1 Security employee transferred from security to branch custodial staff for better work hours. This leaves Security with 4 currant vacancies.
- Several court cases involving patrons who were arrested in April. All were found guilty as charged. One was bound over the grand jury. He faces up to 3 years in prison for aggerated assault from an incident at Richland Park.

45 Applications were received for our latest Security Officer job posting with 8 being mandatory. This is to fill 4 opens positions. Hopefully will be able to fill most.

Mark Crowder has started scheduling Annual Safety and Security training to branch locations that have not received the training recently.

Mark Crowder has discussed with the library managers at Main about creating an emergency response team at Main with each division manager assisting in their areas when evacuation and other emergency situations arise. We are waiting until several open mangers positions at Main are filled before we continue. Currently there are only 3 division managers at Main.

Total number of incident reports for the month of **May (53)** and related categories per incident report down from 58 incident reports in April:

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	2	Madison Branch	9
East Branch	2	Main Library	30
Green Hills Branch	3	North Branch	1
Hermitage Branch	2	Southeast Branch	1
Looby Branch	1	Thompson Lane Branch	2
<b>Total</b>			<b>53</b>

<b>Bellevue Branch</b>	<b>2</b>	<b>Main Library</b>	<b>30</b>
Injury or Accident	3	Conduct or Rule Violation	50
<b>East Branch</b>	<b>2</b>	Injury or Accident	19
Conduct or Rule Violation	4	Safety or Security Incident	2
Suspensions	2	Suspensions	24
<b>Green Hills Branch</b>	<b>3</b>	<b>North Branch</b>	<b>1</b>
Conduct or Rule Violation	3	Safety or Security Incident	3
Injury or Accident	1	<b>Southeast Branch</b>	<b>1</b>
Suspensions	2	Conduct or Rule Violation	1
<b>Hermitage Branch</b>	<b>2</b>	Safety or Security Incident	4
Safety or Security Incident	3	Suspensions	1
<b>Looby Branch</b>	<b>1</b>	<b>Thompson Lane Branch</b>	<b>2</b>
Conduct or Rule Violation	1	Conduct or Rule Violation	4

Suspensions	1	Safety or Security Incident	1
<b>Madison Branch</b>	<b>9</b>	Suspensions	1
Conduct or Rule Violation	13		
Injury or Accident	5		
Safety or Security Incident	1		
Suspensions	8		

Number of Injury or Accident and Safety or Security Incidents			
911 for assistance	6	Alarm	1
Ambulance	7	Drug Usage	1
Illness / Accident	3	Fire Alarm	1
Injury	1	Police called	5
Medical	6	Police Report Filed	2
Mental Issues	1	Property Damage / Vandalism	2
Non-Emergency	4	Safety Related	1
		Suspicious Activity	1

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

Suspensions	39
30 days	14
60 days	3
90 days	9
365 days	13

## **Delivery: May 2024**

### **Main:**

- We received 419 incoming UPS packages and sent 37 packages UPS GROUND.
- There were 137 overnight packages received from FedEx, DHL, etc.
- We received 88 inserts of mail from the United States Post Office, and we sent 63 inserts of mail to Metro Mail for postage.
- There were 61 special deliveries from [Ricoh](#), [Supply Room](#), [Firefly](#), [Amazon](#), etc.

### **Branches:**

- We moved: 5,069 hold bins (162,208 items)  
4,566 non-hold bins (146,112 items)  
1,657 Circulation/Main bins (53,024 items).

Total of 11,294 bins moved.

Total item count of 361,408.

An average of 513 bins and **16,428** items moved per day.

13 skids were sent to Pratt Industries for book recycling.

0 skids were sent to BWB.

### **Daily Complete Percentage:**

Holds 22 of 22 days for 100% in May.

**Facilities Maintenance: May 2024**

Tamis work order report shows 330 work requests, 261 completed, 69 still active with an 80% completion rate for the month of May.

<b>May 1st - May 31st 2024</b>					
<b>Craft</b>	<b>Month</b>	<b>Total # Work Orders</b>	<b># Completed</b>	<b># Active</b>	<b>Completion %</b>
None Entered	May 2024	7	0	7	<b>0%</b>
Administration	May 2024	3	0	3	<b>0%</b>
Branch Custodial Services	May 2024	56	54	2	<b>97%</b>
Canceled	May 2024	3	3	0	<b>100%</b>
Contractor	May 2024	10	2	8	<b>20%</b>
Grounds	May 2024	5	4	1	<b>80%</b>
Maintenance	May 2024	246	198	48	<b>81%</b>
		<b>Quantity 330</b>	<b>Completed 261</b>	<b>Active 69</b>	<b>Completion % 80%</b>

**May** Maintenance monthly report 2024:

230 work orders got completed with 3 employees.

Mike Binkley - 65 work orders

Joe Klima - 52 work orders

Nathan Chandler - 101 work orders

Install eye wash stations at all locations.

Worked multiple weddings and after hour events.

Grounds Projects: **May 2024**

1. Removed storm damaged trees from various branches.
2. Deep clean tile floors at Green Hills, Goodlettsville, Madison, Hermitage, and Old Hickory
3. Carpet Clean at Edgehill and Madison
4. Strip /wax Hermitage meeting room floor
5. Windows clean at Donelson, Thompson Lane, and North
6. Started Irrigation at Goodlettsville, Hermitage, Green Hills, and Bordeaux

**Interior Design / Special Projects: May 2024**

Jennifer Fournier - Interior Designer / Special Projects Coordinator.

Donelson

Received temporary occupancy.

Supervised Installation of shelving.

Supervised Installation of signage.

## Main

Non-Fiction reading area flooring has been replaced.

Deaf and Hard of Hearing – moved desks and painted back wall for easier virtual discussions.

Civil Rights Room – walls painted.

Wellness Room – installed a treadmill.

Admin – completed refresh of walls, replaced flooring.

Breakroom/staff restrooms – paint and install corner guards and rub rails.

## Bellevue

New circulation desk ordered.

New flooring ordered for Storytime room.

## Southeast

Passport desk designed and ordered.



## **BRANCH SERVICES**

Branches have been growing **gardening programs** in many unique ways, bringing community members together to learn, grow, and contribute to a healthy environment. Master gardening groups, local businesses, and government agencies have all played important roles.



*Students, teachers, and parents from Goodlettsville Elementary School plant raised beds in Goodlettsville Branch Garrett Gardens*



*Earth Day planting at Edmondson Pike*



*Pollinator garden preparations at Hermitage Branch*

Branches celebrated **National Library Week Celebration** with outreach events, refreshments, book sales, and participation in the Take Action for Libraries Day Thank-A-Thon. On **National Library Outreach Day** there were 42 total outreach events with 1,488 participants.



Hadley Park Branch hosted **Rhythm and Rhyme: A Jazz and Poetry Fusion** event with spoken-word artist Cameron Mitchell and local saxophonist The Black Sax.



Edmondson Pike manager, Pat Bashir, did a presentation for Parents as Partners or **Padres Comprometidos program from Conexión Americas**. The parents seemed amazed with all the resources that the library has to offer.



**Bellevue teens** have expressed gratitude to have their space back and are really enjoying the new Teen Room layout with more seating and space. It has brought a whole new energy (and volume) to the space. (“Finally! It was so boring not going to the library!”)



**Bordeaux's Cooking Matters** is a partnership program with Families Eating Smart and Moving More, a National Nutrition Education program with Tennessee State University College of Agriculture Cooperative Extension.

**The Once Upon a Time** annual performance took place at the Looby Theater on April 24<sup>th</sup>. Once Upon a Time is a program collaboration between Looby Library, Looby Community Center, and the Metro Parks Theater Division. Children create stories and pictures at the library, and Metro Parks Theater Division works with actors to create a live performance based on the kids' stories.



Donelson Branch Library is closed during the month of June while collections are being transferred from the old branch to the new location. We hope to see you all at the **grand opening of the new Donelson Branch on Monday, June 24 at 9:30 am.**

## COLLECTIONS & TECHNOLOGY

### Shared Systems

- James Staub, Jenny Lane, Bryan Jones worked with NPL IT (Jirik), TLC (our ILS vendor), OCI (the Oracle server host used by TLC) and AT&T to upgrade our network tunnel through which most library systems traffic runs.
- Jenny Ellis and Jenny Lane created a post for the Metro Council highlighting their library collection (with a focus on creating a sustainable city). This post can be viewed here: <https://library.nashville.org/blog/2024/05/council-office-resource-library>
- James Staub and Kate Wingate are working with MNPS to potentially cancel library bills for students who are unhoused. This would amount to close to \$60K in fees, most for MNPS material.
- Kate Wingate attended three orientation meetings for MNPS Promising Scholars (summer school) where she taught librarians how to use the system, get reporting, and help students during this program (which runs the month of June).
- Kate Wingate and Jenny Lane will finish the process of cataloging Robertson Gifted Academy materials in early June. Bryan Jones has developed a catalog for the school/program which is different from regular MNPS catalogs.
- Jenny Lane and James Staub continue to work at onboarding the new market services vendor, FISERV. James attempting to get credentials to start working on the API integration, Jenny reaching out to users to determine device requirements. Keith Stokes ready to set up another meeting between the library and FISERV shortly.
- Jenny Ellis launched the new Wordpress NECAT Network website on Pantheon. She will present it to the NECAT members at their meeting in June. The new site can be seen here: <https://necatnetwork.org/>
- Jenny Ellis set up Beanstack for Summer Reading 2024.
- Jenny Ellis worked with Angela Brady and the staff at SE to get their new passport appointment booking set up and built a webpage to promote the service.
- Jenny Lane is working with the circulation committee to clarify what kind of accounts should be given to folks who are unhoused, in temporary shelters, staying in hotels or campgrounds, etc.
- Jenny Lane is working with Larry Jirik to beta test an online self-check designed for children's use in the children's areas at MA and GH.
- Bryan Jones upgraded Aspen to 24.05.00

## Collections/ Materials Management

- Noel was a presenter on Library Journal’s May 21<sup>st</sup> webinar: Demystifying Data to Deliver Community-Driven Collections. It had over 700 viewers and was well-received.
- Noel negotiated a new PressReader contract, resulting in savings of over \$21,000.
- Noel, Beth and Joanna visited Old Hickory branch library to meet with the branch manager and discuss collection needs and view the library.
- Beth posted two collection spotlights: *Pulitzer Prize for Fiction*; *Celebrating Asian American Authors*.
- Ben posted two collection spotlights: *Classics on Kanopy*, *Summer Comedies* and did a written interview with a library school student.
- Joanna scheduled a 2025 TitleTalk for Children's Services and shared criteria for adding book donations to the library's collection with Children's and Teen staff.
- Joanna fulfilled staff requests for children’s materials: DVD’s and biographies for NO, Board Book refresh for BL, canine fiction and nonfiction for PR, Minecraft fiction and nonfiction for IN, Buddhism nonfiction for MN, AAPI biographies for MA and several title suggestions.
- Melissa Closed Subscriptions FY24 fund and created fund codes and ordered the first batches Central Asia books from Ingram and B&T.
- Collection Development Librarians responded to a total of **631 material requests** in PIKA and LibAnswers from staff and library customers.
- Amanda posted two blogs: *Asian Pacific American authors*; *Summer Loving – Summer Reading*.
- Susan recorded the following six episodes of the Family Folktales podcast: *The Ratcatcher*; *How a Fish Swam in the Air and a Hare in the Water*; *Uraschimataro and the Turtle*; *The Magic Swan*; *The Story of the King Who Would See Paradise*; and *In the Land of Souls*.

### Materials Management Statistical Report May, 2024

May New Circulation		
User category	# of Unique Users	Items checked out
Digital	47,414	292,906
Physical	20,563	143,951*
<b>Totals =</b>	<b>67,977</b>	<b>436,857</b>
May New Acquisitions		
Format	Copies added	
Digital	5,271	
Physical	5,631	
<b>Totals =</b>	<b>10,902</b>	

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

## Technology

### ❖ **AT&T ASEoD (on demand) Circuit Upgrades**

- Site Visits all locations - Completed
- Verification of Equipment Infrastructure - Complete
- Scheduling of Installation – Complete
- Troubleshooting - OnGoing

### ❖ **Windows 11 Testing**

- Test all staff applications for Windows 11 compatibility - Ongoing
- Test all public computer applications for Windows 11 compatibility – Ongoing

### ❖ **New Donelson**

- Equipment Needs
  - Security Cameras - Installation Begin 6/3
  - Staff/Public Computers – Received
  - NPL Studio Equipment - Ordered

### ❖ **Main – Administration Renovation**

- Remove/Replace Computers – Complete
- Remove/Replace Network Cabling - Complete

### ❖ **INK**

#### **Completed**

- Quarterly cleaning and updating of staff permissions on INK to assure proper staff access and content security
- Restructuring security for the NPL Policies library
- Restructuring Office Supply Order archives for easier search and data retrieval

#### **Current**

- Quarterly cleaning and updating of NPL Staff Directory
- Continue development work for photo staff directory with the Staff Engagement Committee
- Continue training of new admin assistants on INK processes
- Training Circ Staff on Teams Chat

## Production Services

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

- 24 Conference Center events with AV support
- 6 Satellite & Branch events
- 5 Podcast Studio sessions (Special Collections Audio Tour, *Just Listen*, *Family Folktales*)
- 5 Maintenance visits (BE & SE Touch Panels, BE & SE TV's, CRC TV audio)

### ➤ NPLU Filming Schedule

- 6 Filming, Broadcast, or Hybrid sessions. Breakdown;
- 2 Hybrid meetings facilitated (Shakespeare, NPLF Board Meeting)
- 3 Filming sessions (NAZA Vision Training, Southeast Community Center, Battle of the Books Author Interview)
- 1 Live broadcast (NPL Board Meeting)
- Completed edits for 1 video, plus 4 more ongoing edits
- Published 1 internal video

### ➤ NPLU Stats

- 16.4k channel wide views
- 8.5k hours of watch time
- 62 New Subscribers
- NPLU hit 2 Million total views in May

### ➤ Podcasts

- Recorded 4 New episodes for *Just Listen & Family Folktales*
- Completed edits for 8 episodes.
- Published 5 episodes. (*Back in the Day*, *Family Folktales*, *Your Mind Matters*)

### • Captioning Data

- Number of videos completed: 11 (1 more in progress)
- Total time captioned: 10:09:12 (10 hours, 09 minutes, and 12 seconds)

### ➤ Production Services Highlights

- Contract for podcast agreements complete and Podcast hosts and guest have begun to sign.
- WCP-TV is in post-production for a late June Release.
- New Donelson Branch Ribbon Cutting Ceremony and supplemental filming are on the books.
- Library Pete Show beginning June 6<sup>th</sup>. 9 performances scheduled with a tech to be on hand.
- Church Street Park events for Children's Dept beginning June 12th

- Main Branch Shutdown production plan initialized. Intends to catalog and maintain all satellite branch AV while also catching up on training and support with NECAT.

## NECAT

### Membership

New Members	6
People in Production 1	7
People in Production 2	4
People in Specialty Class	3
Equipment Checkouts	7

### Studio Usage

	Blocks Booked	Time in Hours
Producer Led Productions	26	130
NECAT Productions/Staff working Days	2	10
Meetings/Tours	3	3
Trainings	6	30
Editing Bay Usage	12	31
Holiday Closures	3	15
Cancelations	9	45

### Kiosk Check-Ins

Reason	Number of People
Production	99
Class	19
Meeting	42
Tour	3
Event	0



Editing	13
Other	7
Total	183

#### Network Content

NPL Programming Run Time	16368.88 Minutes
MTSU Programming Run Time	7307.17 Minutes
New First Run Programs	3
New First Run Episodes	90
New NPL Carousel Bulletins	4
New Carousel Bulletins	2

#### **May Quick View**

**5/2-3 Production 2 Class**

**5/11 Production 1 Class (7 attended)**

**5/15 New Website Launched**

**5/16 Managers Meeting at NECAT**

**5/19 Audio Class (3 attended)**

**5/21 Sustainability Documentary Trailer Premiered**

## **EDUCATION & LITERACY**

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

The 2024 Adult Education Spring Summit took place on May 15<sup>th</sup> at the Main Library Conference Center. Attendees learned about Consequential Impact from key speaker Dr. Deb MacFarlan Enright. The Spring Summit included the Adult Educator of the Year award Ceremony. Out of 6 candidates, Wendy Salyers from the Branch of Nashville was awarded the Adult Educator of Year. Dr. Laura Briggs was the runner-up. This process of selecting the Adult Educator of the Year was performed by 5 judges in a double blinded process. The Adult Literacy team is excited to host the next fall symposium in mid-October. Special thanks to event manager, Kelley Ferguson, and to program specialist Cassandra Taylor for all their work in creating a meaningful event. Next year, the summit will be held earlier in the spring to avoid conflicts with graduations and year-end festivities.

Adult Literacy @ NPL expanded its collaboration with USCIS, who presented at the Spring Summit and the entire Adult Education community was excited to have a speaker from USCIS. The Community outreach from USCIS highly encouraged agencies to apply for the grant opportunity at USCIS to serve more individuals eligible for citizenship (estimated 90,000 people are eligible to apply for citizenship in 7 southeast states).

The Adult Literacy team collaborated with American Job Center and hosted a career fair at the Main Library. 10 employers interviewed candidates on the spot and job seekers were hired on site.

The Adult Literacy team received a testimonial from Belmont University staff collaborating with the BRANCH of Nashville:

*“Jamil Sameen has been an incredible partner to Belmont University and The Branch of Nashville. Jamil has served as an invaluable resource attending conversation partner events and helping students connect to NPL resources. Many of the events offered are outside of traditional business hours and Jamil is always present. He has a passion for service and a deep commitment to adult education.”*

15 of the Adult Literacy partner staff completed Career Ninja training in May. The training helps staff to better support their clients with career developments and job placement. Another weeklong session will be held in late June for 5 additional staff from agencies.

The Adult Literacy team continues to provide educational sessions at the Room in the Inn and the Project Return; both are seeing increased attendance, averaging 10 learners per class.

The mobile lab served 24 learners, with 14 new NPL cards issued to students. Nashville Helps had 65 requests for services.

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

BBTL led 80 programs with 1,137 in attendance. 36 programs were coaching sessions and workshops with Spanish-speaking families as a part of COACH, BBTL's research partnership with VUMC, which is nearing its final year. The cohort at the Madison branch was especially successful and staff at Madison reported an increase in Spanish-speaking patrons. VUMC's study staff reported families talking about visiting the branch more often.

May was a busy month of supporting the community. Staff appeared on Nashville Noticias with MNPS staff to discuss kindergarten readiness and NPL services. BBTL staff also participated in the MNPS Pre-K Community Advisory Committee. Staff also met with the Early Embrace team at the Raphah Institute to discuss supporting home-based childcare providers in South Nashville. BBTL continues to be active in Raising Readers Nashville.

May is always a busy time with workshops for parents and teachers, especially parents. BBTL held 11 workshops at area childcare centers and elementary schools for families. Staff received some excellent feedback on teacher surveys:

*"BBTL is an indispensable resource for my lesson planning!! I love the monthly book selections with printable lesson plans. I can't say enough great things about the BBTL Programs!!!"*

*"The presenters have given me many practical ideas that I have implemented- books at other locations like the science & block centers; set up a "tell me a story, " & tinkering station."*

*"I like that we discussed actual books in front of us and the usefulness of them"*

BBTL staff were also invited to share their talents broadly: Klem-Marí Cajigas was invited to serve on the selection committee for the National Ambassador for Young People's Literature for the Library of Congress. Liz Atack was invited to speak on a panel at the Publishing Innovation Forum, to offer a perspective on how BBTL utilizes books.

## **Be Well – Bassam Habib**

Over 500 people attended Be Well programs across all 21 branches this month, with 99% of participants reporting that they are "satisfied" or "very satisfied" with the programs.

Be Well mental health programming is in a great place, with Art Therapy, Meditation, Sound Baths, and the Your Mind Matters podcast launching in May.

Be Well finished the Edmondson Pike Branch Community Garden this month. It has brought new traffic to the branch and is offering a safe space for the community. The next community garden will be built at the new Donelson branch.

This month Bassam Habib has been communicating with the Raphah Institute to host their programs at NPL branches. They focus on transformative and restorative justice and healing for incarcerated youth. Bassam Habib and Travis Claybrooks, the Director of Raphah, spoke about having a partnership held twice this month.

In partnership with the Alzheimer's Association, NPL will now begin offering Memory Kits across 5 branches.

Bassam Habib is working with Adult Literacy and the Web Services team to create a database on Be Well's landing page that includes lists of community resources, organizations, and non-profits.

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

Digital Inclusion launched Senior Tech Academy at the Madison branch library in May. There are two groups divided into a morning and an afternoon class twice a week. This will be the last Senior Tech Academy offered this year; however, the branch classes have been well attended so there are plans to continue scheduling at branches next year.

The second cohort completed the “Microsoft Office Skills for Work” with Digital Inclusion partner Workforce Essentials.

## Graduation @ Workforce Essentials



Digital Inclusion continued Senior Planet Classes, offering lectures and workshops in May that covered Online Health and Wellness topics as well as benefits of joining the Senior Planet Community.

Marian Christmon met with Jeff Rose and Darryl Greer of OATS to discuss expanding Digital Equity for seniors in TN and applying for one of the Federal DE grants to finance the work. They were asked to help find possible partners in TN that might be interested in this work so a message was sent to all the organizations that were a part of the Senior Trust programs as well as libraries across the state.

### **Limitless Libraries – Syreeta Butler**

#### COLLECTION DEVELOPMENT

Sarah Allen and Emily Farmer continued to work on the bookmobile collection. They also finished up an order for materials for the Outreach team to use in their 2024-2025 school visits, and the Circulation team has been diligently unboxing and storing those books as they arrive on B1. Emily Farmer and Sarah Allen also began their Summer Order research and completed draft carts, and they'll begin running year end reports in the coming week.

#### PROCUREMENT UPDATES

Syreeta Butler attended the Pre-offer meeting facilitated by Harrison Bond regarding the Library Cards RFP.

Syreeta Butler reviewed the Metro Council approved Sole Source Contract for Rosen Publishing, manufacturer of the Teen Health and Wellness, Power Knowledge Science, Report Builder, and Level Up databases.

Syreeta Butler reviewed the Round 1 submissions for the Educational Materials RFP and shared the team's feedback regarding expectations and demonstration requirements for Round 2.

#### COMMITTEE/ GROUP PARTICIPATION/ PROFESSIONAL DEVELOPMENT

Syreeta Butler attended the Procedure Review Committee meeting.

Syreeta Butler facilitated the Limitless Libraries staff meeting and shared notes from the NPL Managers meeting regarding the Continuous Improvement Plan, training initiatives, travel, and budget.

- Staff debriefed about the Middle School Battle of the Books yearly event and discuss improvements.

- Staff were challenged to think about how to celebrate Limitless Libraries' 15-years of service.

## PROGRAM EVENTS

Limitless Libraries hosted the annual Middle School Battle of the Books event with 26 schools participating, approximately 130 students, 60 captains & parents, 30 volunteers, and the wonderful support of Main Library branch.

- Meigs Middle School team was the champion this year. Their prizes included a trophy, \$200 gift card, books, a limo ride back to school, a yard sign, and bragging rights for being the top team of the day!
- A special and heartfelt “thank you” goes out to Dollar General Literacy Foundation who affords Limitless Libraries the opportunity to facilitate this amazing event.

Emily Farmer and Syreeta Butler attended the annual MNPS Library Services end of year celebration, where Syreeta presented the winners of Kate Wingate's Circulation Trivia Game with gift cards.

## OUTREACH

Syreeta Butler met with Aventura Community School principal and Rocketship United Academy Director of Operations to discuss bookmobile visits, their expectations and goals for the bookmobile, and the need for the bookmobile collection to reflect the demographics and culture of the students.

Syreeta Butler conversed with other charter school leaders to gauge their interest in the bookmobile and setup meetings for next school year to discuss bookmobile visits, benefits, and collection.

Tyler Sainato and Helene Mahnken conducted 12 school visits, interacted with 36 school librarians, and dedicated 67 total hours to school engagements. During these visits, they assisted with several weeding projects, lesson planning, joint program brainstorming, corrected cataloging issues, read to 6 classes, represented Limitless Libraries at 2 school events, and presented information about the NPL Summer Challenge to 4 classes.

Tyler Sainato and Helene Mahnken also attended the NPL Children's and YA staff meetings, met with the Old Hickory branch staff to discuss joint outreach to area schools, and met with Lindsey Kimery from MNPS Library Services to discuss the Limitless Libraries role during Promising Scholars.

Tyler Sainato and Helene Mahnken shared valuable information on Limitless Libraries' social media platforms, promoting NPL's digital services for student summer use, as well as NPL's summer programming. They also ran the Limitless Libraries social media during the Battle of the Books event.

### CIRCULATION STATS

Limitless Libraries facilitated the circulation of 1,210 items, utilizing 1,446 green bags, 60 gray bins, with 38 book trucks returned from MNPS and 18 book trucks sent to MNPS. Limitless Libraries' circulation for this school year wound down on May 8.

### **NAZA – Anna Harutyunyan**

NAZA held 6 Professional Development workshops in the month of May on the following topics:

*Understanding Community Growth Practices: Equity, Access, and Justice*

*Vision Implementation Onboarding & Training*

*Connecting Community & Individual Growth Practices: Identity & Self-Awareness*

*Connecting Community & Individual Growth Practices: Curiosity, Learning, and Growth Mindset*

*Connecting Community & Individual Growth Practices: Love, Self-Worth, and Confidence*

*Connecting Community & Individual Growth Practices: Emotional Intelligence & Self-Management*

These workshops accounted for a total of 6 hours of training with 30 in attendance.

Enrollment saw 371 of 600 (62%) funded spots filled for June 2024 programs. This figure does not include paper applications collected by programs that haven't yet been entered in the database or online applications that are awaiting review by the individual organizations.

The youth of NAZA's *Youth In Action!* youth leadership initiative celebrated the close of another successful year at the Youth Matters Gala & Showcase on May 30<sup>th</sup>. Twelve youth and 21 adults (excluding staff) were in attendance. The event was held at Southeast Community Center and featured a recognition ceremony, hands-on activities, presentations of the youths' community service projects, and food from local restaurants.

As of the end of May, 21 programs have been selected for funding, pending approval from the Metro Council.

## **Puppet Truck – William Kirkpatrick**

The month of May saw many performances, specifically one at the Richland Park Farmer’s Market which was a new site. Other Farmer’s Markets in the area have been reaching out to William Kirkpatrick about booking more performances for the summer. The new Puppet Truck QR Code has made spreading the word about Wishing Chair and Puppet Truck a lot easier.

Puppet Truck was able to perform a show integrating reading and puppets, and staff eagerly stepped up to the occasion.

Puppet Truck is officially prepared for the Summer Reading events at the branch libraries.



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

Wishing Chair Productions conducted 12 in-person Storytimes, 17 mainstage presentations of *Momotaro the Peachboy* in the children’s theater for a total of 29 performances with an audience count of 2,118 participants. Wishing Chair Productions welcomed several groups to private performance in the children’s theater during the month of April: Harpeth Valley Elementary, Tennessee School for the Deaf, Akiva School, The Episcopal School of Nashville, and Friends Life Community.

All Wishing Chair Productions staff have completed filming individual segments for the next installment of WCP-TV scheduled to air June 24<sup>th</sup>, 2024.



Wishing Chair Productions offered 17 performances of *Momotaro the Peachboy* during the month of May. This production that was created in partnership with the Consul General’s Office of Japan was offered in English and Japanese with English subtitles. This created a reading opportunity for audience members.

One of the young attendees named Wesley mentioned following the performance:



*“This was by far my favorite puppet show, even better than Ali Baba. It seems that every time I come here the shows get better and more complicated.”*



Work has begun this month on loading in the next mainstage performance for June and July: Library Pete and the Storytime Band presents “The Rock ‘N Roll Extravaganza.”

Members of Wishing Chair Productions were asked to provide creative insight into the creation of Little Library’s for educational sites throughout the city. Linda Harrison provided a rough rendering of what she thought the item should look like and work began on a prototype in two sizes. Both (smaller named Little Brother and larger named Big Sister) prototypes are made of foam and represent any number of possibilities for the Begin Bright program.



In addition, the company was asked to consider creating a show from the Imagination Library book catalog list. Over 80 books were examined and a list of first and secondary options were presented.

### **Studio NPL – Niq Tognoni**

Programming in the branches wrapped mid-May for both Studio NPL and Southern Word mentors with the exception of East branch, where Studio added additional days to help during their short-staffed days. A few branches will continue getting periodic Studio NPL mentor visits over the summer, but most of the mentor staff will focus on staffing summer intensives.

### **Performances and Open Mics:**

Studio NPL started May out with the final presentation of the young adult musician-in-residence cohort in partnership with Southern Word and Intersection. This performance brought 4 college-aged musicians together with classical musicians from Belmont and the symphony to showcase collaborative music pieces created at Studio NPL during the Spring in front of a diverse, all-ages audience. To celebrate the end of the school year, staff worked with Southern Word to host 3 school-day open mic performances from area elementary, middle, and high schools. These events brought many new patrons to the Studio NPL space, and the Studio team expects to see some of them continue with after-school programs.



*Professional and college-cohort musician performing a live piece.*

### **Outreach:**

In May, Studio NPL served 300 patrons across 19 hours of outreach, including a tabling event at a community organization event in East Nashville, an “international night” in Antioch, and a day at Goodlettsville Middle School, hosting hands-on STEAM activities. The staff favorite event was an evening at Issac Litton middle school, where staff worked with students and their parents on a collaborative “Robot Race” competition and showcase of the semester’s work.

### **Studio Stories:**

A few nice stories to share: One of Studio’s regular production patrons stepped in this month to help run recording sessions for a new patron in the absence of the Studio NPL production mentor. Throughout the month, he volunteered multiple times to do tutorials for other patrons and has committed to volunteering with Studio for some shifts over the summer to host more sessions for other teens. This patron moved to Nashville over the winter and has really made a home at Studio NPL.

Adam, one of the Studio NPL mentors, noticed a patron had come in multiple times with broken glasses, held together by tape. He worked with the teen to measure and design replacement arms for the frame, and took him through the process of 3D printing, testing, iterating, and finally completing replacements to help fasten onto his frames. While not a permanent fix, these sessions showed the value of 3D printing and introduced this patron to a new section of the space he was not comfortable working in.

Another patron came in with some jeans he wanted to cut-off into shorts for the summer. Instead of simply supplying scissors— as was the request— Rae, Studio’s newest mentor, worked with him to properly measure, pin, and use the sewing machines to finish the shorts to look factory-new!



*Mentor Adam demonstrating the installation of 3D printed glasses arm for a patron.*

### **Grants:**

We were grateful to receive a commitment from Memorial Foundation this month to support Studio NPL at our East-side sites, and NPLF submitted grant requests to Comcast and Jackson, all of whom have supported us in the past.

## MAIN

### Adult Services

- The Black Caucus of the American Library Association announced winners of the 2024 Self-Publishing EBook Awards. This year, the award for the best self-published EBook in fiction by an African American author, is our very own Lavelle Miller for his debut novel, *Your Turn*.
- Jeremy Estes distributed 250 copies of his zine, *Panel Discussion*. Jamal Park in Adult Services is launching a digitization project to make the zine available to patrons through our website.
- Nina NeSmith completed her series called, “Music and Message.” Nina partnered with Bassam Habib of Be Well @ NPL and Ashley Shelley, LPC-MHSP of Melanin and Mindfulness, LLC to invite patrons to listen to music by Kendrick Lamar and discuss the themes of his album, *Mr. Morale and the Big Steppers*. Participants expressed that the program was prolific and inspiring and Nina was excited that her vision for the program was executed exactly how she had imagined.
- 4,847 reference questions answered.
- 15 notary appointments.
- 90 programs, with 1,227 in attendance.
- 52,483 visitors at the Main Library.
- 533 Instagram followers
- 5 proctored exams

### Children’s

- The Chinese American Alliance of Nashville visited the library for a special presentation of the Mouse Bride to celebrate the start of Asian American and Pacific Islander Heritage Month. The Children’s Department patrons loved having a unique event to mark to the start of the month and staff loved partnering with CAAN!
- The positive impact of our diverse Storytimes at the Library is undeniable, reflected in the constant inquiries from our patrons about when all the programs will start again. These events not only provide fun moments for both parents and children but also represent opportunities to learn and grow together. The palpable anticipation of their return highlights the importance these programs have in the life of our library family. Cristina has received praise that our Storytimes inspire imagination and foster a love for reading in children.
- Danielle had a lovely interaction with a couple checking out books for their kids. While Mom was looking for her library card, Dad was browsing the picture book display and remarked on one with a bilingual title because he recognized the language. Danielle told them it was about grief and losing a parent and they were so amazed at the variety of topics the books in our collection address, even mentioning how it had been difficult to find Muslim representation when they were younger and now it’s so much easier for their kids. It was uplifting to see the real-world impact diverse books have!

- The Summer Reading Workgroup and Children’s Department came together in the final weeks of Summer Reading Challenge prep to pull everything together.

### **Equal Access**

- The Equal Access team threw a wonderful retirement party for outgoing Equal Access Manager, Sandy Cohen, who built this program and worked for the Nashville Public Library for 45 years. The party was a celebration of Sandy’s work and her impact on the deaf and hard-of-hearing communities in Middle TN.
- The Talking Library team has been discussing ways to celebrate the 50<sup>th</sup> Anniversary of the Talking Library in 2025. Initial ideas include sharing archived programs, creating a public service announcement about the Talking Library and a documentary with the help of Cameron McCasland from NECAT
- The team sent out four new receivers to patrons this month, bringing the total of registered Talking Library listeners to 425.
- Library Services for the Deaf and Hard of Hearing (LSDHH) completed a series of outreach events at Hillsboro High School to talk to students about self-advocacy and phishing scams.
- Brenda and Daniel helped provide an interpreted marionette show (*Momotaro, the Peachboy*) to deaf students.

### **Special Collections**

- Elliott Robinson presented a collection of oral histories to the Nashville History Club at Fort Negley.
- Eva Wurst received wonderful feedback on two recent programs that she coordinated. The University of Indiana, South Bend brought students down for a tour of the Civil Rights Room. Eva also worked with a group of students from Curry Ingram. Both groups praised Eva for the information she covered and more importantly, her cadence and delivery.
- Courtney Buggs and Rebecca Price tabled at Hattie Cottom Elementary School for their dedication ceremony after the bombing of the school in 1957.
- 14 programs, with 350 attendees.
- 27 Nashville Banner negatives scanned; 14 digitized for preservation and 13 digitized by patron request.
- 18 Nashville Banner negatives were received, processed, and digitally added to CONTENTdm through Chicago Albumen Works.
- 518 Instagram followers

## **Teens**

- Lauren Gilpin, Teen Center Manager, worked with Kipp Hadli of Adult Services to organize Free Comic Book Day. The event was held at Main and three branch locations. They distributed 112 free comics to patrons.
- Santiago and Andrew planned an “End of School Celebration” for teens this month. They had four stations; bingo, ring toss, lottery and pizza. Teens enjoyed the event.
- 21 programs with 247 attendees.
- 3 outreach events with 35 attendees.
- 3 group visits with 42 attendees.
- 1,576 teens coming to the area this month.

## **MARKETING & COMMUNICATIONS**

MarCom spent most of May in the sprint toward the 6/24 opening of the new Donelson Branch Library, as well as preparing for the marketing launch for Summer Reading Challenge 2024.

We also secured placement in Urbaanite Nashville for a feature on Don Holmes; Mr. Holmes is the outgoing Chair of the Nashville Public Library Foundation and has a beautiful story about his maternal heroes that elevates the Votes for Women room.

**RESOLUTION 2024 – 02**

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

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Special Collections Division  
Book Donation Form**

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	_____ DVD's		_____ Genealogy (non-TN)
			_____ Tennessee Biography
			_____ Votes for Women

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Accepted by _____	Date _____
Special Collections Staff	
Approved by _____	Date _____
Division Manager or Designee	



**Nashville Public Library Board**  
**June 18, 2024**

**Resolution Title:** Pay Increase for Interim Library Director, Terri Luke

**History/Background/Discussion:** The Library Director, per Metro Civil Service Rules is entitled to any incremental increase that is across the board to all Metro employees and approved by Metro Council and funding is provided by Metro. However, any pay increase above that which is received by all employees must be approved by the Library Board.

Before the Metro Council is a proposal for a 3.5% across the board (COLA – cost of living allocation) increase for all Metro employees effective July 1, 2024. Due to Terri Luke being the interim library director and appointed to the position by the Library Board her salary is set by the Library Board, per Metro Civil Services Rules she is not a civil service employee and not entitled to any additional pay increase unless authorized by the Library Board. Additionally, Metro does not allocate any additional funding for any pay increase the Library Director may receive from the Library Board above that which is allocated in the COLA increases.

**Recommendation:** The Library Director receives up to an additional 7.4 % pay increase, if funding is available, effective July 1, 2024.

**Drafter(s):** Susan Drye, Associate Director for Administrative Services

**Person(s) Responsible for Implementation:** Susan Drye

**RESOLUTION 2024 – 03**

Up to a 7.4% additional Pay Increase for Interim Library Director Terri Luke

**WHEREAS**, the library board wishes to compensate the Interim Library Director additional compensation in addition to the COLA increase all Metro employees shall receive and any additional increase will be effective July 1, 2024 if funding is available, and

**WHEREAS**, any pay increase above those increases allotted to all Metro Employees by the Metro Council must be approved by the Library Board;

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Nashville Public Library Board of Trustees that an additional pay increase of up to 7.4% for Interim Library Director Terri Luke is approved effective July 1, 2024, if funding for the increase is available.