

NASHVILLE PUBLIC LIBRARY

Board of Trustees Meeting

December 10, 2024



Nashville Public Library Board of Trustees
Agenda
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: October 15, 2024; Library Board Retreat, November 14, 2024
- VI. Interim Library Director Report, *Terri Luke*
- VII. Foundation Report, *Shawn Bakker*
- VIII. New Business
 - a. Library Retreat Follow Up and Priorities
- IX. Staff Reports
 - a. Anti-Bullying Policy, *Jena Schmid*

b. Resolution 2024-05..... pg. 85

X. Adjournment

Next Scheduled Board of Trustees Meeting

January 21, 2025

Main Library

615 Church Street

Nashville, TN 37219

12:00 PM

Meeting Minutes – December 10, 2024

Nashville Public Library Board of Trustees

Agenda

Looby Branch

2301 Rosa L. Parks Blvd.

Nashville, TN 37228

12:00 PM

Members Present: Joyce Searcy, Dr. Nadine De La Rosa, Keith Simmons, Charvis Rand, and Rosalyn Carpenter

Library Staff: Kyle Barber, Jennifer Schmid, Susan Drye, Shawn Baker, Maria West, Emily Kriebel, Chinedu Amaefula, John McFarland, Erin Piper

- I. Call to Order/ Roll Call
 - a. The meeting was called to order at 12:07 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. Mr. Charvis Rand made a motion to approve the September 17th board meeting minutes. Mr. Keith Simmons seconded. The motion passed unanimously.
- V. Interim Library Director Report, *Kyle Barber*

- a. Mr. Barber stated, “I am Kyle Barber, and I am the Interim Assistant Director for the Main Library. I have the honor of giving Terri’s Interim Director Board Report.”
- b. Mr. Barber stated, “First we have a new Library Board website. We want to give a special thanks to the Shared Systems team for creating this new website. If you have not seen it, we will send you the URL after the meeting”.
- c. Mr. Barber stated, “On page 42 in your board packet today we have a special report from our Interlibrary Loan department. Our Interlibrary Loan department assists patrons who cannot find a book in the NPL collection. This happens most often when it is an older title, something that is no longer in print, or academic in nature. If we do not have that book in our collection, Interlibrary Loan is a partnership we have with other public libraries and academic libraries where we will find the book, it is sent to us, and then we send it back. It is a free service for our patrons.”
- d. Mr. Barber stated, “It’s Library Card Sign-Up month. On September 17th Mayor O’Connell and nearly half of the Metro Council members joined NPL for a pop-up photo booth to celebrate the power of a library card and elevate NPL in the community. NPL also earned some endorsements from Kate DiCamillo who was NPL’s 2023 Literary Award Honoree, Andrew Maraniss, the author of “Strong Inside,” and Lindsay Lynch, author of “Do Tell.” We were also happy to read Maragret Wrinkle’s piece in the New York Times dealing with censorship and public libraries which opened with NPL’s “I Read Banned Books” library card. Thank you to Andrea Fanta and the MarCom team for their contributions.
- e. Mr. Barber stated, “Let me congratulate the NPL team for having a wonderful presence at the ‘Celebrate Nashville Cultural Festival’ on October 5th. The NECAT staff as well as the Production Services staff lead by Larry Jirik did a wonderful job participating in ‘Celebrate Nashville.’ Linda Harrison served as a wonderful host for the event. She interviewed the festival’s performing artists. Several staff from Main were also at the festival to register patrons for library cards and promote library services.”
- f. Mr. Barber stated, “Nearly two hundred library staff took the Continuous Improvement Plan survey to have a voice in how NPL can improve customer service in 2025. Staff were asked to share feedback using the SWOT (strengths, weaknesses, opportunities, and threats) analysis. A special task force is working to organize and summarize all those survey responses. The CIP survey was designed to get feedback and ideas from staff on how to improve customer service. We are planning a separate staff engagement survey.”
- g. Mr. Barber stated, “Facility work at the Main Library continues. During this closure, staff that work at Main have gone out into the community for programming. They have also assisted at library branches. Our timeline for opening is October 26th.”
- h. Mr. Barber stated, “Additionally extensive roof repairs are ongoing at the Pruitt Branch. The tentative date to reopen is October 22nd.”
- i. Mr. Rand asked, “Are there any updates on the old Donelson Library building?”
- j. Ms. Drye responded, “Metro knows that we would like to keep the building; we just don’t know if NECAT will be there or if we will repurpose it.”
- k. Ms. Searcy stated, “We have board members with so many skills and where they have skills, they must separate their board hat with their volunteer hat. We all bring professional skills for this continuous improvement plan.”

- l. Dr. Delarosa stated, “I am proud of everyone’s work, and I recognize that getting feedback from the number of constituents that currently work within the system is sometimes difficult to get everyone’s buy in. So, knowing that we are all trying to service our patrons the best we can but also understanding there is another layer of the staff experience. There is another survey coming to help meet the needs of staff members”.
- m. Mr. Simmons asked, “What is the percentage of staff that took the survey?”
- n. Ms. Drye answered, “It’s over half.”
- o. Dr. De La Rosa stated, “Statistically speaking, that is very good. Anything over 20 plus percent is good.”

VI. Foundation Report- *Shawn Bakker*

- a. Ms. Bakker stated, “We are getting ready for the Gala, which is just around the corner. The building will be open, and you should have all received an invitation. I will pass them around in case you would like to invite someone else. We have sixty seats left. The Public Lecture is at MLK which has over eight hundred people registered. Please pass along information about the Public Lecture.”
- b. Ms. Bakker stated, “The Library 101 tours will resume with Main opening back up in a couple of weeks. Usually, they are done at 9:15 in the morning, but the November 6th tour will be at 4:30 in the afternoon. The December 17th tour is in the afternoon but will then go back to the morning tours.”
- c. Ms. Bakker stated, “In the mail today, you should receive an invitation for our Begin Bright Leadership Event which is focused on fundraising. We would like the Library Board and Foundation Board to be our guests at this event.” The Leadership Event will be at Geodis Park on Tuesday, November 19th at 5:30 P.M. Ms. Bakker will let the Board know what has been donated so far during the campaign.

VII. Old Business

a. Special Collections Gift Form

- i. Mr. Amaefula stated, “This is in relation to the Special Collections Division Special Collections Book Donation Form. After much deliberation and back and forth we decided to add more inclusive language to the donation form. The part that needs your focus is the second paragraph reading, ‘*For Special Collections that require additional consideration the Special Collections division and the Director may bring a prospective donation to the Nashville Public Library Board of Trustees to receive their input before the donation is accepted. The final evaluation and determination will be made by the Special Collections Division and the Director for the Nashville Public Library.*’”
- ii. Mr. Simmons motioned to approve the updated form. Mr. Rand seconded. The motion passed unanimously.

VIII. Staff Reports

a. Looby Branch Overview, *John McFarland*

- i. Mx. McFarland stated, “This is my 100th day in this role. What that means is that we have done a lot of transitioning. One of the things that we made sure we did was improve our level of access. Erin Piper had the idea of making our computer classroom a reusable space. Before we only had the meeting room which has a capacity of forty. And our small conference/teen room which has the capacity of five.”
- ii. Mx. McFarland stated, “We have three centers right now and are working on a fourth for outreach.”
- iii. Mr. Simmons stated, “Where are the centers you go to?”
- iv. Ms. Strahan stated, “I go to a couple of local neighborhood daycares as well as preschools.”
- v. Dr. De la Rosa asked, “How are the centers selected?”
- vi. Ms. Strahan answered, “I usually cold call, send an email, show up, and knock on doors. Usually, I start with schools that Metro is not already serving.”
- vii. Mx. McFarland stated, “We added a Notary, which is me, and the hours have now been extended. We have also expanded how we market our programs, such as expanding our social media reach and coming up with new flyers and flyer formats.”
- viii. Mx. McFarland stated, “Matthew has been doing a lot of training to increase the reach of the senior programming which has included Digital Inclusion. We have also already seen some of these initial investments pay off, and on September 27th we had our Senior Bingo Program.”
- ix. Ms. Searcy stated, “Compared to your 2023 visits, the 2024 have gone up.”
- x. Mx. McFarland stated, “I think in almost every aspect, we have gone up in numbers and that is a testament to the work Erin did.”

b. Cyber Seniors, *Marian Christmon*

- i. Ms. Christmon stated, “We started out doing Digital Literacy Classes with families with school aged children. We did that for a year with different projects here in Nashville but then we decided we would try this with seniors. This started out with Tech Fairs with Seniors. For about eight years now we have solely focused on seniors. What we do is try to help seniors learn to use technology to improve their lives. To do that we provide five different trainings for them.”
 - 1. *Digital Literacy Training.*
 - 2. *Low-cost home Internet.*
 - 3. *Devices that meet their needs.*
 - 4. *Technical Support.*
 - 5. *Relevant applications and online content.*
- ii. Ms. Christmon stated, “Outcomes reported include:”

1. *99% report feeling more knowledgeable about using digital resources.*
 2. *99% report feeling more confident when using digital resources.*
 3. *96% report increase knowledge of Internet Safety.*
 4. *99% report that they intend to apply what they have learned.*
 5. *97% report that they are more aware of digital resources and services provided by NPL.*
- iii. Ms. Christmon stated, “These are the impact areas that come from the survey that Seniors say they will use their new skills.”
1. *76% Health Information and Services*
 2. *63% Education*
 3. *56% Entertainment*
 4. *38% Government Services*
 5. *28% Employment*
 6. *56% News and Current Affairs.*
 7. *49% Finance and Shopping*
 8. *64% Communication with friends and family.*
- iv. Ms. Christmon stated, “We do five different programs with the Cyber Seniors. Cyber Seniors is one that we adapted for us. Cyber Seniors is a non-profit organization whose goal is to bridge the digital divide and connect generations through technology. The first part of the program the teens learn about is what to expect when working with seniors. We try and prepare them for some of the obstacles seniors have while learning technology.”
- v. Ms. Drye asked, “Where do the teens come from?”
- vi. Ms. Christmon answered, “The teens come from Metro schools. Every year I send an announcement out to the schools about the job opening and they apply.”
- vii. Dr. De la Rosa asked, “What is your greatest need?”
- viii. Ms. Christmon answered, “We are always in need of money, which helps pay for the senior devices and also helps pay for the instructors.”

c. SEIU Update, *Kyle Cook*

- i. Mr. Cook stated, “Currently over half of the library staff are union members (190). Because of our size and membership engagement, we have now been able to elect our own leadership team. Kyle Cook (Lead Steward), Katy Searcy (Assistant Lead Steward), Andrew Palmer (Steward), Sade Johnson (Steward), Lauren Hampton (Steward), and Alfreda Miguel (Steward).”
- ii. Mr. Cook stated, “We have quarterly labor management meetings between the stewards and the administration and in this discussion the expectation is to talk with us as equal stakeholders in the workplace.”
- iii. Mr. Cook stated, “We helped advocate for our 4% cost of living adjustment and \$20 minimum wage.”

- iv. Mr. Cook stated, “I’m happy to report a resolution to the pay inequity I brought up in April. At the library associate level, we are pleased to say that library associates and program specialists are now one position which helps resolve the disparity that came out of last year’s pay plan.”
- v. Mr. Cook stated, “Going forward, our primary objectives are advocating for a more equitable workplace, especially protecting the labor rights for employees who are LGBTQIA or BIPOC, have physical disabilities, identify as neurodivergent, have been incarcerated, or are experiencing poverty.”
- vi. Mr. Cook stated, “In closing, we believe our request to share and broadcast these board meetings have empowered our staff. They hear decisions directly made about their organization and we thank you for giving the Union a chance to report to the Board.”
- vii. Mr. Simmons asked, “Do you confront hate? How much are you seeing this from patrons?”
- viii. Mr. Cook replied, “I don’t know if I can quantify it. More than I would like to see. I am glad our staff is comfortable talking to our union stewards when they do have those encounters.”
- ix. Mr. Rand asked, “How is your relationship with the HR department?”
- x. Mr. Cook answered, “We have a standing quarterly meeting with HR and Administration. If we have any individual issues, staff can request the Union come to any HR meeting with a staff member.”
- xi. Dr. De la Rosa asked, “How do you capture the state of their experiences? Is there a survey you send out?”
- xii. Mr. Cook answered, “We have surveys we send out and we do have seven union stewards which has made it a lot easier to access us.”
- xiii. Ms. Searcy asked, “How much does discrimination do to the staff experience with patrons?”
- xiv. Mr. Cook answered, “A fair amount. Most of these incidents go to the managers.”

IX. Adjournment

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

Next Scheduled Board of Trustees Meeting

December 10, 2024

Main Library, 2nd Floor Board Room

615 Church Street

Nashville, TN 37219

12:00 PM

Respectfully submitted by Mariya West

Board Retreat Minutes – December 10, 2024

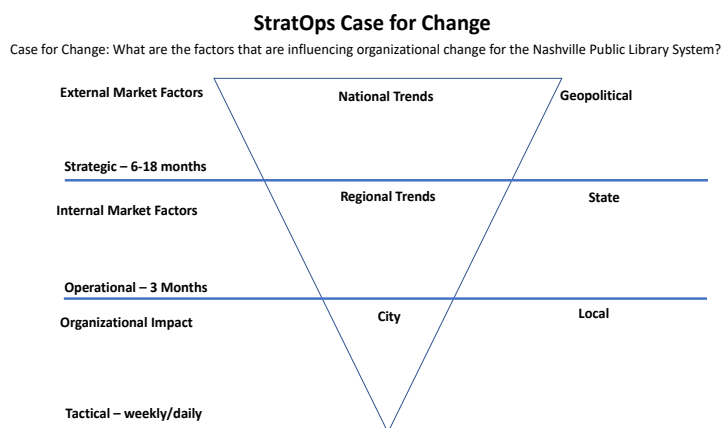
**Nashville Public Library Board Retreat
Minutes
Beaman Park Nature Center
5911 Old Hickory Blvd.
Ashland, TN. 37015
8:30-4:00**

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- IV. Your Library Story Exercise – *Ed Magee & Terri Luke*
 - a. The “Library Story” exercise was a moving and unifying segment of the Nashville Public Library Board Offsite. Each participant shared personal stories that underscored their commitment to the library’s mission. Here are key insights and memorable moments from the discussion:
 - i. **Safety and Opportunity Amidst Adversity.** “It wasn’t just the books; it was the community—a safe, welcoming space where I could explore the world beyond my street.”
 - ii. **Bridging Rural Gaps.** “The library was my world, my connection to knowledge and culture.”

- iii. **Transformative Digital Access.** “The library’s digital resources transformed my understanding of what’s possible. That’s why I’m committed to expanding these resources in underserved communities today.”
- iv. **Community Connection and Early Literacy.** “It was where I saw people from all walks of life come together—babies, seniors and everyone in between. It felt like a world of its own.”
- v. **Libraries as Foundations of Learning.** “I was the first in my family to graduate from high school, and the library was a big reason why. It gave me access to a world of knowledge and the confidence to dream bigger.”
- vi. **A Refuge in Times of Segregation.** “My books came in a box each month because the library wasn’t open to me. That experience shaped my resolve to make libraries accessible to everyone.”
- vii. **Public Spaces that Build Confidence.** “The library staff helped me pass my technology exams when I didn’t understand the materials. That support changed my career trajectory and showed me how libraries truly empower people.”
- viii. **A Place of Belonging in a New City.** “We didn’t know anyone when we moved here, but the Edgehill Library became a second home for my family. The staff went above and beyond, helping my children with school projects and college preparation.”
- ix. **Love Connections Through Libraries.** “We’d read the same books and argue about it in the library. Decades later, it’s still one of our strongest bonds.”
- x. **Libraries as Lifelong Career Inspiration.** “My first job shelving books in a university library opened my eyes to the transformative role libraries play. It’s been my career ever since.”

V. Case for Change Exercise – *Ed Magee*

- a. The Board discussed what factors are affecting the Nashville Public Library using the StratOps Case for Change diagram (see right).
- b. The following were identified as Strategic Trends (3-5 Years):



- i. **Book Bans and Censorship** – Increasing efforts to restrict access to certain materials.

- ii. **Education Trends and Gender Disparities** – Discussion highlighted the rising educational attainment of women compared to men, with a striking disparity among Black Americans (For every 100 Black women attaining college degrees, there are 50 Black men).
 - iii. **Leadership Gender Balance** – Traditionally male-dominated leadership roles are transitioning as more women assume these positions.
 - iv. **Potential Changes to the Department of Education** – The potential abolition of the U.S. Department of Education and its impact on public libraries and schools was highlighted as a potential challenge.
 - v. **COVID’s Long-Term Impact** – The pandemic continues to influence community behaviors and expectations, with libraries adapting to hybrid learning, digital services, and new safety protocols.
 - vi. **State and Federal Funding** – Uncertainties around funding may threaten the library’s ability to sustain and expand services.
 - vii. **Impact on Marginalized Youth** – Trends such as increasing privatization in education risk widening disparities for youth in underserved communities.
- c. The following were identified as Operation Trends (6-18 Months):
- i. **Post-COVID World** – Libraries are emerging as essential community meeting spaces, filling the void left by disrupted social networks.
 - ii. **Mental Health & Wellbeing** – The pandemic exacerbated mental health issues, and libraries are uniquely positioned to support wellness through programs, partnerships, and safe spaces.
 - iii. **Homelessness** – Libraries often serve as a haven for the homeless population, presenting both an opportunity for service and a challenge for staff and security.
 - iv. **Staffing and Security** – The need for additional training and resources to manage security and evolving community demands emphasized.
 - v. **Immigration Services** – Libraries are increasingly becoming key resources for immigrant communities, offering language services, legal aid information and cultural programming.
 - vi. **AI and Technology** – Emerging technologies like AI present opportunities for enhanced library operations and personalized services.
 - vii. www.plainlanguage.gov – Simplified communication standards were discussed a tool for engaging with diverse audiences, particularly in marginalized communities.
 - viii. **Community Belonging**– The library’s role in fostering a sense of belonging was identified as critical, especially as more people experience social isolation.
- d. The following were identified as Tactical Trends (1-4 Weeks):
- i. **21 Sites and Physical Capacity** – With Nashville’s growing population, several branches are reaching capacity, highlighting the need for expanded facilities.
 - ii. **Transportation Access** – The passage of new transportation funding presents an opportunity to map bus routes to library locations, ensuring easy access for all residents.

- iii. **Companies Moving to Nashville** – The city’s economic development efforts were noted as an opportunity to connect new business with library resources.
- iv. **Hispanic, Kurdish and Arabic Communities** – Growing demographic shifts highlight the need for targeted outreach and programming to serve these communities effectively.
- v. **Entertainment Industry Engagement** – With Nashville’s thriving entertainment community, the board discussed leveraging partnerships to promote library initiatives and expand outreach.
- vi. **Supportive Leadership** – The board was grateful for the current mayor’s commitment to the library system, noting this as an opportunity to educate the need for further investment in facilities and programming.
- e. The Board identified the following items as Key Takeaways from this exercise:
 - i. The Nashville Public Library system is in a unique position at the intersection of education, technology, and community well-being.
 - ii. The board’s insights emphasized the need for strategic foresight, operational adaptability, and tactical focus to ensure the library remains a vital, inclusive resource for all Nashvillians.
 - iii. “Libraries are not just about the books; they’re about people, progress and possibility.”

VI. SWOT Analysis – *Ed Magee & Terri Luke*

- a. The Board conducted a SWOT analysis to find the Strengths, Weaknesses, Opportunities, and Threats for Nashville Public Library.
- b. The Board identified the following Strengths:
 - i. **Convening** – Events with music are healing, fun and reflective of our culture.
 - ii. **Programming** – One of a kind, award winning. “Library of the Year.”
 - iii. **Foundation** – Seed funding for pilot programs.
 - iv. **Advocacy** – Led by the Foundation to develop strong relationships with Metro government.
 - v. **Reputation** – We have received much praise for innovation and large reach across the entire community.
 - vi. **Afterschool Programs** – Family and student centric.
 - vii. **Board** – Commitment to doing the right thing, focused on library mission.
 - viii. **Branch Managers** – Innovative leaders, focused on unique cultural aspects of the communities they serve.
 - ix. **Leadership** – Listening and engagement has transformed the culture.
 - x. **Healthy City** – Nashville’s growth energy is Nashville Public Library’s growth engine.
 - xi. **Community** – Gala exemplified the strong sense of community reflected in libraries.

- xii. **Relationships** – MNPS, daycare centers, government, funders, patrons, and community partners.
- c. The Board identified the following Weaknesses:
- i. **Funding variability** – 4% funding for purchasing materials and major maintenance is certain but the amount distributed varies based on available funds.
 - ii. **Trust** – Search process created the perception of uncertainty among some stakeholders.
 - iii. **Deferred Maintenance** – Funding needed to stabilize/standardize facilities.
 - iv. **Collections** – Variable funding, shelves not full. E-books are much more expensive.
 - v. **Physical Infrastructure** – Older buildings require investment.
 - vi. **Physical Security** – Physical safety concerns due to community trends (homelessness, guns).
 - vii. **Cybersecurity** – Everyone is at risk; training and investments are needed.
- d. The Board identified the following Opportunities:
- i. **Private/Public Partnerships** – Begin Bright initiative
 - ii. **Music City Connections** – Artist champions for literacy. Best example, Dolly Parton. Recruit others.
 - iii. **Investments** – Collections. Opportunity for the Foundation
 - iv. **Strategic Plan** – Accelerated Investment in Performing Assets (AIPA). Divestiture of Underperforming Assets (DUPA). Eisenhower Matrix.
 - v. **Board Level Key Performance Indicators** – What are the critical few versus the “Show us your work” many? Need Dashboards.
 - vi. **Leadership Pipeline** – Investment in human capital (intangible assets are 90% of enterprise value).
 - vii. **Political Environment** – Entrepreneurship and workforce development needs.
 - viii. **Technology** – How do we leverage AI to become more efficient and productive?
 - ix. **Marketing** – How do we tailor marketing strategies to communicate library stories?
- e. The Board identified the following Threats:
- i. **Commercial Competition** – Deficient collection means patrons may buy versus check out.
 - ii. **Government Relationships** – How does the state and city relationship effect the library?
 - iii. **Community Mental Health** – Physical security concerns.
 - iv. **Growth Impact on Wealth Gap** – We must continue to serve our entire community, create opportunities for all.
 - v. **Cybersecurity** – Strong systems from city government, however everyone under threat. Risk of patron data breeches and ransomware.

- vi. **Community Language and Behavior Tolerance** – Staff investment in conflict management tools.
- vii. **Gun Safety** – Risk to staff, patrons.
- f. The SWOT analysis reinforced the board’s understanding of the library’s vital role in the Nashville community. Key priorities emerged including expanding digital access, addressing staffing challenges, leveraging partnerships for workforce development, and safeguarding intellectual freedom.
 - i. **Equitable Access** – The library is recognized as one of the few truly equitable public spaces where resources and programs are available to all, regardless of socioeconomic status.
 - ii. **Community Trust** – The library enjoys strong public trust, positioning it as a vital institution for education, culture, and civic engagement.
 - iii. **Staffing Challenges** – Resource constraints and increasing demand highlight the need for more staff, better training, and stronger retention strategies.
 - iv. **Facility Capacity** – As Nashville grows, several library branches are reaching capacity, limiting the ability to serve the community effectively.
 - v. **Digital Equity and Literacy** – The library could bridge the digital divide through expanded access to technology and programs that build digital skills.
 - vi. **Workforce Development** – Partnerships with local organizations and employers can position the library as a hub for workforce training and career resources.
 - vii. **Censorship and book bans** – Rising political pressures to ban books and restrict access to information pose significant challenges to comply with the law and support the library’s mission.
 - viii. **Funding Uncertainty** – State and federal budget constraints threaten the library’s ability to sustain and expand services.

VII. Board Chair Priorities for 2025 – *Joyce Searcy*

- a. Ms. Searcy outlined her priorities for the coming year using the acronym NPL:
 - i. **Normalize** usage of Nashville Public Library as a “way of life.”
 - ii. **Plan** and publish the Next Generation Strategic Plan for Nashville public libraries. And instead of a top-down plan, collaborate to develop pathways for goals that intersect with other community circles.
 - iii. **Leader** ambiguity resolved and pipeline developed for the future.

VIII. Talent Development Discussion – *Joyce Searcy*

- a. The Board discussed how to strengthen and improvement NPL’s talent pipeline.
 - i. Board governance responsibility and Library Director accountability.
 - ii. Library Assistant, Manager 1, Manager 2, Manager 3, Assistant Director, Library Director roles.

- iii. People investments over time.
 - 1. Salaries
 - 2. On the job training
 - 3. Opportunities to lead innovations.
- iv. Cooper Group Coaching Grant
 - 1. [Laura Bush Foundation for America's Libraries](#)
 - 2. Mentoring
 - 3. Conflict management
- v. People as assets, not costs.
- vi. Remove Library Director Ambiguity.

IX. Library Trends in 2025 – *Terri Luke*

- a. Ms. Terri Luke outlined the library trends for the upcoming year:
 - i. **Access to Technology.** Libraries are increasingly becoming critical providers of technological resources for underserved communities.
 - ii. **Workforce Development.** Libraries are playing a growing role in preparing individuals for the job market by offering skill-building programs and career resources.
 - iii. **Community Centers.** Libraries are increasingly seen as gathering spaces where people of all ages and backgrounds can connect, collaborate and learn.
 - iv. **Early Childhood Literacy.** Investments in programming like the Traveling Children's Library are critical to expand access to resources for young learners.
 - v. **Data and Information Literacy** – As misinformation spreads, libraries are uniquely positioned to help people critically evaluate sources and develop information literacy skills.
 - vi. **Artificial Intelligence** – Libraries are beginning to incorporate AI tools into their operations and programming, from catalog management to personalized learning resources.
 - vii. **Connected Lifelong Learning** – Libraries are expanding opportunities for connected learning, blending technology and community engagement to foster continuous education for all ages.
 - viii. **Post-Pandemic Shifts** – Libraries are adapting to changes in how people interact, emphasizing hybrid programming that combines in-person and virtual offerings to meet evolving community preferences.
- b. Ms. Luke also asked the Board to consider these trends in their strategic planning for the coming year.
 - i. NPL needs sustained investment in technology, partnerships and programs that reflect the library's dynamic role in a digital, post-pandemic world.
 - ii. "For many, the library is the only place they can access technology, making us a bridge to opportunity."

- iii. “Libraries have become the heart of communities, offering safe, welcoming spaces for people to gather and grow.”
- iv. “To remain vital, we must meet people where they are—whether that’s in a branch, online or in the community.”
- v. “We are not just a place for books; we are a hub for economic empowerment.”

X. Board/Foundation Working Session – *Ed Magee & Joyce Searcy*

- a. Mr. Ed Magee and Ms. Searcy facilitated a working discussion for the Board regarding the Nashville Public Library Foundation. Topics included:
 - i. Remove uncertainty around Library Director role.
 - ii. Explore community collaborations. Vanderbilt, Belmont, EY, and others. Business school and law school student consulting projects.
 - iii. Engage proactively with the Union. How do we work effectively on shared concerns?
 - iv. Detailed analysis of capital and operational spending needs over next 5 years.
 - v. Explore other funding opportunities and require business case for each.
 - vi. Foundation collections initiative.
 - vii. Funding levy requires business case.
 - viii. What creates urgency is audience dependent.
 - ix. Key funding priorities.
 - x. Collections.
 - xi. Buildings (New, renovations and maintenance).
 - xii. Library Director Discussion.
 - xiii. Continuous Improvement initiative well received.
 - xiv. Listening as a superpower. Building trust.
 - xv. Laser focus on library patrons, mission alignment.
 - xvi. Communication focused on transparency, purpose, and innovation.
 - xvii. Offsite as a leadership demonstration.

XI. Board Feedback about Offsite Retreat

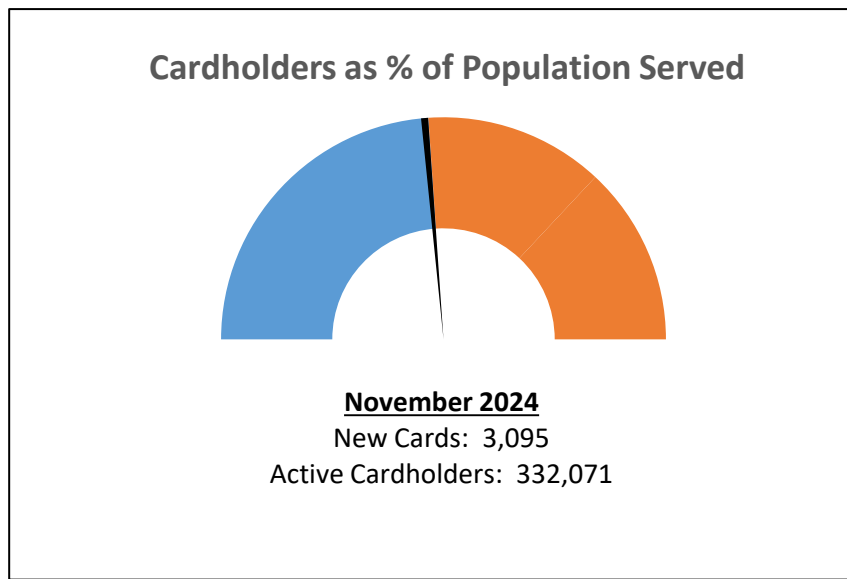
- a. The Board members shared their thoughts about the work done throughout the day. Some of the remarks were:
 - i. Day was engaging and rewarding.
 - ii. Strong connection to community evident.
 - iii. Lots of learning about library and board history.
 - iv. Helpful in navigating perception versus facts.
 - v. Great relationship building exercise.
 - vi. Location was exceptional! Session was an answer to a prayer.
 - vii. Frank conversations.
 - viii. Agenda and facilitator were professional.

- ix. Total board engagement and contribution.
- x. Offsite was the best ever! Mic drop.
- xi. Felt like an archeological dig, stories, and storytelling.
- xii. Don't want to lose momentum. Relational community planning.

XII. Closing Remarks – *Joyce Searcy*

- a. Ms. Searcy emphasized the Board's collective responsibility to safeguard the library's mission, adapt to evolving community needs and position the library as a cornerstone of equity, connection, and learning. She:
 - i. Reaffirmed the board's role as defender of intellectual freedom.
 - ii. Highlighted the library's mission to bridge gaps in digital access, literacy, and resources, particularly for marginalized communities.
 - iii. Recognized the challenges of a growing population and increased demand. Emphasized the importance of investing in staff, recruitment, retention, and training.
 - iv. Framed libraries as "third spaces" that foster belonging, connection, and healing in a post-pandemic world.
 - v. Outlined vision for the coming year, focusing on expanding partnerships, leveraging transportation and economic development opportunities, and continuing to advocate for resources that align with the library's evolving role.
 - vi. Expressed deep appreciation for Terri Luke's leadership during interim period. Called out her listening skills, transparency, and transformative impact on the library's culture.
- b. Ms. Searcy stated, "Libraries are not just about what we've been—they are about what we can become for the next generation."

Statistical Summary – December 10th, 2024
Nashville Public Library



	Nov-24	Nov-24 Year-to-Date	Active Patron Cards	Average Cards in Last 12 Months
New Registrations	3,095	21,936	332,071	308,199

Volunteer Services	Nov-24	Nov-23	Year-to-Date	% Change 2023-2024
Number of Volunteers	110	159	517	-30.82%
Volunteer Hours	585	1,173	3,578	-50.15%

Attendance for Room Use	Nov-24	Nov-23	% Change 2023-2024
Community Use	5,507	24,890	-77.87%
Library Use	16,770	9,003	86.27%

Reference	Nov-24	Nov-23	% Change 2023-2024
Answered	16,206	14,923	8.60%

Statistical Summary – December 10th, 2024
Nashville Public Library

Database and Website Data

Public Computer Use	Nov-24	Nov-23	% Change 2023-2024
Total Computer Use	20,709	17,128	20.91%
Total Wireless Use	0*	26,880	N/A

Website Visits	Nov-24	Nov-23	% Change 2023-2024
Webserver	350,842	347,115	1.07%

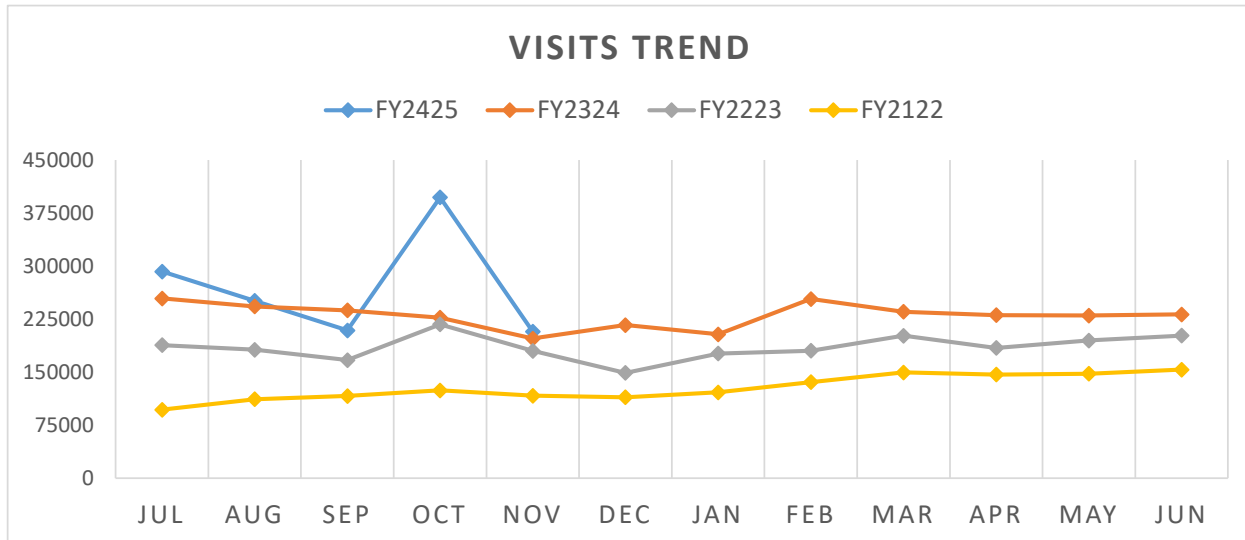
Database Usage	Nov-24	Nov-23	% Change 2023-2024
Sessions	0*	10,372	N/A

*Wireless Data unavailable due to system error

*Database Usage Delayed

Statistical Summary – December 10th, 2024
Nashville Public Library

Visits

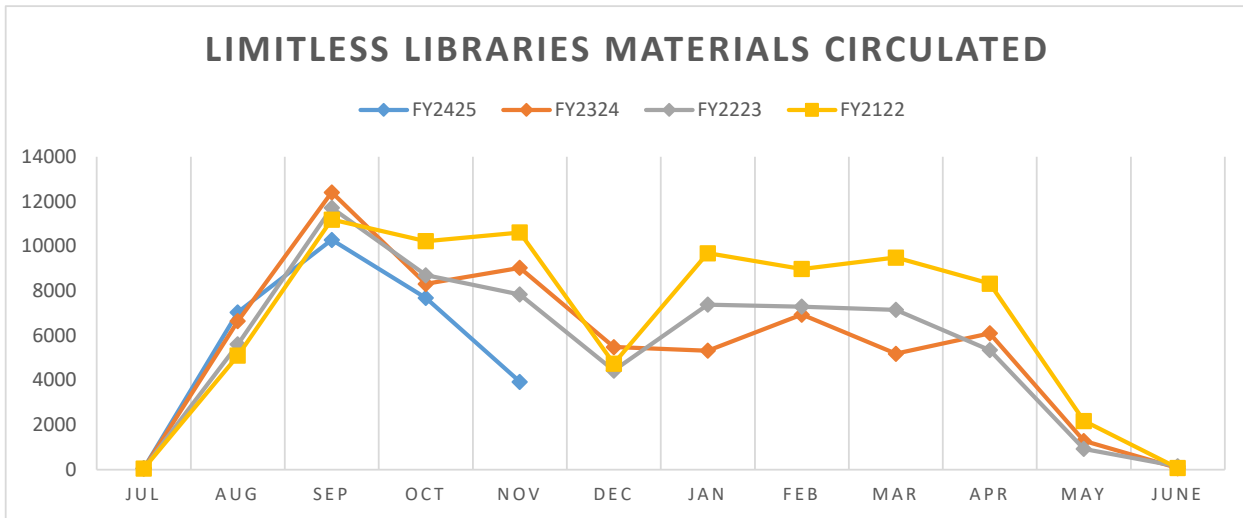


Visits	Nov-24 Visits	Nov-23 Visits	% Change 2023-2024	Nov-24 Circ / Visit	Nov-23 Circ / Visit	% Change 2023-2024
Bellevue	11,164	8,017	39.25%	1.05	2.03	-48.32%
Bordeaux	4,300	4,393	-2.12%	0.44	0.51	-12.98%
Donelson	6,737	4,956	35.94%	0.81	0.72	11.74%
East	9,035	9,446	-4.35%	0.25	0.38	-34.27%
Edgehill	3,366	2,613	28.82%	0.22	0.34	-34.72%
Edmondson Pike	9,446	16,383	-42.34%	1.22	1.01	20.61%
Goodlettsville	4,511	5,003	-9.83%	1.25	1.51	-17.18%
Green Hills	19,818	22,256	-10.95%	0.77	0.95	-19.17%
Hadley Park	1,926	1,398	37.77%	0.15	0.29	-48.71%
Hermitage	10,590	10,629	-0.37%	0.94	1.32	-28.96%
Inglewood	11,315	13,360	-15.31%	0.34	0.38	-11.08%
Looby	3,855	2,541	51.71%	0.19	0.25	-24.14%
Madison	14,420	13,236	8.95%	0.24	0.38	-35.79%
Main	37,221	42,388	-12.19%	0.16	3.72	-95.59%
North	6,962	4,918	41.56%	0.06	0.15	-57.85%
Old Hickory	2,998	3,188	-5.96%	0.46	0.57	-19.13%
Pruitt	6,047	5,446	11.04%	0.01	0.04	-69.42%
Richland Park	8,838	7,597	16.34%	0.66	1.07	-38.48%
Southeast	18,413	7,525	144.69%	0.22	0.72	-69.76%
Thompson Lane	11,666	9,124	27.86%	0.19	0.28	-31.84%
Watkins Park	4,836	2,995	61.47%	0.02	0.03	-29.59%
NPL Total	207,464	197,412	5.09%	0.47	1.43	-67.43%

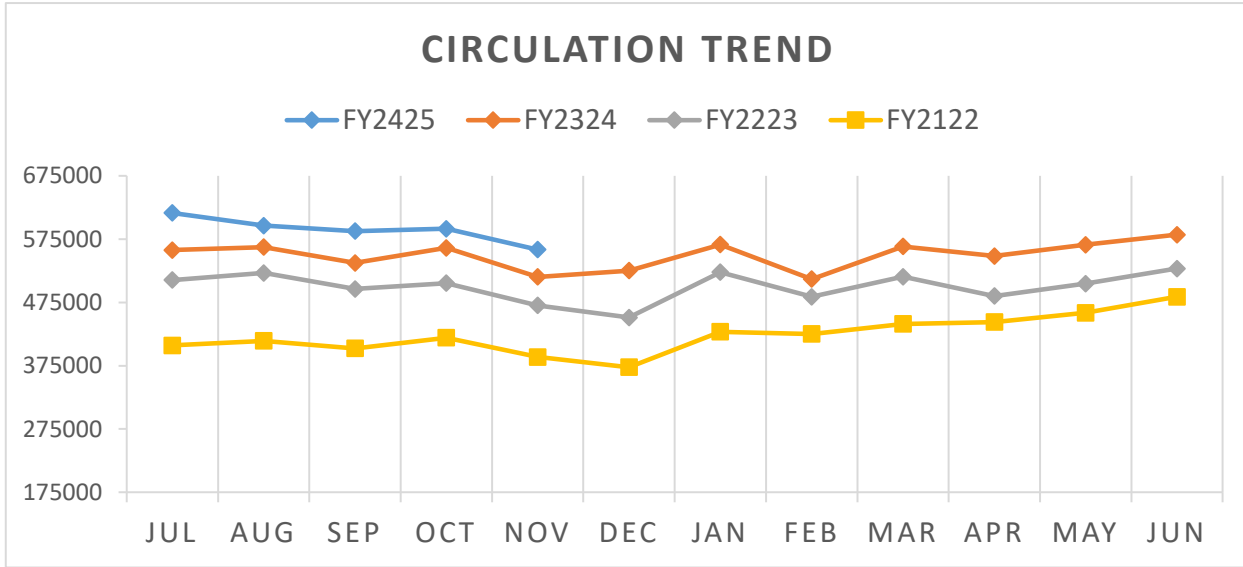
Statistical Summary – December 10th, 2024
Nashville Public Library

Circulation Data

eMedia	Nov-24	Nov-23	YTD	% Change 2023-2024
eAudiobooks	132,270	92,067	676,112	43.67%
eVideo	11,483	6,223	55,857	84.53%
eBooks	121,632	100,964	631,820	20.47%
eMusic	16,517	1,607	52,167	927.82%
eMagazines	32,601	6,625	129,498	392.09%
Total	314,503	207,486	1,545,454	51.58%



Statistical Summary – December 10th, 2024
Nashville Public Library



Circulation	Month				Fiscal Year-to-Date		
	Nov-24 Circulation	Nov-24 % of Total	Nov-23 Circulation	% Change 2023-2024	Nov-24 Year-to-Date	Nov-23 Year-to-Date	% Change 2023-2024
Belleuve	26,963	4.83%	26,668	1.11%	153,284	162,836	-5.87%
Bordeaux	6,131	1.10%	5,762	6.41%	32,635	30,701	6.30%
Donelson	15,203	2.72%	7,427	104.70%	90,569	42,255	114.34%
East	6,074	1.09%	6,717	-9.57%	35,168	36,491	-3.63%
Edgehill	3,361	0.60%	3,418	-1.67%	19,920	18,955	5.09%
Edmondson Pike	23,025	4.12%	26,373	-12.69%	150,860	152,003	-0.75%
Goodlettsville	11,982	2.15%	13,312	-9.99%	70,081	73,492	-4.64%
Green Hills	33,551	6.01%	34,076	-1.54%	186,971	199,416	-6.24%
Hadley Park	1,668	0.30%	1,942	-14.12%	10,394	10,918	-4.80%
Equal Access	197	0.04%	317	-37.91%	1,032	1,450	-28.84%
Hermitage	23,385	4.19%	24,522	-4.64%	128,551	133,680	-3.84%
Inglewood	9,318	1.67%	9,483	-1.74%	51,834	54,279	-4.50%
Looby	2,725	0.49%	2,780	-1.97%	15,241	14,937	2.04%
Madison	10,770	1.93%	11,123	-3.17%	59,349	64,968	-8.65%
Main	28,411	5.09%	36,229	-21.58%	166,176	209,515	-20.69%
North	2,393	0.43%	2,819	-15.12%	13,777	13,924	-1.06%
Old Hickory	4,410	0.79%	4,750	-7.15%	26,645	26,642	0.01%
Pruitt	1,117	0.20%	1,647	-32.17%	2,855	9,084	-68.57%
Richland Park	12,990	2.33%	13,187	-1.49%	73,218	71,551	2.33%
Southeast	13,009	2.33%	13,526	-3.82%	76,554	76,622	-0.09%
Thompson Lane	6,255	1.12%	6,486	-3.56%	34,403	33,994	1.20%
Watkins Park	1,040	0.19%	1,291	-19.44%	5,743	6,786	-15.37%
eMedia	314,503	56.31%	261,442	20.30%	1,545,454	1,289,545	19.84%
Talking Library	3	0.00%	1	166.00%	3	52	-94.88%
NPL Total	558,485		515,298	8.38%	2,950,718	2,734,096	7.92%

Statistical Summary – December 10th, 2024
Nashville Public Library

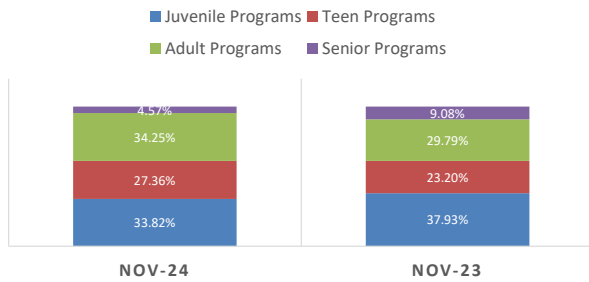
November Programming Data

Programming	Nov-24		Nov-23		% Change 2023-2024
	No.	Aud.	No.	Aud.	
Juvenile Programs	466	15,853	443	15,065	5.19%
Teen Programs	377	5,494	271	3,920	39.11%
Adult Programs	472	8,684	348	457	35.63%
Senior Programs	63	643	106	572	-40.57%
Total Programs	1,378	30,674	1,168	20,014	17.98%

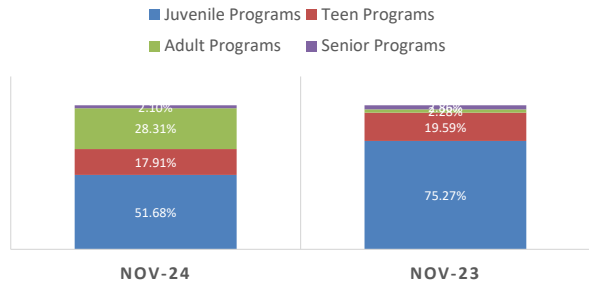
Programming	Nov-24		Nov-23		% Change 2023-2024
	No.	Aud.	No.	Aud.	
In Person	1,105	22,454	924	15,599	19.59%
Outreach	216	7,924	219	7,520	-1.37%
Virtual	57	296	25	945	128.00%
Total Programs	1,378	30,674	1,168	24,064	17.98%

Programming	Nov-24		Nov-23		% Change 2023-2024
	No.	Aud.	No.	Aud.	
In Person	1,105	22,454	924	15,599	43.95%
Outreach	216	7,924	219	7,520	5.37%
Virtual	57	296	25	945	-68.68%
Total Attendance	1,378	30,674	1,168	24,064	27.47%

PROGRAMS BY AGE GROUP



PROGRAM ATTENDANCE BY AGE GROUP



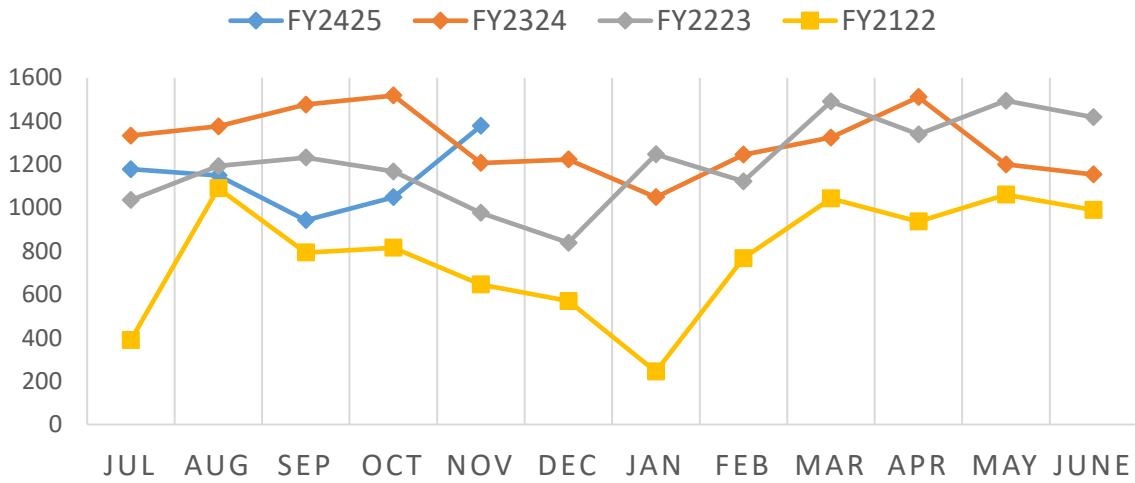
Library Programming	Location Totals								Programs by Age Group							
	Library		Outreach		Virtual		Totals		Juv		Teen		Adult		Senior	
	NO.	AUD.	NO.	AUD.	NO.	AUD.	No.	Aud.	NO.	AUD.	NO.	AUD.	NO.	AUD.	NO.	AUD.
ARCHIVES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BELLEVUE	78	1,608	5	99	1	0	84	1,707	28	931	34	548	17	153	5	75
BORDEAUX	50	505	2	38	0	0	52	543	17	134	24	376	9	16	2	17
BRTL (Bringing Bks to	4	120	39	978	47	98	90	1,196	29	926	0	0	61	270	0	0
BRTL (Adult Literacy)	5	146	0	0	0	0	5	146	0	0	0	0	5	146	0	0
DONELSON	40	777	7	88	0	0	47	865	25	677	8	47	14	141	0	0
EAST	22	743	7	499	0	0	29	1,242	13	681	14	550	2	11	0	0
EDGEHILL	47	1,059	6	268	0	0	53	1,327	41	670	5	47	7	610	0	0
EDMONDSON PIKE	24	574	3	64	0	0	27	638	13	566	0	0	14	72	0	0
GOODLETTSVILLE	45	712	2	28	1	6	48	746	21	453	7	76	18	203	2	14
GREEN HILLS	77	1,603	0	0	0	0	77	1,603	24	488	28	861	16	189	9	65
HADLEY PARK	15	58	11	158	0	0	26	216	11	117	0	0	15	99	0	0
HERMITAGE	56	788	2	24	0	0	58	812	21	541	4	28	33	243	0	0
INGLEWOOD	26	433	5	166	2	6	33	605	18	545	0	0	15	60	0	0
LOOBY	31	310	4	32	0	0	35	342	15	133	0	0	9	67	11	142
MADISON	56	567	2	120	0	0	58	687	19	402	17	166	17	106	5	13
MAIN - Adult Svcs	148	1,006	1	8	1	4	150	1,018	0	0	0	0	150	1,018	0	0
MAIN - Children Svcs	16	532	8	448	3	22	27	1,002	27	1,002	0	0	0	0	0	0
MAIN - Digital Inclusion	0	0	19	145	0	0	19	145	0	0	0	0	0	0	19	145
MAIN - LSDHH/Equal J	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAIN - Puppet Truck	0	0	33	2,908	0	0	33	2,908	31	2,703	0	0	1	150	1	55
MAIN - Special Coll.	8	250	0	0	0	0	8	250	0	0	1	25	7	225	0	0
MAIN - Studio NPL	132	805	17	519	0	0	149	1,324	0	0	149	1,324	0	0	0	0
MAIN - Teen Svcs	38	634	8	222	0	0	46	856	0	0	46	856	0	0	0	0
MAIN - Wishing Chair	21	2740	0	0	0	0	21	2740	21	2740	0	0	0	0	0	0
NORTH	13	87	0	0	0	0	13	87	7	47	0	0	6	40	0	0
OLD HICKORY	22	218	3	27	0	0	25	245	9	169	9	28	4	21	3	27
PRUITT	23	4247	7	353	2	160	32	4760	21	448	0	0	8	4267	3	45
RICHLAND PARK	20	721	13	118	0	0	33	839	21	741	1	5	9	65	2	28
SOUTHEAST	59	934	8	277	0	0	67	1211	24	569	27	272	16	370	0	0
THOMPSON LANE	27	243	4	337	0	0	31	580	10	170	2	268	19	142	0	0
WATKINS PARK	2	34	0	0	0	0	2	34	0	0	1	17	0	0	1	17
TOTALS	1,105	22,454	216	7,924	57	296	1,378	30,674	466	15,853	377	5,494	472	8,684	63	643

**Equal Access data delayed*

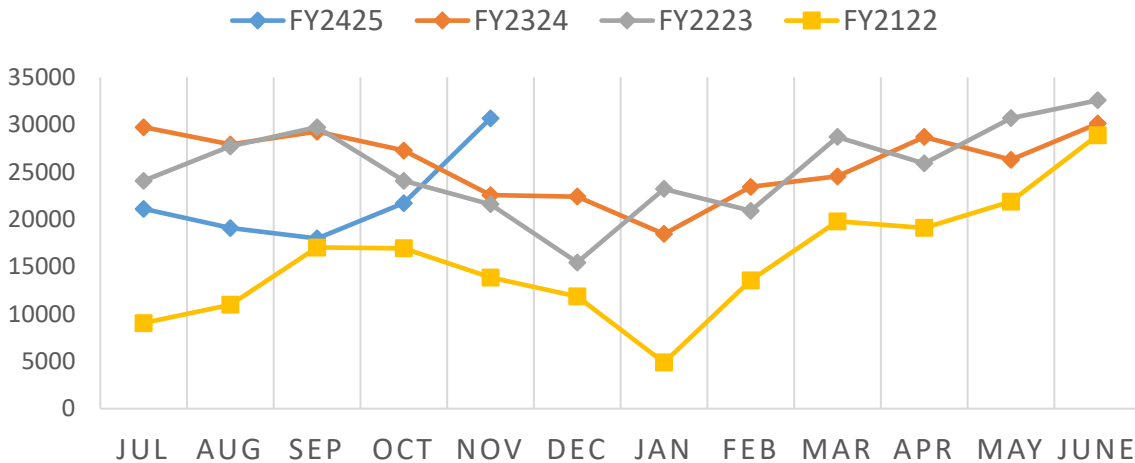
Statistical Summary – December 10th, 2024
Nashville Public Library

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	148	1,006	1	8	1	4	150	1,018	0	0	0	0	150	1,018	0	0
MAIN - Children Svcs	16	532	8	448	3	22	27	1,002	27	1,002	0	0	0	0	0	0
MAIN - LSDHH/Equal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAIN - Special Coll.	8	250	0	0	0	0	8	250	0	0	1	25	7	225	0	0
MAIN - Studio NPL	132	805	17	519	0	0	149	1,324	0	0	149	1,324	0	0	0	0
MAIN - Teen Svcs	38	634	8	222	0	0	46	856	0	0	46	856	0	0	0	0
MAIN - Wishing Chair	21	2740	0	0	0	0	21	2740	21	2740	0	0	0	0	0	0
TOTALS	363	5,967	34	1,197	4	26	401	7,190	48	3,742	196	2,205	157	1,243	0	0

PROGRAM TREND



PROGRAM ATTENDANCE TREND



Financial – December 10, 2024
Nashville Public Library

October 2024 Spending (11/4/2024)	Appropriations	Spent in Oct 2024	Current Open Orders	Invoices Paid, FY25 to date	Invoices & Open Orders, FY25 to date	Current Free Balance	% Committed
Metro-4% Funds	\$ 2,346,820.10	\$ 375,058.60	\$ 114,144.83	\$ 1,517,271.15	\$ 1,631,415.98	\$ 715,404.12	69.52%
Foundation	\$ 665,234.25	\$ -	\$ -	\$ 217.94	\$ 217.94	\$ 665,016.31	0.03%
Subscriptions	\$ 197,800.00	\$ 50,000.00	\$ -	\$ 72,588.74	\$ 72,588.74	\$ 125,211.26	36.70%
Particip Budget-Central Asia**	\$ 15,000.00	\$ -	\$ 55.96	\$ 13,627.80	\$ 13,683.76	\$ 1,316.24	100.79%
Particip Budget-Musical Inst.**	\$ 144,900.00	\$ -	\$ 13,100.04	\$ -	\$ 13,100.04	\$ 131,799.96	10.84%
	\$ 3,369,754.35	\$ 425,058.60	\$ 127,300.83	\$ 1,603,705.63	\$ 1,731,006.46	\$ 1,638,747.89	51.37%

**Participatory Budget funds are multi-year; the cumulative 'Spent' column includes FY24 spending

Nov 2024 Spending (12/3/24)	Appropriations	Spent in Nov 2024	Current Open Orders	Invoices Paid, FY25 to date	Invoices & Open Orders, FY25 to date	Current Free Balance	% Committed
Metro-4% Funds	\$ 2,385,237.84	\$ 192,746.78	\$ 93,117.94	\$ 1,710,057.93	\$ 1,803,175.87	\$ 582,061.97	78.95%
Foundation	\$ 710,234.25	\$ -	\$ -	\$ 217.94	\$ 217.94	\$ 710,016.31	0.03%
Subscriptions	\$ 197,800.00	\$ 9,144.00	\$ -	\$ 81,732.74	\$ 81,732.74	\$ 116,067.26	41.32%
Particip Budget-Central Asia**	\$ 15,000.00	\$ -	\$ 30.75	\$ 15,087.12	\$ 15,117.87	\$ (117.87)	100.79%
Particip Budget-Musical Inst.**	\$ 144,900.00	\$ 28,792.34	\$ 36,913.38	\$ 28,792.34	\$ 65,705.72	\$ 79,194.28	45.35%
	\$ 3,453,172.09	\$ 230,683.12	\$ 130,062.07	\$ 1,835,888.07	\$ 1,965,950.14	\$ 1,487,221.95	56.93%

**Participatory Budget funds are multi-year; the cumulative 'Spent' column includes FY24 spending

Personnel Summary/HR – December 10, 2024

2024 New Hires

<u>Name</u>	<u>Classification</u>	<u>Hire Date</u>	<u>Location</u>
Erica Bullock	Librarian 1	10/28/2024	Southeast
Adam Kumatz	Program Coord	11/11/2024	Lim Lib
Mallory Kimbrell	Library Performing Artist	11/25/2024	Wishing Chair
Evelyn Petty	Library Performing Artist	11/25/2024	Wishing Chair

2024 Promotions

<u>Name</u>	<u>Classification</u>	<u>Promotion Date</u>	<u>Location</u>
Ashley Walker-Tyler	Library Mgr 3	11/11/2024	Edmondson Pike
Lauren Hampton	Librarian 2	11/24/2024	Green Hills

2024 Resignations

<u>Name</u>	<u>Classification</u>	<u>Resignation Date</u>	<u>Location</u>
Nakita Burns	Office Support Rep	10/11/2024	Equal Access
Kai Steward	Circulation Assistant	10/16/2024	Limitless Library
Shannon Albee	Library Associate	11/1/2024	BBTL
Kianarose Irving	Library Associate	11/2/2024	Donelson
Jada Pitts	Circulation Assistant	11/12/2024	Bordeaux
Selva Ibrahim	Circulation Assistant	11/23/2024	Edmondson Pike
Ken Fieth	Archivist	11/27/2024	Archives (retire)
Cassandra Taylor	Library Associate	11/28/2024	BBTL
James Turner	Program Mgr 1	11/30/2024	NAZA

Personnel Summary/Vacancy – December 10, 2024

Nashville Public Library

NPL Vacancies as of 11/30/2024								
	Division / Branch	Title	Grade	Name	FP	FTE	Date Vacant	Notes
1	DIRECTOR	ADMINISTRATIVE SPECIALIST	ST11	VACANT (ROSE, M)	F	1.00	8/30/24	
2	OP & MAIN-BR	BLDG MAINT MECH	TG13	VACANT - NEW	F	1.00	7/1/22	Interviewing
3	OP & MAIN-BR	BLDG MAINT MECH	TG13	VACANT (FOSTER, J)	F	1.00	5/1/24	Interviewing
4	BORDX	CIRCULATION ASST	ST05	VACANT (PITTS, J)	F	1.00	11/12/24	
5	ED PIKE	CIRCULATION ASST	ST05	VACANT (IBRAHIM, S)	F	1.00	11/23/24	
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 (YEPREM, D)	F	1.00	7/5/24	
9	THOMP	CIRCULATION ASST	ST05	VACANT (E MARTIN)	F	1.00	8/1/24	
10	TALKING	INFO SYSTEMS MEDIA TECH 1	OR02	VACANT - NEW	P	0.49	7/1/22	
11	EAST	LIBRARIAN 1	OR03	VACANT (SMYTH, A)	F	1.00	4/29/24	
12	BORDX	LIBRARIAN 2	OR04	VACANT (PIPER, E)	F	1.00	9/18/23	
13	GRN HILLS	LIBRARIAN 2	OR04	VACANT (SIDDHARTH, J)	F	1.00	6/24/24	
14	SE	LIBRARIAN 2	OR04	VACANT (MCFARLAND J)	F	1.00	7/8/24	
15	CHILD	LIBRARY ASSOC	OR01	VACANT (GLEETON, K)	F	1.00	6/29/24	
16	EAST	LIBRARY ASSOC	OR01	VACANT (MITCHELL, W)	F	1.00	6/10/24	
17	ED PIKE	LIBRARY ASSOC	OR01	VACANT (BOURQUE, L)	F	1.00	7/5/24	
18	ED PIKE	LIBRARY ASSOC	OR01	VACANT (GLEETON, K)	F	1.00	5/26/24	
19	GRN HILLS	LIBRARY ASSOC	OR01	VACANT (SPRINGER JR., P)	F	1.00	6/5/24	
20	HERM	LIBRARY ASSOC	OR01	VACANT (REYNOLDS, S)	F	1.00	7/5/24	
21	REF	LIBRARY ASSOC	OR01	VACANT (NESMITH, N)	F	1.00	8/5/24	
22	TALKING	LIBRARY ASSOC	OR01	VACANT (WAGNER, M)	F	1.00	8/9/24	
23	EDGH	LIBRARY MGR 1	OR05	VACANT (WALKER, A)	F	1.00	11/11/24	
24	CHILD	LIBRARY PAGE	LP01	VACANT (WELSH, I)	P	0.49	8/8/24	
25	ED PIKE	LIBRARY PAGE	LP01	VACANT (KAKKAR, T)	P	0.49	9/20/24	
26	GOOD	LIBRARY PAGE	LP01	VACANT (OLEAS, F)	P	0.49	8/12/23	
27	BRNCH 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	TALKING	OFFICE SUPPORT REP	ST05	VACANT (BURNS, N)	F	1.00	10/11/24	
30	HR IMP	PROGRAM MGR 2	OR06	VACANT (MOYNIHAN, C)	F	1.00	9/2/24	
31	ADMIN SVCS	PROGRAM SPEC 2	OR01	VACANT (GHOSH KUNDU, S)	F	1.00	9/6/24	
32	DONELS	PROGRAM SPEC 2	OR01	VACANT (KIANAROSE I)	F	1.00	11/2/24	
33	LIMITLESS L	PROGRAM SPEC 2	OR01	VACANT (SAINATO, T)	F	1.00	8/21/24	
34	NORTH	PROGRAM SPEC 2	OR01	VACANT (LUCAS, J)	F	1.00	9/16/24	
35	MARCOMM	PUBLIC INFORMATION REP	ST10	VACANT (BROWN, E)	F	1.00	9/13/24	
36	SECURITY	SECURITY GUARD	ST06	VACANT (HAWKINS, J)	F	1.00	8/29/24	Interviewing
37	SECURITY	SECURITY GUARD	ST06	VACANT (HOLT, D)	F	1.00	8/5/25	Interviewing
38	SECURITY	SECURITY GUARD	ST06	VACANT (MOLOKWU, C)	F	1.00	8/9/24	Interviewing
39	ED & LIT - BBTL	PROGRAM SPEC 2	OR01	VACANT (ALBEE, S) (BBTL Curriculum Co	F	1.00	11/1/24	Grant funded
40	ED & LIT - Adult Lit	PROGRAM SPEC 2	OR01	VACANT - NPLF (Adult Lit Specialist)	P	0.49	7/1/22	Grant funded
41	ED & LIT - LL	PROGRAM SPEC 2	OR01	VACANT (MAHNKEN, H) (Limitless Librar	F	1.00	6/6/24	Grant funded
42	ED & LIT - LL	PROGRAM SPEC 2	OR01	NEW - Bookmobile Outreach Specialist	F	1.00	7/1/24	Grant funded
43	WISH CHAIR	LIB PERFORMING ARTIST	ST07	VACANT (TORRES-FUENTES, D)	P	0.25	5/23/24	Grant funded
44	WISH CHAIR	LIB PERFORMING ARTIST	ST07	VACANT (BOLEK, S)	P	0.49	4/27/23	Grant funded
45	WISH CHAIR	LIB PERFORMING ARTIST	ST07	VACANT (KIRKPATRICK, W)	F	1.00	4/2/24	Grant funded
46	ARCH/SPEC	PROGRAM COORDINATOR	OR02	VACANT (HIX, K)	P	0.65	12/6/23	Grant funded - Will remain open FY25 due to funding

Brief Area Updates – December 10, 2024

Nashville Public Library

ADMINISTRATIVE SERVICES

Safety & Security: November 2024

Security coverage was provided for several special events during the month of November.

1. Election Day coverage which went well system wide.
2. The Foundation GALA was held the first week in November and had no incidents with guest or vendors. In the past few years after Covid we experienced issues with vendors causing damage to our building, using drugs and other issues. Also not having valet parking again this year was a big plus. Valet parking was a disaster a couple of years ago causing GALA guest to be upset when claiming their vehicles at the end of the GALA.
3. The search for 3 library security officers continues. Three interviews were conducted in November, and we were unable to identify any qualified candidates. The job will be reposted to look for more candidates.
4. Brandon Castro just completed his first two months as Library Safety Inspector. He has proven in this amount of time to take ownership for projects, meeting with staff and taking training classes to better serve the library staff and patrons. Mark Crowder will continue to mentor Brandon in his role.
5. Seven annual Safety and Security classes were taught a several branches and the Lakewood Maintenance facility. Brandon taught six of these classes and is working with managers to schedule those annual training classes as he will be taking over this role in his position.
6. Safety and Security training and education of staff will continue to as a top priority as we start the new year.
7. The new bookmobile arrived. We are currently looking for driver training opportunities. This is a large vehicle and the size of Large RV/ bus type vehicle.

Total number of incident reports for the month of **November (48)** and related categories per incident report up from 37 incident reports in October:

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

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

Number of Incident Reports per Branch			
Bordeaux Branch	1	Hadley Park Branch	1
Donelson Branch	1	Madison Branch	7
East Branch	3	Main Library	32
Goodlettsville Branch	1	Richland Park Branch	1
Green Hills Branch	1	Total	48

Bordeaux Branch	1	Hadley Park Branch	1
Conduct or Rule Violation	2	Conduct or Rule Violation	1
Suspensions	1	Suspensions	1
East Branch	3	Madison Branch	7
Conduct or Rule Violation	6	Conduct or Rule Violation	8
Suspensions	3	Injury or Accident	3
Goodlettsville Branch	1	Suspensions	6
Conduct or Rule Violation	3	Main Library	32
Suspensions	1	Conduct or Rule Violation	40
Green Hills Branch	1	Injury or Accident	12
Conduct or Rule Violation	1	Safety or Security Incident	9
Suspensions	1	Suspensions	26
		Richland Park Branch	1
		Conduct or Rule Violation	2
		Suspensions	1

Number of Injury or Accident and Safety or Security Incidents			
911 for assistance	4	Arrest	1
Ambulance	5	Fire Alarm	1
Illness / Accident	1	Non-Emergency	1
Medical	5	Police called	2
Alarm	1	Police Report Filed	3

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

Suspensions	40
7 days	1
30 days	18
60 days	1
90 days	7
365 days	13

Delivery: November 2024

Main:

- We received 246 incoming UPS packages and sent 53 packages UPS GROUND.
- There were 101 overnight packages received from FedEx, DHL, etc.
- We received 55 inserts of mail from the United States Post Office, and we sent 53 inserts of mail to Metro Mail for postage.
- There were 42 special deliveries from [Ricoh](#), [Supply Room](#), [Firefly](#), [Amazon](#), etc.

Branches:

- We moved:
 - 4,517 hold bins (133,024 items)
 - 4,030 non-hold bins (128,960 items)
 - 1,158 Circulation/Main bins (37,056 items).

Total of 9,345 bins moved.

Total item count of 299,040.

An average of 519 bins and **16,613** items moved per day.

11 skids were sent to Pratt Industries for book recycling.

6 skids were sent to BWB.

Daily Complete Percentage:

Holds 18 of 18 days for 100% in September.

Facilities Maintenance: November 2024

November 1st - November 30th 2024					
Craft	Month	Total # Work Orders	# Completed	# Active	Completion %
None Entered	November 2024	6	0	6	0%
Administration	November 2024	4	1	3	26%
Branch Custodial Services	November 2024	61	59	2	97%
Canceled	November 2024	3	3	0	100%
Contractor	November 2024	3	0	3	0%
Grounds	November 2024	13	6	7	47%
Main Custodial Services	November 2024	1	0	1	0%

Maintenance	November 2024	181	173	8	96%
		Quantity 272	Completed 242	Active 30	Completion % 89%

Tamis work order report shows 272 work requests, 242 completed, 30 still active with an 89% completion rate for the month of November.

November Maintenance monthly report 2024:

173 work orders got completed with 3 employees.

- Mike Binkley 78 work orders
- Joe Klima 28 work orders
- Nathan Chandler 66 work orders

Complete all Preventative Care on all heating units and check for safety.

Support for Gala and all vendor’s needs.

Replace Old Hickory lights downstairs to LED 3000K.

Replace Main outside door at Old Hickory with a new ADA auto open door – vendor installed.

Replace Main outside door at Pruitt to New ADA auto open door – vendor installed.

Grounds Projects: November 2024

1. Regular vote set up and takedown of early vote.
2. Deep clean Ceramic Tile at Madison, Thompson Lane, Old Hickory, Goodlettsville.
3. Clean carpet at Madison, Hadley Park, Goodlettsville, Richland Park, Looby, Pruitt
4. Clean fence row at Inglewood
5. Winterized irrigation at Bordeaux, Goodlettsville, Madison
6. Filled various holes in grounds at branches.

Interior Design / Special Projects: November 2024

Jennifer Fournier - Interior Designer / Special Projects Coordinator

Main Civil Rights room – finish floor, painted.

Edmondson Pike – removed café wall to open children’s area. Moved public computers, relocated shelves and service desks.

BRANCH SERVICES

Branch Services Report October 2024

- Local artist and Austin Peay State University professor Paul Collins worked with several branches to create an Unbannable Library. Large books were placed at libraries across Middle Tennessee and residents were invited to write and draw in the books. Bellevue, Donelson, and Edgehill were among some of the locations who hosted this project.



- On After an unexpectedly long closure, Pruitt finally reopened to the public on October 22nd! The community is glad to have their library open again, and library staff are very excited to serve their community.
- On September 26th, Adult Associate Vicky Kirby with the help of Temporary Staff Member Kelsey Jones hosted the Goodlettsville Branch's 2nd murder mystery program! 17 people attended the maritime-themed Murder Mystery Aboard the Ocean Liner.



- Inglewood celebrated their 55th birthday on September 18th and the celebration was attended by 80 people. Library Associate, Adult/Teen Ashley Monk planned several fun activities during the lead up to the day all with a late 1960s theme. She got pictures and news articles from the Metro Archives and created a history board, and created a decoupage take and make activity. During the party, there were coloring activities for the children, button making, a box for birthday wishes, and refreshments. There were several comments of congratulations and gratitude for the service the branch has provided, and one or two wished for the future, including one expressing a desire for a new library. The overall favorite comment came from a child who said they wanted the library to offer “An indoor place where you could play with puppies. And mice.”



- The Richland Park staff is truly talented! Library Associate Mike Patton and Circulation Assistant Meade Forsythe collaborated to put on an outstanding show during the Richland Park Library Saturday Sing-Along Program on September 21st. Other featured artists included Chromatic and The Wockets. Both library patrons and Farmer’s Market attendees were delighted by a wide selection of songs. During the performance, nearly 150 adults and children stopped in for a listen.
- Green Hills held their first Repair Fair in September. Circulation Assistant Angela Thomas sharpened over 40 pairs of knives and scissors, helping to prevent nearly 200 pounds of broken items (or dull knives, as the case may be) from going into a landfill. They also had people repairing small appliances like toasters and lamps as well as bikes. The fair was promoted on a local Buy Nothing page and much of the attendance was likely a result of that. They received overwhelming positive feedback about the event and requests for another one to be organized soon. Adult Librarian Bailey Battilla from Donelson was responsible for bringing the event to Green Hills and was extremely helpful.

Branch Services Report November 2024

- Early voting at the participating branch locations was notably active, with Hermitage, Edmondson Pike, Bellevue, and Green Hills each accommodating over 20,000 voters. For detailed statistics, please refer to the following link:

<https://www.nashville.gov/departments/elections/voters/find-early-voting-information/early-voting-statistics>

- Several branches conducted special elections to encourage children's participation in the electoral process.



- Metro Arts has launched new Art Lending Library collections at the Donelson, East, Green Hills, Hermitage, and Old Hickory locations. The collections became available for circulation in November.
- Bordeaux hosted the 6th Annual State of Bordeaux, during which manager Erin Piper addressed over 110 members of the community.



- Several locations celebrated the season with Halloween and Fall Festivals, including trick-or-treating events, crafts, spooky story times, and even a murder mystery event.



- Bordeaux organized a collaborative homeschool event featuring the talented puppeteers from Wishing Chair Productions (WCP). Together, we offered three enriching sessions for homeschoolers: shadow puppetry, hand puppetry, and acting 101.



- Due to the closure of Main, many of our branches experienced an increase in visitors, with branches such as Madison and North seeing notable attendance. During this time Madison commenced a partnership with the American Job Center and, initiated a Shower Up program.
- Edgehill collaborated with the Metro Nashville Police Department, Nashville Soccer Club, and Goodwill Career Solutions to host a Job Fair at the Edgehill Branch Library.



- Green Hills and Southeast staff collaborated to organize a Halloween Library Trivia event at Fait La Force Brewing. The trivia questions centered around Halloween pop culture, as well as notable horror authors and their works.
- Edmondson Pike has undergone a mini-renovation that involved relocating public computers, shelves, and service desks to enhance open space, improve sightlines, increase accessibility, and enhance safety.
- The Inglewood Neighborhood Association has presented the annual Paul Blankenship Award to Suzanne Robinson, the Inglewood branch librarian. This award recognizes an individual who has made significant contributions to the Inglewood/East Nashville community each year.

COLLECTIONS & TECHNOLOGY

October

Materials Management

- Noel worked on launching the new pilot Music LP collection and evaluated the business database RFP.
- *Bethany* cataloged and processed over 90 new guitars and keyboards that are being added to our Library of Things collection as part of the Participatory Government spending plan. Her cataloging and processing team also worked on the new pilot collection of Music LPs that will go live Nov 18th at Green Hills and Madison Branch Libraries.
- Beth posted 2 collection spotlights: *Horror Classics, Southern Festival of Books*.
- Ben posted 2 collection spotlights: Parapsychology; Horror Anthology Films and he also wrote and posted 2 blogs: One for Your Watchlist: *The Psychic*; One for Your Watchlist: *Over the Garden Wall*.
- Joanna wrote questions for both the Middle School and High School Battle of the Books and she created a spotlight: Nonfiction November for Teens.
- Collection Development Librarians responded to a total of **692 material requests** in PIKA and LibAnswers from staff and library customers.
- The Cataloging team is just about complete with the large Juvenile graphic novel relabeling project.
- Amanda posted two blog posts: *Musicland; Fictional Book Love*. She also presented at the Southeastern Resource Sharing Conference as part of the OCLC panel on Using smart fulfillment functionality to save staff time and maximize delivery speed.
- Susan scheduled 13 episodes of the Family Folktales podcast to go live from October through January 1.

Meetings/Webinars Attended:

- Internal: Procurement RFP meetings, CRASE training; CIP Mtg; Main Leaders; Marketing mtg.
- External: Southeastern Resource Sharing Conference; RUSA STARS ILL Discussion Group; OCLC Product Insights: Resource Sharing; TennShare Showcase ; Library Love for LibraryReads; Spring 2025 Youth Preview; ALMA Book Buzz October 2024; Thriller, Mystery, and True Crime; LJ Day of Dialog Virtual Event; SLJ Day of Dialog, Baker & Taylor Spring 2025 TitleTalks.

Materials Management Statistical Report October, 2024

October New Circulation		
User category	# of Unique Users	Items checked out
Digital	50,739	314,396
Physical	23,214	134,720*
Totals =	73,953	449,116

October New Acquisitions	
Format	Copies added
Digital	5,688
Physical	6,344
Totals =	12,032

***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:	FY25 Funds	Free Balance	Total Amt Spent	% Spent	Spent in Oct
Metro-4% Funds*	\$2,346,820.10	\$715,404.12	\$1,517,271.15	69.52%	\$375,058.60
Foundation	\$665,234.25	\$665,016.31	\$217.94	0.03%	\$0
Subscriptions	\$197,800	\$125,211.26	\$72,588.74	37.08%	\$50,000.00
Part. Budget Central Asia	\$15,000	-\$117.87	\$15,087.12	100.79%	\$0
Part. Budget Musical Instrum.*	144,900.00	\$131,799.96	\$13,100.04	9.04%	\$13,100.04
Totals	\$3,469,754.35	\$1,637,313.78	\$1,618,264.99	46.6%	\$438,158.64

***Funds for lessons and programming tracked elsewhere.**

Shared Systems

- CarlX update went live 10/9 with very few snafus. Jirik will build a reboot process into his next push however, because the software will not update if staff do not shut down their application at night.
- Lane used ChatGPT to create a SWOT style analysis (and more) from the text responses to the survey Admin sent for staff to fill out. She also cleaned and sorted the data. Managers will use this 80-page report to choose 2-3 priorities they think NPL should concentrate on. These will be discussed at the November manager's meeting.
- Lane and Ellis disappointed with the results of the RFP for a library customer communication and engagement product. One company responded with something inappropriate, apparently misunderstanding our need. Lane will rework and resubmit the RFP. Lane will contact our current vendor to determine why they did not respond. At this point we are going to require emergency funds to maintain our current product as it supports vital library services.
- Jones, Ellis and Cook worked with Ben Weddle from Talking Library about storing .mp3s on Bucket (<https://assets.library.nashville.org>).
- The team is working on a plan to analysis what would be hit if we comply with the Mayor's directive and move all of our websites and catalog to .gov instead of .org. It is a big thing. We are waiting for Jirik to talk to Griffey – potentially the library can get an exemption.

- Cook and Ellis worked on creating lists with MS Lists for NECAT which will hopefully be a way to replace functionality in Zoho.
- Staub fixed the iTiva server, which sends phone message about overdues and holds. It had apparently been broken for multiple weeks with no one reporting. Most people rely on email and texts.
- Aspen updated to 24.10.00.
- Jones served on the AspenCon planning committee.
- Jones created Aspen training videos:
<https://metronashville.sharepoint.com/:f:/r/sites/NPLink/teams/CollTech/Shared/Shared%20Documents/Aspen%20trainings?csf=1&web=1&e=HS8ISV>
- Lane submitted our Carl Solution development priorities to the customer poll and with the team will rank the overall development list.
- Lane was on the procurement panel for a business reference database product for the Materials Management team.
- Lane attended a few Metro Connects Tours and can highly recommend the DES and Stormwater facility tours.
- Jones and Lane configured CarlX and Aspen to support the LP record collection go live.
- Staub fixed a long-iced bug where misclassified digital Mackin books cause inappropriate material to show in elementary school catalogs.
- Wingate and Staub visited new MNPS librarians at Goodlettsville Middle School and Hickman Elementary. Each year, they visit new hires to make sure they're set up and trained and answer questions in person.
- Wingate reports MNPS school library inventories are in full swing, with 9 schools currently running inventory (we facilitate this process). Wingate visited Joelton Elementary twice to help out.
- As always, the team has been working to promote daily library operations by:
 - Working with front line staff to ensure access to systems.
 - Running a help desk for MNPS librarians
 - Providing NPL staff with reports and statistics.
 - Regular retrieval, edits and sideloads of new digital marc records into catalog to provide access to new acquisitions and remove metered-access items whose licenses have expired.
 - Keeping the events calendar up to date with the latest online happenings.
 - Improving system(s) usability with development, testing and planning features.
 - Patron and item data cleanup and quality assurance.

Technology

IT – Infrastructure Technology

- **Industry Weapon (Firesign) Replacement**
 - Testing Carousel for Dalton/Anode replacement – Ongoing
 - Replace Digital Display and Install player at Main – Complete

- **Board Room**
 - Installed New Computer
 - Installed paired Owl Cameras

- **Computer Moves**
 - Main LSDHOH

- **Print Upgrades**
 - Added Public Print Ques for Legal and Letter sized printing at all locations

- **CarlX Upgrade**
 - Pushed CarlX upgrade to all staff computers

- **Router Upgrade**
 - Replaced internet edge router

➤ **INK**

Completed

- Redesigned Forms site on INK
- Created direct-upload site for MarCom photo assets
- Repaired & updated Staff Printer Access workflow
- Trained Admin Assistants on Microsoft Forms

Current

- Redesigned Forms site on INK
- Created direct-upload site for MarCom photo assets
- Repaired & updated Staff Printer Access workflow
- Trained Admin Assistants on Microsoft Forms

Production Services

Production services provided AV support for 34 requests around the Nashville Public Library system. Breakdown:

- 11 Main Branch events with AV support (Courtyard Concerts, CRASE Training,

- 8 Satellite & Branch events (Celebrate Nashville, Necat Coverage, Equipment & Presentation Support)
- 6 Maintenance & Inventory visits (EP, TL, EH, WP, HP, Childrens Theater TV)
- 5 Filming sessions (Wishing Chair 3x, MarCom, Looby Board Meeting)
- 2 Podcast Studio sessions (NAZA VO)
- 2 Hybrid sessions (Shakespeare Allowed, Childrens Hybrid Meeting)

➤ **NPLU Filming Schedule**

- 8 Videos Recorded
- Completed edits for 12 videos
- Published 5 video on NPL Universe (WC Spooky TN Series).
- 1 Livestream for October (Board Meeting)
- Channel Wide Stats

Channel Wide Views	13.2K
Hours of Watch Time	5.7K
New Subscribers	24

➤ **Talking Library (Travis)**

- "Book Hour" - 55 hours/episodes edited
- 4 books completed
- 2 Microsoft Teams meetings with Talking Library staff (in addition to 1 in person with Cynthia)
- 2 Talking Library Website WebEx meetings with Kyle Cook and Jenny Ellis
- 4 weekend Schedule Line recordings
- Designed 4 custom logos for our Talking Library programs without one to be used on our website ("Poetry in the Air," "Get Up & Go," "Checklist" and "Community News")
- Categorized our programs with "Tags" for the NTL website for easier sorting for listeners
- Helped Ben get the Talking Library side of the studio back up and running when Main's shutdown was over

• **Captioning Data**

- Number of videos completed: 10 (Including 4 Podcasts)
- Total time captioned: 07:48:22 (7 hours, 48 minutes, and 22 seconds)

➤ **Podcasts**

- 2 Voice Over Sessions for NAZA, but no new podcasts.
- Published 7 episodes. *Family Folktales*(5), *Your Mind Matters*(1), & *All Things Eerie* (1)
- YouTube/iTunes Stream data (October 1st-31st) - **Total combined streams = 1,831**

Podcast	Streams
Family Folktales	1462
All Things Eerie	173
Just Listen Podcast	82
Your Mind Matters	35
Truth B Told	75
Back in the Day	4

➤ **Production Services Highlights**

- NPLF Literary Award Gala AV Production on track. Troubleshooting For Live streaming Went well. 11/4.
- Podcast and Studio session booking for November is higher to make up for lost sessions during shutdown.
- The conference mic system upgrade from Shure came in! Audio for future conference style productions will improve in quality as well as setup efficiency.

➤ **Podcast Log**

- 2 Voice Over Sessions for NAZA, but no new podcasts.
- Published 7 episodes. *Family Folktales*(5), *Your Mind Matters*(1), & *All Things Eerie* (1)
- YouTube/iTunes Stream data (October 1st-31st) - **Total combined streams = 1,831**

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NECAT

Membership

New Members	4
People in Production 1	4
People in Production 2	NA
People in Specialty Class	0
Equipment Checkouts	12

Studio Usage

	Blocks Booked	Time in Hours
Producer Led Productions	38	190
NECAT Productions/Staff working Days	5	25
Meetings/Tours	12	14.5
Trainings	3	15
Editing Bay Usage	23	89.5
Holiday Closures	0	0
Cancelations	0	0

Kiosk Check-Ins

Reason	Number of People
Production	257
Class	4
Meeting	31
Tour	6
Event	0

Editing	26
Other	16
Total	340

Network Content

NPL Programming Run Time	14224.80 Minutes
MTSU Programming Run Time	6820.35 Minutes
New First Run Programs	2
New First Run Episodes	105
New NPL Carousel Bulletins	7
New Carousel Bulletins	8

October Quick View

- 10/5 Celebrate Nashville from Centennial Park
- 10/9 NECAT Board Meeting
- 10/10-11 Wishing Chair Production at NECAT
- 10/12 Production 1 Class (4 attended)
- 10/13 Green Screen & Lighting Class (canceled for no shows)
- 10/14 Overdue Adventures Production
- 10/17 NPL Means Business Production
- 10/20 Donnie Clark Screening “This is My Song: Life After Dialysis” Screening (70 attended)
- 10/23 NATAS Meeting with Nic Dugger
- 10/25 Chinese Arts Alliance Meeting With Jen-Jen Lin
- 10/28 Friends Life Tour and new paintings being installed soon

November Upcoming

- 11/2 Production 1 Class
- 11/3 Audio Class
- 11/4 Test Signal for MLK

11/9 James McBride MLK Live Stream
11/10 Veterans Day Observed
11/14-15 Production 2 Class
11/16 TN Screenwriters Panel
11/21 Emmy Nomination Party
11/23 Dr. Gangrene Live
11/28-29 Thanksgiving Holiday

Notes: This was a perfect month with no cancelations in productions. The only blemish is the Lighting class did not proceed as all sign ups canceled last minute or no showed. We made a tentative agreement to air 4 National Academy of Television Arts & Sciences (NATAS) Emmy programs as well as have them participate in some events for MNPS students and NECAT Members. We are sorting out the finer details. We also had a preliminary meeting with Chinese New Year to discuss the event early next year. We had a great screening event with 70 attending for Don Clarks documentary. And we got good news that NECAT and NPL Production Services will be gaining a LiveU device soon. We are preparing to implement it and create best practices upon its arrival.

November

Materials Management

- Noel was invited to meet online with Austen Public Library to advise them on collection budgeting and ROI, database metrics and transitioning from a floating to non-floating collection.
- Noel met with Mark, Susan & Kyle and worked on a solution to the delivery and routing of vinyl records. This new pilot collection will launch on November 9th at Green Hills and Madison Branch Libraries but will allow for circulation among all our 21 locations.
- Beth ordered instruction books to accompany our new musical instrument collection and she completed her quarterly Overdrive project that identifies out-of-print editions with holds and purchases replacement copies. She also posted 2 collection spotlights: *NPLF Literary Award Winner: James McBride; Native American Heritage Month*.
- Ben posted 2 collection spotlights: *Jewish Book Month, Winter Gardening and one blogpost: One for Your Watchlist: After Hours*.
- Joanna created one spotlight: *Checkmate!* She also ordered a small pilot collection of YA Talking books for DO, MN and SE locations. If these do well, we will expand to other locations.
- Joanna and Beth shared usability feedback for Playaway's new website with the vendor.
- Collection Development Librarians responded to a total of **659 material requests** in PIKA and LibAnswers from staff and library customers.

- Melissa worked on a revised budget report template, the specifications for our B&H musical instrument order and updated the Amazon ordering instructions.
- Amanda posted two blog posts:
- Susan recorded 4 podcasts this month: *The Blue Bird*; *The Cat and the Mouse in Partnership*; *The story of Dschemil and Dschemila*; and *Virgilius the Sorcerer*. I also wrote summaries for 9 episodes: *In the Land of Souls*; *The White Cat*; *Rosanella*; *The Marvellous Musician*; *The Story of the Fisherman and his Wife*; *The Witch*; *How the Dragon was Tricked*; *Don Giovanni de la Fortuna*; and *The Monkey and the Jellyfish*.

Meetings/Webinars Attended:

- Internal: Procurement RFP meetings, CIP Mtg; Materials Management Committee, Quarterly News & Check-in with Kyle Barber; Manager’s meeting; Main Leadership meeting.
- External: Urban Libraries Collection Leaders meeting; Playaway vendor meeting; *Cool Things We Cataloged* webinar, presented by the Bibliographic Standards Committee of the ACRL Rare Books and Manuscripts Section; What’s News in Debuts, Necessary Nonfiction, Chronicle Books Spring 2025 Showcase, Penguin Random House Editor’s Picks Spring & Summer 2025, Adult Faves.

Materials Management Statistical Report November, 2024

November New Circulation		
User category	# of Unique Users	Items checked out
Digital	50,716	314,503
Physical	16,962	93,744*
Totals =	67,678	408,247
November New Acquisitions		
Format	Copies added	
Digital	4,421	
Physical	4,257	
Totals =	8,678	

***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:	FY25 Funds	Free Balance	Total Amt Spent	% Spent	Spent in Nov
Metro-4% Funds*	\$2,385,237.84	\$582,061.97	\$1,803,175.87	78.95%	\$192,746.78
Foundation	\$710,234.25	\$710,016.31	\$217.94	0.03%	-
Subscriptions	\$197,800	\$116,067.26	\$81,732.74	41.32%	\$9,144.00
Part. Budget Central Asia	\$15,000	\$(117.87)	\$15,117.87	100.79%	-

Part. Budget Musical Instrum.*	\$144,900.00	\$79,194.28	\$65,705.72	45.35%	\$28,792.34
Totals	\$3,453,172.09	\$1,487,221.95	\$1,965,950.14	56.93%	\$230,683.12

***Funds for lessons and programming tracked elsewhere.**

Shared Systems

- Team met for our quarterly meeting with Limitless staff and MNPS Library Services staff at the new Donelson Library. We discussed many pertinent items, such as: documenting school library withdrawals done to comply with the “Age Appropriate Materials Act of 2022”, marketing new school material with browse categories in Aspen, creating a catalog template for schools that don’t conform normally to the tiers (i.e., K-8 schools), etc.
- CarlX update went live 10/9 with very few snafus. Jirik will build a reboot process into his next push however, because the software will not update if staff do not shut down their application at night.
- Lane used ChatGPT to create a SWOT style analysis (and more) from the text responses to the survey Admin sent for staff to fill out. She also cleaned and sorted the data. Managers will use this 80 page report to choose 2-3 priorities they think NPL should concentrate on. This was decided at the November manager’s meeting.
- Staub completed the glueware to connect our library systems with the new marketplace provider (credit card) for Metro. Lane waiting for hardware and backend access to system from Finance in order to create training for staff before go live.
- Lane and Ellis disappointed with the results of the RFP for a library customer communication and engagement product. One company responded with something inappropriate, apparently misunderstanding our need. Lane will rework and resubmit the RFP. Company we currently do business with did not respond per Procurement, but they say they did respond and then things went radio silent on our end (???). Procurement is a black box to us.
- Jones worked with cataloging to prepare for the Metro Arts Lending collection expansion go live. See: [https://catalog.library.nashville.org/Search/Results?lookfor=&searchIndex=Keyword&filter\[\]=collection%3A%22Metro+Arts+Lending+Library%22&sort=days_since_added+asc&view=list&searchSource=local](https://catalog.library.nashville.org/Search/Results?lookfor=&searchIndex=Keyword&filter[]=collection%3A%22Metro+Arts+Lending+Library%22&sort=days_since_added+asc&view=list&searchSource=local)
- Jones, Ellis and Cook worked with Ben Weddle from Talking Library about storing .mp3s on Bucket (<https://assets.library.nashville.org>).
- The new Talking Library sub-site is live: <https://library.nashville.org/nashville-talking-library>.
- Cook and Ellis working with LSDHH on a content audit of their website to reduce the amount of text on the site.

- The team is working on a plan to analysis what would be hit if we comply with the Mayor’s directive and move all of our websites and catalog to .gov instead of .org. It is a big thing. Likely this work will be completed over a three year period.
- Cook and Ellis worked on creating lists with MS Lists for NECAT which will hopefully be a way to replace functionality in Zoho. The project to rebuild the current NECAT workflow on Sharepoint is ongoing.
- Staub fixed the iTiva server, which sends phone message about overdues and holds. It had apparently been broken for multiple weeks with no one reporting. Most people rely on email and texts.
- Wingate and Wilson discovered a data snafu wherein a week’s worth of data is missing from the transactional log. TLC is working to restore this data. This snafu has some negative impact for schools, so it is critical that we resolve the problem and redo recent reporting.
- Lane met with Syreeta and Adam to finalize the workflow for the Limitless Bookmobile.
- Cook trained 9 staffers on using Bedework for event submissions.
- Cook worked with MarComm and Production Services to coordinate the launch of a new podcast, “The Spark”.
- Wingate completed online class, “Building community in a changing climate”.
- Jones and Staub updated to 24.10.00 in October (Jones on vacation) and 24.11.00 in November.
- Jones presented at the Bywater Solutions (Aspen vendor) Tennessee Summit 2024 on 11/6 in Williamson County about our Aspen setup.
- Jones served on the AspenCon planning committee.
- Jones fixed an issue where users were unable to access PebbleGo.
- Jones created Aspen training videos:
<https://metronashville.sharepoint.com/:f:/r/sites/NPLink/teams/CollTech/Shared/Shared%20Documents/Aspen%20trainings?csf=1&web=1&e=HS8ISV>
- Lane submitted our Carl Solution development priorities to the customer poll and with the team will rank the overall development list.
- Lane was on the procurement panel for a business reference database product for the Materials Management team.
- Lane attended a few Metro Connects Tours and can highly recommend the DES and Stormwater facility tours.
- Jones and Lane configured CarlX and Aspen to support the LP record collection go live.
- Staub fixed a long-iced bug where misclassified digital Mackin books cause inappropriate material to show in elementary school catalogs.
- Wingate and Staub visited new MNPS librarians at Goodlettsville Middle School and Hickman Elementary. Each year, they visit new hires to make sure they’re set up and trained and answer questions in person.

- Wingate reports MNPS school library inventories are in full swing, with 9 schools currently running inventory (we facilitate this process). Wingate visited Joelton Elementary twice to help out.
- Many Shared Systems staffers took vacation during the holiday.
- As always, the team has been working to promote daily library operations by:
 - Working with front line staff to ensure access to systems.
 - Running a help desk for MNPS librarians
 - Providing NPL staff with reports and statistics.
 - Regular retrieval, edits and sideloads of new digital marc records into catalog to provide access to new acquisitions and remove metered-access items whose licenses have expired.
 - Keeping the events calendar up to date with the latest online happenings.
 - Improving system(s) usability with development, testing and planning features.
 - Patron and item data cleanup and quality assurance.

Technology

IT – Infrastructure Technology

- **Industry Weapon (Firesign) Replacement**
 - Testing Carousel for Dalton/Anode replacement – Ongoing
 - Replace Digital Display and Install player at branches – Ongoing
- **Edmondson Pike – Mini Reno**
 - Remove/Move Public Computer
 - Add data to new location
 - Rewire computer tables and setup computers
- **Computer Moves**
 - Main LSDHOH
- **Server Upgrades**
 - Upgrade Production Services storage server to V7
- **Southeast Library – Fiber Cut**
 - Worked with ITS Network to re-route all network traffic though the Community Center.
 - Working on firewall rules and public internet
 - Working with AT&T for new pathway for permanent fiber
- **INK**

Completed

- Designed new HR test/template site
- Simplified current site by removing unused/unnecessary data
- Chromebook lending database cleaned and updated
- Restructured workflow within the Office Supply Ordering System to correct a time-out issue

Current

- Training on ShareGate Updates
- Creating feedback mechanism for INK
- Continuing deep dive cleaning, reorganization and new INK site creation with admin assistants

Production Services

➤ Live events

Production services provided AV support for 44 requests around the Nashville Public Library system. Breakdown:

- 18 Main Branch events with AV support
- 11 Satellite & Branch events
- 3 Maintenance & Inventory visits (BL, SE, Auditorium)
- 2 Filming sessions (Adult Literacy Fall Symposium, Unite Against Book Bans)
- 8 Podcast Studio sessions (3 Wishing Chair, 2 FFT, 2 Back in the Day, 1 Just Listen)
- 2 Hybrid sessions (NPLF Board Meeting, Children’s Hybrid Meeting)

➤ Podcast Log

- 8 New Episode recorded & 3 Voice Over Sessions for Wishing Chair.
- Published 8 episodes. *Family Folktales* (4), *Truth B Told* (2), & *From Matthew Pritchett “The Spark”* (2)
- YouTube/iTunes Stream data (November 1st-30th) - **Total combined streams = 2,624**

Podcast	Stream
Family Folktales	1,893
All Things Erie	184
Just Listen	158
Your Mind Matters	13

Truth B Told	255
Legends of Film	22
Back in the Day	26
The Spark	73

➤ **NPLU Filming**

- Completed edits for 3 videos (1 Ongoing)
- Published 5 video on NPL Universe
- 2 Livestreams for November
- Channel Wide Stats

Channel Wide Views	10.3k
Hours of Watch Time	2.6k
New Subscribers	57

➤ **Captioning Data**

- Number of videos completed: 13 (Including 9 Podcasts)
- Total time captioned: 04:42:38 (4 hours, 42 minutes, and 38 seconds)
- Captioning Data lower than normal due to Training and support at Necat as well as trail in animation support.

➤ **Talking Library (Travis)**

- "Book Hour" - 27 hours/episodes edited (lower number due to volunteers not recording with shutdown)
- 2 ½ books completed
- Edited 44 non-"Book Hour" programs for Talking Library
- 1 Microsoft Teams meeting with Talking Library staff
- 2 Talking Library Website WebEx meetings with Kyle Cook and Jenny Ellis
- Designed favicon for IAAIS website
- "Tennessean" Live Reading - 5 times, Hosting - 3 times (while Ben was out)
- GitHub Issue #119 - Add link to Booth/Banner on Homepage Task - Completed
- 1 meeting with Ben going over BoothFinder website, and updates requested for it (on top of that, I've been learning more HTML and CSS code to help with that).

➤ **Upcoming Production Projects and Highlights**

- Hermitage Branch Christmas Tree Lighting Ceremony (Dec 5th)
- Implementing of Necat 1 Year Plan into production schedule
- New recording sessions for "The Spark" podcast booked

NECAT

Membership

New Members	9
People in Production 1	7
People in Production 2	5
People in Specialty Class	0
Equipment Checkouts	5

Studio Usage

	Blocks Booked	Time in Hours
Producer Led Productions	19	95
NECAT Productions/Staff working Days	5	25
Meetings/Tours	6	8
Trainings	7	35
Editing Bay Usage	10	38.75
Holiday Closures	7	35
Cancelations	6	30

Kiosk Check-Ins

Reason	Number of People
Production	151
Class	19

Meeting	5
Tour	4
Event	0
Editing	13
Other	7
Total	199

Network Content

NPL Programming Run Time	15815.18 Minutes
MTSU Programming Run Time	6567.88 Minutes
New First Run Programs	9
New First Run Episodes	118
New NPL Carousel Bulletins	2
New Carousel Bulletins	16

November Quick View

11/2 Production 1 Class (7 attendance)

11/9 James McBride MLK Live Broadcast

11/14-15 Production 2 Class (5 attendance)

11/16-17 TN Screenwriters Association Conference (over 100 in attendance first day at NFI to hear Cameron speak on two separate panels. Following day 40 showed up for taping and film screenings at NECAT)

11/20 One Year Plan for 2025 Adopted

11/21 Emmy Nomination Party – No nominations this year but made all the introductions and pushed NATAS relationship forward

11/23 Dr. Gangrene Live (41 attendance)

December Upcoming

12/4 NECAT Board Meeting

12/7 Goodlettsville Christmas Parade

12/11 Friends Life in Studio

12/12 NECAT Member Meeting / Holiday Party

12/13 NPL Means Business Taping

12/24 Eric Lowy Evaluation Due

12/26-1/1 Studio Restoration Paint Floor and Podcast studio build out

EDUCATION & LITERACY

October

Adult Literacy at NPL – Jamil Sameen

The Adult Literacy team is almost solely focused with the planning for the 2024 Adult Education Fall Symposium on Friday, November 22nd at the Main library. Speakers are lined up and the agenda for the day of the event is developed. The theme for the conference is **Pathways to Progress: Finding Your Way**. The team will host speakers from Up Rise Nashville, GOAL Collective, NPL's Equal Access Division, the Branch of Nashville, and Nashville State Community College. Dr. Gatluak Thach from NICE will give the keynote.

Adult Literacy lead two field trips for 36 adult learners from NICE's advanced ESL classrooms to the new Donelson Branch Library.

Adult Literacy collaborated with USCIS Community outreach program in providing an informational session at the Southeast branch.

Adult Literacy provided educational sessions to various agencies in October, including the Room in the Inn and the Project Return, averaging 10 learners per class. A total of 68 individuals were served this month.

In October, the mobile labs served 96 learners at the Branch of Nashville, the Room at the Inn organization and at the Plaza Mariachi Women Health Fair. Nashville Helps had 26 requests. A total of 19 new library cards were issued.

Adult Literacy attended the annual GOAL Luncheon networking event. The Adult Literacy team stays active in collaboration with GOAL collective and the Coalition for Better Future for Southeast Nashville in tackling barriers to education. The coalition is planning for their first career fair.

Bringing Books to Life! – Liz Attack

BBTL conducted 109 programs with 1,748 in attendance. 59 programs were for COACH, as staff are still in the busy season for the partnership with VUMC. 29 programs were Storytimes, with 1,000+ in attendance for the month.

October was a busy month with community outreach. The team represented NPL at several events around town: the Raphah Institute's Hike for Healing, Trunk Or Treat at St. Luke's Community House, and the inaugural Leaders in Literacy Showcase. Additionally, the team presented 11 teacher workshops with 314 in attendance and 10 parent workshops with 74 in attendance.

We were excited to kick-off our partnership with the Raphah Institute's Early Embrace program this month. They are working with Spanish-speaking caregivers in South Nashville. BBTL has been educating the caregivers about NPL and BBTL's services, while Adult Literacy @ NPL helped them learn basic computer skills with the mobile laptop lab.

BBTL held the initial shoot days for the Begin Bright digital platform at the Madison library branch. Vicki Yates interviewed Dr. Jill Obremsky (pediatrician), Dr. Amy Booth (psychologist), and BBTL/ NPL staff. The team also filmed Madison's infant lapsit story time to get good footage of babies, caregivers and books.

BBTL staff put the finishing touches on a new educator workshop, The Learning Power of Play in the Classroom, and submitted for TrainTN approval.

Storytimes continue for *La La La*. Outreach Specialist Heather Jones said:

"I've been using the spoon puppet to support the story telling. The response from kids and teachers has been fantastic! At all the schools, the kids are very engaged and participate in singing the story. This month, I've had teachers at several schools comment on how much they enjoyed the program and that seeing me read the book with the puppet helps them think about how they can read it. It's been encouraging to see that we're modeling literacy practices for teachers who have been in the classroom for years."

Lastly, the BBTL team said goodbye to Curriculum and Training Coordinator Shannon Albee, as she will be moving out-of-state later this year. On working with BBTL, she remarked:

"This has been an absolute dream job for me and the highlight of my working career to date [...] I hope my contributions to the program have enriched it as much as the program has enriched me."

Be Well – Bassam Habib

Bassam Habib worked with Maggie Ward on submitting applications for grants from Blue Cross Blue Shield (\$5,000) and Ascension (\$20,000). If awarded, these would sufficiently cover costs for Be Well programming. The grant from Ascension will focus predominately on mental health, highlighting equity and addressing social disparities in mental health.

Be Well distributed 2,000 COVID tests and 1,000 masks in October. Bassam Habib plans to order 1,000 additional tests from the Health Department. These are given to NPL free of charge.

Be Well's Kids Yoga class began this month at the North branch.

Bassam Habib, Small World Yoga, and NPLF are working on a contract allowing Small World to fundraise for NPL. This would support more yoga and mindfulness classes across branches.

Wellness Works Committee, which is now part of Be Well, planned and coordinated the Metro Makes a Difference campaign's kickball fundraiser tournament. Caroline Cronin, a committee member, also offered a yoga class for NPL staff on October 26th at Centennial Park.

This month, the EndoSisters Support Group held a screening of "Below the Belt," a documentary raising awareness around endometriosis and "exposing widespread problems in our healthcare systems that disproportionately affect women." There was a discussion with the film's director and support group leaders afterwards and there were 15 people in attendance. The discussion addressed taboos, gender biases, misinformed doctors, and financial barriers to care.

Bassam Habib and Cesilia Garcia, the lactation counselor from Realistically Fed, have created a Spanish-language parent support group that not only focuses on breastfeeding and lactation counseling but would serve as a space for new parents to come discuss mental health in conversation at Madison. This includes Spanish language resources and referrals to Spanish speakers.

Bassam is working with Vanderbilt Researcher Marina Youssef on a study aimed at understanding and promoting cardiovascular health for Black women in Nashville. Marina tabled at Bordeaux this month and offered participants a \$100 Amazon gift card.

Bassam met Angela Shine this month to bring back Mental Health First Aid Training at NPL. This would be offered to librarians, staff, metro staff, or mental health professionals wishing to learn how to respond to a mental health crisis in a trauma-informed manner. She is charging \$50 per class.

Bassam met with Lorraine Polite, the project coordinator at Raphah Institute to offer a CPR classes for families of newborns and babies at NPL. Bassam's goal with this is to get the Raphah Institute to begin hosting their transformative and restorative justice sessions at the library.

Bassam represented NPL at Metro's Health in All Policies Committee meeting this month. The HiAP team worked on a survey to provide to metro workspaces that inquire about employee health and concerns. Bassam is on Metro's Environmental Wellness committee, established to promote healthy metro spaces through policy change. Bassam also attended the "Telehealth 101: What Libraries Need to Know" seminar and the "From Problem to Prevention: Evidence-Based Public Health" webinar from NNLM, as well as the "Teaching the Social Determinants of Health: A Library Partnership Initiative with Students and Faculty as a Medical School" event and the "Delivering Health Information Resources Across Languages and Cultures" trainings.

Be Well is supporting Second Harvest Food Bank's donation drives at Donelson, Edmondson Pike, and Southeast branches. The drives will occur in January.

Bassam is working with the Edmonson Pike team and Ether Community Coop to host a "Garden Party" in Spring 2025, which would highlight foods and products created using the garden.

Please visit our Be Well calendar and attend any of our Be Well programming:
https://events.library.nashville.org/cal/main/showEventList.rdo;jsessionid=M-9e0vzrd-4bzlv_6_FHF6lRa7DTwfkgrbgRCo1b.hobvmlap15

Digital Inclusion – Marian Christmon

Digital Inclusion completed a third cohort class at Workforce Essentials. Seniors in this program learned to use a laptop and Microsoft Office applications in preparation to return to work.



Chromebooks were donated to the seniors at the Bethlehem Center; however, the donor did not provide training on how to use the devices so most of them went unused for months. The Bethlehem Center reached out to Digital Inclusion for help and the team began preparations to



provide the classes they needed. Digital Inclusion started Senior Planet Chromebook classes at Bethlehem Center in October that will continue through mid-December 2024.

Digital Inclusion was notified that the application for the state Digital Skills, Education, and Workforce Development (DSEW) grant (submitted via NPLF) was successful.

The grant award \$117,938.

Limitless Libraries – Syreeta Butler

COLLECTION DEVELOPMENT

Sarah Allen and Emily Farmer completed the purchases for the Bookmobile's opening day collection and coordinated with the entire Limitless Libraries team to prepare items for NPL Cataloging Department processing. They also developed collection lists for individual schools, created bulk lists for each educational tier, and finalized December prepublication orders.

COMMITTEE/ GROUP PARTICIPATION/ PROFESSIONAL DEVELOPMENT

Sarah Allen and Emily Farmer presented Limitless Libraries' purchasing process and scheduling at the MNPS Library Services' PurchaseCon professional development event for MNPS school librarians.

Emily Farmer continues to represent Limitless Libraries on the Summer Reading Challenge committee and attended the initial meeting. She also met with the Beanstack representative to discuss MNPS account integration throughout the challenge.

OUTREACH

Sarah Allen and Emily Farmer assisted in weeding the Brick Church Middle School collection, a recent school addition to MNPS.

Syreeta Butler attended Gateway Elementary's OWL-O-Ween event, where she shared Limitless Libraries resources, handed out books, treats, swag, and distributed story-time book themed coloring sheets. She also attended Camp Read-A-Long parent literacy night at Inglewood Elementary, where she distributed books, swag, and treats, led Halloween book riddles with prizes, participated in a pumpkin painting contest, and discussed Limitless Libraries services with parents and students.

STAFF UPDATES

Sarah Allen served on the Library Associate interview panel, interviewing 31 candidates to select full-time and part-time outreach and bookmobile staff for Limitless Libraries.

Syreeta Butler completed the second-round interview process for the Bookmobile Outreach Coordinator, selecting Adam Kumatz, who will start on November 11th.

Kai Steward, Circulation Assistant, had their last day on October 16th. Hiring for the replacement will begin once approval is granted.

ADDITIONAL UPDATES

Syreeta Butler attended the 2024 Association and Bookmobile Outreach Services Conference in Indianapolis, where the Limitless Libraries Bookmobile was showcased by Matthews Specialty Vehicles. The Bookmobile has arrived in Nashville and is undergoing Tennessee registration, updates, and repairs, with plans to launch in Spring 2025.

Limitless Libraries hosted its first amnesty week of the school year themed Gobble Up a Good Book, with 415 participants, waiving 627 items, totaling \$15,266 in fees.

CIRCULATION STATS

In October, Limitless Libraries facilitated the circulation of 7,674 items, using 1,526 green bags, 328 gray bins, and managing the return of 46 book trucks from MNPS and sending out 35 book trucks, despite the Main closure.

NAZA – Anna Harutyunyan

NAZA held 3 Professional Development Workshops in October that focused on Financial Management, Program Quality Assessment (PQA) Focus Domain: Engaging Environment, and MNPS School Safety Preparedness. A total of 5 hours of training were offered with 78 people in attendance.

As of October, a total of 1,515 out of 1,633 slots have been filled (93%) for programs.

Lights On Afterschool (LOA) is a nationwide celebration of afterschool programs, held this year on October 24th. Several NAZA partners hosted community events to showcase their programs and youth and celebrate in community

Mayor O’Connell issued a proclamation recognizing the importance of afterschool programs and declaring October 24th as Lights On Afterschool Day in Nashville. Youth from two programs— Metro Parks at Kirkpatrick and Martha O’ Bryan Center— spoke about their experiences at NAZA’s Leadership Council meeting on October 21st during the Lights On Afterschool event.

NAZA staff hosted a table at the Juvenile Court’s Spooktacular event on October 29th.

The Puppet Truck – William Kirkpatrick



The Puppet Truck performed 42 shows in October for a total of 3,927 attendees. The team was able to stay in motion during all of the Main branch closure changes and accommodated shows at new locations and many of the festivals that Puppet Truck normally frequents, such as Southern



Festival of Books and Tennessee Craft Fair. Puppet Truck staff were present at a festival every weekend in the month of October. The team saw a larger adult crowd than usual this month as well, and patrons shared their love of the nostalgia they felt from watching the puppet shows.

William Kirkpatrick was featured on the local news for Haunted Museum to discuss The Puppet Truck and NPL.

The Puppet Truck team is gearing up for a new show for next year, and show stages are currently being repaired for future shows. This will be done in time for the holiday season.

Wishing Chair Productions – Bret Wilson

Wishing Chair Productions held three in-person Storytimes at the Bordeaux Branch in October, with an audience count of 116, and two in-person Storytimes in the children’s theater with an audience count of 301, for a total of 417 in attendance.

Wishing Chair Productions made five new social media posts in October to help drive attendance during the Main branch closure. Facebook saw a total of 1,474 views and NPL Universe received 49, totaling 1,523 playable views (as of October 30th).

Wishing Chair Productions opened its doors to welcome patrons back to the children’s theater, and the staff were able to quickly create a performance piece for the reopening of the Main library:



Wishing Chair Productions presents Story Time: A Halloween Special

“Join Library Pete, Dr. Eve, and Mr. B for some Halloween fun filled with song, juggling, dance, books, and Halloween magic. Bring the whole family for an event full of thrills and chills,

perfect for children of all ages. Come in Costume!!! Wear your best Halloween costume - prizes will be awarded in various categories. See you there...if you dare!"



Wishing Chair Productions launched five new segments of *Spooky Tennessee* on the Wishing Chair Productions Puppet Troupe Facebook Page and NPL Universe YouTube Channel:

Episode 8: (Airdate: Saturday, October 5th) *Ghost of the Palace Theatre – Gallatin, TN (Noel Williams)*

Episode 9: (Airdate: Saturday, October 12th) *Lucy of Roaring Fork – Smoky Mountains-Gatlinburg, TN (Brian Waltman and Sally B.)*

Episode 10: (Airdate: Saturday, October 19th) *The Legend of Hiram King/ The Love Sick Blues Boy – Nashville, TN (Pete Carden)*

Episode 11: (Airdate: Saturday, October 26th) *The Old Stone House – Alcoa, TN (Bret Wilson)*

Episode 12: (Airdate: Thursday, October 31st – Halloween) *The UFO's of Oak Ridge – Oak Ridge, TN (Evelyn Brush)*

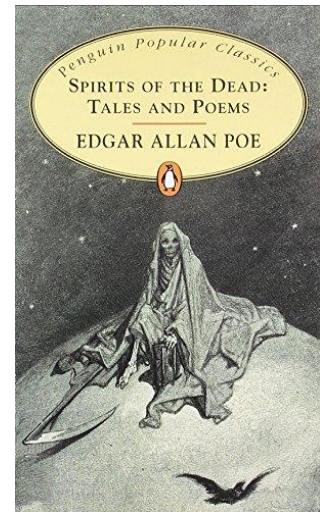
The interview panel has completed the process of finding three potential candidates for the open Full Time, Part Time, and Temporary Library Performing Artist positions.

Wishing Chair Production team members are currently filming and editing the final three episodes for WCP-TV. Team members have been working closely with Production Services and NECAT Studios to provide the highest quality content. WCP will be introducing over 13 new segments scheduled to air starting December 28th, January 4th, and 11th.



During the month of October, Marcomm launched a three-part series on the works of Edgar Allan Poe; *Spirits of the Dead*, *The Raven*, and sections from *The Tell-Tale Heart* were featured. (Viewable on Instagram and Facebook @nowatnpl).

"A haunting classic from Edgar Allan Poe— settle in for "Spirits of the Dead," performed by NPL's own Bret Wilson, of Wishing Chair Productions. Beware, spooky content ahead!"



During the closure, the Bordeaux branch requested that Wishing Chair Productions provide a puppet workshop for a local Montessori school. The school that consists of elementary, middle, and high school students would come to the branch for an hour-long instruction period. It was decided that staff would offer three separate workshops to better accommodate the varying grade levels. On the day of the workshop, the school couldn't attend; however, Wishing Chair staff were able to still offer students visiting the branch the hour-long instruction.

Pete Carden conducted the Introduction to Puppetry session for the Elementary School students. They engaged in creative play and exploration of the imagination.



Bret Wilson conducted the TV and Puppetry session for the Middle School students. They engaged in use of the voice for the character, blocking for the camera and camera scene work.

Noel Williams conducted the Introduction to Shadow Puppetry session for High School and Adults. They explored the inner workings of the shadow puppet setup, materials, and techniques.

Studio NPL – Niq Tognoni

Library Branches:

Studio NPL mentors and partner Southern Word continued frequent programming across Studio NPL branches this month, getting strong participation from patrons. Studio hosted a handful of Halloween-themed maker activities throughout the month, including sewing “finger costumes”, laser-cutting and sewing ghosts and sculpting monsters in 3D software, and organizing a “trick or treat” event where patrons could participate in a number of mini-programs with mentors to receive candy.



Patrons create Halloween-themed projects at East Branch.

Outreach:

Studio NPL’s outreach team served an impressive 814 patrons in October, the third highest month for participation since its launch. A continued partnership with Hunter’s Lane High School served over 200 across a multiple-day enrichment tech-based activity in their library, and Studio hosted programs in a number of other schools including White’s Creek High, East Middle, Madison Middle, and Brick Church Middle.

Studio NPL staff were also busy at weekend community events; Studio NPL served 127 patrons with the “Makey-Makey” instrument at the William Edmonson in Edgehill and hosted a table at a Farmers Market. For the first time, Studio partnered with Nashville Public Television for their National Youth Maker Mixer Day to celebrate the upcoming Ken Burns documentary about Leonardo da Vinci. After presenting a “Pecha Kucha” talk, teens worked together with Studio NPL mentors to discuss challenges facing a hypothetical Future Nashville.



Participants in our mobile lab program test out their obstacles on our paper airplane day at Madison Middle.

MDHA Fall Break Experience:

Studio NPL staff and mentors visited Sam Levy Place community space to facilitate a 2-day “digital inclusion” program for tweens and teens in the neighborhood. Participants were provided free laptops from Dell/ MDHA, and Studio staff helped them make email accounts, learn about the Google Applications suite, and use creative online software like Canva, BandLab (music production), Tinkercad (3D design and engineering) and coding programs. This was the fourth iteration of this program, and the participants are always very grateful to not only get their own laptop, but to learn how to use them in a productive way that will help them delve deeper into their interests.



A group of participants at our MDHA Fall break program work on beats with our music mentor Matt.

November

Adult Literacy at NPL – Jamil Sameen

Adult Literacy held its annual 2024 Adult Education Fall Symposium on November 22nd at Main, and 76 individuals attended the conference this year. It was a day full of excitement, networking, learning and activities. This was the largest Adult Education Conference series hosted by the Adult Literacy Program since before the pandemic. The conference theme was **Pathways to Progress: Finding Your Way**. The attendees were impressed with the professional development workshops provided during the conference and the engagement activity of the Collaborative Leaf Networking produced amazing feedback. Dr. Ameshica Linsey presented about the structured collaboration for tackling complex challenges in the adult literacy field, one of which being the long waiting list for the adult learners to join a class. Cynthia Moynihan from NPL Equal Access provided in-depth presentation about American Sign Language/ ESL. There were 12 resource tables from community agencies such as Metro Social Services, GOAL Collective, NPL Equal Access, and Studio NPL.

- According to the conference survey, 100 % of the attendees would recommend the conference to others and plan on attending the upcoming spring summit.
- Several attendees commented that this was the best conference yet and that it exceeded expectations.
- Nominations are now open for the Adult Educator of the Year award, to be presented in the Spring.

Adult Literacy team provided educational sessions to Raphah Institute and the Room in the Inn with the Mobile Labs with a total of 22 individuals served.

Adult Literacy partnered with Carnegie Writers Group to co-host their annual conference at the Southeast branch. Program Associate Cassandra Taylor presented on NPL resources and AI tools.

Nashville Helps had 29 requests in November, and 12 new library cards were issued.

Adult Literacy is sad to say goodbye to Cassandra Taylor, who has accepted a manager position with the Rutherford Public Library System. NPL as a whole appreciates all of her contributions to the Adult Literacy program and wish her well in her next chapter!

Bringing Books to Life! – Liz Atack

In November, BBTL provided 91 programs with 1,211 in attendance.

This month, BBTL began offering interactive holiday storytimes once more, where children get to play in a village of houses. Each house represents a different holiday tradition from around the world. Traditions from India, Mexico, Sweden, the US, China, and more were represented. These special storytimes, which require two staff, are offered on designated days through February. Childcare centers may also request a special holiday storytime throughout the season. In November, BBTL received several requests for storytimes with a gratitude theme.

November was a busy month for teacher workshops. BBTL presented to four different Belmont University Education classes for undergraduate and graduate students. For BBTL's monthly Saturday teacher workshop, the team debuted the "Learning Power of Play in the Classroom." The workshop is a reboot of an old educator workshop, and it was extremely well-received, with one educator saying, "*I loved how interactive the workshop was! It gave great applicable ideas.*" Kudos to Outreach Assistant Heather Jones on her work to make this new workshop a resounding success.

Family Literacy Coordinator Klem-Marí Cajigas had the opportunity to attend the Families Learning Conference where she learned about innovative work engaging multilingual families in literacy.

The team was excited to be a part of the Begin Bright Partner Event at Geodis Park to celebrate the significant gift given by the Dollywood Foundation. BBTL is hard at work developing the curriculum materials that will accompany the Little Libraries of Imagination Library titles. The team also had the opportunity to preview the Begin Bright digital learning platform. The tech is, more or less, ready for the video content the team is in the process of creating.

Curriculum & Training Coordinator Shannon Albee's last day was November 1st, but she is now supporting the Begin Bright work as a contract Project Manager.

Be Well at NPL – Bassam Habib

Bassam Habib received 1,000 COVID tests and 800 masks from the Metro Health Department this month. Be Well will be sending the tests out across the library system. Customers across the system love that they can get free COVID testing at the library. Bassam is also working with the Health Department to get Strep tests and COVID/ Flu test kits and add information on each with the kits.

Small World Yoga has launched a fundraiser to help cover the yoga classes for the remaining fiscal year at the same capacity as last year. Be Well programming experienced more than a quadrupling in growth and participation, despite the budget having stayed the same.



Bassam Habib met with Amber L. Adams, a nurse and social worker interested in having a cancer prevention and education class at the library. These classes would begin in 2025.

Bassam Habib finished and attended NNLM's "Bioinformatics and Biology Essentials for Librarians: Databases, Tools, and Clinical Applications", "When Your Community is Your Hospital", "Promoting Walking and Health in Rural Communities", and the "Impact of Libraries and Informationists on Patient and Population Care" courses.

Digital Inclusion – Marian Christmon

Digital Inclusion was notified of the approval of an application submitted to West End Home Foundation for \$50,000 each year, which will be awarded over the next two years.

A position was posted to replace the TOP grant trainer who resigned. There appears to be much interest in the position and resumes are still coming in. Marian Christmon has been reviewing resumes and setting up interviews for the position. Mid-Stream Financial and Narrative Reports for TOP grant were completed for the current grant period as well.

Digital Inclusion received a request from Thistle Farms for tech training help for the ladies they serve. The Digital Inclusion staff is working with the team at Thistle Farms and staff at Richland Park branch to set up classes for early next year.

Digital Inclusion staff attended Senior Planet training on teaching with AI. Interesting examples were presented, including ways to submit ideas that you might have for a class and have an AI app create a lesson plan saving the trainer a lot of time. Senior Planet also sent staff their signature T-shirts to wear during classes.

Digital Inclusion is in the process of wrapping up classes for the year. Participants attending classes at Looby branch and Bethlehem Center will receive their completion certificates in early December.

Limitless Libraries – Syreeta Butler

COLLECTION DEVELOPMENT

Sarah Allen and Emily Farmer developed collection lists for individual schools, created bulk lists for each educational tier, and finalized January prepublication orders.

The entire Limitless Libraries team collaborated to sort and ship materials for 28 MNPS middle schools in preparation for the Middle School Battle of the Books competition. This effort included organizing 16 titles, with five copies per title, being sent prior to the Thanksgiving break.

Application Technicians Kyle Yadlosky and Jane Miller led the unboxing and receiving of bookmobile collection materials, while circulation staff assisted by shifting and shelving the items in the Annex after NPL processing.

COMMITTEE/ GROUP PARTICIPATION/ PROFESSIONAL DEVELOPMENT

Syreeta Butler, Emily Farmer, and Adam Kumatz met with the Findaway representative to discuss their audiobook platforms and new content offerings. Box NPL and Limitless Libraries collaboratively shared needs and expectations.

Syreeta Butler and Emily Farmer met with the new Ingram representative to share about Limitless Libraries functionality, services issues encountered, and upcoming changes.

Emily Farmer attended the Summer Reading Challenge committee meeting.

OUTREACH

Syreeta Butler engaged with students from Belmont University to provide an overview of NPL services, programs, policies, and the current landscape of library and information services.

Emily Farmer met with the newly appointed MNPS school librarian at HG Hill to share procedural guidance on collection development and participated in the MNPS Library Services office hours, addressing questions related to Limitless Libraries.

STAFF UPDATES

Adam Kumatz formally assumed the position of Bookmobile Outreach Coordinator on November 12th.

A second round of interviews were held to finalize the selection of the Outreach Associate.

ADDITIONAL UPDATES

The Bookmobile was taken to the Bordeaux Branch Library for the NPLF Board Meeting, providing board members and staff an opportunity to tour the vehicle, explore its features, and ask questions.

NAZA – Anna Harutyunyan

NAZA held two Professional Development Workshops in November: “Introduction to Nashville’s Vision for Holistic Youth Development for Faith-Based Organizations” and “MNPS Trauma-Informed Training Series: Adverse Childhood Experiences (ACEs).” These workshops totaled 2 hours of training with 65 people in attendance.

1,667 youth have active enrollment for of 1,633 funded slots (102%).

Five new Affiliated Partners were onboarded in November.

Staff presented at the Out-of-School Time Collaborative meeting about resources for educators and families, and included mention of the NAZA Vision website (www.nashvillez.org/holisticdevelopment), magazines/ activity books, and curriculum. This resource was also shared with all library managers. Nashville’s Vision for Holistic Youth Development is NAZA’s guiding framework for youth development and funding the programs. This framework has been developed with over 25 community stakeholder organizations and implemented with NAZA partners with the support of an IMLS grant.

The Puppet Truck – William Kirkpatrick

In November, the Puppet Truck saw a total of 2,932 individuals in attendance for puppet shows. Specifically, a number of teachers from various Pre-K institutions have expressed a great appreciation for *La La La: A Song of Hope* and how awesome it has been for the children. The Puppet Truck team have done an exceptional job in portraying those necessary emotions in a show with no words, and participants have been very pleased with the performances largely because of the puppeteers.



The Puppet Truck attended another Farmer’s Market event in November and The Puppet Truck will now be in attendance every season if scheduling permits.

William Kirkpatrick was able to successfully hire two part-time employees to help with the increased number of shows and alleviate some of the demand on the team.

The Puppet Truck team helped with the load-in for String City by using Puppet Truck 2. The show will start in early December and will feature new country stars and performances.

Adam Kumatz— the new Bookmobile Outreach Coordinator— and Syreeta Butler with Limitless Libraries met with William Kirkpatrick about having the Puppet Truck accompany the Limitless Libraries Bookmobile on certain days to perform a show and while kids explore the bookmobile and have a full day of library activities.

Wishing Chair Productions – Bret Wilson

Wishing Chair Productions held 12 in-person Storytime performances in the children’s theater with an audience count of 981 patrons, and 9 in-person mainstage performances in the children’s theater with an audience count of 1,759 patrons, for a total audience count of 2,740 people in November.

Wishing Chair Productions welcomed several school groups to the children's theater for Thursday Morning Private Performances. Groups included Goodlettsville Elementary, Tusculum Elementary, Akiva School, Ruby Majors Elementary, TN School for the Deaf, Susan Gray Head Start and Trinity Elementary School.

Wishing Chair opened its doors to the children's theater during the month of November and one week in December to offer the classic tale *Cinderella*:

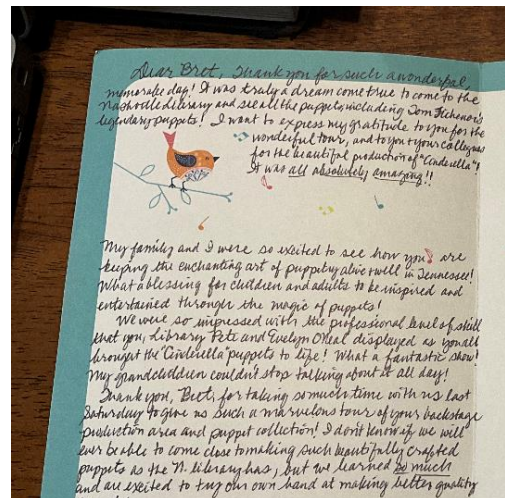
"Don't miss Wishing Chair Productions 'Cinderella!' This is a musical re-telling filled with magical surprises, featuring some of Tom Tichenor's most beautiful puppets."



The Wishing Chair team was contacted by a lovely family of puppeteers in Utah that expressed an interest in learning more about the Tichenor Collection. Bret Wilson invited them to attend the performance of *Cinderella* on November 16th and stay for a tour of the facility. They sent this message several days later:

"Dear Bret,

Thank you for such a wonderful memorable day! It was truly a dream come true to come to the Nashville library and see all the puppets including Tom Tichenor's legendary puppets! I want to express my gratitude to you for the wonderful tour and to you and your colleagues for the beautiful production of Cinderella! It was all absolutely amazing! My family and I were so excited to see how you are keeping the enchanting art of puppetry alive and well in Tennessee! What a blessing for children and adults to be inspired and entertained through the magic of puppets! We were so impressed with the professional level of skill that you, Library Pete and Evelyn O'Neal displayed as you all brought the



Cinderella puppets to life! What a fantastic show! My grandchildren couldn't stop talking about it all day! Thank you Brett for taking so much time with us last Saturday to give us such a marvelous tour of your backstage production area and the puppet collection! I don't know if we will ever be able to come close to making such beautifully crafted puppets as the Nashville library has but we are learning so much and are excited to try our own hand at making better quality puppets! Thank you for the lovely and unexpected gifts of the Cinderella posters (which we are framing) and the book World on the String!!! My daughter and I stayed up all night reading it and thoroughly enjoyed learning more about Tom Tichenor's work and the other puppeteers who are continuing the tradition of excellence in public performance for the

Nashville library community we will treasure these gifts always! Thank you so much my family and I were just totally amazed at your kindness and willingness to share! We hope to be able to pass on this kindness by sharing our own humble and very amateur puppet shows with others. Thank you again! We hope you'll come and visit us in Utah sometime! PS let us know if there is anything we can do to return your kindness in any way!

With heartfelt gratitude Liz and Eric Myers”

Wishing Chair Productions is working with the NPL Productions Services team to remaster the classic tale *The Little Rabbit Who Wanted Red Wings*. The original recording from 1978 has caused small complications in the past and prohibited Wishing Chair from performing it.



Efforts have been made to recreate the show utilizing as much of the original track as possible. The team is working to keep the voice of Tom Tichenor singing all transitional music in the production as well as the original music. Mr. Fred Labour (“Too Slim” from the Award-Winning Western Group *Riders in the Sky*) will return as the voice of Professor Groundhog and Pinkney Green, and current and former members will fill the remaining roles of the show: Library Pete as Little Rabbit, Evelyn O’Neal as

Mother Rabbit, Jennifer Kleine as Ms. Gray Squirrel, and Ginger Sands as Ms. Puddleduck. The project is currently in post-production and should have a workable track by December. An interview about the experience should air in January 2025 and will include all of the performers.

Wishing Chair Productions is preparing for the final String City run of 2024. Truck load will be on Wednesday, November 27th and load into the Ford Theater at the Country Music Hall of Fame and Museum on Monday, December 2nd.

Wishing Chair Production team members are currently filming and editing the final three episodes for WCP-TV. Team members have been working closely with Production Services and NECAT Studios to provide the highest quality content. Episodes are to be delivered to Production Services on December 11th and will be introducing over 13 new segments scheduled to air starting December 28th, and January 4th and 11th.

Studio NPL – Niq Tognoni

Main:

Along with partner Southern Word, Studio NPL hosted the Nashville Youth Poet Laureate semi-finals at Studio NPL Main. The space was packed with performers, their families, and community members as almost 20 young poets performed their pieces. Teens came from school-day workshops supported by Studio NPL, Studio NPL afternoon workshops at Main, and the Studio NPL Summer internship programs. Four of the teens were selected by a panel of community judges to perform in the finals in December.

The recording studio program is picking up, with several teens from years past coming back to use the Studio with a new producer. One of the interns from two summers ago has rejoined the Studio NPL program in November and has been using the space to produce high-quality pieces. The podcast studio was booked a few times in November as well: once by a monthly podcast group (“Sustainable in the City” podcast), and the other a mixed group of adults and teens from a Youth Advisory Board.



A few teen poets pose for a photo following the Youth Poet Laureate Semi-Finals.

Branches:

Studio NPL and various partners continued programming at the Edgehill, Donelson, Green Hills, Southeast, Bellevue, Watkins Park, and East branches this month, and supported one adult writing program at the North branch and an adult program at Madison. The Watkins Park branch—the newest edition to the Studio NPL program roster—has seen great success with Studio NPL Textiles Mentor Rae, who brings sewing, weaving, crochet, and knitting programs to the branch. Studio NPL is averaging 14 participants per program and regulars are bringing in new people and teaching each other beginning techniques, allowing Studio mentors to help more advanced students’ progress. This has been an enriching experience for Studio NPL staff and patrons.

Outreach:

Studio NPL Outreach Coordinator and mentors hosted several Lunch and Learn programs with schools this month, followed by after-school enrichment programming. The Lunch and Learn programs work with teens on their lunch breaks or during study hall sessions and give Studio NPL staffers an opportunity to work with a lot of different staff and teachers, sharing library resources with them and sharing ideas for hands-on programming.

Studio NPL's Technical Coordinator and mentor, Adam, worked closely with Bellevue Middle School this month around 3D design and printing. The school has several printers but no expertise in using them, so Adam lead students and teachers through design and printing workshops across three separate days and helped the school librarian work through a certification program for the printers. Part of the focus was to drive students interested in 3D printing over to the Bellevue branch for Studio NPL programs.

Open Streets Antioch invited Studio NPL to set up a table and promote NPL programming to the Antioch and Thompson Lane communities. Studio NPL's mobile team setup looms and paper marbling sets and invited about 100 participants of all ages to join in on the crafts and learn more about library programming.



The Studio NPL tent at the Open Streets Antioch event.

MAIN

October 2024

Adult Services

Reference Questions	Patron Interactions	*Total # Programs	Program Attendance	Main Visits Door Count	Instagram Follows	Proctored Exams
145	969	49	223	5794	654	2

- Jeremy Estes hosted an outreach table with Kenny Cochran at **Zine City Fest** to promote NPL. They distributed 176 copies of Jeremy's zine *Panel Discussion*, registered 1 new patron, and spoke with over 90 attendees.
- This compliment was received by Jeremy Estes after he worked with this patron via Libanswers, *"I just wanted to thank **Library staff** and express my gratitude. Navigating the website, going to a library, using Kanopy, Hoopla, Libby (oh especially Libby), and Freegal are all such great additional digital benefits. I hope there isn't a day that goes by that you and your team don't feel the love and appreciation you deserve. Thank you for always being there for my family and thank you for the thoughtful and useful services you offer. Have a great day."* - Joel

Children's

Reference Questions	Patron Interactions	*Total # Programs	Program Attendance	Total Outreach	Outreach Attendance
85	1,176	0	0	14	321

- Manager, Pat Bashir continues forging partnerships with other community organizations to further our goals. This month she attended a meeting to honor the partners that have been working with Raising Readers, a United Way program to ensure that we work together to enhance the literacy levels of our kids. She also is working with the ALSC Managing Children's Committee to identify best practices and emerging trends as they relate to management of children's services. This month Pat wrote a piece for the ALSC Blog about Family Engagement. Here is the link: <https://www.alsc.ala.org/blog/2024/10/family-engagement-your-library/>
- Cristina Picca continues conducting outreach and making a difference in the Latino community. She attended the Padres Comprometidos (Parents as Partners) program from Conexión Americas on 10/3 at J.E. Moss Elementary and on 10/16 at A Z Kelley Elementary. Her presentation enthusiastically highlighted the wide range of resources available at the library. She demonstrated how these valuable tools can empower parents to support their children's academic success and foster a love for learning. Afterwards, Cristina led a guided tour at the Southeast Branch, showcasing the library's spaces and

services, and explaining how families can take full advantage of all that the library has to offer. By the end of the tour, most of the attendees eagerly signed up for library cards, excited to explore the many resources now available to them.

- The entire Main Children’s team attended the State’s Summer Reading Conference at the Tennessee State Library and Archives. They had a great day learning about the upcoming CSLP theme and exploring program ideas, marketing, and creative ways to engage all different audiences. Learning and networking were made all the better because they got to do it together!

Equal Access

- Daniel Motes created a display featuring deaf architect Thomas Marr, who designed several buildings in Nashville. This display resides on the 2nd floor landing near the Children’s Department. This display will run through November.
- Daniel Motes completed a six week American Sign Language class for staff. He had 15 staff in attendance to learn basic ASL signs.
- Travis Humbert Travis edited 55 hours of content for the Talking Library’s Book Hour program.
- Talking Library now has 275 Facebook followers.

Special Collections

- Elliott Robinson experienced a fully immersive Civil Rights tour with the Tennessee Department of Tourist Development in Montgomery and Selma, Alabama. The objective was to continue our relationship with TN Dept. of Tourist Development, as we are a part of the Civil Rights tour of the greater South. The experience and information gained by Elliott bring enrichment to the Civil Rights Room at Main Branch, increases storytelling, historical knowledge of contemporary history, and relink to the days of future past for modern interpretation and historic interaction.
- 755 negatives from the *Nashville Banner* archives were scanned for preservation
- 1,040 Instagram followers
- 3 programs, 99 attendees
 - Reps from Tennessee Sites of U.S. Civil Rights Trail, adults, 60 attendees
 - Story-time at Madison Branch Library, adults + children, 32 attendees
 - By One Vote Screening at Edgehill Branch Library, adults, 7 attendees

Teens

Patron Interactions	*Total # Programs	Program Attendance	Total Outreach	Outreach Attendance
30	43	190	13	187

- The Teen Department staff combined to offer 9 afterschool programs at Hume Fogg High School and assisted at the branches by covering shifts for 16 days at East, 5 days at BX, 2 days at North, 1 day at HM, 1 day at HP, 4 days at BL, and 13 days at GH. Coverage was primarily from 1:00-6:00 for afterschool programs but also included full days at North, East, and Hermitage.
- Andrew Palmer organized our 2nd annual Spooky Story Contest. There were a staggering 135 participants in part due to Limitless Libraries (thanks, Emily Farmer!) promoting the contest to school librarians. This helped Teen Center staff connect with new schools while program promoted creative writing and art skills. All staff pitched in to judge and enjoyed reading the stories. See photos of the winning story below.

Courtyard Concerts 2024



- The 2024 Courtyard Concerts was held in the Church Street Park starting September 3rd – October 22nd.
- Despite the Main branch closure, the series was able to draw over 1,100 people in the 8-week span of the series. Lana Boleyjack coordinated the series this year and was able to make arrangements with the National Museum of African-American Music to use their lobby space in case of inclement weather.



- Volunteer Services and Main Circulation Assistants were able to engage with several attendees during the concerts and saw 8 new patron library card registrations and 9 total checked out books.

- Attendees were overjoyed that the concerts were still happening this year, despite the Main branch closure, and many patrons came every week to enjoy the musical guests and praised the series change this year. Nina and Lana got permission from Susan Drye to use the ticket validation machine at the concerts so that patrons would not have to pay for parking.



- Thank You to Ali Graham and Stephanie Ruhl for coordinating circulation outreach, Nina NeSmith for coordinating Volunteer Services, the entire Production Services staff, Mark Crowder and the Main Security staff, and NPL partners (Church Street Park, Nashville Downtown Partnership, NMAAM, CMHoFM, Nashville Public Radio), and also the performers who made this years’ series possible.
- Special Thank You to Lana Boleyjack, this year’s Courtyard Concerts Program Coordinator.

Courtyard Concerts 2024		
Date	Performer(s)	Audience Count
9/3/2024	The McCrary Sisters	143
9/10/2024	Devon Gilfillian	166
9/17/2024	Sawyer	116
9/24/2024	Buzie	138
10/1/2024	Elliott Robinson	175
10/8/2024	Crystal Rose	144
10/15/2024	Abbey Cone	107

10/22/2024	Belmont University's Voxology	179
Total:		1,168

November 2024

Adult Services

Reference Questions	Patron Interactions	Total Programs	Program Attendance	Instagram Followers	Notary Appts	Exams Proctored	Study Rooms
522	3,767	150	1,018	691	7	3	236

- Katelynd Frierson set up a tour of the Behavioral Care Center for the Adult Services team for staff to learn more about this important community resource.
- Leigh Ann Wilson restarted her popular series, Abstracts for Adults with a squeegee painting class that was attended by 15 patrons.

Archives

Patron Requests	Collection Donations	Images Scanned	Items Digitized	Total Programs	Outreach Visits	Instagram Followers
89	4	1,933	44	2	2	863

- Sarah Arntz was interviewed for NPR's "This is Nashville" segment where she talked about the importance of archives and history.
- Darnetha Myers completed processing the extensive Tom Tichenor collection with a finding aid to help patrons find this collection on the Archives website.

Children's

Reference Questions	Patron Interactions	Total Programs	Program Attendance	Outreach Visits	Outreach Attendance	Instagram Followers
817	1,878	16	532	11	470	585

Dr. ReGina Etter and Katherine Harrison from MNPS Magnet Schools lead 63 students in STEAM activities centered around recycling.

Pat Bashir, Children’s Manager, and Christina Picca led an outreach event at Open Streets Antioch Pike. They interacted with 125 community members at the event and had 25 children attend their bilingual story time.

Equal Access

- Cynthia Moynihan, Equal Access Manager, worked closely with NPLF to provide captioning and sign language interpreting to the 2024 Literary Gala and the public lecture with author James McBride
- Main hosted the first Metro Equal Access Committee meeting. As part of it’s mission, this committee will research accessibility needs and develop a strategic plan to present to the Mayor in 2025. This initiative marks an important step towards ensuring that Nashvillians can fully engage with public services.

Special Collections

Reference Questions	Patron Interactions	Total Programs	Program Attendance	Total Outreach	Outreach Attendance	Instagram Followers
105	65	4	174	2	60	396

- Courtney Buggs and Rebecca Price successfully formed a partnership with the “Art + Social Practice” class at Tennessee State University. This partnership helps promote the collections in our repository.
- This month, 973 negatives from the Nashville Banner were digitized for preservation.

Teens

Reference Questions	Total Programs	Program Attendance	Outreach Visits	Outreach Attendance	Instagram Followers
183	38	634	8	222	807

- The Main Teens Instagram page received 5,800 views this month and the most viewed post was our call for volunteers.
- Carrie Woods hosted a Teen Volunteer Day where 5 teens volunteered on a Saturday to cut out cardboard for gingerbread houses and make buttons for the upcoming Main Book Sale.

MARKETING & COMMUNICATIONS

October

MarCom's central focus was **successful communications** for the **reopening of Main Library**, as well as **changes to the Robinson Courtyard**.

These efforts yielded **accurate and balanced reporting** by:

- Axios Nashville
- Scene
- Tennessean
- News 2
- News 4
- News 5

Behind the scenes, MarCom's central focus was **moving forward communications planning for Begin Bright** – including collaborating with NPLF comms and creating processes, tools, and timelines that MarCom will use to **drive attendance at the spring community kickoff for this major initiative**.

On a fun and creative front, MarCom ran a **homepage takeover for Halloween** and created YouTube content of NPL's very own **Bret Wilson reading from the works of Edgar Allan Poe**.

November

MarCom supported NPLF communications efforts for the Begin Bright early literacy initiative, including communications prep to begin the marketing for May 3 community kickoff in January 2025.

MarCom also helped launch NPL's newest podcast, "The Spark."

Additionally:



- Mayor's Office video on Library of Things (in collaboration w/ MarCom)
- News coverage on Mayor's proposed CSP investments – new Hadley Park branch library
- News coverage on Metro Archives in NFocus
- Guest appearance on "This Is Nashville" episode



Anti-Bullying Policy

Policy Information

Approved Date: [Date]

Effective Date: [Date]

Keywords: Bullying, Harassment, Intimidation, Behavior, Conduct, Retaliation, Harm, Aggression, Aggressive, Threatening, Abuse

Policy

This policy applies to the public use of Nashville Public Library (NPL). Any personnel related issues are managed through the NPL Human Resources Department.

NPL works to create a safe and civil environment free from bullying or harassment based on actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, intellectual ability or disability, familial status, family responsibilities, matriculation, political affiliation, sexual orientation, ancestry or genetic information, source of income, gender (including gender identity, expression or appearance), or any other distinguishing characteristic, or a person's association with a person or group with any of the actual or perceived foregoing characteristics. NPL expects all customers to treat each other, staff, and volunteers with civility and respect and not to engage in behavior that is disruptive or violent. Acts of bullying, harassment and intimidation, or retaliation disrupt the library environment and are not permitted.

This policy addresses conduct that takes place in any NPL facility, property, or at any on site or off-site Library activity. It also applies to the use of any electronic devices used on NPL property, including devices not owned or leased by NPL.

NPL's Patron Rules of Conduct Policy will be used to determine consequences of any bullying incident.

All NPL staff will conduct annual training on this policy and bullying prevention practices.

Definitions

Bullying

Bullying is defined as severe, threatening, unwanted, aggressive behavior, whether physical, electronic, or verbal, toward other NPL customers, employees, or volunteers for the purpose of annoying, intimidating, or causing fear to the recipient. Bullying often involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted person including physical, psychological, social, or educational harm.

Common types of bullying may include:

- Using obscene or abusive language or gestures in a manner which reasonably can be expected to annoy or disturb other customers, volunteers, or library staff
- Following persons around the premises or prolonged staring
- Hitting, kicking, and tripping
- Name-calling and teasing
- **Damaging personal property**

Harassment

Harassment is conduct that is similar to bullying behavior in that it is unwanted, threatening and hurtful. It can include verbal abuse, graphic or written statements, threats, physical assault, or other conduct that is threatening or humiliating, but is based on the target's actual or perceived actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, intellectual ability or disability, familial status, family responsibilities, matriculation, political affiliation, sexual orientation, ancestry or genetic information, source of income, gender (including gender identity, expression or appearance), or any other distinguishing characteristic, or a person's association with a person or group with any of the actual or perceived foregoing characteristics.

Reporting Instances of Bullying or Harassment

All incidents of bullying or harassment, including those reported anonymously, will be looked into.

Customers found to be engaging in bullying or harassing behavior will be subject to consequences in accordance with NPL's Patron Rules of Conduct Policy.

Retaliation and False Accusations

Any act of retaliation, reprisal, or false accusation against any customer, volunteer, or employee who reports bullying and harassment will not be tolerated. Any customer who engages in the act of retaliation, reprisal, or who falsely accuses another shall be subjected to consequences as outlined in NPL's Patron Rules of Conduct Policy.

Nashville Public Library
Board
December 10, 2024

Resolution Title: Anti-Bullying Policy

History/Background/Discussion:

The Nashville Public Library is committed to fostering a safe and respectful environment conducive to the well-being and productivity of library users, volunteers, and staff. Disruptive behaviors, including bullying and harassment, undermine the positive atmosphere necessary for the library to function effectively on a daily basis.

The Nashville Public Patron Rules of Conduct Policy categorizes harassment and threatening behaviors as a Class II Offense. Individuals found engaging in such behavior will be suspended from all Nashville Public Library locations for a period ranging from thirty (30) to ninety (90) days.

17. Intentionally engaging in harassing or threatening behavior towards other patrons or library employees for the purpose of annoying, intimidating or causing fear to the recipient. Using obscene or abusive language or gestures in a manner which reasonably can be expected to annoy or disturb other patrons or library staff (including following persons around the premises or prolonged staring).

To provide further clarity and definition regarding this offense, the proposed policy outlines specific guidelines for respectful interactions within the library. This policy is designed to promote inclusivity and affirm that the Nashville Public Library does not tolerate any form of bullying.

Recommendation: The Board approves the proposed Anti-Bullying Policy.

Draftor(s): Jena Schmid

Person(s) Responsible for Implementation: Library Administration and leadership

RESOLUTION 2024-05
Anti-Bullying Policy

WHEREAS, Nashville Public Library is committed to providing spaces that are free from bullying, and

WHEREAS, all library users, employees, and volunteers have a right to be and work in an environment free from bullying and to be treated with dignity and respect, and

WHEREAS, Nashville Public Library has the responsibility to intervene to prevent and stop bullying behavior that is occurring in its facilities, and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees to adopt the Anti-Bullying Policy and that library's policy and procedures be revised to reflect this.