

## MEETING NOTICE

**DATE:** August 11, 2023  
**TO:** Library Board, Mayor, City Clerk, and City Attorney  
**FROM:** Ryan Wieber, Library Director  
**SUBJECT:** Library Board Meeting

**DATE AND PLACE OF MEETING:** Tuesday, August 15, 2023  
Gere Branch Library  
2400 S. 56  
Lincoln, NE 68506

**STARTING TIME OF MEETING:** 6:00 p.m.  
**CHAIR OF MEETING:** Dan Sloan, President  
**PURPOSE OF MEETING:** Monthly Business Meeting

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### AGENDA

1. Call to Order and Announcement of Open Meetings Law
2. Approval of Agenda\*
3. Public Comment on Agenda Items
4. Approval of July 18, 2023, Meeting Minutes\*
5. Standing Committee Reports
  - a. Committee on Administration
  - b. Committee on Buildings and Grounds
  - c. Committee on Finance
  - d. Approval of Monthly Recap of Expenditures for July, 2023\*
  - e. Committee on Nominations
    - i. Approval of Slate of Library Board Officers\*
6. New Business
  - a. Approval of Resolution in Honor of Donna Marvin's tenure\*
  - b. Approval of Hompes Revenue Allocation\*
  - c. Approval of Allocation of Book Sales Funds\*
  - d. Approval of Foundation Allocation\*
  - e. Approval of State Aid\*
7. Special Committee Reports
  - a. Foundation Executive Director Report
  - b. One Book One Lincoln – Jackie Ostrowicki
8. President's Report
9. Assistant Library Director's Report:
10. Director's Report
11. Trustee Development – Senior City Attorney Jocelyn Golden
12. Public Comment - Anyone wishing to address the board on a matter not on this agenda may do so at this time.

\*Action Item

*Proposed agenda kept continually current and available for inspection at the Administrative Office of the Bennett Martin Public Library. The Board shall have the right to modify the agenda at said public meeting when convened.*

**ACCOMMODATION NOTICE** The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Lincoln Commission on Human Rights at 402-441-7624, or the City Ombudsman at 402-441-7511, as soon as possible before the scheduled meeting date in order to make your request. *Open Meetings Act of the State of Nebraska posted in meeting room.*

# LIBRARY BOARD MEETING MINUTES

TUESDAY, JULY 18, 2023  
WALT BRANCH PUBLIC LIBRARY  
LINCOLN, NEBRASKA

## BOARD MEMBERS PRESENT

Dan Sloan, Lisa Hale, Donna Marvin, Joe Shaw, Jackie Ostrowicki, Morgan Gerteisen, Nichole Bogen present. Absent: Rhonda Seacrest

## CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS ACT

President Dan Sloan noted that a quorum was present and called the meeting to order at 6:02 p.m. He announced the Open Meetings Act was posted and available for review.

## APPROVAL OF AGENDA

President Sloan noted that the Agenda and Meeting Notice were posted according to the Open Meetings Act of the State of Nebraska. Sloan moved a change in the order of the agenda to accommodate the BVH architects attending the meeting via Zoom for a short time. He proposed moving agenda item #6 to *after* #7 *New Business*. Marvin seconded. There was no discussion, **ROLL CALL VOTE:** Sloan, Gerteisen, Hale, Marvin, Ostrowicki, Shaw – AYE. Motion carried 6-0.

Sloan asked for a motion to approve the re-ordered Agenda. Hale so moved. Marvin seconded. There was no discussion. **ROLL CALL VOTE:** Gerteisen, Hale, Marvin, Ostrowicki, Shaw, Sloan – AYE. Motion carried 6-0.

## PUBLIC COMMENT ON AGENDA ITEMS

President Sloan asked if there was any public comment on items on the Agenda. Jessica Wersky, 1330 N. 79<sup>th</sup> St. spoke in support of the appeal to the Request for Reconsideration before the Board.

## APPROVAL OF June 20, 2023 MEETING MINUTES

President Sloan noted the Minutes of the June 20, 2023 meeting had been submitted. Shaw asked for a change of wording on page two, to clarify that his assistance on the South Branch mural project was requested owing to his position as Executive Director for the Lux Center for the Arts. Sloan concurred. Hale asked for a change in the paragraph on the vacancy process, changing “approve the Committee’s choice at the August meeting” to the “July meeting”. Sloan concurred. There was no further discussion. Sloan asked for a motion to approve the corrected Minutes. Ostrowicki moved approval. Gerteisen seconded. There was no discussion. Sloan asked for the vote. **ROLL CALL VOTE:** Hale, Marvin, Ostrowicki, Shaw, Sloan, Gerteisen – AYE. Motion carried 6-0.

## STANDING COMMITTEE REPORTS

### Committee on Administration

#### Recommendation for Appointment to the Library Board

Sloan reported that he, Marvin and Hale met, reviewed the of nominees, good discussions were had. Four finalists were chosen, one withdrew due to an unexpected move away from Lincoln. The committee interviewed the three remaining candidates. The unanimous decision is to recommend Patty Beutler for the open Library Board position. Sloan asked for a motion. Marvin so moved. Hale seconded. Ostrowicki expressed support for the nomination, saying Beutler is passionate about the work of the library for a long time and will do good work. Director Wieber noted that Beutler's name will go before the City Council in July and be submitted for final approval in August. **ROLL CALL VOTE:** Marvin, Ostrowicki, Shaw, Sloan, Gerteisen, Hale – AYE. Motion carried 6-0. Sloan noted that although Board Member, Rhonda Seacrest was unable to attend this evening, she had shared her support of the nominee with him prior to the meeting.

#### Request for Reconsideration Appeal

President Sloan noted that the Request for Reconsideration of the title, "Being You: A First Conversation about Gender" was submitted first to the Library committee, who brought their findings to the Director. The Director determined that the book in question should stay in the collection and should stay shelved in youth nonfiction. Ms. Wersky appealed that determination to the Library Board. Sloan reported that the Committee met to discuss the appeal. They all read the book and had a robust discussion. This request necessitated much thought, discussion and research which finally resulted in the committee's decision to deny the appeal and keep the book in the juvenile non-fiction collection.

Sloan reiterated that the library's position is to support freedom of information, and that it is the responsibility of parents, not the library, to guide their own children's reading. Sloan moved to deny the appeal and keep the book in the collection. Hale seconded. Discussion: Hale noted that while this book isn't written like a traditional children's book, it was written by an early childhood development professional. Similar to the last book discussed, the library collection holds materials on both sides of the topic discussed in the book, and all have been maintained in the collection. She noted that the Board members play no favorites and take no sides, we are upholding the freedom of information. Marvin commented, I believe in democracy and freedom of speech, and I'm not afraid of books. She noted, Many of books have been challenged in our lifetime, and although this book isn't one I'd choose to read personally, I have the right to make the decision of whether or not to read a book. We can't be afraid of different points of view. Sloan expressed his reluctance to make black and white choices for everyone. He said, Just because the majority of people have a certain point of view, that doesn't necessarily make it true for everyone. Alternate and minority points of view need to be protected inside safe boundaries, and I don't find this outside those boundaries.

Sloan called for the vote, YAY to retain the book, NAY to remove the book. **ROLL CALL VOTE:** Ostrowicki, Shaw, Sloan, Gerteisen, Hale, Marvin – AYE. Motion carried 6-0.

### Committee on Buildings and Grounds

No meeting. No report.

## Committee on Finance

### Approval of Monthly Recap of Expenditures for June 2023

Marvin reported total Operational Expenditures of \$1,031,201.70 and total Expenditures from Other Funds of \$154,578.26 for a total of \$1,185,799.96. Marvin moved approval. Shaw seconded. There was no discussion. **ROLL CALL VOTE:** Shaw, Sloan, Gerteisen, Hale, Marvin, Ostrowicki, – AYE. Motion carried 6-0.

### Finance Committee Report

Sloan reported that the Committee met. Sloan attended for Marvin, who was away. Director Wieber and Library Accountant Paul Jones presented the Year-to-Date budget report. He noted, all spending looks well within the budget. The report was emailed to the Board, if you have any questions, Jones is available. Bogen thanked Jones for his skillful and transparent work.

## NEW BUSINESS

### Approval of Contract with BVH Architecture for Phase 1 Services: Public Engagement for Future Libraries Planning

Sloan shared that he'd read through the contract, and invited Director Wieber to introduce the guests from attending via Zoom. Wieber introduced Cleve Reeves, and Mark Bacon from Architectural firm, BVH (offices in Lincoln, Omaha and Denver) and Matthew Krontorad from partnering firm, MSR Design (offices in Minneapolis, Ogden and Palm Springs).

Wieber shared that the contract reflects a request for up to \$184,000 for Phase 1 architectural services to include assessing facilities, and engaging in robust public engagement phase throughout the fall. We will go out to the community, very visibly present the needs of the library: What we're doing, what we can do better. We'll get feedback from community and library users and take a wholistic look at the library system, then come back at the end of fall with a full proposal. BVH and MSR together have previously been involved and are excited to restart future plans.

A four-month process July-Oct is planned to complete background and research A space needs analysis and use assessment will follow. In August architects will be on site at each location to identify needs and desires for future programming. Regarding Task C engagement – the plan sets aside one 8 hour day each week in September at the four quadrant libraries, to engage with the public. An exploratory committee has begun with Sloan, Ostrowicki and Hale, Glass, Project Control and Architects. Important decisions will be made with help from staff and branch managers, on who to consider for community engagement. Wieber expressed, we can't do it alone, need to get the right folks around the table. This part of the process will conclude, ideally near the end of October, with a report from BVH on what direction to go. Wieber invited the architects to elaborate.

Reeves: this will help the community change focus on JUST the central branch and open up possibilities to what the future might be for the whole system. The conversation with the community is critical.

Krontorad: Allow the community to change the narrative, not be told what it is. Bacon: Great step forward. Context – initial phase is listening to the community – taking in current conditions – facilities and needs – interpret in context of what's going on nationally and worldwide – what services CAN be

provided. Plan to define all needs today and future, scalable and executable for what the community wants to do.

Shaw asked if BVH had worked on similar projects in other cities. Kruntorad shared, MSR Design has done this type of project nation-wide. Each community is unique, Cincinnati, Oklahoma, Kentucky, Utah – we see communities nationwide and can anticipate questions. They’ve also worked with public schools in similar ways.

Marvin asked if public outreach was early on in the process? Kruntorad explained, the plan is to acquire baseline knowledge first, so when questions come up there’s a knowledge of the current facility and what it can support. Does involve stakeholders, but it’s more focused on small group input. Marvin: What kind of outreach do we utilize so they can attend forums? Surveys, go where the people are, hold open conversations in a public forum – short focus groups are planned over four days plus extra session as needed throughout the month.

Sloan noted that the contracted fee falls within the normal budget, it’s not extra nor does it draw on Foundation funds. Hale moved approval. Marvin seconded. There was no further discussion. **ROLL CALL VOTE:** Shaw, Sloan, Gerteisen, Hale, Marvin, Ostrowicki – AYE. Motion carried 6-0. The architects present via Zoom left the meeting at this time.

#### **Approval of Library Holiday Schedule FY 23-24**

Sloan asked if there was any deviation from the norm. Wieber pointed out the date for the Inservice which varies slightly from year to year. Shaw noted that the library closes on Easter Sunday although it is not a paid holiday, and asked if similar accommodations were made for other religious holidays. Assistant Director Glass shared that all City employees are given two Personal Convenience Holidays annually to use at their own discretion. Ostrowicki motioned to approve the holiday schedule. Gerteisen seconded. **ROLL CALL VOTE:** Sloan, Gerteisen, Hale, Marvin, Ostrowicki, Shaw – AYE. Motion carried 6-0.

#### **Report on Security Incidents**

Director Wieber stated that he wanted the Board to have information on how security incidents are managed. The data for this presentation is from January-December 2022. Administrative Aide Sarah Dale shared how the publicly available Behavior Policy breaks behaviors down into level 1-4 by virtue of their severity, and that staff responses to those behaviors are specific to each. Staff are trained to manage incidents using de-escalation techniques, relationship building, and empathy. Many situations never escalate to full-fledged incidents. Reportable incidents can also cover things like, wildlife removal, unattended minors, accidents or injuries, and bedbugs. Incidents are reported system-wide, and any behaviors or situations that rise to the level of a banning are identified for further review with the Manager, Administration, and the Law Department. Banned customers’ accounts are limited so they cannot check out books or use the Internet while banned. A banning might range from 30 days to 36 months, and customers have 30 days to appeal.

Sloan asked when a customer’s account is limited, can they still check out downloadable materials? Dale replied, no. Director Wieber reiterated the fact that staff, and in particular Bennett Martin staff, take seriously their goal to make the library a safe, comfortable place for everyone. Sloan asked if staff have

regular training on de-escalation techniques. Dale replied yes, and Walt Manager Jodene Glaesemann shared some of the most recent training events in which staff have participated.

## SPECIAL COMMITTEE REPORTS

### Foundation Executive Director Report

Gail McNair shared some slides showing the history of the Foundation – over the past nearly 70 years they've taken over the work of special fundraising projects and managing donations. McNair was hired in 2009 as the first full time Director. The Foundation maintains office space at Bennett Martin. The Foundation Board of Trustees has two committees. The first is the Nebraska Literary Heritage Association, created in 1982 to support the Heritage Room of Nebraska Authors. The second is the Friends of Lincoln City Libraries group was created in 2010 and has managed annual membership and the annual fundraising event that's gone from "Wine and Wii" to "Wine and Dine" this year, the Spelling BEE and running of the annual Book Sale. The Foundation relies on Memorials, Honorariums, Grants, Planned giving and Special events like Give to Lincoln Day.

The Foundation Endowment as of January 1, 2023 was at \$4,553,428. Individual Endowments can be begun with a \$10,000 minimum donation and the donors wishes are matched with library needs. Annual payouts to the library are disbursed at 5% of 12 rolling quarters. The fund is managed by the Foundation Finance Committee and Pettinger & Anderson (P&A). Donor restrictions include distributions to the Heritage Room, Polley Music Library and Youth Services. Unrestricted funds can be used for things like programs, continuing education for staff or furniture purchases. There are currently 12 Endowment Funds, Donor restricted, unrestricted and temporarily restricted with a total payout of \$214,306.16 in 2022.

The second quarter of 2023 included incomes from Wine & Dine, Membership Dues, Memorials and a \$5,000 grant for meeting room updates, and funds from Give to Lincoln Day. Please put the Spelling BEE on your calendars for November 1, 2023. Book sales for 2023 YTD include sales of donated items to ThriftBooks as well as sales from Book Nooks at the branches. Book sales have generated over \$27,000 so far in 2023. As of June 30, 2023, the Endowment is at \$4,707,764. The Foundation goal is to increase our donor base – we know there's lots of competition for dollars, and we appreciate everyone's support.

Ostrowicki asked how much in new major gifts come into the endowment – how does it grow beyond the market? McNair responded, This year we've received two new donations to the endowment – 1 for approximately \$20,000, 1- was for approximately \$10,000. Much of the communication with private donors has been around donations in support of a new Central Library. Ostrowicki asked about membership dues. McNair replied that those pay administrative expenses.

## PRESIDENT'S REPORT

President Sloan shared that when going through the applicants for board, they found a lot of people excited about the library. The committee talked about ways to involve those applicants on committee level – to provide them with experiences and information. It could perhaps act as a recruiting pipeline for new board members. It would provide interested folks with the opportunity to learn more about the

board and other ways to get involved. The committee on Administration will continue to explore opportunities for their involvement.

## ASSISTANT LIBRARY DIRECTOR'S REPORT

Assistant Director Glass shared an update on the development of the new LCL website, approximately four months in. She reminded the board that the successful bidder was GHD Services and the timeline is April to December of 2023. Some of GHD's other website projects have been for the Port Moody, Guelph and Halton Hills Public Libraries.

Funds were allocated from the Library Technology budget. Glass reviewed the timeline, pointing out that year one will require the most spending to cover web design, implementation, content migration, hosting, support, and maintenance. GDH will build it and help the library migrate the information. There's plenty of education and support to get through the process. Years 2-4 will simply involve hosting, support, and maintenance. The last significant redesign/update to LCL's website was in 2014.

The committee's first task was to work with a Treejack survey, to identify how best to organize the site map. The goal was to learn exactly how to make the site as user-friendly as possible for staff and patrons. GovStack is the brand new software that will be used and it includes the latest and best Content Management System (CMS) features to build LCL's site. Committee members Glass, Public Information Specialist, Amy Huffman and Library Manager, Peter Jorgensen have received training on content writing for the website and will soon be rewriting the extremely text-heavy web pages to simpler and more accommodating language and clearer direction. We are on track for go-live in November. Glass shared some results from the Treejack survey that educated the designers as to how users navigated the site and showed what parts of the existing designed worked efficiently and what needed to be changed.

Library Card Contest – received over 200 entries. Voting is live through tomorrow on Facebook or the LCL website. 1,043 votes have been cast as of now. The top three were chosen by committee including Glass, Board Member Joe Shaw, Library Public Information Specialist Huffman, City Public Information Specialist, Emily Haney, and Administrative Aide Sarah Dale. Finalists were chosen to reflect differences in design and age of artists. Turnout and general engagement have been wonderful. Similar contests for teens and adults are planned. The winner will be announced on August 1<sup>st</sup>.

## DIRECTOR'S REPORT

Director Wieber invited Eiseley/Williams/Bookmobile Manager Lisa Olivigni to introduce the system's summer interns. Olivigni noted this is the second year to have interns working in the library during the summer. Sam has been working at Gere/South helping with youth programs. Delana works at Walt and has been helping with youth and adult programming. Avery is working in summer outreach – has been going out to daycare programs to bring library to them. Alexia is working at Eiseley – helping with youth and adult summer reading programming. Olivigni noted that the program wouldn't be possible without Grant funding from the Nebraska Library Commission. Interns are high school students or college students. Brief discussion followed.

Director Wieber introduced Jodene Glaesemann, Walt Library Manager and this meeting's *technologist*, who is available for tours after the meeting if anyone is interested. Glaesemann expressed thanks that the interns were able to experience such a full and busy meeting.

Wieber provided an update on Williams Branch Library. Tentative opening date will be Monday the 24<sup>th</sup>. We're still waiting on a few last minute technology tweaks. That and the Lied/Library partnership will both have press conferences next week. Glass shared that The Lied/Library collaboration is called, "Page to Stage" and will involve library programming at Bennett Martin based on six of the Lied's performances this year that are inspired by books. The first is Hamilton, and a Q&A with cast and crew will be held on Friday, August 4<sup>th</sup>. The other five titles reflect a range of youth, teen, and adult interest: Show Way, Alice, Les Mis, To Kill a Mockingbird and Rainbow Fish. Ticket giveaways and other packages from the Lied will be presented.

Wieber shared that the Strategic Planning process will begin immediately following the public engagement portion of the work with BVH Architecture – October 2023 through February 2024 and will involve community and staff involvement in helping set the course for new priorities. There will be an online survey, three staff focus groups, and larger community forums. Summer reading registrant numbers are at 16,802. Not all critters are forbidden at LCL - Alpacas visited Bennett Martin, Gere and Eiseley and were wildly popular. Print circulation is up 3%, and digital is up 16% year to date. Overall circulation is up 6% and those numbers are holding steady. Visits continue to be up 16%. Computer usage is up 5%, and total library usage up 8%. Very healthy numbers. Brief discussion followed.

## PUBLIC COMMENT

Jessica Wersky, 1330 N. 79<sup>th</sup>, Lincoln, NE 68505 spoke in her opposition to several books in the collection.

Luke Peterson, 5020 R St. #1518, Lincoln NE 68504 spoke in opposition to banning books from libraries.

## ADJOURNMENT

There being no further business, the meeting was adjourned at 7:51 p.m.



# LIBRARY BOARD MEETING MINUTES

TUESDAY, JUNE 20, 2023 6:00 p.m.

ANDERSON BRANCH PUBLIC LIBRARY  
LINCOLN, NEBRASKA

## BOARD MEMBERS PRESENT

Dan Sloan, Rhonda Seacrest, Lisa Hale, Donna Marvin, Joe Shaw, Jackie Ostrowicki, Morgan Gerteisen, present. Absent: Nichole Bogen

## CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS ACT

President Dan Sloan noted that a quorum was present and called the meeting to order at 6:00 p.m. He announced the Open Meetings Act was posted and available for review.

## APPROVAL OF AGENDA

President Sloan noted that the Agenda and Meeting Notice were posted according to the Open Meetings Act of the State of Nebraska. Sloan asked for a motion to approve the Agenda. Ostrowicki so moved. Gerteisen seconded. There was no discussion. **ROLL CALL VOTE:** Gerteisen, Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan – AYE. Motion carried 7-0.

## PUBLIC COMMENT ON AGENDA ITEMS

President Sloan asked if there was any public comment on items on the Agenda. There was no comment.

## APPROVAL OF MAY 19, 2023 MEETING MINUTES

President Sloan noted the Minutes of the May 16, 2023 meeting had been submitted. Sloan asked for a motion to approve the Minutes. Seacrest moved approval. Hale seconded. There was no discussion. Sloan asked for the vote. **ROLL CALL VOTE:** Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Gerteisen – AYE. Motion carried 7-0.

## STANDING COMMITTEE REPORTS

### Committee on Administration

#### Update on Vacancy Process

Wieber noted that the application window closed yesterday and there were 22 applicants. Those have been forwarded to the Committee on Administration as well as the other board members. The Committee will be reviewing those and hearing any feedback from members. A date will be set within the next couple of weeks to meet and discuss. It may be possible to complete the process and have a name for the City Council by July, but as the position is not open until September, this timeline allows for the Board to approve the Committee's choice at the July meeting, and then to bring the nominee to the City Council in July, for final approval in August.

President Sloan reiterated that the Committee on Administration is tasked with bringing their recommendation to the Board, but they welcome any feedback or comments from the Board. Hale asked if the committee should aim to have their choice to the Board by the July meeting. Sloan concurred, noting if there should be any issues or controversy, having the extra time and a prepared fallback position would be wise. There was no further discussion.

## Committee on Buildings and Grounds

### Update on South Branch Mural Project

Assistant Director Glass shared the information she'd provided to the Committee. A member of the Country Club Neighborhood Association approached Director Wieber in April regarding the possibility of installing a mural on the exterior of South Branch Library. Lux Center for the Arts Executive Director, Joe Shaw was asked in to help move the effort forward using their connections to qualified artists. The plan is to have artists submit proposals and keep the selection process relatively small, but still drawing on staff and community engagement. A group consisting of members of the Neighborhood Association, Ryan, Brenda Ealey (Manager of Gere and South Branches), Joe Shaw and herself met and viewed the building to determine which walls would be best to work with. The North wall, wrapping around the Northwest corner of the building is where the conversation settled. The goal for installation is spring of 2024. Discussion followed regarding placement and potential theme – still undecided. Further meetings are scheduled for January of 2024 to get things rolling. Shaw noted that Lux's only role is to facilitate the painting and upkeep of the mural and finding appropriate artists. The Lux is not deciding on the final design, that's up to the Library committee.

## Committee on Finance

### Approval of Monthly Recap of Expenditures for May 2023

Marvin reported total Operational Expenditures of \$796,130.65 and total Expenditures from Other Funds of \$429,172.65 for a total of \$1,225,303.30. Marvin moved approval. Shaw seconded. There was no discussion. **ROLL CALL VOTE:** Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Gerteisen, Hale – AYE. Motion carried 7-0.

## SPECIAL COMMITTEE REPORTS

### Foundation Executive Director Report

Gail McNair shared that Give to Lincoln Day earned the Foundation \$30,225.48, a figure that does not yet reflect any match, expenses, or donor designations. The final amount will be available next week. McNair announced that the Spelling Bee planning is in process. The UNL Volleyball schedule has been released, so the Foundation is awaiting a list of potential dates when John Baylor can once again emcee the event. As soon as the date is set, it will be announced. Spellers and sponsors are encouraged and welcome! In May, the Book Nooks earned over \$2,100. The Foundation is working with library staff to create four Book Nook expansion events for this fall to sell books and also visit the library. There was no further discussion.

## NEW BUSINESS

President Sloan noted that the City Law Department has been working to clean up and make consistent policy language used by all Departments. As a part of that process, three policies have been tweaked to bring them in line with Library's needs and also to keep them in compliance with other City Departments. Director Wieber will walk through the specific changes made to each policy.

### Approval of Fees Policy

Director Wieber explained that although the Fees Policy had been updated recently, since then we've instituted a Library Card Design Contest in conjunction with the Summer Reading Challenge. While replacement cards have in the past cost \$1, the goal for the Library Card Design Contest is to encourage customers to participate by freely replacing their old card with a new design. This change would strike the \$1 fee for a lost or replacement card. Hale moved approval. Shaw seconded. Discussion followed., Sloan asked for the vote. **ROLL CALL VOTE:** Ostrowicki, Seacrest, Shaw, Sloan, Gerteisen, Hale, Marvin – AYE. Motion carried 7-0.

### Approval of Behavior Policy

Director Wieber brought another recently reviewed policy with an additional change. This change would make the time frame for a banning appeal from 15 days from receipt of the banning letter to 30 days. This would allow more leeway to work with customers. Also changing the time that the Director has to schedule the appeal with the board to 30 days, again gives more time to work through the process. President Sloan called for a motion to approve. Shaw so moved. Hale seconded. Discussion followed. **ROLL CALL VOTE:** Seacrest, Shaw, Sloan, Gerteisen, Hale, Marvin, Ostrowicki – AYE. Motion carried 7-0.

### Approval of Public Comment Policy with Guidelines

Director Wieber explained the revision to this policy will change the public comment time limits at meetings from five to three minutes. He shared that this change puts the Library in line with the comment policies of other public bodies. Sloan asked for a motion to approve. Ostrowicki so moved. Shaw seconded. Discussion followed. **ROLL CALL VOTE:** Shaw, Sloan, Gerteisen, Hale, Marvin, Ostrowicki, Seacrest – AYE. Motion carried 7-0.

## PRESIDENT'S REPORT

President Sloan shared that he'd just driven past Gere Branch library and admired the newly refinished, *spiffy* parking lot, and noted that the Community Crops garden is well in and looks to be full of activity. Sloan noted pride in seeing the care taken with the infrastructure. Wieber called out the coordination done by Assistant Director Glass, Gere Manager Ealey and Superintendent Miller to make the Community Crops project happen.

## ASSISTANT LIBRARY DIRECTOR'S REPORT

Assistant Director Glass shared an update on systemwide Outreach. Glass has been coordinating Outreach for about a year to better streamline the opportunities and the process – offering them up to staff across the system to participate, regardless of targeted age groups for the events. Glass noted that smaller, "local" outreach events are handled by individual Branch Managers, while she focuses on larger

city-wide events. Glass shared thanks to Ali Bousquet, our Read Aloud Librarian who does multiple Outreach events on her own. Of specific note was her recent “Around Town Storytime” at Memorial Stadium two weeks ago, which drew over 300 participants. It was a huge, difficult project to plan and execute, and we’re thankful to have someone so skilled in our system.

The events Glass coordinates generally come to her via an email from staff or community organizations, requesting LCL’s presence at Outreach events. Glass then shares those opportunities with all public service staff and gathers volunteers from branches who have received their manager’s permission to participate. By “*volunteer*,” Glass clarified that staff work these events on paid work time, *volunteering* part of their shift or sometimes part of their day off, flexing their work hours away from their regular branch duties for these special events. The event information, staffing information and supplies needed information is shared on a common spreadsheet. Supplies for events are coordinated and distributed by Tina Queen. Staff attend and manage an LCL booth for the event, and then evaluate the event afterwards with an eye to any changes needed and recommendations as to whether or not repeat our participation in the future. Glass shared kudos to Kim Shelley’s staff for consistency in submitting those evaluations. Regarding cost to attend the events, about 60% are free and 40% we pay admission. Typically, our admission fees are less than businesses since we’re a non-profit. We see thousands of people at events, a lot of whom are not regular library users, so this way we’re encountering people where they are.

Big outreach events just in the past three months: Child Care Provider Night at the Children’s Museum, Kids Safety Spectacular, Lincoln High School Community Learning Center end-of-year bash, McPhee Maker Market, Peter Pan Party, Disability Pride, Hop Skip Jump and Run, Juneteenth, Nebraska Book Festival and the largest is Star City Pride that spanned multiple days and was attended by many staff. Upcoming in August are Downtown 101 and Big Red Welcome Street Festival. People love to see the library at Outreach events, and she loves coordinating it. Brief discussion followed.

## DIRECTOR’S REPORT

Director Wieber shared that Summer Reading Challenge is going exceedingly well. 13-14,000 registrants, on track to exceed last summer’s numbers. The events have been wonderful, please pop in. The Saltdogs game on June 10<sup>th</sup> was jam packed with folks waving LCL fans. July 31<sup>st</sup> is the second game for the folks who have completed the challenge. Thanks to Kim Shelley, and interested folks, please see her after for a tour afterwards.

Kim Shelley introduced Anderson’s summer intern, Carmen Marley. Summer interns are made possible via a grant from the Nebraska Library Commission. Each of our major branches has an intern this summer. Also, thanks to Gail for the funds that made the technology iPads available for Anderson’s youth area. They are being heavily used. Brief discussion followed.

Included in your packet is the ConnectED interlocal agreement, Lincoln City Libraries’ partnership with LPS for providing all public school students a limited use public library card. Since its approval, a team has been working to determine a better, more descriptive name for the program. The new name that’s been decided upon is “Library OneCard.” This change will involve an amendment to the agreement, which although it won’t require additional Board approval, will need to go back before the Mayor. We

want to move quickly with the new name and a new logo to have it ready for new school year information sent out to parents. Promotion is planned to help share the word.

Tomorrow is Heritage Room Curator, Diane Wilson's last day before retirement. Our new Heritage Room Curator, Amber Stephenson, has begun. Amber has moved to Lincoln recently from Mississippi with great library experience and we hope to have her attend a meeting soon to meet you all.

Future Libraries planning resumes. We wish to emphasize that the planning now encompasses the entire library system and all service needs, not just a Central Library project, thus the new name. Both branch improvements and a plan for downtown will be addressed. A public engagement campaign will follow this fall, to educate the public on the level of services currently available and what improvements and growth can be made with updated infrastructure and a refreshed focus. We're again working with BVH and should receive a new scope of work proposal from them shortly. A special Board Meeting may be upcoming if the timing of that new contract should require us to act before next month's meeting.

Hale noted an extreme increase in the Bennett Martin circulation statistics this month, and wondered how it might be explained. Wieber agreed that it seemed incorrect and will be reviewed. Any corrections needed will be forwarded to the Board.

Ostrowicki shared an update on One Book One Lincoln. May 29<sup>th</sup> the top 3 finalists were announced at Coffee at the Mill. There are three terrific titles – "Demon Copperhead" by Barbara Kingsolver, a great book, but perhaps quite a long read for some. "Remarkably Bright Creatures" by Shelby Van Pelt features an octopus as a character, and "Four Treasures of the Sky" by Jenny Zhang, which is historical fiction. Steps leading up to the selection – Lincoln residents will vote on their favorite. Programs and discussions will take place all summer, and winner September 4<sup>th</sup> of this year. We're very excited about the books and the programming. President Sloan commended the strategy of releasing the books a couple at a time with videos – he received positive feedback. All the initial top eleven titles are available on the library website.

Director Wieber asked AD Glass for an update on the new website. Glass shared that she and Public Information Specialist Huffman have been attending days-long trainings in preparation. All content will need to be rewritten for accessibility prior to the data migration, content is being curated and edited. The priority items are the main focus.

## **PUBLIC COMMENT**

President Sloan noted that despite the change to the comment time limit from 5- to 3-minutes required by the newly updated policy, as that was not known prior to the meeting, the 5-minute comment period will be observed for tonight's meeting.

Jessica Wersky 1330 N. 79 commented on her opposition to several books in the collection.

Tyler Reeh at 7310 Glynoaks commented on his opposition to the Fine Free policy.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:53 p.m.

## Memo to the Library Board

August 2023

**Please note:** this month's Board meeting is at **Gere Branch Library, at 6pm**. Branch Manager Brenda Ealey or an assigned staff member will be available for a tour of the library and introductions to staff after the meeting.

**FISCAL YEAR 2022-2023 BUDGET:** The actual percent of budget expended year to date is 88.67%, compared to the budgeted 91.67%. Annual adjusted expenditures to date are 89.54%.

### STANDING COMMITTEE REPORTS

#### Committee on Administration

The Committee did not meet.

#### Committee on Buildings and Grounds

The Committee did not meet.

#### Committee on Finance

##### \*Approval of Monthly Recap of Expenditures—Action Item

Reports are attached. Treasurer Donna Marvin will bring forward a motion to approve.

#### Committee on Nominations

##### \*Approval of Slate of Library Board Officers for 2023-2024 – Action Item

The nominating committee (Dan Sloan, Rhonda Seacrest, Lisa Hale) will present the slate of officers for the 2023-2024 Fiscal Year. FORTHCOMING

### SPECIAL COMMITTEE REPORTS

**Foundation Executive Director Report:** Gail McNair

**One Book One Lincoln:** Update provided by Jacki Ostrowicki or library staff

**NEW BUSINESS****\*Approval of Resolution in Honor of Donna Marvin's Service – Action Item**

Donna has served on the Library Board for 11 years, and we will miss her leadership, experience, and caring presence that has been demonstrated in multiple capacities and roles during that time. She has been a champion for the library and has been a positive force in ensuring the library presents itself well to the community now and for the future. I will miss her, but I also know she will continue to be a strong advocate for the library!

**\*Approval of Hompes Revenue Allocation—Action Item**

I will seek a motion to approve allocation of \$30,000 of funds that result from income from the Hompes Fund, which is a bequest held in trust by the City of Lincoln, restricted for purchase of adult library materials. This money will provide collections support primarily for the Heritage Room and for general materials for adults.

**\*Approval of Allocation of Book Sale Funds—Action Item**

These funds represent proceeds from Book Nook and Thrift Book sales totaling \$31,750.83. I will seek a motion to approve designating the full amount to be used for purchase of library materials for customer use.

**\*Allocation of Foundation Distribution—Action Item**

The Foundation for Lincoln City Libraries has forwarded to the library annual unrestricted funds in the amount of \$77,340.64. I will seek a motion to approve the following distribution of those funds, \$10,000 for membership in The Urban Libraries Council, \$10,000 for misc. staff furnishing needs, and the remainder, \$57,340.64, for programming and miscellaneous support (outreach events, youth special events and school nights, strategic planning, as examples).

**\*Approval of State Aid Allocation—Action Item**

Lincoln City Libraries will receive \$52,321.00 in State Aid to Libraries through the Nebraska Library Commission. I will seek a motion to approve designating \$22,321.00 for purchase of library materials, \$15,000 to technology purchases, and \$15,000 to staff attendance at a conferences.

**PRESIDENT'S REPORT****ASSISTANT DIRECTOR'S REPORT****DIRECTOR'S REPORT**

I'll address items from my written report and provide an update on the Future Libraries project.

**Trustee Development: Senior City Attorney Jocelyn Golden**

As a refresher, Attorney Golden will speak to the Open Meetings Act, communications and public record requests, and conflicts of interest,

**Contracts Filed:**

Toby Driver, Musician	Mr. Driver will present material from his recent musical project, Alora Crucible. He will discuss the hammered dulcimer and elements of his compositional process at the Polley Music Library, 136 S. 14th St., Lincoln, NE 68508 from 4-5pm on Sunday, August 6, 2023 at a cost not to exceed \$200.00.
Lincoln Chinese Cultural Association, c/o Chun-Yi Coral Su	Provide two programs on Chinese calligraphy as part of the 2023 One Book One Lincoln program at the dates and times noted in the agreement.
Larksong Writers Place	To present three programs related to One Book One Lincoln at the dates and times noted in the Agreement. sed/7.25.23
Lincoln Public Schools/Arnold Community Learning Center	Renewal of MOU regarding Library Clubs at Arnold CLC approved by Directorial Order No. 29447 on 2.7.23 through the 2023-2024 school year or until May 31, 2024, whichever occurs first.
Bahr Vermeer & Haecker Architects, Ltd, a Nebraska corporation (BVH)	Professional Services: Conditions Assessment, Operations/Services Assessment, and Community Engagement to inform system-wide library plan for services and facilities.
Lancaster County School District 0001, a/k/a Lincoln Public Schools	Amendment to ConnectED Library Card Program Agreement approved by Lincoln City Council by Resolution No. A-93812 on 2.6.23 to change the name of the ConnectED Library Card Program to the "Library OneCard" program. The title of the Agreement shall henceforth be changed to "Library Card Program Agreement."
Sean Gaskell, Musician	Amendment to the Service Agreement between Sean Gaskell, musician, PO Box 1425, Asheville, NE 28802 and, City of Lincoln, d/b/a Lincoln City Libraries (DO30261) to allow Mr. Gaskell to sell music recordings at his performance for Polley Music Library and to pay to Lincoln City Libraries a percentage of ten percent (10%) of all recordings sold at the event(s).





# LINCOLN CITY LIBRARIES

136 S. 14th Street  
Lincoln, NE 68508-1899

## MEMORANDUM

**TO:** Library Board

**FROM:** Paul E. Jones, Business Office

### RECAP OF EXPENDITURES - JULY 2023

Library Operational Budget - FY 2022-23	\$ 859,317.19	
Library Enc/Reapp - FY 2021-22	3,218.97	
Heritage Room Fund - FY 2022-23	5,234.49	
Polley Music Library - FY 2022-23	8,910.76	
	<hr/>	
<b>Total Operational Expenditures</b>		<b>\$ 876,681.41</b>
Grants	\$ 8,236.37	
Hompes Fund	17,710.14	
Keno	123,626.36	
Miscellaneous Library Donations Funds	20,682.94	
Capital Improvements	939,407.63	
	<hr/>	
<b>Total Expenditures - Other Funds</b>		<b>1,109,663.44</b>
		<hr/>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,986,344.85</b>

## Director’s Report

### July 2023

City Purchasing notified the library that the **RFP process for the bookmobiles** is ready to begin, below is the schedule:

ACTIVITY ITEM	DATE (TIME IF APPLICABLE)
Request for Proposal Issued	August 4, 2023
Pre-Proposal Meeting	N/A
Last day to submit questions for clarification	August 15, 2023
<b>Proposal Submittal Deadline</b>	September 1, 2023
Evaluation period	September 5-8, 2023
Short-list Notification (If applicable)	September 10, 2023
Oral Interviews (If applicable)	September 20, 2023
Final Selection	September 25, 2023
Scope of services, negotiations and fee	October 1, 2023
Projected Notice to Proceed – Contract Execution	October 15, 2023

The Mid-Biennium **Budget Adjustments** [Budget Resolution] and the CIP Transfer Ordinance are before City Council this month. The Library has no item adjustments on the budget resolution, but does have a few items in the CIP Transfer Ordinance. We are requesting to lapse the \$200,000 in CIP set aside for purchasing the lot south of Bethany Library, and then have it transferred to Bldgs. and Grounds/ Engineering Services to cover architectural costs. The parking lot was purchased by a developer earlier this year. The Council’s Budget Hearing is August 14, and will be voted on August 21.

Lincoln City Libraries has again received Gold Accreditation Level from the Nebraska Library Commission. The purpose of public library accreditation is to encourage excellence in library service in Nebraska communities. It also:

- establishes minimum standards for library service
- ensures that libraries adhere to certain standards
- offers libraries benchmarks
- allows eligibility to apply for grants through the Nebraska Library Commission, which include Continuing Education & Training Grants, Internship Grants, Library Improvement Grants, and Youth Grants for Excellence.
- Allows eligibility to apply for Community Development Block Grants from the Nebraska Department of Economic Development – for community facilities, and USDA Grants and Loans – for community facilities.

Coordinators, managers, and supervisors have been very busy all year interviewing for open positions. As staff transition, retire, or resign, opportunities open for advancement—a good thing—and as a result we have an ongoing succession of open positions and staff changes.

Bennett Martin will begin planning for the addition of new carpeting on the 1<sup>st</sup> floor, with an install goal of winter '24.

The library has created a helpful packet of information for interested patrons and residents on the library's important role in ensuring access to materials and its responsibility for upholding intellectual freedom principles. The [packet](#) is available on the library's website (currently on the FAQ page).

Kudos to Vicki Wood and all staff who had a role in this year's Summer Reading Challenge planner. Over 17,000 kids and adults registered this year with 7,200 fully completing the challenge.

The Library made positive news recently with the card design context winner announcement, the opening of the new Williams Branch, and the splash related to the partnership with the Lied Center for the "Page to Stage" programming. Great things!

## **Monthly Examples of the Strategic Plan in Action**

### **Our Vision: The Library Experience—setting a distinctive tone in promoting and providing lifelong education for our entire community**

#### **Interactions**

- Nancy P. [BMPL] pointed out that this time of year her first inclination when patrons are looking for book recommendations is to take them to the One Book One Lincoln (OBOL) display and share the flyer showing the top 11 finalists, as well as the flyer for programming for the top 3 finalists. It's such an easy way to promote OBOL while also helping someone find a book to enjoy.
- Araya W. shared this interaction: "I helped a woman at Gere find books about Diwali and Holi, which are Hindu holidays, and she was very excited to see the extent of books we had for both fiction and non-fiction. She was intending to teach her child about their culture and repeatedly thanked me – I think she did not expect us to have many materials about those subjects, especially in the picture book area."
- A mother/daughter duo came to the Walt Branch desk and proudly announced that the daughter had been promised a library card "just like her brothers" when she completed the summer reading program. All smiles, she was very happy to get her card and to show off her library card sticker to her older brothers. They in turn hyped her up and gave her high fives. It was exciting to see how they encouraged each other to read and how her family made registering her for a card a very special event to celebrate.
- Near the beginning of the month, Jodene G. [Walt] reported that a patron asking for a new card already had an account in WorkFlows. "They were quite nervous and shaking. I made a guess that it was because the name on their ID and account did not match their gender expression so I asked their preferred name. They relaxed some. As I explained we could add

this name to their library account, they smiled and thanked me. All are welcome at the public library.”

### **Programming**

- A local AARP chapter asked Jen J [BMPL] to present a program on library apps. Jen created and presented “Appy-Hour at the Library” for the group at Gere, with the assistance of Gere’s Lane G. for the hands-on portion.
- Kim J. [BMPL] spent a lot of time this month preparing for her August program “Hidden Treasures: The Art of Bennett Martin Public Library.” She collected all of the art and researched each artist, most of whom were members of the Lincoln Artists Guild. The display will be available on the 1<sup>st</sup> floor through August.
- The Alpaca Program on July 12 at Gere was hosted by Corey G., Sam R. and Chad S. Corey reported that Romeo & Mila, the alpacas, graciously allowed 217 and then 158 folks to feed and/or pet them. Lincoln Journal Star joined in the fun for the Alpaca program and took a wonderful photo of one of our young attendees feeding an Alpaca that showed up in the paper.
- Gere had two Camp Build Its this month one on the 6<sup>th</sup> and 20<sup>th</sup> with both hosted by Melanie N. and Ronda H. On the 20<sup>th</sup> they had 141 attending where kids could play with Legos, Sqquibz, Strawbees, monster feet and other building materials. There was also a butterfly craft and coloring pages. The big hit of the day was the Sphero Mini Robot Balls. They had a blast using them to play tag, knock over little bowling pins, and race around cones. Total attendance at both sessions was 213.

### **Outreach**

- Back-To-School Nights: NESU Librarian Karrie S. has been communicating with several elementary schools near Anderson and Bethany Branch Libraries – with a particular focus on Title I schools, which have high numbers of low-income students. Karrie has arranged for 7 NESU staff members to participate in 4 Back-To-School Nights on Thursday, August 12

### **Collections**

- Marie’ M. at Anderson Branch Library reported recently “When a patron asked me if we had an LGBT section, I told him we didn't have a section per se, but we did indeed have ample LGBT-friendly books that we circulate, and I printed off our list from the L: drive for him. He said, "Wow, this is awesome that you guys have so many of these!" I did a catalog search and showed him what we had readily available at Anderson, as well as placed a few system-wide holds and looked up some titles that were specifically interesting to him. The titles he was looking for were to better support his LGBT son. It was wonderful that I could be a part of that!

### **Collaboration**

- We have partnered with the Lied Center for Performing Arts to do Page-to-Stage programs correlating with this season’s literature-based performances. The first program to be held in August will be a Q&A with members of the Hamilton cast/crew. The Lied Center provided 6 Hamilton posters

and bookmarks that we put up, along with a small display of Hamilton-related material for check out.

### **Community Engagement**

- Pat Sloan coordinated the Lincoln City Libraries t-shirt sale from the 25<sup>th</sup> – 31<sup>st</sup> at Gere. She reported that at least 60 t-shirts were sold, and a number of people bought two.
- Gere had 17 adult volunteers that provided 190 hours of service this month, and 20 Volunteers completed 135 hours of service, and 7 long-term teens contributed 84.5 hours of service.

### **Technology**

- Ronda H. [Gere] shared this Tech Time experience: “I had a couple attend one of my Tech Time sessions. The gentleman had made the appointment to have help getting Libby on his new Kindle Scribe. I helped him download Libby to his cell phone and showed him how to send it to his Kindle Scribe. I also talked to him about audiobooks. We then also downloaded Hoopla to his cellphone. He was all excited since they are going to take their RV camping for several weeks and he wanted to get prepared with ebooks and audiobooks.
- Vicki C. [Walt] helped a mom and son who drove from Greenwood to print out documents they needed that day after losing power at home due to a storm. They were grateful they could quickly and easily print what was needed. The mom said it was also a learning moment for her son in not putting things off until the last minute.

### **Facilities**

- As Laura N. was watering in the Bennett Martin courtyard, a patron who sits out there regularly thanked her for keeping the courtyard so beautiful. She said, “It’s like a sanctuary.”

**Additional Areas of Focus**—in these, the library usually collaborates with other organizations

### **Celebrating the diversity of our city**

- Ali B [Youth Services] highly recommends that LCL attends the Disability Pride event again next year. “Almost every attendee we interacted with was so glad to see the library represented. Folks were interested in learning about what the library had in terms of collection but also how/if we were accessible.”

### **Refugee and Immigrant services**

- Anthony V. (BMPL) had an interaction with a mother and her young son, having quite the impact on the customers as well as the staff involved, “I was working at PS1 at the time and could tell they were struggling and had limited resources. I got to know the patron a little more, she only spoke little English but needed to seek shelter, food and possibly government assistance. I was reminded of my parents who came over to America as refugees. It’s easy to write people off but it takes heart to genuinely listen and understand people’s situation. I helped put together a cheat sheet of all the resources she needed. Luckily the library had resources, numbers and outreach programs we could

call as well. English wasn't her first language so I talked on the phone for her and communicated what her and her son need."

### **Arts and Music**

- NESU Librarian Karrie S. reported "At a meeting this spring, the teen librarians had an idea to make a Teen Friendship Quilt. I asked Kim S. if she would help me organize the event and make the quilt when it was all over. Kim was so excited about this program that she really took the idea and ran with it. She pre-cut over 100 squares, bought all the supplies, and traveled to each location to host the Teen Friendship Quilt event. Some locations had better turn-out than others, but in the end, we had 26 squares made by teens in our community. Kim then spent her own time piecing, quilting, and binding the project together. The quilt should be done in time to enter into the Lancaster County Super Fair! It will make its rounds through the branches this upcoming school year so the public can see what the Teens came together to make.
- Polley Librarian Scott C. presented a guitar program for teens at Walt this month. It was a class aimed primarily at beginners and making sure they have appropriate resources to get started on the right foot, but they also had a couple of more skilled teen guitarists as well. There were four

Ryan Wieber, Library Director  
August 11, 2023

**July 2023 Use Compared to July 2022  
Lincoln City Libraries**

Location	Print Checkouts		Print Loan	Non-Print Checkouts		Non-Print	Total Checkouts		Total Loan
	2023	2022	Change	2023	2022	Loan Change	2023	2022	Change
BMPL	14,491	12,973	11.70%	3,226	3,061	5.39%	17,717	16,034	10.50%
Anderson	12,940	11,730	10.32%	2,498	2,612	-4.36%	15,438	14,342	7.64%
Bethany	8,750	8,421	3.91%	1,238	1,209	2.40%	9,988	9,630	3.72%
Eiseley	25,724	24,739	3.98%	4,164	3,573	16.54%	29,888	28,312	5.57%
Gere	66,640	66,286	0.53%	9,553	9,352	2.15%	76,193	75,638	0.73%
South	9,840	9,401	4.67%	1,655	1,528	8.31%	11,495	10,929	5.18%
Walt	50,160	46,048	8.93%	6,645	6,951	-4.40%	56,805	52,999	7.18%
Williams	354	738	-52.03%	76	172	-55.81%	430	910	-52.75%
Lied Bookmobile	1,183	1,387	-14.71%	126	154	-18.18%	1,309	1,541	-15.06%
InterLibrary Loan	160	246	-34.96%	0	0	0.00%	160	246	-34.96%
<b>Subtotal Checkouts</b>	<b>190,242</b>	<b>181,969</b>	<b>4.55%</b>	<b>29,181</b>	<b>28,612</b>	<b>1.99%</b>	<b>219,423</b>	<b>210,581</b>	<b>4.20%</b>
Download/Stream Audio	0	0	0.00%	41,316	35,044	17.90%	41,316	35,044	17.90%
Download/Stream eBook	0	0	0.00%	33,670	28,980	16.18%	33,670	28,980	16.18%
Stream Video	0	0	0.00%	839	910	-7.80%	839	910	-7.80%
<b>TOTAL CHECKOUTS</b>	<b>190,242</b>	<b>181,969</b>	<b>4.55%</b>	<b>105,006</b>	<b>93,546</b>	<b>12.25%</b>	<b>295,248</b>	<b>275,515</b>	<b>7.16%</b>

Location	Youth Checkouts		Youth Loan	Adult Checkouts		Adult Loan	Visits	Visits	Visits
	2023	2022	Change	2023	2022	Change	2023	2022	Change
BMPL	7,629	6,888	10.76%	10,088	9,146	10.30%	11,974	11,017	8.69%
Anderson	8,886	8,272	7.42%	6,552	6,070	7.94%	6,696	5,677	17.95%
Bethany	6,388	6,135	4.12%	3,600	3,495	3.00%	4,012	3,885	3.27%
Eiseley	20,886	19,627	6.41%	9,002	8,685	3.65%	10,798	10,522	2.62%
Gere	47,814	45,744	4.53%	28,379	29,894	-5.07%	24,971	22,692	10.04%
South	7,184	6,583	9.13%	4,311	4,346	-0.81%	4,302	4,368	-1.51%
Walt	41,575	37,835	9.89%	15,230	15,164	0.44%	16,842	15,510	8.59%
Williams	290	739	-60.76%	140	171	-18.13%	120	824	-85.44%
Lied Bookmobile	862	806	6.95%	447	735	-39.18%	409	198	106.57%
InterLibrary Loan	0	0	0.00%	160	246	-34.96%	0	0	0.00%
<b>Subtotal Checkouts</b>	<b>141,514</b>	<b>132,629</b>	<b>6.70%</b>	<b>77,909</b>	<b>77,952</b>	<b>-0.06%</b>	<b>80,124</b>	<b>74,693</b>	<b>7.27%</b>
Download/Stream Audio	5,721	4,915	16.40%	35,595	30,129	18.14%	0	0	0.00%
Download/Stream eBook	5,781	4,512	28.13%	27,889	24,468	13.98%	0	0	0.00%
Stream Video	0	0	0.00%	839	910	-7.80%	0	0	0.00%
<b>TOTAL CHECKOUTS</b>	<b>153,016</b>	<b>142,056</b>	<b>7.72%</b>	<b>142,232</b>	<b>133,459</b>	<b>6.57%</b>	<b>80,124</b>	<b>74,693</b>	<b>7.27%</b>

Location	Program & Outreach Attendance - Youth		P&O Att - Youth	Program & Outreach Attendance - Adult		P&O Att - Adult	Computer Use		Computer
	2023	2022	Change	2023	2022	Change	2023	2022	Change
BMPL	2,757	3,404	-19.01%	401	767	-47.72%	2,370	2,762	-14.19%
Anderson	621	662	-6.19%	63	5	1160.00%	713	759	-6.06%
Bethany	312	283	10.25%	25	32	-21.88%	273	250	9.20%
Eiseley	1,159	1,333	-13.05%	25	20	25.00%	1,269	1,171	8.37%
Gere	2,558	2,037	25.58%	73	236	-69.07%	1,543	1,395	10.61%
South	545	584	-6.68%	5	0	0.00%	482	536	-10.07%
Walt	1,869	2,294	-18.53%	107	73	46.58%	1,248	1,001	24.68%
Williams	107	314	-65.92%	0	0	0.00%	8	33	-75.76%
Lied Bookmobile	0	217	-100.00%	41	469	-91.26%	0	0	0.00%
<b>TOTAL</b>	<b>9,928</b>	<b>11,128</b>	<b>-10.78%</b>	<b>740</b>	<b>1,602</b>	<b>-53.81%</b>	<b>7,906</b>	<b>7,907</b>	<b>-0.01%</b>

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<b>TOTAL CHECKOUTS</b>	<b>190,242</b>	<b>181,969</b>	<b>4.55%</b>	<b>105,006</b>	<b>93,546</b>	<b>12.25%</b>	<b>295,248</b>	<b>275,515</b>	<b>7.16%</b>

Location	Youth Checkouts		Youth Loan	Adult Checkouts		Adult Loan	Visits	Visits	Visits
	2023	2022	Change	2023	2022	Change	2023	2022	Change
BMPL	7,629	6,888	10.76%	10,088	9,146	10.30%	11,974	11,017	8.69%
Anderson	8,886	8,272	7.42%	6,552	6,070	7.94%	6,696	5,677	17.95%
Bethany	6,388	6,135	4.12%	3,600	3,495	3.00%	4,012	3,885	3.27%
Eiseley	20,886	19,627	6.41%	9,002	8,685	3.65%	10,798	10,522	2.62%
Gere	47,814	45,744	4.53%	28,379	29,894	-5.07%	24,971	22,692	10.04%
South	7,184	6,583	9.13%	4,311	4,346	-0.81%	4,302	4,368	-1.51%
Walt	41,575	37,835	9.89%	15,230	15,164	0.44%	16,842	15,510	8.59%
Williams	290	739	-60.76%	140	171	-18.13%	120	824	-85.44%
Lied Bookmobile	862	806	6.95%	447	735	-39.18%	409	198	106.57%
InterLibrary Loan	0	0	0.00%	160	246	-34.96%	0	0	0.00%
<b>Subtotal Checkouts</b>	<b>141,514</b>	<b>132,629</b>	<b>6.70%</b>	<b>77,909</b>	<b>77,952</b>	<b>-0.06%</b>	<b>80,124</b>	<b>74,693</b>	<b>7.27%</b>
Download/Stream Audio	5,721	4,915	16.40%	35,595	30,129	18.14%	0	0	0.00%
Download/Stream eBook	5,781	4,512	28.13%	27,889	24,468	13.98%	0	0	0.00%
Stream Video	0	0	0.00%	839	910	-7.80%	0	0	0.00%
<b>TOTAL CHECKOUTS</b>	<b>153,016</b>	<b>142,056</b>	<b>7.72%</b>	<b>142,232</b>	<b>133,459</b>	<b>6.57%</b>	<b>80,124</b>	<b>74,693</b>	<b>7.27%</b>

Location	Program & Outreach Attendance - Youth		P&O Att - Youth	Program & Outreach Attendance - Adult		P&O Att - Adult	Computer Use		Computer
	2023	2022	Change	2023	2022	Change	2023	2022	Change
BMPL	2,757	3,404	-19.01%	401	767	-47.72%	2,370	2,762	-14.19%
Anderson	621	662	-6.19%	63	5	1160.00%	713	759	-6.06%
Bethany	312	283	10.25%	25	32	-21.88%	273	250	9.20%
Eiseley	1,159	1,333	-13.05%	25	20	25.00%	1,269	1,171	8.37%
Gere	2,558	2,037	25.58%	73	236	-69.07%	1,543	1,395	10.61%
South	545	584	-6.68%	5	0	0.00%	482	536	-10.07%
Walt	1,869	2,294	-18.53%	107	73	46.58%	1,248	1,001	24.68%
Williams	107	314	-65.92%	0	0	0.00%	8	33	-75.76%
Lied Bookmobile	0	217	-100.00%	41	469	-91.26%	0	0	0.00%
<b>TOTAL</b>	<b>9,928</b>	<b>11,128</b>	<b>-10.78%</b>	<b>740</b>	<b>1,602</b>	<b>-53.81%</b>	<b>7,906</b>	<b>7,907</b>	<b>-0.01%</b>



**Lincoln City Libraries  
July 2023 Fiscal Year To Date Use Report**

Location	Loans			Visits			Computer Reservations			Program & Outreach Attendance			Total Use		
	FY 22-23 YTD	FY 21-22 YTD	YTD Change	FY 22-23 YTD	FY 21-22 YTD	YTD Change	FY 22-23 YTD	FY 21-22 YTD	YTD Change	FY 22-23 YTD	FY 21-22 YTD	YTD Change	FY 22-23 YTD	FY 21-22 YTD	YTD CHANGE
Bennett Martin Public Library	151,402	157,631	-3.95%	119,473	98,231	21.62%	26,105	24,278	7.53%	14,108	16,083	-12.28%	311,088	296,223	5.02%
Anderson Branch	135,310	125,300	7.99%	59,618	50,677	17.64%	7,697	8,522	-9.68%	7,583	3,227	134.99%	210,208	187,726	11.98%
Bethany Branch	94,601	92,299	2.49%	34,804	31,765	9.57%	2,775	2,576	7.73%	3,218	1,581	103.54%	135,398	128,221	5.60%
Eiseley Branch	272,972	252,633	8.05%	99,824	88,213	13.16%	12,974	11,590	11.94%	16,667	11,750	41.85%	402,437	364,186	10.50%
Gere Branch	711,113	694,331	2.42%	209,762	187,339	11.97%	14,215	13,834	2.75%	17,923	7,782	130.31%	953,013	903,286	5.51%
South Branch	107,701	106,151	1.46%	38,820	37,024	4.85%	4,983	5,358	-7.00%	3,790	2,799	35.41%	155,294	151,332	2.62%
Walt Branch	474,465	459,330	3.30%	140,450	121,964	15.16%	11,505	10,627	8.26%	13,526	7,912	70.96%	639,946	599,833	6.69%
Williams Branch	7,762	8,492	-8.60%	6,296	6,240	0.90%	569	498	14.26%	1,005	646	55.57%	15,632	15,876	-1.54%
Lied Bookmobile	17,839	23,262	-23.31%	4,804	1,920	150.21%	0	0	0.00%	2,701	12,006	-77.50%	25,344	37,188	-31.85%
InterLibrary Loan	2,124	2,760	-23.04%	0	0	0.00%	0	0	0.00%	0	0	0.00%	2,124	2,760	-23.04%
<b>SUBTOTAL</b>	<b>1,975,289</b>	<b>1,922,189</b>	<b>2.76%</b>	<b>713,851</b>	<b>623,373</b>	<b>14.51%</b>	<b>80,823</b>	<b>77,283</b>	<b>4.58%</b>	<b>80,521</b>	<b>63,786</b>	<b>26.24%</b>	<b>2,850,484</b>	<b>2,686,631</b>	<b>6.10%</b>
DownloadStream Audio	405,203	342,528	18.30%	0	0	0.00%	0	0	0.00%	0	0	0.00%	405,203	342,528	18.30%
Download/Stream eBooks	320,068	280,457	14.12%	0	0	0.00%	0	0	0.00%	0	0	0.00%	320,068	280,457	14.12%
Stream Video	9,374	8,935	4.91%	0	0	0.00%	0	0	0.00%	0	0	0.00%	9,374	8,935	4.91%
<b>Download SUBTOTAL</b>	<b>734,645</b>	<b>631,920</b>	<b>16.26%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>734,645</b>	<b>631,920</b>	<b>16.26%</b>
<b>TOTAL LOANS</b>	<b>2,709,934</b>	<b>2,554,109</b>	<b>6.10%</b>	<b>713,851</b>	<b>623,373</b>	<b>14.51%</b>	<b>80,823</b>	<b>77,283</b>	<b>4.58%</b>	<b>80,521</b>	<b>63,786</b>	<b>26.24%</b>	<b>3,585,129</b>	<b>3,318,551</b>	<b>8.03%</b>

	FY 22-23 YTD	FY 21-22 YTD	YTD Change
Online Registrations	420	0	0.00%
Overall Registrations	13077	13383	-0.022864829

WiFi Sessions	1,278,167	1,049,568	21.78%
WiFi Users	115,007	106,565	7.92%
Website Users	713,854	679,746	5.02%
Website Sessions	1,289,610	1,337,997	-3.62%
Database Use	120,073	124,104	-3.25%

# LINCOLN CITY LIBRARIES

## Monthly Categorical Report

July 31, 2023

	Budget Amount	Budgeted Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended
<b>Administration-Div. 1</b>					
Personnel	\$ 855,401.00	\$ 784,117.58	\$ 770,880.25	\$ 84,520.75	\$ 70,984.49
Supplies	30,500.00	27,958.33	25,531.57	4,968.43	2,037.71
Services & Charges	90,645.00	83,091.25	86,269.06	4,375.94	3,428.05
Other	-	-	-	-	-
<b>Total</b>	<b>\$ 976,546.00</b>	<b>\$ 895,167.17</b>	<b>\$ 882,680.88</b>	<b>\$ 93,865.12</b>	<b>\$ 76,450.25</b>
<b>Percent Expended</b>		<b>91.67%</b>	<b>90.39%</b>		
<b>Buildings &amp; Grounds-Div. 2</b>					
Personnel	\$ 119,531.00	\$ 109,570.08	\$ 106,713.84	\$ 12,817.16	\$ 9,798.68
Supplies	24,000.00	22,000.00	19,937.98	4,062.02	1,424.14
Services & Charges	984,185.00	902,169.58	828,096.44	156,088.56	74,207.78
Other	90,900.00	83,325.00	90,831.64	68.36	45,415.82
<b>Total</b>	<b>\$ 1,218,616.00</b>	<b>\$ 1,117,064.67</b>	<b>\$ 1,045,579.90</b>	<b>\$ 173,036.10</b>	<b>\$ 130,846.42</b>
<b>Percent Expended</b>		<b>91.67%</b>	<b>85.80%</b>		
<b>Public Service-Div. 3</b>					
Personnel	\$ 5,622,546.00	\$ 5,154,000.50	\$ 4,860,446.45	\$ 762,099.55	\$ 459,435.34
Supplies	61,000.00	55,916.67	51,797.27	9,202.73	4,720.35
Services & Charges	49,750.00	45,604.17	54,703.59	(4,953.59)	7,221.96
Other	-	-	-	-	-
<b>Total</b>	<b>\$ 5,733,296.00</b>	<b>\$ 5,255,521.33</b>	<b>\$ 4,966,947.31</b>	<b>\$ 766,348.69</b>	<b>\$ 471,377.65</b>
<b>Percent Expended</b>		<b>91.67%</b>	<b>86.63%</b>		
<b>Support Services-Div. 4</b>					
Personnel	\$ 1,183,694.00	\$ 1,085,052.83	\$ 1,060,602.14	\$ 123,091.86	\$ 91,945.33
Supplies	63,500.00	58,208.33	37,027.16	26,472.84	5,201.18
Services & Charges	440,171.00	403,490.08	445,299.85	(5,128.85)	44,034.95
Other	900,000.00	825,000.00	885,871.47	14,128.53	39,461.41
<b>Total</b>	<b>\$ 2,587,365.00</b>	<b>\$ 2,371,751.25</b>	<b>\$ 2,428,800.62</b>	<b>\$ 158,564.38</b>	<b>\$ 180,642.87</b>
<b>Percent Expended</b>		<b>91.67%</b>	<b>93.87%</b>		
<b>Total Library Operational</b>					
Personnel	\$ 7,781,172.00	\$ 7,132,741.00	\$ 6,798,642.68	\$ 982,529.32	\$ 632,163.84
Supplies	179,000.00	164,083.33	134,293.98	44,706.02	13,383.38
Services & Charges	1,564,751.00	1,434,355.08	1,414,368.94	150,382.06	128,892.74
Other	990,900.00	908,325.00	976,703.11	14,196.89	84,877.23
<b>Total</b>	<b>\$ 10,515,823.00</b>	<b>\$ 9,639,504.42</b>	<b>\$ 9,324,008.71</b>	<b>\$ 1,191,814.29</b>	<b>\$ 859,317.19</b>
<b>Percent Expended</b>		<b>91.67%</b>	<b>88.67%</b>		
<b>Other Library Fund Appropriations</b>					
	<b>Amount Appropriated</b>		<b>Expended Year-to-Date</b>	<b>Balance</b>	<b>Current Month Expended</b>
FY 2021-22 Encumbrances	\$ 72,763.70		\$ 44,031.65	\$ 28,732.05	\$ 3,218.97
FY 2021-22 Reappropriated	\$ 376,359.00		\$ 112,419.82	\$ 263,939.18	\$ -

**LINCOLN CITY LIBRARIES - FUND BALANCES  
JULY 2023**

	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expended</b>	<b>Ending Balance</b>
<b><u>GRANT FUNDS</u></b>				
Net Lender Fund	\$ -	\$ -	\$ 280.00	\$ (280.00)
NLC Internship Grant 2023	3,369.72	-	2,652.98	716.74
NLC Youth Grant 2023	789.35	-	-	789.35
State Aid 2021	10,638.33	-	-	10,638.33
State Aid 2022	23,629.31	672.13	5,303.39	18,998.05
State Aid 2023	52,321.00	-	-	52,321.00

**DONATED FUNDS**

Heritage Room	\$ 141,075.48	\$ 301.27	\$ 5,234.49	\$ 136,142.26
Polley Music Library	243,123.03	526.59	8,910.76	234,738.86
Joseph J. Hompes	114,966.07	7,849.58	17,710.14	105,105.51
Misc. Library Donations	681,027.78	2,521.00	20,682.94	662,865.84
Alice Nielsen	80,817.50	167.83	-	80,985.33
Dorothy Holland	116,252.18	241.41	-	116,493.59
Glennis Leapley	61,837.42	128.41	-	61,965.83
Lincoln Cares	22,860.35	432.17	-	23,292.52

**APPROPRIATED FUNDS**

	<b>Budget</b>	<b>Expended</b>		<b>Balance</b>
		<b>July 2023</b>	<b>Exp-to-Date</b>	
Heritage Room FY 2022-23	\$ 37,510.00	\$ 5,234.49	\$ 36,549.78	\$ 960.22
Polley Music Library FY 2022-23	115,220.00	8,910.76	100,182.70	15,037.30
Keno FY 2021-22	287,565.60	9,239.12	79,402.32	208,163.28
Keno FY 2022-23	981,475.00	114,387.24	755,637.57	225,837.43
<b>Capital Improvement Projects</b>				
FY 2020-21 Williams	913,362.00	926,318.15	926,318.15	(12,956.15)
FY 2021-22 Bookmobile	450,000.00	-	-	450,000.00
FY 2022-23 Bennett Martin Elevator 1-4	200,000.00	-	-	200,000.00
FY 2022-23 Gere/Bethany Parking Lot	360,000.00	13,089.52	327,906.66	32,093.34
FY 2022-23 Branch Improvements	200,000.00	-	-	200,000.00