

MEETING NOTICE

DATE: April 12, 2024
TO: Library Board, Mayor, City Clerk, and City Attorney
FROM: Ryan Wieber, Library Director
SUBJECT: Library Board Meeting

DATE AND PLACE OF MEETING: Tuesday, April 16, 2024
Eiseley Branch Library
1530 Superior St.
Lincoln, NE 68521

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

AGENDA

1. Call to Order and Announcement of Open Meetings Law
2. Approval of Agenda*
3. Public Comment on Agenda Items
4. Approval of March 19, 2024, Meeting Minutes*
5. Standing Committee Reports
 - a. Committee on Administration
 - b. Committee on Finance
 - i. Approval of Monthly Recap of Expenditures for March 2024*
6. Special Committee Reports
 - a. Foundation Executive Director Report: Gail McNair
 - b. One Book One Lincoln: Jen Jackson
 - c. Report by Communications Intern, Anna Youell
7. New Business
 - a. Approval of a Contract Renewal with BMI for Janitorial Services*
 - b. Approval of a Contract with Custom Edges, Inc. for Lawn Care Services*
 - c. Approval of a Contract with Farber Specialty Services for Purchase of Two (2) Library Vehicles*
 - d. Adoption of Policy Revisions (all have been reviewed by City Law):
 - i. Authorization to Purge Late Fines and Fees from Library Circulation Records*
 - ii. Circulation of Library Materials*
 - iii. Awards, Gifts, and Prizes for Library Customers as Part of Library Programming*
 - iv. Presentation and Approval of the Library's Strategic Plan*
8. President's Report
9. Assistant Library Director's Report
10. Library Director's Report
11. 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, MARCH 19, 2024, 8:00 a.m.
BENNETT MARTIN PUBLIC LIBRARY
LINCOLN, NEBRASKA

BOARD MEMBERS PRESENT

Present: Dan Sloan, Joe Shaw, Jackie Ostrowicki, Rhonda Seacrest, Morgan Gerteisen, Patty Beutler.
Absent: Lisa Hale, Nichole Bogen. A quorum was present.

CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS ACT

President Sloan called the meeting to order at 8:00 a.m. and announced the Open Meetings Law was posted and available for review.

APPROVAL OF AGENDA

Sloan noted that the Agenda/Meeting Notice was posted according to the Open Meetings Act of the State of Nebraska. Sloan asked for a motion to approve the Agenda as posted. Seacrest so moved. Beutler seconded. There was no discussion. **ROLL CALL VOTE:** – Gerteisen, Beutler, Ostrowicki, Seacrest, Shaw, Sloan AYE. Motion carried 6-0.

PUBLIC COMMENT ON AGENDA ITEMS

No Public Comment.

APPROVAL OF FEBRUARY 20, 2024 MEETING MINUTES

Sloan noted that the February meeting minutes had been distributed and asked for a motion to approve. Seacrest so moved. Gerteisen seconded. There was no discussion. **ROLL CALL VOTE:** Beutler, Ostrowicki, Seacrest, Shaw, Gerteisen – AYE. Sloan abstained. Motion carried 5-0 with one abstention.

STANDING COMMITTEE REPORTS

Committee on Administration

Did not meet. No report

Committee on Finance

The committee met and reviewed the budget with Accountant, Paul Jones. Several possible outcomes were planned for and discussed. Another meeting will be called in the upcoming weeks to review the ongoing budget process.

Approval of Monthly Recap of Expenditures for February 2024

Treasurer Ostrowicki shared that the Total Operational Expenditures for February were \$816,746.52. Total Expenditures of Other Funds were \$178,537.39 for a total of \$995,283.91. Ostrowicki moved

approval of the report. Beutler seconded. There was no discussion. ROLL CALL VOTE: Beutler, Ostrowicki, Seacrest, Shaw, Sloan, Gerteisen – AYE. Motion carried 6-0.

Committee on Buildings and Grounds

Did not meet. No report.

SPECIAL COMMITTEE REPORTS

Foundation Executive Director Report

Gail McNair noted that the list of nominees for the Foundation Board had been included in the packets, and per IRS regulations it will need to be voted on and approved by the Library Board. McNair shared they were pleased with the slate of nominees. Beutler asked had there been interviews, McNair affirmed. Wieber asked when they would begin their duties, McNair responded, April. Sloan noted the vote would be taken shortly, under New Business.

McNair shared the newly printed invitations to the Wine and Dine on April 25. She announced that longtime One Book One Lincoln Committee Chair, David Smith, is to be honored at the event with a Library Star Award. The award comes with a financial gift of \$5,000 that he can direct to the library program of his choosing. The two past recipients of this honor are Kathie Putensen, for her many volunteer hours sorting books for book sales and Ed Tricker for his 17 years of service to the LCL Foundation Board.

Tomorrow is the regular NLHA meeting, and Thursday is the 30th annual Writer's Write program – one of the most valued and popular NLHA programs. LPS will send 60 eighth grade students here to work with six of Nebraska's authors to create, workshop and share original work. Their completed works will be bound and will become part of the permanent collection of the Heritage Room. Twila Hansen, Nebraska's State Poet from 2013-2019, will also be honored for her 30 years of leadership and participation in the program.

McNair offered thanks to Kim Shelley and Anderson's staff for their preparation and help for the Saturday, March 23 Book Nook Blast at Anderson. The last one was so well received there were lines to get in. Finally, McNair noted that on Monday, the Foundation office will move from Bennett Martin to Walt Branch.

NEW BUSINESS

Approval of a Contract Renewal with Frye, Frazey & Assoc. For Security Services

Director Wieber reviewed the process, reminding all this was the first of three allowed annual renewals for the contract, which went out to bid and was won by Frye, Frazey in 2023. He reported that we remain satisfied with the company and their team's excellent work and that the contract will be up for review and renewal again next spring. Wieber recommended approving this year's contract renewal. Seacrest moved approval. Ostrowicki seconded. Discussion: Sloan asked for confirmation there would be no increase in cost this year. Wieber confirmed no increase, but some additional hours have been budgeted for. **ROLL CALL VOTE:** Beutler, Ostrowicki, Seacrest, Shaw, Sloan, Gerteisen – AYE. Motion carried 6-0.

2023 Volunteer Report – *Kim Shelley*

Northeast Service Unit Manager, Kim Shelley noted that the report was sent out with the packets, and passed out an invitation to the upcoming Volunteer Appreciation Banquet on April 21st. This year's report highlighted, among other statistics, the age range of LCL volunteers -- ranging from age 10 to 88 as well as the names of the 5, 10, and 15-year milestone honorees. Director Wieber asked how the total number of hours volunteered in 2023 (9,565) compared with 2022. Shelley noted that it was higher this year due to the inclusion of the Heritage room, Foundation for LCL, and One Book One Lincoln committee volunteers. President Sloan inquired about the location for the Volunteer Appreciation event, Shelley provided details: College View Church at 4801 Prescott Avenue. Enter through Door 1 (east side) or Door 2 (south side, with elevator access). Wieber recalled his impressions from last year's event, noting how happy staff were to provide the annual celebration, how pleased the volunteers were to be there and how much joy was evident in the room.

Adoption of the Annual Volunteer Proclamation

President Sloan read aloud the following Proclamation:

During National Volunteer Week, we acknowledge
the many volunteers who generously give their time and talents
to help improve the lives of others. Their acts of kindness help to build
a better and brighter future for Lincoln City Libraries and the citizens it serves.
The Board of Trustees of Lincoln City Libraries hereby proclaims

★

April 21-27, 2024

Volunteer Appreciation Week

★

at Lincoln City Libraries, Lincoln, NE.

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

Approval of the Roster of Foundation for LCL Board Candidates

President Sloan noted that the roster had been included in the Agenda packet, and asked for a motion to approve. Beutler so moved. Gerteisen seconded. Director Wieber read the roster aloud: Marlo Bergen, Neelee Glasco, Ryan Klug, Anna Steele, and Nicole Battelle Van Hook. There was no discussion. **ROLL CALL VOTE:** Seacrest, Shaw, Sloan, Gerteisen, Beutler, Ostrowicki – AYE. Motion carried 6-0.

PRESIDENT'S REPORT

President Sloan encouraged all members to attend the Volunteer Recognition event. He also recalled the joyful atmosphere from last year and what a fulfilling experience it is for the volunteers to be formally recognized and celebrated.

ASSISTANT LIBRARY DIRECTOR'S REPORT

Assistant Director Glass was absent – no report.

LIBRARY DIRECTOR'S REPORT

Director Wieber introduced Ali Larson, LCL's new Accountant, hired to fill recently retired Paul Jones' place after his 32 years of excellent service. Ali started last week, and comes to LCL with great experience from Lincoln's Transportation and Utilities (LTU) department. Larson shared that she'd had a wonderful first day experience touring all the library branches, and seeing how it works in a larger city than her hometown. She was able to meet many of the staff and was delighted to see the packed parking lots and crowds present at each location for storytime morning. She is excited to begin. Sloan expressed his pleasure at having her on board.

Wieber noted one item from his Director's Report this month – Gere/South hosted a record-breaking 1,545 storytime attendees during the month of February. He noted that attendance is up across the system for in-person library events. He reminded the board that the new LCL website go-live date is April 10th. He shared another staff resignation, Librarian Cait Lombardo from Bennett Martin resigned to take a position at Altoona in her home state of Iowa. She will be missed – her work with One Book One Lincoln and our library teens was excellent. Brief discussion about the remainder of the 2024 One Book One Lincoln program duties followed.

Wieber shared that the Strategic Plan process continues. The latest draft was reviewed and wordsmithed by members of the team in preparation for a larger upcoming committee meeting for review prior to bringing it to the Board next month for a presentation and approval. There was no discussion.

PUBLIC COMMENT

There was no public comment.

There being no further business, the meeting was adjourned at 8:27 a.m.



LINCOLN
City Libraries

Memo to the Library Board

April 2024

Please note: this month's Board meeting is at **Eiseley Branch Library**, April 16, at 6:00PM.

FISCAL YEAR 2023-2024 BUDGET: The actual budget expended year to date is 57.53%, compared to the budgeted 58.33%. Annual adjusted expenditures to date is 57.27%.

STANDING COMMITTEE REPORTS

Committee on Administration

The Committee met on April 2, and discussed upcoming staffing changes, the board appointment process, and reviewed the draft Strategic Plan

Committee on Buildings and Grounds

The Committee did not meet.

Committee on Finance

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

Reports are attached. Jackie Ostrowicki of the Finance Committee will bring forward a motion to approve.

The committee met on April 2 and reviewed FY 24-26 Budget requests and a revised preliminary CIP budget.

SPECIAL COMMITTEE REPORTS

Foundation Executive Director Report: Gail McNair

One Book One Lincoln: Jen Jackson

Report by Communications Intern Anna Youell

Anna Youell, an Intern from The Foundry (UNL Honors Program) will speak on her PR project (#LNKLibrary Community) to illustrate stories of Patron Impact through interviews, photography and digital content. This project will be completed in May.

NEW BUSINESS**a. Approval of a Contract Renewal with BMI for Janitorial Services***

We approved a new contract with BMI Janitorial Group in March 2023 for one year, with the option for three (3) additional 1-year terms. This approval would be the first renewal. We are pleased with the work of BMI, and there is no change to cost.

b. Approval of a Contract with Custom Edges, Inc. for Lawn Care Services*

The Library went out to bid for annual lawn care services, and Custom Edges was the low bid at \$50,520.

c. Approval of a Contract with Farber Specialty Services for Purchase of Two (2) Library Vehicles*

This contract is the culmination of a bid process for replacement library vehicles (24' Sprinter Vans). We received two (2) bids, with Farber Specialty Vehicles being the responsible bidder. Farber has extensive experience providing library vehicles to many libraries across the country.

d. Adoption of Policy Revisions (all have been reviewed City Law):**i. Authorization to Purge Late Fines and Fees from Library Circulation Records**

Modifications include removing language "Late Fines" from policy title and body;" changing "ConnectEd" to "Library OneCard."

ii. Circulation of Library Materials

Modifications include changing "ConnectEd" to "Library OneCard."

iii. Awards, Gifts, and Prizes for Library Customers as Part of Library Programming

Review Only, no recommended changes.

iv. Presentation and Approval of the Library's Strategic Plan for 2024--2027

I'll present the Library's Plan including our Priorities, Goals, and Objectives. Still to be developed administratively are the actions attached to each objective.

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

I will provide a general update on a variety of topics. Please see my written Director's Report for additional news.

CONTRACTS FILED

Business Name	Description	Date Received
Julie Paschold, Author	Provide a recorded interview and reading for the Ames Reading Series, on Sunday, April 14, 2024 in the Heritage Room of Nebraska Authors at Bennett Martin Public Library at no cost.	3/18/2024
Kelly Weber, Author	to provide a recorded interview and reading for the Ames Reading Series, On Sunday, April 14, 2024 in the Heritage Room of Nebraska Authors at Bennett Martin Public Library at no cost.	3/25/2024
Patricia Leach	To present book talks at the times and library locations listed in the agreement at no cost.	3/19/2024
Parlay Consulting Firm, Inc.	This Amendment No. 1 amends the Consultant Agreement for the strategic planning for Lincoln City Libraries approved by DO#30864 dated 9.26.23 to provide for continuous and uninterrupted consideration and obligations under the same terms and conditions as provided in the agreement through 5.31.24.	3/26/2024
Lincoln Electric System	LES will donate books and giveaways to and cooperate with Lincoln City Libraries for 2024 Summer Reading Challenge programming at no cost.	3/21/2024
Andrzej Lewicki	Present an Origami Demonstration/Workshop for adults at Williams Branch Library on Saturday, April 13 at no cost.	3/18/2024
Samantha Hauk	To participate in a program celebrating Nebraska women in sports in observation of Women's History Month, answering questions about playing sports, and being available afterward for pictures and autographs on 3/22/24 at Eiseley Branch Library at no cost.	3/11/2024
Dr. Anand Prahlad, Author	Dr. Prahlad will participate in an interview via video conferencing to discuss his book, The Secret Life of a Black Aspie: A Memoir, and his experiences as a person with autism with librarians from Eiseley Branch Library on Saturday, April 13, 2024 from 2:00--3:00 p.m. at no cost.	3/1/2024
Reagan Raabe	To participate in a program celebrating Nebraska women in sports in observation of Women's History Month, answering questions about playing sports, and being available afterward for pictures and autographs on 3/22/24 at Eiseley Branch Library.	3/12/2024
Marissa Popoola	To participate in a program celebrating Nebraska women in sports in observation of Women's History Month, answering questions about playing sports, and being available afterward for pictures and autographs on 3/22/24 at Eiseley Branch Library.	3/12/2024
Tamara Sloan	Present an educational talk about the history, legend, tastes, and benefits of tea at Walt Branch Library on 4/13/24 at no cost.	3/1/2024
Debbie Aden	to Facilitate Bethany Booktalks on 3.29.24 at 10:30 a.m. at Bethany Branch Library at no cost.	3/4/2024
Jim McKee	to give a presentation on "The Amazing Library of Thomas Jefferson Fitzpatrick" on March 28, 2024 at Anderson Branch Library at no cost.	3/1/2024
Lincoln Symphony Orchestra	To provide storytellers to libraries at the dates and times in the agreement, and to provide library patrons with the opportunity to attend a free LSO concert on April 6, 2024 on a first come-first served basis.	3/1/2024
Healing Heart Therapy Dogs	Renewal of service agreement to provide dog/trainer pairs to libraries.	3/1/2024
Community Crops c/o Family Service Lincoln	Community Crops will provide staff to attend Gere Branch Library's Family Fun Night on Tuesday, April 2, 2024, from 5:30-8:30 p.m. to provide a variety of gardening-related activities for kids and grownups to do together while learning more about starting a garden in the spring.	3/6/2024
Luke Norris aka "Luke Norse" or "Multidimensional Cowboy"	Providing a Multidimensional Cowboy performance at Polley Music Library in Bennett Martin Public Library, 136 S. 14th Street, Lincoln, NE 68508 on Sunday, March 24, 2024, from 2:00 p.m.-3:00 p.m. at a cost not to exceed \$200.00.	3/1/2024



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

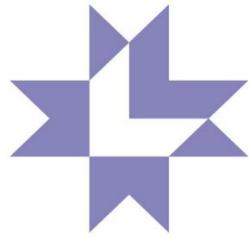
MEMORANDUM

TO: Library Board

FROM: Ali Larson, Business Office

RECAP OF EXPENDITURES - MARCH 2024

Library Operational Budget - FY 2023-24	\$ 789,059.43	
Library Enc/Reapp - From FY 2022-23	95,059.22	
Heritage Room Fund - FY 2023-24	2,422.95	
Polley Music Library - FY 2023-24	8,557.16	
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Total Operational Expenditures		\$ 895,098.76
Grants	\$ 5,478.75	
Hompes Fund	-	
Keno	297.55	
Miscellaneous Library Donations Funds	4,396.65	
Capital Improvements	-	
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Total Expenditures - Other Funds		10,172.95
		<hr/>
TOTAL EXPENDITURES		\$ 905,271.71



LINCOLN
City Libraries

Director's Report for March 2024

- The redesigned website is up and running, and it is stunning! We're grateful for the thoughtful attention, planning and hard work given by the website development and Virtual Services teams over the past couple of years. Our patrons are going to really appreciate its clean and fresh look, and ease of use. Special thanks to LCL staff members Peter Jorgensen, Traci Glass, Amy Huffman, Rebecca Aracena, Rod Cummings, Randy Rowe, and Andrew Inbody.
- Our order for the two (2) new Bookmobiles through Farber Specialty Vehicles out of Cincinnati is underway. Farber submitted the successful bid and we're excited to get the process going after several months. Completion is months ahead as we expect to receive our finished vehicles in 16-24 months, which is typical now, unfortunately.
- Our Bennett Martin team involved in the December 2023 patron safety incident will be honored—along with security officer Firas Pirali—on April 22 at the City Council Meeting with a Mayor's Award for Excellence.
- The new entry ground sign and building lettering signage is completed at the new Williams Branch/Air Park rec center facility. Passers-by can clearly recognize the building as a public library.
- The City's new branding is being implemented into all of the Library's communications and promotional materials. We expect the transition to be applied fairly quickly for all print and digital needs.
- The Library Board will consider the new strategic plan at its April Meeting. It will officially roll out for implementation beginning this September, but development of actions to meet our objectives will occur up until then. Here our Four Strategic Priorities:
 - 1) **Maximize Access:** We will provide equitable access to resources, materials, and services to the community to learn, grow, and experience joy.
 - 2) **Communicating our Offerings:** We will communicate and demonstrate inclusive, helpful, and collaborative opportunities that are available every day at Lincoln City Libraries.
 - 3) **Strengthening our Potential:** We will prioritize our team's well-being, professional development, and engagement to enhance our workplace culture.
 - 4) **Growing our Funding:** We will proudly share the importance of public libraries and energize community support.
- Adult volunteer Kailee Moorhead was nominated by Deanne Johnson at Walt for the NLA 2024 Outstanding Library volunteer and was recognized at the NLA Advocacy Day lunch. Kailee, along with her mother Kendra, has donated over 300 hours to Walt starting from the time Kailee was in middle school. A reminder that the Annual Volunteer Recognition event is Sunday, April 21 at 2:30pm, at Union College's Heartland Hall.

Monthly Examples of the Strategic Plan in Action in March 2024

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

Interactions

- Nora M. at Gere shared this customer interaction: "I had a busy shift at South helping people with new cards, etc. One new customer was excited to get some Playaways for her son, who is a developmentally disabled teenager reading at grade-school level. She said he wasn't into reading until he found audiobooks. She was happy to find out about the audiobook options on Libby and Hoopla as well."
- Laura N. at BMPL relayed this uplifting interaction: "A man approached me at the desk and said "It sounds kind of dramatic, but I don't think I could live without the library. And I couldn't live without all of you working here either." That was some good validation for a day's work at the library!"
- A local attorney was in Walt and mentioned it was her son's 24th birthday. He was asked what he wanted to do to celebrate, and he said, "Go to the Library!" They were spending some time browsing. She also said, "We are very lucky to have the wonderful libraries that we have in Lincoln." She said she is an advocate, often asking people if they go to the public library. She tells them it is nothing like it was when 'we were young. They offer so many more wonderful things now!"

Collaboration

- LCL collaborated with the Lancaster County Election Commission. Several libraries hosted voter registration drives during the month of February. At NESU, a drive took place at Anderson Branch Library, February 28, 4-7 PM.
- Lincoln City Libraries (LCL) partnered with Wachiska for their Bird Encounter at Gere on the 17th. There were over 500 attending with stations that included binoculars for bird watching; sounds station with bird calls; making bird feeders; banding birds; and lots of other activities. Staff made at least 20-30 new library cards that day!

Community Engagement

- We have continued with our adult passive craft at BMPL with jumbo poster coloring and it remains popular. Nancy P. said, "I had a woman stop at PS2 wanting to thank us for the adult coloring station. She said she liked that it was a kind of activity that she could do as much as she wanted, she didn't have to finish it, but it allowed her to forget things that were bothering her and just focus on something fun for her for a few minutes of her day." Jen J. also said, "I am constantly surprised at the variety of people who sit down and do some coloring. I even heard that some of our customers are talking about it and have come in looking for it so they can contribute!"
- Gere Library had a whopping 244 Book Bundles this month with a total of 732 books.
- Puzzle Fest: Puzzles have proved to be popular at Walt so we opened up the meeting rooms for an afternoon of family puzzling. Three families jumped in immediately at 2pm and over the course of the day we entertained 64 people. Many large floor puzzles were completed as well as at least two 500-piece puzzles and many 300 piece ones. We witnessed a lot of teamwork and dedication and sheer relaxation and enjoyment.

Programming

- Amanda T. at Gere hosted Chair Yoga on the 4th, 11th, 18th & 25th with 44 attending. She had 5 join her for the first class which was a great start, and then for the second program on the 11th there were 16. Amanda said: "We almost didn't have enough room! ...The demographic is definitely tending to be older adults (seniors). I saw quite a few patrons that rode their bikes to the library just to do my yoga class!"

LIBRARY DIRECTOR'S REPORT

March, 2024

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- The Nebraska Literary Heritage Association had their monthly board meeting on March 20th. Nebraska State Poet Matt Mason spoke to the group and read from some of his poetry. NLHA will now be meeting in the auditorium instead of the Heritage Room in order to use the virtual meeting equipment.
- The 2024 NLHA Writers Write event with Lincoln Public Schools on March 21st was very successful. We had approximately 55 8th graders participate, and all of them contributed creative writing that will be sent to the Heritage Room from their instructors once the students have received credit. The NLHA volunteers that facilitated the event did a great job, and the authors who worked with the kids all were enthusiastic and offered to come back. The authors this year were Twyla Hansen, Rex Walton, Sandra Mathews-Benham, Mary Hickman, Nick Salestrom, and Lucy Adkins.
- On March 24, Polley Music Library had local musician Luke Norse perform and discuss various elements of his long-running Multidimensional Cowboy project. His work included a variety of percussion instruments, with flutes and singing bowls, small electronics manipulated with effects pedals, and simple singer/songwriter work on banjo. We had 14 attendees.

Outreach

- Kim J. provided the Storytime on the Prairie event at History Nebraska in celebration of Statehood Day, "I dressed as a Pioneer and welcomed people as they came into the museum. There were three families who came who said that they were there specifically for the Storytime.
- At Anderson/Bethany, Jodi R. visited the longest existing book club in Lincoln to share some reading suggestions. Members of the book club informed Jodi that the group has been in existence for over 100 years. They were also quick to let her know that none of them were founding members!
- Primrose School and Childcare requested storytellers from Walt to visit during Read Across America week. Vicki C. and Lisa W. visited Toddler and Preschool classes on March 4th. Lisa and Jessica S. visited Preschool and Pre-K classes on March 6th. After talking a bit about the library, where Walt is located and what kind of things you can do at a library, LCL staff read one short story and taught the children a poem about reading books. Staff also left coloring sheets and bookmarks with the classroom teachers. In all, eight classes were visited and 105 children, with their teachers, took part in the storytimes.

Early Childhood

- Ali B. provided story times at Lincoln Children's Museum Super Saturday, Around Town Storytime at the Lied Center, the Malone Center and UNL childcare classes; and had booths at Lincoln Children's Museum, Babe Lincoln, and Randolph Parent Teacher Conferences. Ali relayed this thought on outreach storytimes, "While outreach storytimes can sometimes seem less valuable than in-house storytimes due to lack of caregiver interaction and bringing bodies in the building, they do still have value. This month I've had kids say 'I missed you!' And 'please stay longer!' at my site visits. I know that I'm helping these children associate reading with fun, which will hopefully lead to resilient and confident readers when they reach formal education, and that's really what it is all about as a youth-focused librarian."
- Mindful Movements had two engaged groups this month at Walt. At the first session they celebrated happiness and discussed how happiness begins within and ways, such as meditation and breathing exercises, that can help us find our "happy." During the second session Meagan M. focused on healthy eating for nutrition month with the "Hot Potato" song by the Wiggles and encouraging participants to try new foods with the stories "Monsters Don't Eat Broccoli" by Barbara Jean Hicks and "Nope. Never. Not for Me!" by Samantha Cotterill.

Technology

- The Tech Time Staff at Gere (Amanda T., Leanne D., Marcy G., Jenae Dunn, Ronda H., Diane V. and Araya W.) helped 15 unique patrons during an equivalent of 32 half-hour appointments. Of these, seven needed assistance with digital library services, including Ancestry.

- Amanda T. at Gere shared: "I had a homeschool mom and her son schedule an appointment to get Transparent Language working on a Chrome Book. The app was not very easy to use on the Chrome Book, so I just had them go through the web version. This worked really well and she said our session was really helpful! They want to learn Spanish for an upcoming trip to Puerto Rico."

Building up the Culture of Lincoln

All Students

- Anderson's annual Art Show brought lots of amazing art work to Anderson during the month of March. The branch celebrated on the 7th with an opening reception. One-hundred and forty-one attended to admire the talent of these young artists.
- Karrie S. [NESU] said, "During Spring Break, Caitlin L. hosted a Teen Knit and Crochet program for Anderson Branch Library. Twelve teens came and voted to learn a basic crochet stitch. I thought that was a good turnout for a teen event." Karrie also noted, "Our Teen Advisory Board met at Barnes and Noble this month to select new YA paperbacks for the system. This is their favorite event of the year."

Employment

- A patron came to the Walt desk looking for help with scanning. She needed to send along her resume before a job interview the following day. Meagan M. explained how to put the documents into a single PDF, as well as how attaching documents work in e-mail. She thanked Meagan for taking the time to teach her, as it saved her "a lot of grief and frustration."

Local History

- Scott C. at BMPL said, "I had a marvelous conversation with a customer who had attended my Lincoln Cinema History program last Summer, who said they'd really enjoyed it and had wandered downtown looking at the sites where movie theaters used to exist – After talking with Jen J., we decided to create a 'Walking Tour' sequel program this summer which will visit the locations of all of Lincoln's past downtown theaters."
- Laura N. [BMPL] said, "An individual approached me and told me that a friend had told him that he could do genealogical research at the library, and he wanted to know more. I told him about the various resources we had, including Ancestry.com and the physical resources at Bennett Martin. He admitted that he was not technologically savvy and would be uncomfortable doing any sort of research on the computer, or even emailing. I then told him about the reference services we offer and he said he would feel much more comfortable calling and talking to a person about his reference questions and project. Through the course of the conversation, I learned that he was newly retired and that he hadn't been in the library since he was an undergrad (in the mid-60s). I signed him up for a library card (to take better advantage of our reference services) and he left happy with a reference phone number in hand."

Low-Income Families

- During February, numerous citizens utilized the free tax help at Anderson Branch Library provided by the Volunteer Income Tax Assistance [VITA] program. Unfortunately, as is always the case, there is much more demand for the service than sessions available.

Maker

- Cally O. and Ronda H. hosted Family night at Gere on the 5th, and Ronda and Greg W. hosted at South on the 21st. The theme for Family Night was robots and they utilized kits from the Makerspace collection to give kids the chance to drive Sphere Minis and Dash, draw paths for the Ozobots, and mix and match robot parts to create a paper bag puppet robot. Cally said it was a quieter family night with only 30 in attendance at Gere, so kids had a chance to play with the robots as much as they wanted. South's Family Night on the 21st had 8 kids and their parents interact with the stations.

Refugee and Immigrant

LIBRARY DIRECTOR'S REPORT

March, 2024

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- Anthony V. [BMPL] relayed this information, "I've been noticing more Vietnamese patrons come in to the library. One thing I like to do is speak Vietnamese with them back and forth. They are pleasantly surprised because they can never tell I'm Vietnamese. We talk a little bit about ourselves when I'm helping them check out. They get pretty excited when I show them that we have a good selection of Vietnamese books. It's really cool to see them take advantage of Lincoln Literacy as well."

Services to our Aging Population

- Cindy K. [BMPL] shared, "While at the Home Outreach by Mail (HOM) desk, I took a call from a patron. She wondered how the HOM program worked. She said that it sounded exactly what she was looking for. She was thrilled to be able to return the bags from her home and not have to take them to the post office or library. The woman was very excited to get started. She said that she would be willing to help cover the cost of the postage, but I explained that that was handled by the library. She said that she was so happy to hear that because she felt that meant libraries were in good shape and were here to stay."
- At Bethany Branch Library on 3/23/2024, a staff member noted on the schedule, "Grandma came in to get a soccer basics book, so she understands what her granddaughter is doing out there!"
- Diane V. at Gere shared: "The resident librarian at Eastmont Towers read an article about people with vision problems using e books to enlarge font so they can continue to read print. She thought, as their librarian, she should come find out what we have to offer so she would be able to share the information with her fellow residents. She was very excited to hear about Libby, Hoopla and Tech Times. She planned to follow up by writing an article for the Eastmont newsletter letting everyone know about our apps."

Ryan Wieber, Library Director
April 12, 2024

LIBRARY DIRECTOR'S REPORT

March, 2024

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Website usage:

	March 2024	February 2024	% change	March 2023	% change	FY 2023-24 YTD	FY 2022-23 YTD	% change
Pageviews	110,904	115,256	-4%	88,144	26%	719,678	590,735	22%
Sessions	65,088	65,854	-1%	60,459	8%	371,217	405,978	-9%
Users	51,463	51,545	0%	34,556	49%	336,775	235,634	43%

LCL Public wireless network

	March 2024	February 2024	% change	March 2023	% change	FY 2023-24 YTD	FY 2022-23 YTD	% change
BMPL	39,299	35,453	11%	30,783	28%	240,524	194,334	24%
Anderson	5,733	5,680	1%	4,878	18%	40,156	33,939	18%
Bethany	2,077	1,976	5%	1,604	29%	12,202	12,677	-4%
Eiseley	15,105	14,309	6%	15,636	-3%	102,595	94,971	8%
Gere	20,686	19,953	4%	22,188	-7%	138,808	138,720	0%
South	7,632	8,003	-5%	7,127	7%	56,229	55,927	1%
Walt	16,502	15,505	6%	15,085	9%	112,069	91,642	22%
Williams	4,926	4,064	21%	2,095	135%	32,060	12,135	164%
Totals	111,960	104,943	7%	99,396	13%	734,643	634,345	16%

**March 2024 Use Compared to March 2023
Lincoln City Libraries**

Location	Print Checkouts		Print Loan	Non-Print Checkouts		Non-Print	Total Checkouts		Total Loan
	2024	2023	Change	2024	2023	Loan Change	2024	2023	Change
BMPL	11,662	10,814	7.84%	2,697	2,944	-8.39%	14,359	13,758	4.37%
Anderson	9,378	10,030	-6.50%	1,922	2,297	-16.33%	11,300	12,327	-8.33%
Bethany	7,248	8,292	-12.59%	908	1,188	-23.57%	8,156	9,480	-13.97%
Eiseley	19,544	22,561	-13.37%	2,863	3,521	-18.69%	22,407	26,082	-14.09%
Gere	53,054	59,986	-11.56%	7,472	8,733	-14.44%	60,526	68,719	-11.92%
South	7,993	9,118	-12.34%	986	1,520	-35.13%	8,979	10,638	-15.60%
Walt	36,628	39,032	-6.16%	5,269	5,346	-1.44%	41,897	44,378	-5.59%
Williams	865	597	44.89%	154	293	-47.44%	1,019	890	14.49%
Lied Bookmobile	1,294	1,239	4.44%	143	232	-38.36%	1,437	1,471	-2.31%
InterLibrary Loan		240	-100.00%	0	0	0.00%	0	240	-100.00%
Subtotal Checkouts	147,666	161,909	-8.80%	22,414	26,074	-14.04%	170,080	187,983	-9.52%
Download/Stream Audio	0	0	0.00%	43,865	38,368	14.33%	43,865	38,368	14.33%
Download/Stream eBook	0	0	0.00%	32,712	30,403	7.59%	32,712	30,403	7.59%
Stream Video	0	0	0.00%	928	815	13.87%	928	815	13.87%
TOTAL CHECKOUTS	147,666	161,909	-8.80%	99,919	95,660	4.45%	247,585	257,569	-3.88%

Location	Youth Checkouts		Youth Loan	Adult Checkouts		Adult Loan	Visits	Visits	Visits
	2024	2023	Change	2024	2023	Change	2024	2023	Change
BMPL	5,375	5,096	5.47%	8,984	8,662	3.72%	12,561	11,703	7.33%
Anderson	5,728	6,359	-9.92%	5,572	5,968	-6.64%	5,860	5,857	0.05%
Bethany	4,836	5,953	-18.76%	3,320	3,527	-5.87%	3,103	3,078	0.81%
Eiseley	14,553	17,860	-18.52%	7,854	8,222	-4.48%	10,141	9,952	1.90%
Gere	35,710	40,378	-11.56%	24,816	28,341	-12.44%	20,225	19,208	5.29%
South	5,036	6,010	-16.21%	3,943	4,628	-14.80%	3,642	3,786	-3.80%
Walt	28,505	30,831	-7.54%	13,392	13,547	-1.14%	14,000	13,357	4.81%
Williams	765	521	46.83%	254	369	-31.17%	1,109	696	59.34%
Lied Bookmobile	876	892	-1.79%	561	579	-3.11%	295	481	-38.67%
InterLibrary Loan	0	0	0.00%	189	240	-21.25%	0	0	0.00%
Subtotal Checkouts	101,384	113,900	-10.99%	68,885	74,083	-7.02%	70,936	68,118	4.14%
Download/Stream Audio	6,242	5,349	16.69%	37,623	33,019	13.94%	0	0	0.00%
Download/Stream eBook	5,799	4,820	20.31%	26,913	25,583	5.20%	0	0	0.00%
Stream Video	0	0	0.00%	928	815	13.87%	0	0	0.00%
TOTAL CHECKOUTS	113,425	124,069	-8.58%	134,349	133,500	0.64%	70,936	68,118	4.14%

Location	Program & Outreach Attendance - Youth		P&O Att - Youth	Program & Outreach Attendance - Adult		P&O Att - Adult	Computer Use		Computer
	2024	2023	Change	2024	2023	Change	2024	2023	Change
BMPL	860	598	43.81%	152	135	12.59%	2,442	2,568	-4.91%
Anderson	520	918	-43.36%	23	0	0.00%	721	686	5.10%
Bethany	170	229	-25.76%	45	49	-8.16%	280	213	31.46%
Eiseley	1,103	1,106	-0.27%	78	10	680.00%	1,910	1,449	31.82%
Gere	1,780	1,597	11.46%	64	41	56.10%	1,315	1,340	-1.87%
South	198	436	-54.59%	6	7	-14.29%	458	478	-4.18%
Walt	1,513	1,277	18.48%	317	194	63.40%	1,200	1,051	14.18%
Williams	297	71	318.31%	5	0	0.00%	247	102	142.16%
Lied Bookmobile	0	0	0.00%	41	35	17.14%	0	0	0.00%
TOTAL	6,441	6,232	3.35%	731	471	55.20%	8,573	7,887	8.70%

**Lincoln City Libraries
March 2024 Use Report**

Location	Loans	Visits	Computer Reservations	Program & Outreach Attendance	March 2024 Total Use	March 2023 Total Use	CHANGE
Bennett Martin Public Library	14,359	12,561	2,442	1,012	30,374	28,762	5.60%
Anderson Branch	11,300	5,860	721	543	18,424	19,788	-6.89%
Bethany Branch	8,156	3,103	280	215	11,754	13,049	-9.92%
Eiseley Branch	22,407	10,141	1,910	1,181	35,639	38,599	-7.67%
Gere Branch	60,526	20,225	1,315	1,844	83,910	90,905	-7.69%
South Branch	8,979	3,642	458	204	13,283	15,345	-13.44%
Walt Branch	41,897	14,000	1,200	1,830	58,927	60,257	-2.21%
Williams Branch	1,019	1,109	247	302	2,677	1,759	52.19%
Lied Bookmobile	1,437	295	0	41	1,773	1,987	-10.77%
InterLibrary Loan	0	0	0	0	0	240	-100.00%
SUBTOTAL	170,080	70,936	8,573	7,172	256,761	270,691	-5.15%
DownloadStream Audio	43,865	0	0	0	43,865	38,368	14.33%
Download/Stream eBooks	32,712	0	0	0	32,712	30,403	7.59%
Stream Video	928	0	0	0	928	815	13.87%
Download SUBTOTAL	77,505	0	0	0	77,505	69,586	11.38%
TOTAL CIRCULATION	247,585	70,936	8,573	7,172	334,266	340,277	-1.77%

WiFi Sessions	127,297	111,255	14.42%
WiFi Users	9,599	9,736	-1.41%
Website Users	103,267	62,850	64.31%
Website Sessions	137,933	123,708	11.50%
Database Use	7,855	10,905	-27.97%

Holdings Report	PRINT		NON PRINT		Total	REGISTRATIONS	2024	2023	Change
	Adult	Youth	Adult	Youth		Purged			
Owned	359,037	314,747	79,285	33,045	786,114	Active			
Added	2,001	1,203	134	159	3,497	Resident	147,675	146,576	0.75%
Withdrawn	-4	2	1	-1	-2	ConnectED	48,016	42,603	12.71%
Current	361,034	315,952	79,420	33,203	789,609	County	9,034	9,131	-1.06%
						NonResident	934	943	-0.95%
						Reciprocal	484	482	0.41%
						Limited Use	9,659	8,502	13.61%
						Total Active	215,802	208,237	3.63%

Lincoln City Libraries
March 2024 Fiscal Year To Date Use Report

Location	Loans			Visits			Computer Reservations			Program & Outreach Attendance			Total Use		
	FY 23-24 YTD	FY 22-23 YTD	YTD Change	FY 23-24 YTD	FY 22-23 YTD	YTD Change	FY 23-24 YTD	FY 22-23 YTD	YTD Change	FY 23-24 YTD	FY 22-23 YTD	YTD Change	FY 22-23 YTD	FY 21-22 YTD	YTD CHANGE
Bennett Martin Public Library	96,414	91,156	5.77%	74,900	74,100	1.08%	15,518	16,807	-7.67%	5,658	5,227	8.25%	192,490	187,290	2.78%
Anderson Branch	78,413	79,121	-0.89%	36,791	34,014	8.16%	5,053	4,761	6.13%	4,828	5,048	-4.36%	125,085	122,944	1.74%
Bethany Branch	51,659	58,199	-11.24%	20,090	20,276	-0.92%	1,721	1,610	6.89%	1,685	1,894	-11.03%	75,155	81,979	-8.32%
Eiseley Branch	155,583	165,084	-5.76%	62,985	58,925	6.89%	9,191	7,853	17.04%	9,759	10,369	-5.88%	237,518	242,231	-1.95%
Gere Branch	400,337	432,511	-7.44%	127,396	120,976	5.31%	7,360	8,735	-15.74%	9,680	8,866	9.18%	544,773	571,088	-4.61%
South Branch	63,370	65,311	-2.97%	24,006	23,193	3.51%	3,073	3,096	-0.74%	1,304	1,680	-22.38%	91,753	93,280	-1.64%
Walt Branch	273,635	277,509	-1.40%	85,408	80,624	5.93%	7,030	6,814	3.17%	7,799	7,038	10.81%	373,872	371,985	0.51%
Williams Branch	6,813	5,372	26.82%	12,451	4,508	176.20%	919	382	140.58%	862	595	44.87%	21,045	10,857	93.84%
Lied Bookmobile	9,869	11,856	-16.76%	1,953	2,856	-31.62%	0	0	0.00%	877	1,810	-51.55%	12,699	16,522	-23.14%
InterLibrary Loan	1,029	1,416	-27.33%	0	0	0.00%	0	0	0.00%	0	0	0.00%	1,029	1,416	-27.33%
SUBTOTAL	1,137,122	1,187,535	-4.25%	445,980	419,472	6.32%	49,865	50,058	-0.39%	42,452	42,527	-0.18%	1,675,419	1,699,592	-1.42%
DownloadStream Audio	291,933	248,104	17.67%	0	0	0.00%	0	0	0.00%	0	0	0.00%	291,933	248,104	17.67%
Download/Stream eBooks	220,984	197,077	12.13%	0	0	0.00%	0	0	0.00%	0	0	0.00%	220,984	197,077	12.13%
Stream Video	6,179	5,984	3.26%	0	0	0.00%	0	0	0.00%	0	0	0.00%	6,179	5,984	3.26%
Download SUBTOTAL	519,096	451,165	15.06%	0	0	0.00%	0	0	0.00%	0	0	0.00%	519,096	451,165	15.06%
TOTAL LOANS	1,656,218	1,638,700	1.07%	445,980	419,472	6.32%	49,865	50,058	-0.39%	42,452	42,527	-0.18%	2,194,515	2,150,757	2.03%

	FY 23-24 YTD	FY 22-23 YTD	YTD Change
Online Registrations	789	0	0.00%
Overall Registrations	6572	6231	5.47%

WiFi Sessions	838,971	816,459	2.76%
WiFi Users	65,958	77,437	-14.82%
Website Users	584,796	424,818	37.66%
Website Sessions	782,386	834,836	-6.28%
Database Use	56,842	90,948	-37.50%

LINCOLN CITY LIBRARIES

Monthly Categorical Report

March 31, 2024

	Budget Amount	Budgeted Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended
Administration-Div. 1					
Personnel	\$ 884,268.00	\$ 515,823.00	\$ 532,271.11	\$ 351,996.89	\$ 71,791.70
Supplies	33,000.00	19,250.00	15,487.26	17,512.74	1,718.79
Services & Charges	93,474.00	54,526.50	67,522.98	25,951.02	1,798.94
Other	-	-	-	-	-
Total	\$ 1,010,742.00	\$ 589,599.50	\$ 615,281.35	\$ 395,460.65	\$ 75,309.43
Percent Expended		58.33%	60.87%		
Buildings & Grounds-Div. 2					
Personnel	\$ 125,474.00	\$ 73,193.17	\$ 72,058.29	\$ 53,415.71	\$ 9,903.50
Supplies	25,000.00	14,583.33	15,635.63	9,364.37	4,167.92
Services & Charges	1,026,920.00	599,036.67	651,369.22	375,550.78	68,543.83
Other	90,900.00	53,025.00	45,415.82	45,484.18	-
Total	\$ 1,268,294.00	\$ 739,838.17	\$ 784,478.96	\$ 483,815.04	\$ 82,615.25
Percent Expended		58.33%	61.85%		
Public Service-Div. 3					
Personnel	\$ 5,847,868.00	\$ 3,411,256.33	\$ 3,202,208.07	\$ 2,645,659.93	\$ 489,355.37
Supplies	65,500.00	38,208.33	34,654.40	30,845.60	2,249.34
Services & Charges	46,750.00	27,270.83	27,939.00	18,811.00	6,871.98
Other	-	-	-	-	-
Total	\$ 5,960,118.00	\$ 3,476,735.50	\$ 3,264,801.47	\$ 2,695,316.53	\$ 498,476.69
Percent Expended		58.33%	54.78%		
Support Services-Div. 4					
Personnel	\$ 1,222,052.00	\$ 712,863.67	\$ 689,421.69	\$ 532,630.31	\$ 90,889.82
Supplies	63,500.00	37,041.67	29,726.40	33,773.60	2,087.01
Services & Charges	474,019.00	276,511.08	219,925.09	254,093.91	6,804.18
Other	955,000.00	557,083.33	697,800.27	257,199.73	32,877.05
Total	\$ 2,714,571.00	\$ 1,583,499.75	\$ 1,636,873.45	\$ 1,077,697.55	\$ 132,658.06
Percent Expended		58.33%	60.30%		
Total Library Operational					
Personnel	\$ 8,079,662.00	\$ 4,713,136.17	\$ 4,495,959.16	\$ 3,583,702.84	\$ 661,940.39
Supplies	187,000.00	109,083.33	95,503.69	91,496.31	10,223.06
Services & Charges	1,641,163.00	957,345.08	966,756.29	674,406.71	84,018.93
Other	1,045,900.00	610,108.33	743,216.09	302,683.91	32,877.05
Total	\$ 10,953,725.00	\$ 6,389,672.92	\$ 6,301,435.23	\$ 4,652,289.77	\$ 789,059.43
Percent Expended		58.33%	57.53%		
Other Library Fund Appropriations					
	Amount Appropriated		Expended Year-to-Date	Balance	Current Month Expended
FY 2022-23 Reappropriated	\$ 898,514.20		\$ 255,175.53	\$ 643,338.67	\$ 19,991.25

**LINCOLN CITY LIBRARIES - FUND BALANCES
MARCH 2024**

	Beginning Balance	Receipts	Expended	Ending Balance
<u>GRANT FUNDS</u>				
Net Lender Fund	\$ 676.80	\$ -	\$ -	\$ 676.80
NLC NE eReads Grant 2023	47,242.00	-	-	47,242.00
NLC Youth Grant 2023	789.35	-	-	789.35
State Aid 2022	9,478.98	-	-	9,478.98
State Aid 2023	52,321.00	-	-	52,321.00

DONATED FUNDS

Heritage Room	\$ 169,025.03			\$ 169,025.03
Polley Music Library	307,750.62	943.15	8,557.16	300,136.61
Joseph J. Hompes	123,345.47	359.88	-	123,705.35
Misc. Library Donations	747,737.78	1,960.77	4,396.65	745,301.90
Alice Nielsen	82,947.01	247.18	-	83,194.19
Dorothy Holland	119,315.36	355.56		119,670.92
Glennis Leapley	63,466.80	189.13		63,655.93
Lincoln Cares	26,503.45	444.63	-	26,948.08

APPROPRIATED FUNDS

	Budget	Expended		Balance
		March 2024	Exp-to-Date	
Heritage Room FY 2023-24	\$ 41,073.00	\$ 2,422.95	\$ 18,003.06	\$ 23,069.94
Polley Music Library FY 2023-24	99,169.00	8,557.16	65,055.29	34,113.71
Keno FY 2022-23	157,648.00	-	26,508.00	131,140.00
Keno FY 2023-24	1,010,930.00	297.55	229,200.04	781,729.96
Capital Improvement Projects				
FY 2020-21 Williams	945,455.34	-	928,401.64	17,053.70
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 2023-24 Bennett Martin Carpet	75,000.00		67,131.00	7,869.00

**LINCOLN CITY LIBRARIES
LINCOLN, NEBRASKA**

POLICY TITLE: Authorization to Purge ~~Late Fines and Fees~~ from Library Circulation Records

PURPOSE: The policy defines the conditions under which the Library Director is authorized to purge ~~late fines and fees~~ from circulation records in order to write-off uncollectible accounts.

IMPLEMENTATION: Review of circulation records containing outstanding accounts on a monthly basis.

Purge outstanding accounts monthly where card holder has not checked out materials in the previous seven years.

Report dollar amount purged to Library Board on a monthly basis.

~~Connected~~ **Library OneCard** accounts, **and student accounts associated with any other school district partnerships**, shall be purged from **the** ILS on a monthly basis to remove accounts of students no longer enrolled. ~~in Lincoln Public Schools~~. Purged records are to be retained for seven years or as indicated by current record retention schedule.

ADOPTED BY LIBRARY BOARD: March 19, 1996
REVISED: March 18, 2008; November 13, 2008, October 19, 2010, June 15, 2021
LAW DEPT. REVIEW: 2021 June 2021

Lincoln City Libraries
Lincoln, Nebraska

**POLICY: AWARDS, GIFTS, AND PRIZES FOR LIBRARY CUSTOMERS
AS PART OF LIBRARY PROGRAMMING**

Awards, gifts and prizes are allowed to the extent the expense is reasonable and necessary to carry out the mission of the library. They must comply with any funding source restrictions and be approved by the Library Director.

The Gift Card/Prize Acknowledgment form is to be used any time a gift card is awarded, or when any prize is awarded via random drawing. Tokens of appreciation awarded to everyone participating in a program are exempt from this policy.

The Gift Card/Prize Acknowledgment form with the names of individuals receiving an award/gift/prize must be completed and forwarded to administrative offices by the 10th of the month following the month in which the individual receives the award/gift/prize.

Employees of Lincoln City Libraries are not eligible to win awards/gifts/prizes except those tokens of appreciation awarded to everyone participating in a program.

Reviewed by Law: February 2020
Adopted by Library Board: February 18, 2020

LINCOLN CITY LIBRARIES

LINCOLN, NEBRASKA

POLICY TITLE: CIRCULATION OF LIBRARY MATERIALS

This policy strives to find a balance between providing quality circulation services to library customers and meeting standards of accountability in circulation transactions.

CHECKOUT AND RENEWAL

Most materials may be checked out for three weeks, with up to four renewals of the designated checkout periods. Items which have holds outstanding may not be renewed. It shall be at the Library Director's discretion to set check out periods when special circumstances or collections warrant such action in order to provide quality services. ~~A library customer's record is blocked from checkout if total charges exceed \$10.00.~~ **A library customer's record is blocked from checkout if total charges are \$10.00 or more.**

CIRCULATION LIMITS

The number of items checked out on a customer's card may not exceed 150. It shall be at the Library Director's discretion to set limits when special circumstances or collections warrant such action in order to provide quality services. ~~Connected~~ **Library OneCard accounts, and student accounts associated with any other school district partnerships** may not exceed five (5) items checked out at any one time.

ADOPTED BY LIBRARY BOARD: May 20, 2008

REVISED BY LIBRARY BOARD: December 20, 2016

REVIEWED BY LAW DEPARTMENT: December 2016

REVIEWED BY LIBRARY BOARD: June 18, 2019



LINCOLN
City Libraries

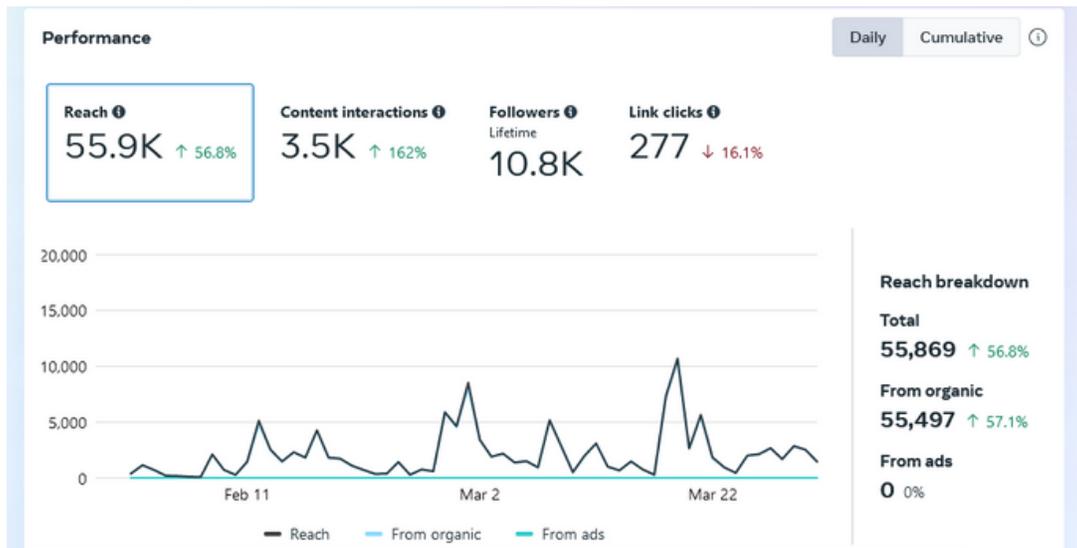
FEB MARCH REPORT

Prepared by:
Amy Hana Huffman
Public Information Specialist II

Approved by:
Ryan Wieber
Director of Lincoln City Libraries

SOCIAL MEDIA STATISTICS

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JANUARY	10,604	4,033	2,116
MARCH	10,839	4,016	2,149



FACEBOOK

Top Posts

CONTENT

February

Content	Post Impressions
Feb 12 Annual Report	7,211
Feb 28 Circle of Friends	11,090
Feb 29 READ to a Dog is back for spring!	13,604

March

Content	Post Impressions
March 8 International Women's Day	9,033
March 18 Circle of Friends	11,961
March 19 Pop-up Book Sale	12,524

2/3/2024	LJS	More requests to move library books, but less controversy than...
2/2/2024	LJS	African American Read-In Wednesday at LPS District Office
2/2/2024	City of Lincoln	Aging Partners Event
2/7/2024	KLKNTV	LPS features diverse voices at African American Read-in
2/9/2024	City of Lincoln	BMPL temporary closure begins Feb 14
2/7/2024	KLKNTV	LPS features diverse voices at African American Read-in
2/8/2024	KOLN Now	LPS and LCL host 11th Annual African American Read-in
2/8/2024	KLKNTV	BMPL to close for carpet replacement project
2/8/2024	KLIN	Bennett Martin Public Library To Temporarily Close
2/8/2024	KOLN Now	BMPL to close for carpet replacement project
2/10/2024	LJS City hall	Testing the waters
2/12/2024	City of Lincoln	Registration for Mayor's Youth Employment Program Now Open
2/13/2024	KLIN	Registration Open for Mayor's Youth Summer Work Program
2/13/2024	City of Lincoln	LCL Page-to-Stage program continues Feb 18
2/13/2024	KOLN NOW	Voter Registration drives begin in Lancaster County
2/16/2024	LJS	Libraries' Page to Stage program continues Sunday
2/16/2024	LJS	Early Childhood Family Fair set for Sunday at Gateway Mall
2/18/2024	KOLN Now	Lied Center show "Rainbow Fish" visits Lincoln Library
2/20/2024	KOLN Now	Read to a dog program at Lincoln City Libraries
2/20/2024	LJS Obit MarySue Harris	Mention LNKLlibraries
2/23/2024	LJS	2023 most popular books from Lincoln City Libraries
02/24/2024	City of Lincoln	Read to a Dog Spring Session Begins Week of March 3
3/1/2024	LJS	Lincoln City Libraries mobile app back up and running
3/4/2024	City of Lincoln	Lincoln City Libraries LibraryLNK App Now Available
3/11/2024	LJS	LCL partners with orchestra to provide musical themed storytimes
3/11/2024	City of Lincoln	LCL Announces Special Collaboration with LSO
3/21/2024	LJS	Your guide to upcoming fundraising events; Foundation mention
3/22/2024	LJS	Wine & Dine for Lincoln City Libraries technology April 25
3/26/2024	UNL Nebraska Today	'Show Way' performance at Lied canceled
3/29/2024	LJS	LWV program on book challenges and bans Thursday
3/31/2024	Chadron Radio	Young Nebraskans Win Writing Competition
3/31/2024	Rural Radio	Young Nebraskans Win Writing Competition