

MEETING NOTICE

DATE: June 12, 2025
TO: Library Board, Mayor, City Clerk, and City Attorney
FROM: Ryan Wieber, Library Director
SUBJECT: Library Board Meeting

DATE AND PLACE OF MEETING: Tuesday, June 17, 2025
Anderson Branch Library
3635 Touzalin Ave.
Lincoln, NE 68507

STARTING TIME OF MEETING: 6:00 p.m.
CHAIR OF MEETING: Joe Shaw, 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 June 20, 2025 Meeting Minutes*
5. Standing Committee Reports
 - a. Committee on Administration
 - i. Recommendation for Library Board Appointment*
 - b. Committee on Buildings and Grounds
 - c. Committee on Finance
 - i. Approval of Monthly Recap of Expenditures for May 2025*
6. Special Committee Reports
 - a. Foundation for Lincoln City Libraries
 - b. One Book One Lincoln
7. New Business
 - a. Contract Amendment for Architectural Services with BVH*
 - b. Holiday and Closing Dates*
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.
- ~~12. Closed Session~~

*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, MAY 20, 2025, 8:00 a.m.
BENNETT MARTIN PUBLIC LIBRARY
LINCOLN, NEBRASKA

BOARD MEMBERS PRESENT

Present: Joe Shaw, Dan Sloan, Morgan Gerteisen, Terri Dunlap, Nichole Bogen, Lisa Hale, Jackie Ostrowicki. Absent: Patty Beutler.

CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS ACT

President Shaw called the meeting to order at 8:00 a.m. and announced the Open Meetings Law and today's agenda were posted and available for review.

APPROVAL OF AGENDA*

Shaw noted that the Agenda/Meeting Notice was posted according to the Open Meetings Act of the State of Nebraska. Sloan moved approval of the Agenda. Gerteisen seconded. **ROLL CALL VOTE:** Gerteisen, Ostrowicki, Dunlap, Shaw, Sloan – AYE. Motion carried 5-0.

PUBLIC COMMENT ON AGENDA ITEMS

No Public Comment.

APPROVAL OF APRIL 15, 2025 MEETING MINUTES*

Ostrowicki motioned approval of the April minutes. Dunlap seconded. There was no discussion. **ROLL CALL VOTE:** Ostrowicki, Dunlap, Shaw, Sloan, Gerteisen – AYE. Motion passed 5-0.

STANDING COMMITTEE REPORTS

Committee on Administration

Director Wieber shared that the committee meet on April 28th to discuss future library plans and the new member appointment process. He reported that five applications have been received thus far and urged members to encourage folks to apply.

Committee on Buildings and Grounds

Did not meet.

Committee on Finance

Approval of Monthly Recap of Expenditures

In Treasurer Hale's absence, Vice President Jackie Ostrowicki reported that the Total Operational Expenditures for April were \$811,124.99. The Total Expenditures from Other Funds were \$140,415.42 for a Total of \$951,540.41. Hale and Bogen arrived at this time. Gerteisen moved approval. Hale seconded.

ROLL CALL VOTE: Dunlap, Shaw, Sloan, Gerteisen, Beutler – AYE. Motion carried 6-0.

SPECIAL COMMITTEE REPORTS

Foundation for Lincoln City Libraries

Tiffani Hill, Executive Director of FLCL reported that she has begun monthly meetings for traction and messaging on the new library project. She noted that new committees and chairs have been formed and assigned and the wheels are in motion for active support.

One Book One Lincoln

One Book One Lincoln (OBOL) Board Liaison, Morgan Gerteisen reported that all is ready for the announcement of the top three titles on Memorial Day. The event begins at 9:30 a.m. and the winners will be announced at 10:30 a.m. Eight of the ten videos have been released online, the final two are scheduled to be posted on Friday the 23rd.

NEW BUSINESS

Summer Reading Challenge Report – Coordinator, Ali Bousquet

Youth Services and Outreach Coordinator, Ali Bousquet reminded folks that the Summer Reading Challenge begins on Friday, May 23. She reviewed this year's theme, "Color our World" and the details of the program. Special programs will include past favorites, Magician Jeff Quinn, Saltdogs games, and City Pool passes among others. New sponsors include Raising Canes and Red Robin. She reported statistics from last year's program and shared that marketing for this summer included television and radio ads. She expressed her admiration of staff who have planned and prepared, and now are managing an average of seven events daily in addition to increased traffic across the system. Brief discussion followed.

Resolution to Recommend the Purchase of 1111 "O" Street for a New Downtown Library*

Director Wieber shared updates on the proposed plans including Southeast Community College's consideration of the purchase agreement which should culminate in their support for the deal, next steps with the CIP and the Planning Commission, Urban Design and several community engagement events, beginning with a June 4th open house at Bennett Martin. Many more presentations are scheduled for groups including the Chamber of Commerce, the Downtown Lincoln Association board, Rotary and LIBA. A new contract is being drafted with the Architects and the project managers which will likely require a special session in the upcoming month for approval. Discussion followed.

President Shaw read the Resolution aloud:

A RESOLUTION

RECOMMENDING THE CITY OF LINCOLN PURCHASE THE SOUTHEAST COMMUNITY COLLEGE FACILITY AT 1111 O STREET FOR THE FUTURE CENTRAL LIBRARY LOCATION

Whereas, Bennett Martin Public Library on 14th and N Streets has served as the Central location for the Lincoln City Libraries system since 1962; and

Whereas, the Board of Trustees for Lincoln City Libraries, together with the City of Lincoln, have taken actions for over twenty years to identify a solution for the improvement and modernization of its Central Library; and

Whereas, those actions have included architectural and service studies, space needs plans, facilities master plans, and community engagement sessions with residents; and

Whereas, an opportunity to purchase and adaptively reuse a facility owned by Southeast Community College (SCC), known as "Education Square" or the former "Centrum Mall" at 1111 O Street as the future Central Library; and

Whereas, the Board of Trustees of Lincoln City Libraries recognizes the SCC Education Square facility as an ideal location for modern library services that would provide valuable services, collections, activities, and impact for residents of the City of Lincoln and Lancaster County; and

Therefore, be it Resolved, that the Library Board recommends the City of Lincoln proceed with all required due diligence to purchase the facility at 1111 O Street as the future Central Library location for Lincoln City Libraries.

Dunlap moved approval of the Resolution. Ostrowicki seconded. **ROLL CALL VOTE:** Ostrowicki, Dunlap, Shaw, Sloan, Gerteisen, Hale – AYE. Motion carried 6-0.

PRESIDENT'S REPORT

President Shaw expressed his satisfaction with the new library plan. He encouraged members to celebrate and prepare to work to take full advantage of the unique opportunity to do something on this scale for the City of Lincoln and Lincoln City Libraries.

ASSISTANT LIBRARY DIRECTOR'S REPORT

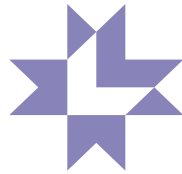
Assistant Director Glaesemann shared that Walt branch library had recently screened the documentary, "Free for All" about libraries and their impact on communities. She gave a staffing update, a review an AARP Community Challenge grant that will expand digital literacy classes, and an update on the Staff Innovation Grants process. Fifteen applications were submitted, eight will be funded. Attendance at the Digital Literacy classes thus far has been great – all classes are full, extras have been admitted and there's still a waiting list. Brief discussion followed.

LIBRARY DIRECTOR'S REPORT

Director Wieber reported on some continuing maintenance issues. The elevators at Bennett Martin continue to break down and need repairs, and replacement may still be required to ensure public safety and accessibility. A fire panel at Eiseley branch had to be replaced at a cost that was manageable, but high. The Bookmobile is spending increasing time off the road. Currently the generator that powers lights, a/c and computers at stops is not functional. A high temperature threshold limiting when the Bookmobile can go out during the summer will be determined and followed. The wraps for the new Bookmobiles are currently being chosen.

PUBLIC COMMENT

There was no public comment. There being no further business, the meeting was adjourned at 8:46 a.m.



LINCOLN

City Libraries

Memo to the Library Board

June 2025

Please note: this month's Board meeting is at **Anderson Branch Library, at 6pm.**

FISCAL YEAR 2024-2025 BUDGET: The actual percent of budget expended year to date is 69.19%, compared to the budgeted 75%. Annual adjusted expenditures to date are 72.58%.

STANDING COMMITTEE REPORTS

Committee on Administration

The Committee met on 6/6/2025 to discuss board member applications, and again on 6/10 to interview four candidates.

We received a total of 15 applications for the upcoming open seat.

**Action:* The Committee will bring forth a recommendation to the full Board for consideration of Dr. Marilyn Moore, as the recommended candidate to submit to City Council for approval.

Committee on Buildings and Grounds

The committee did not meet.

Committee on Technology

The committee did not meet.

Committee on Finance

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

The committee did not meet.

Reports are attached. Treasurer Lisa Hale will bring forward a motion to approve.

SPECIAL COMMITTEE REPORTS

Foundation for Lincoln City Libraries update: Executive Director, Tiffani Hill, will provide an overview of recent work and upcoming plans.

NEW BUSINESS

a. *Contract Amendment for Architectural Services with BVH**

This is another amendment to the original contract originally approved in July 2021, and last amended in March 2025. It does not require new funding or budget dollars, but will not exceed the remaining amount of \$59,045.10. The goal with this amendment is to allow the work of this current phase to extend past May 31, 2025, up until July 31, 2025. It is expected that post-July 31, we will enter into the next contract phase (Design-Development) with BVH.

b. *Holiday and Closing Dates for 2025-2026**

The Library annually approves the Holiday and Closing schedule for the next fiscal year.

PRESIDENT'S REPORT

ASSISTANT DIRECTOR'S REPORT

Jodene Glaesemann will provide a staffing update, and other operational news.

DIRECTOR'S REPORT

I will be absent at the board meeting , Jodene will assist as necessary.

CONTRACTS FILED

<u>Business Name</u>	<u>Description</u>	<u>Date Received</u>
Raising Cane's Restaurants, LLC d/b/a/ Raising Cane's Chicken Fingers	To Sponsor Lincoln City Libraries' Summer Reading Challenge - by providing 3,900 bookmarks good for one free kids meal valued at an amount not to exceed \$26,091.	5/12/2025
Westminster Presbyterian Church	For use of the Westminster Fellowship Hall for South Branch Library's Summer Reading Program events on the dates listed in the agreement at a cost of \$100.00 per event, not to exceed \$400.00.	5/9/2025
Project Control of Texas, Inc.	To execute and approve the attached Amendment with Project Control of Texas, Inc., under the original Contract for project management services, PS-026, approved by Executive Order No. 99836 dated April 10, 2025, to proceed with the attached Scope of Work for \$28,500.00 for central library preliminary planning, on behalf of Lincoln City Libraries.	5/8/2025
Kath Conroy	To present the by-registration-only program, "Sew a Pillowcase" to patrons using their own sewing machines at Walt Branch Library, 6701 S. 14th St., Lincoln, NE 68512 on Sunday, June 29, 2025 from 2:00–4:00 p.m. at no cost.	5/1/2025
Kyle Jessen, Musician	To provide the performance, "Free Improvisation with Smith & Jessen" at the Polley Music Library within Bennett Martin Public Library on July 19, 2025 at a cost not to exceed \$200.	5/2/2025



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

MEMORANDUM

TO: Library Board
FROM: Jennifer Hatfield, LCL Business Office

RECAP OF EXPENDITURES - MAY 2025

Library Operational Budget - FY 2024-25	\$ 1,063,450.53	
Library Enc/Reapp - From FY 2023-24	-	
Heritage Room Fund - FY 2024-25	3,723.92	
Polley Music Library - FY 2024-25	12,332.33	
	<hr/>	
Total Operational Expenditures		\$ 1,079,506.78
Grants	\$ 348.75	
Hompes Fund	-	
Keno	45,696.57	
Miscellaneous Library Donations Funds	11,186.68	
Capital Improvements	-	
	<hr/>	
Total Expenditures - Other Funds		57,232.00
		<hr/>
TOTAL EXPENDITURES		\$ 1,136,738.78



LINCOLN
City Libraries

Director's Report for May 2025

Anderson Branch has received updated exterior signage with the City's new branding. Both outdoor signs (north and south sides) will be updated and lighted for evening visibility.

Youth Services & Outreach Coordinator, Ali Bousquet, reports that the Summer Reading Challenge registrations are 17% higher than this time last year. Ali and all of our staff at all locations have put in much time and effort to plan outstanding programs and activities and encouraged patrons to participate. Spring and summer are the times when we outreach heavily at community events, and staff promote the SRC and point people to the easy sign-up process.



Due to difficulties in procurement of some library media through our longtime vendor, Baker & Taylor, we're establishing an additional agreement with Ingram Content Group as another source. Delays and canceling of items and orders through B & T has resulted in noticeable shortages of newer materials available for patrons, but we hope to soon begin ordering through Ingram and stocking shelves with the books our patrons are expecting. This is an issue for most libraries who work with B & T.

The bookmobile's generator is no longer functioning, and we're not going to invest in the repairs/replacement estimated at near 10k. The generator provides air conditioning and lighting at stops. We'll instead adjust service and schedules, and we've created a heat policy to dictate this summer and beyond when we'll go out and when we won't. The new bookmobiles are still on target for late summer and fall, however, and one of the final steps is coordinating the design of the graphic art wraps for the vehicles.

A happy welcome to the Library's new Accountant, Jennifer Hatfield, who began her new role on June 5. Jennifer has years of experience in state and local government accounting.

Central Library

The June 4 Open House at Bennett Martin saw 75 attendees who viewed drawings, spoke with Board members, staff, and the architect, and were able to participate in a tour of the library. Many thanks to staff and board members who assisted in listening to residents who had concerns, suggestions, and questions. We're compiling a summary of feedback and ideas that will assist us as we move forward with planning. The next open house is scheduled for Thursday, June 26, 6:30pm at Walt Branch, followed by Monday, July 7, 6:30pm at SCC's Education Square (1111 O Street). Other community engagement presentations include Mayor's Multicultural Advisory Committee, Downtown Lincoln Association, Chamber of Commerce, Mayor's Neighborhood Roundtable, Lincoln Independent Business Association (June 17), Rotary 14 (July 15).

Vision: *LCL: Literacy, Community, and Lifelong learning*

Mission: *Lincoln City Libraries provides access to information, ideas, books and lifelong learning opportunities that inform, enrich and empower every individual in our diverse community.*

Priorities:

1. *Maximizing Access*
2. *Communicating our Offerings*
3. *Strengthening our Potential*
4. *Growing our Support*

Examples of the Library's Vision, Mission and Priorities in our daily work:

- Cally O. (Gere-South) created a signup sheet for the Summer Reading challenge with a QR code that leads to the LCL Beanstack page to help with registration. Cally said: "It has worked really well to have people easily use their own devices to create accounts, and I shared the sheet with the other youth librarians."
- Araya W. (Gere-South) shared this interaction: "On 5/16 I helped three patrons get set up with library accounts and showed them how to access Libby. It was an elderly mother and her two daughters; the mother is visually impaired and so she needed things magnified on her tablet. We were able to tweak Libby to her liking by making the font the biggest it could be (Libby has accessibility settings!) and bolding the text. They were happy with the results and remarked about how easy the setup was."
- Toni Y. (Gere-South) shared this interaction: Helped a patron who had come in with a client to help her print. They had previously been to Kinkos where after what sounded like a frustrating time, they were unable to successfully print out two documents. I introduced them to Princh and within a matter of minutes they had the medical documents they needed. The patron mentioned that she had just moved from Chicago to be closer to her grandchildren. She then asked about getting a library card and I signed her up. The home health aide, said as they left, 'Next time, we'll just come to the library first.'"
- Yoel S-T. shared this interaction: "I was able to assist a couple at South Branch in Spanish. The gentleman asked if I spoke Spanish and I said a little and I could try to help. We ended up using the photocopier, scanning on a computer, and using Princh to print from their phone, all in Spanish. They might not have been impressed, but they sure were thankful."
- Ronda H., Chad S. and Corey G. hosted 4 Circle of Friends at Gere Branch with 166 attending.
- Toni Y. shared this interaction at Gere: "Helped an Arabic speaking family who were coming to the Lincoln libraries for the first time. I got the parents set up with library cards first, and then helped the middle child who was very excited to learn where we keep *Dork Diaries*. I offered them a brief tour of the library, and Mom was excited to learn about the private study rooms. This was in the first week of the month, and I have seen them back at least twice since."
- Diane V. (Gere-South) shared this interaction: "A grandma brought her grandkids to the library while they were staying with her and she paused by the info desk to say "my grandma brought me so I brought them." She said the first thing they wanted to do when they got to Lincoln is come to the library. Then they raced off to do the book character scavenger hunt."

- Susan S. (Eiseley) shared this staff effort to help a family with library resources: "A gentleman came up to the desk and he wanted us to review a letter he needed to write for the State of Nebraska Board of Engineers. He has his degree in Engineering from another country and has to provide a letter and also a CLEP test to prove his qualifications. I told him that we couldn't do proof the letter for him but did connect him with JobNow and Homework Help. Kate then brought his wife and son to the desk; the wife was seeking books to help her with her English. She had *Bud, Not Buddy* and I suggested that she listen to the book through Libby, while reading it so that she could both see and hear the words. I also showed her Transparent Language and that she could learn English through the database and it could also be downloaded as an app. The mom then proceeded to get a card. The husband then came up and Selena helped him figure out what test he needed to meet the Nebraska Board of Engineers' requirements and then got him a library card. While it was a long and somewhat involved transaction, the family left with library cards, summer reading information and hopefully, the information necessary for the State of Nebraska Board of Engineers.
- On a recent Sunday, a young man asked Lisa Olivigni at Eiseley-Williams for assistance with printing. "A student at SCC, he wanted to print door flyers he had created himself to advertise his part-time lawn care business. We made some adjustments and tested his slightly thicker paper to make sure it would work with the printer. He was happy with the end result and left with flyers to advertise his business."
- On May 29, Williams Family Storytime included setting the grown butterflies free outside the library. The life cycle of the butterfly program continues to be very popular at both sites.
- During the first nine days of the Summer Reading Challenge, (May 23-31) registrations at Anderson Branch Library reached 1,005. Bethany Branch Library had 657 individuals register for the Challenge. The combined NESU registrations (1,662) represent nearly an 8% increase over NESU registrations during May 2024 (1,543).
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- A customer at Anderson Branch Library commented 5/23/2025 about the ever-changing puppet theater, "You guys always have the cutest imaginative play areas!" On 05/27/2025, a different customer told employees, "The puppet stand is the reason we love to come here." Yet another customer informed an employee, "We were here earlier to play with the puppet stand, but you were having storytime. I had to promise the kids we would come back later, so here we are!"
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- The Bethany in Bloom neighborhood event was represented by NESU employees Karrie S., Stephanie E., Kolette S., and Christina S. During the event, they talked to 255 individuals. Karrie S. relayed, "Kids were encouraged to make a *Bethany in Bloom* button at our table and then walk up to the library to pick out a free book. 120 people came into the library wearing their buttons." Additionally, Karrie provided a storytime at *Bethany in Bloom* to 22 attendees. Karrie commented, "Overall it was a lot of work, but a huge success!"
- Deanne J. at Walt Branch shared: "One morning, an elderly man checked out an adult biography of Taylor Swift. He told me he did not know anything about her, but his daughter-in-law loved her and he was hoping that reading the book would give him something to talk about with her. My heart! Also, I told him to give her music a listen, he might turn into a Swiftie. It happened to me!"
- Jessica S. (Walt) reported: "A gentleman asked if we had *The Hardy Boys* series by Franklin W. Dixon. I took him to the section, and he was thrilled. He advised he is reading it with his two grandsons, ages 8 and 10. They live in Wisconsin while he resides in Lincoln, so they are going to begin reading the books and then talk about them on the phone and via Zoom. The man said he

read the books with his brother when he was young, and now his grandsons are doing the same thing. He is excited to join them in the discussions.”

- Courtney S. (Walt) shared: “A woman brought her daughter in to get her first library card – on her first birthday! It’s exciting to see the library be such an important part of a family’s life that they include it in their birthday celebration!”
- Deanne J. (Walt) wrote: “Early in the month, a woman came in wanting to make a copy of an article from the Omaha World-Herald, but someone had the paper for that day. Since she said she wanted to make a copy of the article, I found it via our NewsBank database and printed it out for her. She was very happy!”

Per Walt Branch Manager Wyatt Packard, he offers the following report on the PLA Digital Literacy Grant:

During the Technology Basics grant project, Lincoln City Libraries successfully:

- Provided **12 free Technology Basics workshops** to the Lincoln community.
- Presented **six different 90-minute workshop topics**.
- Educated **167 attendees**, more than **double the goal of 75** set by the grant provider.
- Purchased **12 new laptops** using grant funds, now available for library programming and staff training.
- Collected **110 survey responses** from workshop participants. Among those surveyed who either **agreed** or **strongly agreed** that they benefitted from the program:
 - **97%** felt more knowledgeable about using digital resources.
 - **97%** intended to apply what they learned.
 - **91%** felt more confident when using digital tools.
 - **99%** reported increased awareness of library resources and services.
- Staff and public groups have greatly appreciated the recent technology upgrades in the Community Rooms and Collaborative Learning Lab, coordinated by Rod C. of Virtual Services. Staff can now connect devices via Bluetooth for storytimes, the new wireless microphones have significantly improved audio quality, and the TV in the Collaborative Learning Lab proved especially valuable during VolunTEEN training sessions. These updates make a meaningful difference in ensuring our spaces meet the evolving technological needs of both staff and the community.
- The Polley Music Library Show on KZUM had five episodes in May, which featured a new Pauline Oliveros book about the nature of deep listening and “quantum listening,” a book about the early history of electroacoustic music around the Groupe de Recherches Musicales, rock critic Dave Thompson’s latest book that looks at weird trends in the presentation of classic rock music and more, a survey of resources about glitch-related music, and the memoir of Jon King, singer for influential post-punk group Gang of Four.



- Anthony V. (BMPL) assisted a Vietnamese gentleman who had been in America about 6 months. Anthony said, "He didn't know English, so I spoke to him in Vietnamese. He wanted to know where he could study English to get his interpreters license. I helped him on a computer and googled a few resources for him. I also gave him the contacts to Southeast Community College b/c they had an interpreter's program that could possibly hire him. He was extremely appreciative."
- Penny L. (BMPL) noticed a patron struggling up the staircase with her groceries, so offered to help carry them up to the computer lab for her. Penny then printed off the patron's library card number so she could log into her chosen computer, then supported her through the process of printing something from her phone's notes application.
- Clair S. (BMPL) coordinated a special evening storytime, to which Caralyn K. brought in her new baby chicks for kids to see. The kids were then able to build their own nests from a variety of nature and craft materials. It was a hit!
- An insightful thought from BMPL Librarian Amber S. which speaks volumes about the staff here, "The best way I can grow our support is to give the customer service BMPL is known for to each of our visitors."
- Amber S. and Walker D. (BMPL) did outreach at the Prescott Elementary Night at Lincoln Children's Zoo. Amber said, "An event with a projected attendance of 150 became an all ages event with 850 people! Because of the way the event was set up, the families had to come by our table to register for a prize drawing. We put SRC info in the hands of every family, and some came by specifically asking for SRC info. It was a great event, and we reached a lot of people."

Top Twenty Website Pages for May 2025:

Page title	Views
Home	52,806
Reading Challenges	6,685
Locations and Hours	6,104
One Book One Lincoln	2,445
Events Calendar	2,408
Central Library Project	1,941
Get a Library Card	1,237
Storytimes	1,097
Kids	961
Databases and Research	945
Due and Renew	780
eBooks and Audiobooks	761
Meeting Rooms and Study Rooms	740
New Books and DVDs	647
Author Alerts	619
Library Lineup	573
Print, Scan and Copy	550
Holds	350
3D Printing Request	333
Book Groups	329

Ryan Wieber,
Library Director
6.13.25

Lincoln City Libraries
May 2025 Use Report

Location	Loans/Circulation			Visits			May 2025 Other Use					May 2024 Other Use					Change: Total Other Use
	May 2025	May 2024	Change	May 2025	May 2024	Change	Program & Outreach		Meeting Room		Total Other Use	Program & Outreach		Meeting Room		Total Other Use	
							Computer Reservations	Attendance	Attendance	Study Room Attendance		Computer Reservations	Attendance	Attendance	Study Room Attendance		
Bennett Martin Public Library	13,581	14,875	-8.70%	10,891	11,233	-3.04%	1,813	949	162	51	2,975	2,490	705	256	0	3,451	-13.79%
Anderson Branch Library	13,668	12,565	8.78%	6,374	5,966	6.84%	748	534	177	0	1,459	764	452	234	0	1,450	0.62%
Bethany Branch Library	9,497	8,714	8.99%	3,325	3,457	-3.82%	224	570	0	0	794	241	216	0	0	457	73.74%
Eiseley Branch Library	23,445	23,676	-0.98%	9,921	10,407	-4.67%	1,480	1,828	192	227	3,727	1,511	1,673	379	0	3,563	4.60%
Gere Branch Library	59,162	61,327	-3.53%	18,595	20,798	-10.59%	1,268	1,953	460	278	3,959	1,286	2,529	586	0	4,401	-10.04%
South Branch Library	9,433	9,810	-3.84%	4,094	4,109	-0.37%	453	254	0	0	707	565	397	0	0	962	-26.51%
Walt Branch Library	43,216	43,869	-1.49%	14,539	14,811	-1.84%	1,186	1,540	257	368	3,351	1,116	3,703	475	0	5,294	-36.70%
Williams Branch Library	1,249	985	26.80%	1,413	1,094	29.16%	282	269	0	0	551	171	143	0	0	314	75.48%
Lied Bookmobile	1,827	2,155	-15.22%	351	539	-34.88%	0	102	0	0	102	0	41	0	0	41	148.78%
InterLibrary Loan	133	162	-17.90%	0	0	0.00%	0	0	0	0	0	0	0	0	0	0	0.00%
System Outreach	0	0	0.00%	0	0	0.00%	0	1,382	0	0	1,382	0	0	0	0	0	0.00%
SUBTOTAL	175,211	178,138	-1.64%	69,503	72,414	-4.02%	7,454	9,381	1,248	924	19,007	8,144	9,859	1,930	0	19,933	-4.65%
DownloadStream Audio	49,894	44,120	13.09%	0	0	0.00%	0	0	0	0	0	0	0	0	0	0	0.00%
Download/Stream eBooks	35,766	31,073	15.10%	0	0	0.00%	0	0	0	0	0	0	0	0	0	0	0.00%
Stream Video	1,182	1,168	1.20%	0	0	0.00%	0	0	0	0	0	0	0	0	0	0	0.00%
Download SUBTOTAL	86,842	76,361	13.73%	0	0	0.00%	0	0	0	0	0	0	0	0	0	0	0.00%
TOTAL	262,053	254,499	2.97%	69,503	72,414	-4.02%	7,454	9,381	1,248	924	19,007	8,144	9,859	1,930	0	19,933	-4.65%

Holdings Report	PRINT		NON PRINT		Total	REGISTRATIONS	2025	2024	Change
	Adult	Youth	Adult	Youth		Purged	910	820	10.98%
Owned	344,463	305,474	73,479	32,383	755,799	Active			
Added	1,913	2,475	271	26	4,685	Resident	148,731	147,876	0.58%
Withdrawn	-4,818	-935	-37	-44	-5,834	Library OneCard	53,400	48,246	10.68%
Current	341,558	307,014	73,713	32,365	754,650	County	8,856	9,007	-1.68%
Notes for Month						NonResident	979	942	3.93%
						Reciprocal	487	491	-0.81%
						Limited Use	10,445	9,707	7.60%
						Total Active	222,898	216,269	3.07%

	2025	2024	Change
WiFi Sessions	129,104	131,801	-2.05%
WiFi Users	9,554	9,831	-2.82%
Website Users	75,060	103,646	-27.58%
Website Sessions	133,818	141,012	-5.10%
Database Use	8,361	8,291	0.84%

Lincoln City Libraries
May 2025 Fiscal Year To Date Use Report

Location	Loans/Circulation			Visits		
	Loans/ Circulation FY 24-25 YTD	Loans/ Circulation FY 23-24 YTD	YTD Change	Visits FY 24-25 YTD	Visits FY 23-24 YTD	YTD Change
Bennett Martin Public Library	118,017	125,719	-6.13%	97,394	97,763	-0.38%
Anderson Branch	109,499	102,693	6.63%	53,354	48,620	9.74%
Bethany Branch	72,264	67,438	7.16%	25,743	26,464	-2.72%
Eiseley Branch	194,470	201,131	-3.31%	87,706	83,342	5.24%
Gere Branch	490,917	519,954	-5.58%	169,444	167,776	0.99%
South Branch	79,755	82,048	-2.79%	34,758	31,880	9.03%
Walt Branch	345,746	357,207	-3.21%	117,733	114,058	3.22%
Williams Branch	8,923	8,594	3.83%	11,503	14,255	-19.31%
Lied Bookmobile	13,803	13,498	2.26%	3,240	3,186	1.69%
InterLibrary Loan	1,473	1,747	-15.68%	0	0	0.00%
System Outreach	0	0	0.00%	0	0	0.00%
SUBTOTAL	1,434,867	1,480,029	-3.05%	600,875	587,344	2.30%
DownloadStream Audio	431,310	382,640	12.72%	0	0	0.00%
Download/Stream eBooks	312,856	292,684	6.89%	0	0	0.00%
Stream Video	9,795	8,414	16.41%	0	0	0.00%
Download SUBTOTAL	753,961	683,738	10.27%	0	0	0.00%
Total	2,188,828	2,163,767	1.16%	600,875	587,344	2.30%

	FY 24-25 YTD	FY 23-24 YTD	YTD Change
Online Registrations	1,041	1,453	-28.36%
Overall Registrations	8,650	9,426	-8.23%

	FY 24-25 YTD	FY 23-24 YTD	YTD Change
WiFi Sessions	1,060,475	1,102,724	-3.83%
WiFi Users	82,886	85,603	-3.17%
Website Users	772,950	884,128	-12.57%
Website Sessions	1,102,918	1,186,737	-7.06%
Database Use	70,035	74,509	-6.00%

Year-to-Date Holdings Report	PRINT		NON PRINT		Total
	Adult	Youth	Adult	Youth	
Owned 9/1/2024	372,148	329,191	80,850	34,144	816,333
Added YTD	18,825	18,186	2,334	1,426	40,771
Withdrawn YTD	-49,415	-40,363	-9,471	-3,205	-102,454
Current - 5/31/2025	341,558	307,014	73,713	32,365	754,650

Location							Other Use								
	Computer Reservations FY 24-25 YTD	Computer Reservations FY 23-24 YTD	YTD Change	Program & Outreach Attendance FY 24-25 YTD	Program & Outreach Attendance FY 23-24 YTD	YTD Change	Meeting Room Attendance FY 24-25 YTD	Meeting Room Attendance FY 23-24 YTD	YTD Change	Study Room Attendance FY 24-25 YTD	*Study Room Attendance FY 23-24 YTD	YTD Change	Total Other Use FY 24-25 YTD	Total Other Use FY 23-24 YTD	YTD CHANGE
Bennett Martin Public Library	21,182	19,837	6.78%	5,289	7,587	-30.29%	1,865	1,707	9.26%	514	0	0.00%	28,850	29,131	-0.96%
Anderson Branch	7,104	6,635	7.07%	6,623	5,382	23.06%	1,797	1,837	-2.18%	0	0	0.00%	15,524	13,854	12.05%
Bethany Branch	2,016	2,205	-8.57%	2,097	1,722	21.78%	0	0	0.00%	0	0	0.00%	4,113	3,927	4.74%
Eiseley Branch	12,238	12,441	-1.63%	11,895	9,526	24.87%	2,918	3,081	-5.29%	2,660	0	0.00%	29,711	25,048	18.62%
Gere Branch	10,872	11,127	-2.29%	15,024	15,317	-1.91%	5,471	5,746	-4.79%	2,597	0	0.00%	33,964	32,190	5.51%
South Branch	3,982	4,154	-4.14%	1,923	2,124	-9.46%	0	0	0.00%	0	0	0.00%	5,905	6,278	-5.94%
Walt Branch	10,179	9,495	7.20%	12,273	16,359	-24.98%	3,385	4,278	-20.87%	3,102	0	0.00%	28,939	30,132	-3.96%
Williams Branch	2,190	1,597	37.13%	2,290	1,443	58.70%	20	24	-16.67%	0	0	0.00%	4,500	3,064	46.87%
Lied Bookmobile	0	0	0.00%	873	485	80.00%	0	0	0.00%	0	0	0.00%	873	485	80.00%
InterLibrary Loan	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%
System Outreach	0	0	0.00%	3,774	0	0.00%	0	0	0.00%	0	0	0.00%	3,774	0	0.00%
Total	69,763	67,491	3.37%	62,061	59,945	3.53%	15,456	16,673	-7.30%	8,873	0	0.00%	156,153	144,109	8.36%

*Study Room Attendance tracking began 9/1/2024

LINCOLN CITY LIBRARIES

Monthly Categorical Report

May 31, 2025

	Budget Amount	Budgeted Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended
Administration-Div. 1					
Personnel	\$ 992,911.00	\$ 744,683.25	\$ 706,335.06	\$ 286,575.94	\$ 94,476.34
Supplies	33,000.00	24,750.00	25,251.06	7,748.94	3,806.35
Services & Charges	170,885.00	128,163.75	163,628.28	7,256.72	7,190.66
Other	7,000.00	5,250.00	-	7,000.00	-
Total	\$ 1,203,796.00	\$ 902,847.00	\$ 895,214.40	\$ 308,581.60	\$ 105,473.35
Percent Expended		75.00%	74.37%		
Buildings & Grounds-Div. 2					
Personnel	\$ 133,429.00	\$ 100,071.75	\$ 99,516.55	\$ 33,912.45	\$ 14,228.47
Supplies	26,000.00	19,500.00	65,596.82	(39,596.82)	5,622.06
Services & Charges	1,459,636.00	1,094,727.00	806,853.36	652,782.64	84,893.85
Other	258,900.00	194,175.00	140,919.46	117,980.54	10,531.42
Total	\$ 1,877,965.00	\$ 1,408,473.75	\$ 1,112,886.19	\$ 765,078.81	\$ 115,275.80
Percent Expended		75.00%	59.26%		
Public Service-Div. 3					
Personnel	\$ 6,287,345.00	\$ 4,715,508.75	\$ 4,235,588.35	\$ 2,051,756.65	\$ 630,599.61
Supplies	81,900.00	61,425.00	44,432.03	37,467.97	1,131.26
Services & Charges	62,900.00	47,175.00	50,136.46	12,763.54	2,229.18
Other	-	-	-	-	-
Total	\$ 6,432,145.00	\$ 4,824,108.75	\$ 4,330,156.84	\$ 2,101,988.16	\$ 633,960.05
Percent Expended		75.00%	67.32%		
Support Services-Div. 4					
Personnel	\$ 1,300,778.00	\$ 975,583.50	\$ 950,620.24	\$ 350,157.76	\$ 136,592.81
Supplies	62,000.00	46,500.00	102,079.29	(40,079.29)	37,998.42
Services & Charges	434,203.00	325,652.25	415,741.94	18,461.06	11,346.79
Other	1,005,000.00	753,750.00	721,883.26	283,116.74	22,803.31
Total	\$ 2,801,981.00	\$ 2,101,485.75	\$ 2,190,324.73	\$ 611,656.27	\$ 208,741.33
Percent Expended		75.00%	78.17%		
Total Library Operational					
Personnel	\$ 8,714,463.00	\$ 6,535,847.25	\$ 5,992,060.20	\$ 2,722,402.80	\$ 875,897.23
Supplies	202,900.00	152,175.00	237,359.20	(34,459.20)	48,558.09
Services & Charges	2,127,624.00	1,595,718.00	1,436,360.04	691,263.96	105,660.48
Other	1,270,900.00	953,175.00	862,802.72	408,097.28	33,334.73
Total	\$ 12,315,887.00	\$ 9,236,915.25	\$ 8,528,582.16	\$ 3,787,304.84	\$ 1,063,450.53
Percent Expended		75.00%	69.25%		
Other Library Fund Appropriations	Amount Appropriated		Expended Year-to-Date	Balance	Current Month Expended
FY 2023-24 Reappropriated	\$ 706,661.00		\$ 312,416.84	\$ 394,244.16	\$ 132,790.80

LINCOLN CITY LIBRARIES
Line Item Expended Report
May 31, 2025

75.00% of the Fiscal Year

	Budget Amount	Allocated Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended	% Expended Year-to-Date
Salaries	\$ 6,183,059.00	\$ 4,637,294.25	\$ 4,266,917.04	\$ 1,916,141.96	\$ 653,785.57	69.01%
Health	1,294,359.00	970,769.25	943,975.15	350,383.85	108,506.95	72.93%
Dental	48,125.00	36,093.75	33,871.64	14,253.36	3,894.76	70.38%
Life	12,124.00	9,093.00	6,822.81	5,301.19	624.03	56.28%
Retirement	580,664.00	435,498.00	346,174.86	234,489.14	53,778.26	59.62%
Social Security	515,793.00	386,844.75	312,088.82	203,704.18	48,392.66	60.51%
Unemployment	1,000.00	750.00	-	1,000.00	-	0.00%
Employee Assistance	3,297.00	2,472.75	3,426.49	(129.49)	-	103.93%
Worker's Compensation	11,884.00	8,913.00	11,884.00	-	-	100.00%
Post Emp. Health Plan	64,158.00	48,118.50	66,899.39	(2,741.39)	6,915.00	104.27%
Total Personnel	8,714,463.00	6,535,847.25	5,992,060.20	2,722,402.80	875,897.23	68.76%
Office Supplies	83,000.00	62,250.00	30,538.79	52,461.21	2,025.85	36.79%
Audio Visual Supplies	-	-	5,619.46	(5,619.46)	5,619.46	0.00%
Furniture & Fixtures <\$5,000	-	-	10,296.90	(10,296.90)	548.66	0.00%
Fuel & Oil	7,500.00	5,625.00	47.08	7,452.92	-	0.63%
Other Operating Supplies	-	-	27.69	(27.69)	-	0.00%
Postage	34,000.00	25,500.00	20,087.28	13,912.72	-	59.08%
Photocopy Supplies	-	-	14,719.82	(14,719.82)	4,064.39	0.00%
Computer Supplies	12,000.00	9,000.00	51,887.08	(39,887.08)	28,142.19	432.39%
Program Supplies	40,400.00	30,300.00	10,020.94	30,379.06	582.60	24.80%
Bldg Maint Supplies	-	-	29,152.78	(29,152.78)	1,015.98	0.00%
Custodial Supplies	26,000.00	19,500.00	24,548.55	1,451.45	2,751.20	94.42%
Ground Maint Supplies	-	-	2,839.87	(2,839.87)	1,202.45	0.00%
Misc Small Hardware	-	-	12.70	(12.70)	12.70	0.00%
Minor Equipment	-	-	13,190.79	(13,190.79)	2,479.50	0.00%
Small Tools	-	-	1,781.41	(1,781.41)	(59.27)	0.00%
Minor Computer/PC/Laptops	-	-	22,588.06	(22,588.06)	172.38	0.00%
Total Supplies	202,900.00	152,175.00	237,359.20	(34,459.20)	48,558.09	116.98%
Misc. Contractual Services	255,075.00	191,306.25	60,290.12	194,784.88	1,290.35	23.64%
Consultant Services	-	-	6,896.84	(6,896.84)	5,520.00	0.00%
Snow Removal	55,000.00	41,250.00	-	55,000.00	-	0.00%
Custodial Services	160,000.00	120,000.00	115,752.00	44,248.00	10,825.00	72.35%
Data Processing	128,168.00	96,126.00	127,509.00	659.00	-	99.49%
Delivery Services	-	-	29,350.00	(29,350.00)	7,514.00	0.00%
Negotiation & Appraisal	-	-	4,800.00	(4,800.00)	-	0.00%
Engineering Services	306,661.00	229,995.75	104,218.23	202,442.77	36,905.61	33.98%
Software	-	-	128.00	(128.00)	-	0.00%
Interpreters	-	-	1,052.00	(1,052.00)	482.00	0.00%
Building Maint & Service Contract	-	-	-	-	-	0.00%
Fire Suppression	-	-	1,368.25	(1,368.25)	123.25	0.00%
Lawn Care	-	-	34,537.97	(34,537.97)	-	0.00%
Pest Control	-	-	7,759.50	(7,759.50)	664.50	0.00%
Snow Removal	-	-	30,685.00	(30,685.00)	-	0.00%
Fire Alarm Monitoring	-	-	3,378.63	(3,378.63)	498.77	0.00%
Cooling Tower Maintenance	-	-	179.00	(179.00)	-	0.00%
Security Services Contract	-	-	105,268.42	(105,268.42)	10,679.06	0.00%
Vehicles - Fuel, Maint, Insurance	-	-	7,161.21	(7,161.21)	-	0.00%
Mileage - Pers. Vehicle	6,800.00	5,100.00	3,164.05	3,635.95	300.65	46.53%
Other Travel	-	-	173.16	(173.16)	26.11	0.00%
Schools & Conferences	-	-	2,627.90	(2,627.90)	-	0.00%
Photocopying	7,000.00	5,250.00	1,474.45	5,525.55	24.15	21.06%
Printing	23,900.00	17,925.00	5,919.92	17,980.08	-	24.77%
General Liability	31,132.00	23,349.00	31,132.00	-	-	100.00%
Property	77,622.00	58,216.50	77,622.00	-	-	100.00%
Worker's Comp Excess Cov	1,070.00	802.50	1,070.00	-	-	100.00%
Public Officials	639.00	479.25	639.00	-	-	100.00%
Misc Insurance Floater	1,130.00	847.50	1,130.00	-	-	100.00%
Long Term Disability	8,592.00	6,444.00	8,592.00	-	-	100.00%
Electricity - Bldg & Grn	163,000.00	122,250.00	106,127.76	56,872.24	3,227.02	65.11%
Garbage Service	7,500.00	5,625.00	6,964.66	535.34	795.25	92.86%
Natural Gas	50,000.00	37,500.00	32,534.44	17,465.56	3,029.25	65.07%
Sewer Use Fee	10,500.00	7,875.00	12,480.42	(1,980.42)	854.15	118.86%
Telephone	34,000.00	25,500.00	26,787.47	7,212.53	2,885.44	78.79%
Water	56,000.00	42,000.00	75,101.58	(19,101.58)	4,995.51	134.11%
Internet	6,767.00	5,075.25	3,850.83	2,916.17	427.87	56.91%
Auto/Truck Repair	15,000.00	11,250.00	22,883.43	(7,883.43)	-	152.56%
Equip. Maint. Contracts	6,323.00	4,742.25	3,788.32	2,534.68	-	59.91%
Grounds Maintenance	51,000.00	38,250.00	25,453.03	25,546.97	699.46	49.91%
Office Equip. Repair	3,000.00	2,250.00	2,817.07	182.93	-	93.90%
Other Building Maint.	372,000.00	279,000.00	59,438.30	312,561.70	3,937.88	15.98%
Software Maint./Support	107,000.00	80,250.00	93,260.72	13,739.28	1,140.95	87.16%
Elevator Maint & Repair	-	-	4,893.12	(4,893.12)	-	0.00%
Lease of Equipment	-	-	9,543.95	(9,543.95)	-	0.00%
Rent of Buildings	10,000.00	7,500.00	7,457.92	2,542.08	6,929.92	74.58%
Rent of Booth Space	-	-	640.00	(640.00)	165.00	0.00%
Software Subscriptions	151,945.00	113,958.75	154,810.67	(2,865.67)	1,022.53	101.89%
Rent of Fleet Vehicles	4,000.00	3,000.00	210.00	3,790.00	-	5.25%
Rent of Office Equipment	-	-	360.00	(360.00)	-	0.00%
Advertising	4,450.00	3,337.50	2,881.40	1,568.60	33.92	64.75%
Education & Training	5,500.00	4,125.00	2,641.01	2,858.99	-	48.02%
Memberships & Subscriptions	-	-	2,331.00	(2,331.00)	-	0.00%
Tuition Reimbursement	1,250.00	937.50	1,375.00	(125.00)	-	110.00%
Charge Card Fees	3,000.00	2,250.00	1,806.66	1,193.34	167.74	60.22%
Plaques & Awards	2,600.00	1,950.00	82.25	2,517.75	-	3.16%
Freight & Cartage	-	-	1,744.24	(1,744.24)	350.00	0.00%
Laundry & Dry Cleaning	-	-	126.94	(126.94)	126.94	0.00%
Building/Misc Permits	-	-	18.20	(18.20)	18.20	0.00%
Petty Cash Funds	-	-	71.00	(71.00)	-	0.00%
Total Services & Chgs.	2,127,624.00	1,595,718.00	1,436,360.04	691,263.96	105,660.48	67.51%
Furniture & Equipment	32,000.00	24,000.00	-	32,000.00	-	0.00%
Library Media	980,000.00	735,000.00	721,883.26	258,116.74	22,803.31	73.66%
Buildings	168,000.00	126,000.00	95,503.64	72,496.36	10,531.42	56.85%
Energy Efficiency Loan	90,900.00	68,175.00	45,415.82	45,484.18	-	49.96%
Total Other	1,270,900.00	953,175.00	862,802.72	408,097.28	33,334.73	67.89%
TOTAL	\$ 12,315,887.00	\$ 9,236,915.25	\$ 8,528,582.16	\$ 3,787,304.84	\$ 1,063,450.53	69.25%

LINCOLN CITY LIBRARIES
Administration Division Line Item Expended Report
May 31, 2025

	Budget Amount	Allocated Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended	% Expended Year-to-Date
Salaries	\$ 696,491.00	\$ 522,368.25	\$ 489,373.10	\$ 207,117.90	\$ 69,112.00	70.26%
Health	150,812.00	113,109.00	117,789.23	33,022.77	13,059.71	78.10%
Dental	4,588.00	3,441.00	3,796.54	791.46	411.42	82.75%
Life	1,174.00	880.50	696.97	477.03	61.93	59.37%
Retirement	64,116.00	48,087.00	42,781.06	21,334.94	6,164.14	66.72%
Social Security	56,560.00	42,420.00	35,167.13	21,392.87	5,037.14	62.18%
Unemployment	1,000.00	750.00	-	1,000.00	-	0.00%
Employee Assistance	304.00	228.00	307.03	(3.03)	-	101.00%
Worker's Compensation	11,884.00	8,913.00	11,884.00	-	-	100.00%
Post Emp. Health Plan	5,982.00	4,486.50	4,540.00	1,442.00	630.00	75.89%
Total Personnel	992,911.00	744,683.25	706,335.06	286,575.94	94,476.34	71.14%
Office Supplies	33,000.00	24,750.00	22,432.71	10,567.29	3,806.35	67.98%
Furniture & Fixtures <\$5,000	-	-	2,321.04	(2,321.04)	-	0.00%
Fuel & Oil	-	-	-	-	-	0.00%
Other Operating Supplies	-	-	27.69	(27.69)	-	0.00%
Postage	-	-	56.05	(56.05)	-	0.00%
Program Supplies	-	-	261.65	(261.65)	-	0.00%
Minor Computer/PC/Laptop	-	-	151.92	(151.92)	-	0.00%
Total Supplies	33,000.00	24,750.00	25,251.06	7,748.94	3,806.35	76.52%
Consultant Services	-	-	1,376.84	(1,376.84)	-	0.00%
Mileage - Pers. Vehicle	-	-	425.61	(425.61)	34.93	0.00%
Schools & Conferences	-	-	2,627.90	(2,627.90)	-	0.00%
Photocopying	7,000.00	5,250.00	1,474.45	5,525.55	24.15	21.06%
Printing	23,900.00	17,925.00	5,919.92	17,980.08	-	24.77%
General Liability	31,132.00	23,349.00	31,132.00	-	-	100.00%
Property	77,622.00	58,216.50	77,622.00	-	-	100.00%
Worker's Comp Excess Cov	1,070.00	802.50	1,070.00	-	-	100.00%
Public Officials	639.00	479.25	639.00	-	-	100.00%
Misc Insurance Floater	1,130.00	847.50	1,130.00	-	-	100.00%
Long Term Disability	8,592.00	6,444.00	8,592.00	-	-	100.00%
Equip. Maint. Contracts	-	-	576.00	(576.00)	-	0.00%
Office Equip. Repair	3,000.00	2,250.00	2,817.07	182.93	-	93.90%
Lease of Equipment	-	-	9,543.95	(9,543.95)	-	0.00%
Rent of Buildings & Lots	-	-	6,929.92	(6,929.92)	6,929.92	0.00%
Rent of Office Equipment	-	-	360.00	(360.00)	-	0.00%
Advertising	4,450.00	3,337.50	2,881.40	1,568.60	33.92	64.75%
Education & Training	5,500.00	4,125.00	2,641.01	2,858.99	-	48.02%
Memberships & Subscriptions	-	-	2,331.00	(2,331.00)	-	0.00%
Tuition Reimbursement	1,250.00	937.50	1,375.00	(125.00)	-	110.00%
Charge Card Fees	3,000.00	2,250.00	1,806.66	1,193.34	167.74	60.22%
Plaques & Awards	2,600.00	1,950.00	82.25	2,517.75	-	3.16%
Freight & Cartage	-	-	203.30	(203.30)	-	0.00%
Petty Cash Funds	-	-	71.00	(71.00)	-	0.00%
Total Services & Chgs.	170,885.00	128,163.75	163,628.28	7,256.72	7,190.66	95.75%
Furniture & Equipment	7,000.00	5,250.00	-	7,000.00	-	0.00%
Total Other	7,000.00	5,250.00	-	7,000.00	-	0.00%
TOTAL	\$ 1,203,796.00	\$ 902,847.00	\$ 895,214.40	\$ 308,581.60	\$ 105,473.35	74.37%

LINCOLN CITY LIBRARIES
Buildings & Grounds Division Line Item Expended Report
May 31, 2025

	Budget Amount	Allocated Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended	% Expended Year-to-Date
Salaries	\$ 87,902.00	\$ 65,926.50	\$ 66,707.20	\$ 21,194.80	\$ 10,037.76	75.89%
Health	27,830.00	20,872.50	20,347.14	7,482.86	2,319.14	73.11%
Dental	1,014.00	760.50	733.30	280.70	82.90	72.32%
Life	146.00	109.50	86.66	59.34	7.70	59.36%
Retirement	8,352.00	6,264.00	6,187.64	2,164.36	953.58	74.09%
Social Security	7,367.00	5,525.25	4,815.25	2,551.75	737.39	65.36%
Employee Assistance	38.00	28.50	39.36	(1.36)	-	103.58%
Post Emp. Health Plan	780.00	585.00	600.00	180.00	90.00	76.92%
Total Personnel	133,429.00	100,071.75	99,516.55	33,912.45	14,228.47	74.58%
Furniture & Fixtures <\$5,000	-	-	164.20	(164.20)	-	0.00%
Fuel & Oil	-	-	6.29	(6.29)	-	
Bldg Maint Supplies	-	-	29,094.80	(29,094.80)	1,015.98	0.00%
Custodial Supplies	26,000.00	19,500.00	24,548.55	1,451.45	2,751.20	94.42%
Ground Maint Supplies	-	-	2,839.87	(2,839.87)	1,202.45	0.00%
Misc Small Hardware	-	-	12.70	(12.70)	12.70	0.00%
Minor Equipment	-	-	699.00	(699.00)	699.00	0.00%
Small Tools	-	-	1,781.41	(1,781.41)	(59.27)	0.00%
Minor Computer/PC/Laptop	-	-	6,450.00	(6,450.00)	-	0.00%
Total Supplies	26,000.00	19,500.00	65,596.82	(39,596.82)	5,622.06	252.30%
Misc. Contractual Services	213,975.00	160,481.25	42,794.75	171,180.25	-	20.00%
Consultant Services	-	-	-	-	-	0.00%
Snow Removal	55,000.00	41,250.00	-	55,000.00	-	0.00%
Custodial Services	160,000.00	120,000.00	115,752.00	44,248.00	10,825.00	72.35%
Delivery Service	-	-	29,350.00	(29,350.00)	7,514.00	0.00%
Negotiation & Appraisal	-	-	4,800.00	(4,800.00)	-	0.00%
Engineering Services	306,661.00	229,995.75	104,218.23	202,442.77	36,905.61	33.98%
Building Maint & Service Contracts	-	-	-	-	-	
Fire Suppression	-	-	1,368.25	(1,368.25)	123.25	0.00%
Lawn Care	-	-	34,537.97	(34,537.97)	-	0.00%
Pest Control	-	-	7,759.50	(7,759.50)	664.50	0.00%
Snow Removal	-	-	30,685.00	(30,685.00)	-	0.00%
Fire Alarm Monitoring	-	-	3,378.63	(3,378.63)	498.77	0.00%
Cooling Tower Maintenance	-	-	179.00	(179.00)	-	0.00%
Security Services Contract	-	-	105,268.42	(105,268.42)	10,679.06	0.00%
Vehicles-Fuel,Maint, Ins	-	-	2,886.16	(2,886.16)	-	0.00%
Electricity - Bldg & Grn	163,000.00	122,250.00	106,127.76	56,872.24	3,227.02	65.11%
Garbage Service	7,500.00	5,625.00	6,964.66	535.34	795.25	92.86%
Natural Gas	50,000.00	37,500.00	32,534.44	17,465.56	3,029.25	65.07%
Sewer Use Fee	10,500.00	7,875.00	12,480.42	(1,980.42)	854.15	118.86%
Water	56,000.00	42,000.00	75,101.58	(19,101.58)	4,995.51	134.11%
Grounds Maintenance	51,000.00	38,250.00	25,453.03	25,546.97	699.46	49.91%
Other Building Maint.	372,000.00	279,000.00	59,438.30	312,561.70	3,937.88	15.98%
Elevator Maint & Repair	-	-	4,893.12	(4,893.12)	-	0.00%
Rent of Buildings & Lots	10,000.00	7,500.00	228.00	9,772.00	-	2.28%
Rent of Fleet Vehicles	4,000.00	3,000.00	210.00	3,790.00	-	5.25%
Laundry & Dry Cleaning	-	-	126.94	(126.94)	126.94	0.00%
Building/Misc Permits	-	-	18.20	(18.20)	18.20	0.00%
Freight & Cartage	-	-	299.00	(299.00)	-	0.00%
Total Services & Chgs.	1,459,636.00	1,094,727.00	806,853.36	652,782.64	84,893.85	55.28%
Furniture & Equipment	-	-	-	-	-	
Buildings	168,000.00	126,000.00	95,503.64	72,496.36	10,531.42	56.85%
Energy Efficiency Loan	90,900.00	68,175.00	45,415.82	45,484.18	-	49.96%
Total Other	258,900.00	194,175.00	140,919.46	117,980.54	10,531.42	54.43%
TOTAL	\$ 1,877,965.00	\$ 1,408,473.75	\$ 1,112,886.19	\$ 765,078.81	\$ 115,275.80	59.26%

LINCOLN CITY LIBRARIES
Public Service Division Line Item Expended Report
May 31, 2025

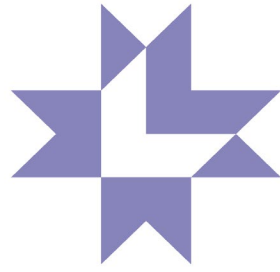
	Budget Amount	Allocated Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended	% Expended Year-to-Date
Salaries	\$ 4,509,329.00	\$ 3,381,996.75	\$ 3,050,052.99	\$ 1,459,276.01	\$ 474,825.60	67.64%
Health	889,166.00	666,874.50	641,263.11	247,902.89	75,220.94	72.12%
Dental	34,154.00	25,615.50	23,331.74	10,822.26	2,751.04	68.31%
Life	9,198.00	6,898.50	5,078.68	4,119.32	469.70	55.22%
Retirement	417,239.00	312,929.25	233,700.97	183,538.03	36,862.09	56.01%
Social Security	376,834.00	282,625.50	224,083.52	152,750.48	35,250.24	59.46%
Employee Assistance	2,480.00	1,860.00	2,588.07	(108.07)	-	104.36%
Post Emp. Health Plan	48,945.00	36,708.75	55,489.27	(6,544.27)	5,220.00	113.37%
Total Personnel	6,287,345.00	4,715,508.75	4,235,588.35	2,051,756.65	630,599.61	67.37%
Furniture & Fixtures <\$5,000	-	-	7,811.66	(7,811.66)	548.66	0.00%
Fuel & Oil	7,500.00	5,625.00	40.79	7,459.21	-	0.54%
Postage	34,000.00	25,500.00	20,031.23	13,968.77	-	58.92%
Program Supplies	40,400.00	30,300.00	9,759.29	30,640.71	582.60	24.16%
Minor Computer/PC/Laptop	-	-	6,789.06	(6,789.06)	-	0.00%
Total Supplies	81,900.00	61,425.00	44,432.03	37,467.97	1,131.26	54.25%
Misc. Contractual Services	41,100.00	30,825.00	17,495.37	23,604.63	1,290.35	42.57%
Consultant Services	-	-	-	-	-	0.00%
Interpreters	-	-	1,052.00	(1,052.00)	482.00	0.00%
Meals & Parking	-	-	-	-	-	0.00%
Vehicles-Fuel,Maint, Ins	-	-	4,275.05	(4,275.05)	-	0.00%
Mileage - Pers. Vehicle	6,800.00	5,100.00	2,738.44	4,061.56	265.72	40.27%
Other Travel	-	-	173.16	(173.16)	26.11	0.00%
Auto/Truck Repair	15,000.00	11,250.00	22,883.43	(7,883.43)	-	152.56%
Rent of Buildings & Lots	-	-	300.00	(300.00)	-	-
Rent of Booth Space	-	-	640.00	(640.00)	165.00	0.00%
Freight & Cartage	-	-	579.01	(579.01)	-	0.00%
Total Services & Chgs.	62,900.00	47,175.00	50,136.46	12,763.54	2,229.18	79.71%
Furniture & Equipment	-	-	-	-	-	-
Total Other	-	-	-	-	-	0.00%
TOTAL	\$ 6,432,145.00	\$ 4,824,108.75	\$ 4,330,156.84	\$ 2,101,988.16	\$ 633,960.05	67.32%

LINCOLN CITY LIBRARIES
Support Services Division Line Item Expended Report
May 31, 2025

	Budget Amount	Allocated Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended	% Expended Year-to-Date
Salaries	\$ 889,337.00	\$ 667,002.75	\$ 660,783.75	\$ 228,553.25	\$ 99,810.21	74.30%
Health	226,551.00	169,913.25	164,575.67	61,975.33	17,907.16	72.64%
Dental	8,369.00	6,276.75	6,010.06	2,358.94	649.40	71.81%
Life	1,606.00	1,204.50	960.50	645.50	84.70	59.81%
Startran Passport	-	-	-	-	-	0.00%
Retirement	90,957.00	68,217.75	63,505.19	27,451.81	9,798.45	69.82%
Social Security	75,032.00	56,274.00	48,022.92	27,009.08	7,367.89	64.00%
Employee Assistance	475.00	356.25	492.03	(17.03)	-	103.59%
Post Emp. Health Plan	8,451.00	6,338.25	6,270.12	2,180.88	975.00	74.19%
Total Personnel	1,300,778.00	975,583.50	950,620.24	350,157.76	136,592.81	73.08%
Office Supplies	50,000.00	37,500.00	8,106.08	41,893.92	(1,780.50)	16.21%
Audio Visual Supplies	-	-	5,619.46	(5,619.46)	5,619.46	0.00%
Furniture & Fixtures <\$5,000	-	-	-	-	-	0.00%
Photocopy Supplies	-	-	14,719.82	(14,719.82)	4,064.39	0.00%
Computer Supplies	12,000.00	9,000.00	51,887.08	(39,887.08)	28,142.19	432.39%
Bldg Maint Supplies	-	-	57.98	(57.98)	-	0.00%
Minor Equipment	-	-	12,491.79	(12,491.79)	1,780.50	0.00%
Minor Computer/PC/Laptop	-	-	9,197.08	(9,197.08)	172.38	0.00%
Total Supplies	62,000.00	46,500.00	102,079.29	(40,079.29)	37,998.42	164.64%
Consultant Services	-	-	5,520.00	(5,520.00)	5,520.00	0.00%
Data Processing	128,168.00	96,126.00	127,509.00	659.00	-	99.49%
Software	-	-	128.00	(128.00)	-	0.00%
Telephone	34,000.00	25,500.00	26,787.47	7,212.53	2,885.44	78.79%
Internet	6,767.00	5,075.25	3,850.83	2,916.17	427.87	56.91%
Equip. Maint. Contracts	6,323.00	4,742.25	3,212.32	3,110.68	-	50.80%
Software Maint./Support	107,000.00	80,250.00	93,260.72	13,739.28	1,140.95	87.16%
Software Subscriptions	151,945.00	113,958.75	154,810.67	(2,865.67)	1,022.53	101.89%
Freight & Cartage	-	-	662.93	(662.93)	350.00	0.00%
Total Services & Chgs.	434,203.00	325,652.25	415,741.94	19,123.99	11,346.79	95.75%
Data Processing Equipment	25,000.00	18,750.00	-	25,000.00	-	0.00%
Library Media	980,000.00	735,000.00	721,883.26	258,116.74	22,803.31	0.74
Total Other	1,005,000.00	753,750.00	721,883.26	283,116.74	22,803.31	71.83%
TOTAL	\$ 2,801,981.00	\$ 2,101,485.75	\$ 2,190,324.73	\$ 612,319.20	\$ 208,741.33	78.17%

LINCOLN CITY LIBRARIES
FY 2024-25 Projected Expenditures

As of:	5/31/2025	Projected Total	Projected %
	Budget Amount	Expended	Expended
Salaries	\$ 6,183,059.00	\$ 5,941,917.04	96.10%
Health	1,294,359.00	1,243,975.15	96.11%
Dental	48,125.00	45,121.64	93.76%
Life	12,124.00	9,822.81	81.02%
Retirement	580,664.00	499,174.86	85.97%
Social Security	515,793.00	449,451.32	87.14%
Unemployment	1,000.00	1,000.00	100.00%
Employee Assistance	3,297.00	6,926.49	210.08%
Worker's Compensation	11,884.00	11,884.00	100.00%
Post Emp. Health Plan	64,158.00	230,699.39	359.58%
Total Personnel	8,714,463.00	8,439,972.70	96.85%
Office Supplies	83,000.00	45,538.79	54.87%
Audio Visual Supplies	-	5,619.46	0.00%
Furniture & Fixtures <\$5,000	-	14,796.90	0.00%
Fuel & Oil	7,500.00	197.08	2.63%
Other Operating Supplies	-	27.69	0.00%
Postage	34,000.00	27,587.28	81.14%
Photocopy Supplies	-	28,219.82	0.00%
Computer Supplies	12,000.00	60,387.08	503.23%
Program Supplies	40,400.00	19,020.94	47.08%
Bldg Maint Supplies	-	37,652.78	0.00%
Custodial Supplies	26,000.00	31,048.55	119.42%
Ground Maint Supplies	-	5,839.87	0.00%
Misc Small Hardware	-	12.70	0.00%
Minor Equipment	-	14,190.79	0.00%
Small Tools	-	2,281.41	0.00%
Minor Computer/PC/Laptop	-	30,088.06	0.00%
Total Supplies	202,900.00	322,509.20	158.95%
Misc. Contractual Services	255,075.00	94,090.12	36.89%
Consultant Services	-	6,896.84	0.00%
Snow Removal	55,000.00	-	0.00%
Custodial Services	160,000.00	168,577.00	105.36%
Delivery Services	-	29,350.00	0.00%
Negotiation & Appraisal	-	4,800.00	0.00%
Engineering Services	306,661.00	224,218.23	73.12%
Data Processing	128,168.00	127,509.00	99.49%
Software	-	128.00	0.00%
Interpreters	-	1,052.00	0.00%
Building Maint & Service Contracts	-	-	0.00%
Fire Suppression	-	1,368.25	0.00%
Lawn Care	-	45,037.97	0.00%
Pest Control	-	10,759.50	0.00%
Snow Removal	-	30,685.00	0.00%
Fire Alarm Monitoring	-	5,103.63	0.00%
Cooling Tower Maintenance	-	179.00	0.00%
Security Services Contract	-	165,268.42	0.00%
Meals & Parking	-	-	0.00%
Vehicles - Fuel, Maint, Insurance	-	7,161.21	0.00%
Mileage - Pers. Vehicle	6,800.00	4,664.05	68.59%
Other Travel	-	173.16	0.00%
Schools & Conferences	-	2,627.90	0.00%
Photocopying	7,000.00	8,474.45	121.06%
Printing	23,900.00	12,919.92	54.06%
General Liability	31,132.00	31,132.00	100.00%
Property	77,622.00	77,622.00	100.00%
Worker's Comp Excess Cov	1,070.00	1,070.00	100.00%
Public Officials	639.00	639.00	100.00%
Misc Insurance Floater	1,130.00	1,130.00	100.00%
Long Term Disability	8,592.00	8,592.00	100.00%
Electricity - Bldg & Grn	163,000.00	172,877.76	106.06%
Garbage Service	7,500.00	9,914.66	132.20%
Natural Gas	50,000.00	33,884.44	67.77%
Sewer Use Fee	10,500.00	21,480.42	204.58%
Telephone	34,000.00	35,487.47	104.37%
Water	56,000.00	101,401.58	181.07%
Internet	6,767.00	5,140.83	75.97%
Auto/Truck Repair	15,000.00	22,883.43	152.56%
Equip. Maint. Contracts	6,323.00	4,538.32	71.77%
Grounds Maintenance	51,000.00	50,453.03	98.93%
Office Equip. Repair	3,000.00	3,817.07	127.24%
Other Building Maint.	372,000.00	134,438.30	36.14%
Software Maint./Support	107,000.00	173,470.57	162.12%
Elevator Maint & Repair	-	4,893.12	0.00%
Lease of Equipment	-	9,543.95	0.00%
Rent of Buildings & Lots	10,000.00	11,957.92	119.58%
Rent of Booth Space	-	640.00	0.00%
Software Subscriptions	151,945.00	240,909.67	158.55%
Rent of Office Equipment	-	360.00	0.00%
Rent of Fleet Vehicles	4,000.00	1,710.00	42.75%
Advertising	4,450.00	7,631.40	171.49%
Education & Training	5,500.00	4,141.01	75.29%
Laundry & Dry Cleaning	-	126.94	0.00%
Memberships & Subscriptions	-	2,331.00	0.00%
Tuition Reimbursement	1,250.00	1,375.00	110.00%
Charge Card Fees	3,000.00	2,556.66	85.22%
Plaques & Awards	2,600.00	2,082.25	80.09%
Freight & Cartage	-	1,744.24	0.00%
Building/Misc Permits	-	18.20	0.00%
Petty Cash Funds	-	71.00	0.00%
Total Services & Chgs.	2,127,624.00	2,133,019.69	100.25%
Furniture & Equipment	32,000.00	17,203.10	53.76%
Library Media	980,000.00	980,000.00	100.00%
Buildings	168,000.00	218,503.64	130.06%
Energy Efficiency Loan	90,900.00	90,915.82	100.02%
Total Other	1,270,900.00	1,306,622.56	102.81%
TOTAL	\$ 12,315,887.00	\$ 12,202,124.15	99.08%



LINCOLN
City Libraries

Holiday & Closing Schedule Fiscal Year 2025-2026

Day Before Labor Day.....	**Sunday, August 31, 2025
Labor Day.....	Monday, September 1, 2025
Library Inservice Day	Friday, September 19, 2025
Veterans Day	Tuesday, November 11, 2025
Thanksgiving	Thursday, November 27, 2025
Day after Thanksgiving.....	Friday, November 28, 2025
Christmas Eve.....	**Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025
New Year's Eve	**Wednesday, December 31, 2025 – close early: 4:00 p.m.
New Year's Day.....	Thursday, January 1, 2026
Martin Luther King Jr. Day.....	Monday, January 19, 2026
President's Day	Monday, February 16, 2026
Easter.....	**Sunday, April 5, 2026
Day Before Memorial Day.....	**Sunday, May 24, 2026
Memorial Day.....	Monday, May 25, 2026
Juneteenth	Friday, June 19, 2026
Independence Day Observed	*Friday, July 3, 2026
Independence Day	Saturday, July 4, 2026

*Per city policy, whenever a holiday falls on a Sunday, the following Monday shall be considered a holiday; whenever a holiday falls on Saturday, the preceding Friday shall be considered a holiday. All libraries are closed on the holiday as well as the day observed by city policy. Additional holiday pay is not granted.

**Per authorization by the Library Board, these are considered family days for library staff, and all locations are closed. Holiday is not granted for these additional family days.

Reviewed by Management Team:
Presented to Library Board:
Published: