

## MEETING NOTICE

DATE: February 14, 2025  
TO: Library Board, Mayor, City Clerk, and City Attorney  
FROM: Ryan Wieber, Library Director  
SUBJECT: Library Board Meeting

DATE AND PLACE OF **RESCHEDULED** MEETING: Tuesday, **February 25**, 2025  
Bennett Martin Public Library  
136 S. 14<sup>th</sup> St.  
Lincoln, NE 68508

STARTING TIME OF MEETING: 8:00 a.m.  
CHAIR OF MEETING: Joe Shaw, President  
PURPOSE OF MEETING: Monthly Business Meeting

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### AGENDA

1. Call to Order and Announcement of Open Meetings Law
2. Approval of Agenda\*
3. Public Comment on Agenda Items
4. Approval of November 19, 2024 Meeting Minutes\*  
Approval of January 28, 2025 Meeting Minutes\*
5. Standing Committee Reports
  - a. Committee on Administration
  - b. Committee on Buildings and Grounds
  - c. Committee on Finance
    - i. Approval of Monthly Recap of Expenditures for December 2024\*
6. Special Committee Reports
  - a. One Book One Lincoln: Morgan Gerteisen
7. New Business
  - a. Amendment of 2024-2025 Contract with Frye, Frazey for Security Services Not to Exceed \$135,000.\*
  - b. Consideration of a 2025-2026 Contract Renewal with Frye, Frazey for Security Services Not to Exceed \$145,000\*
  - c. Presentation of 2023-2024 Annual Report
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, NOVEMBER 19, 2024, 8:00 a.m.

BENNETT MARTIN PUBLIC LIBRARY

LINCOLN, NEBRASKA

## BOARD MEMBERS PRESENT

Jackie Ostrowicki, Lisa Hale, Dan Sloan, Terri Dunlap, Morgan Gerteisen, present. A quorum was present. Patty Beutler and Joe Shaw were absent. Nichole Bogen arrived late.

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

Vice President Ostrowicki called the meeting to order in President Shaw's absence at 8:00 a.m. and announced the Open Meetings Law was posted and available for review.

## APPROVAL OF AGENDA

Ostrowicki noted that the Agenda/Meeting Notice was posted according to the Open Meetings Act of the State of Nebraska. Ostrowicki asked for a motion to approve the Agenda as posted. Hale so moved. Sloan seconded. There was no discussion. **ROLL CALL VOTE:** Gerteisen, Hale, Ostrowicki, Dunlap, Sloan – AYE. Motion carried 5-0.

## PUBLIC COMMENT ON AGENDA ITEMS

No Public Comment.

## APPROVAL OF OCTOBER 15, 2024 MEETING MINUTES

Two needed corrections were noted, the date on the Minutes should be corrected to October 15, 2024 instead of today's date, and to note that Gerteisen was present. Ostrowicki asked for a motion to approve the minutes as amended. Gerteisen so moved. Dunlap seconded. There was no discussion. **ROLL CALL VOTE:** Hale, Ostrowicki, Dunlap, Sloan, Gerteisen – AYE. Motion carried 5-0.

## STANDING COMMITTEE REPORTS

### Committee on Administration

No report

### Committee on Buildings and Grounds

No report

### Committee on Finance

#### Approval of Monthly Recap of Expenditures for July, 2024

Treasurer Hale shared that the total Operational expenditures were \$1,405,388.51. Expenditures from other funds totaled \$47,398.58 for Total Expenditures of \$1,452,787.09. Hale moved approval of the report. Sloan seconded. Bogen arrived at this time. There was no discussion. **ROLL CALL VOTE:** Ostrowicki, Dunlap, Sloan, Gerteisen, Hale – AYE. Motion carried 5-0.

## SPECIAL COMMITTEE REPORTS

### Foundation Executive Director Report

Gail McNair thanked all who attended and participated in the Spelling Bee – special thanks to Joe Shaw for being a speller, and Ryan Wieber for acting as judge. The Foundation has observed that while the Spelling Bee and the Wine and Dine are popular events, the funds from those events are less than past years due to increased costs of holding the events. Discussions are being held on how to keep those costs low.

New membership materials are being completed at the printer and will be sent out to all Board Members to be shared with handwritten notes. The goal is for everyone to share with five people. Lunch at the Library is December 4 from 12:10–1:00 p.m. Alan J. Bartels is the featured local author this month, sharing his book “100 Things to Do in the Nebraska Sandhills Before You Die.” Holiday sales at the Book Nooks will last from November 25 to December 31. They’re great opportunities for gift giving.

The Foundation has secured a \$3,000 grant from the Viking Foundation to support the Begin with Books program. An estate gift was received from long-time library supporter Mark Tallman, and a brochure on how to contact the Foundation for LCL to set up an estate gift has been handed out. Another gift has been received from the estate of April Lau, which will be made into an endowment and will pay out annual to benefit Gere Branch, where April was a regular patron.

Gail announced her retirement at the end of the Foundation’s fiscal year, January 31<sup>st</sup>, 2025. A search committee has been established to identify a new Director. Brief discussion followed.

## NEW BUSINESS

### Bennett Martin Elevator Replacement Agreement

Director Wieber shared that the next needed improvement at Bennet Martin, partly accounted for in the last CIP is the replacement of the elevator up to 4<sup>th</sup> floor. The cost exceeds the \$200,000 was initially reserved, so the amount being requested for approval today is for the project not to exceed \$317,000.00. Once the agreements are in place, the work will be scheduled for late winter, and plans are laid for working around the lack of meeting room space for programming and events during the repairs which will keep the elevator out of service for around a month. Discussion on the CIP process and the increased costs followed. Hale moved approval. Sloan seconded.

**ROLL CALL VOTE:** Ostrowicki, Dunlap, Sloan, Gerteisen, Hale – AYE. Motion carried 5-0.

### Polley Music Library Annual Report

Vice President Ostrowicki introduced Polley Librarian Scott Scholz, who indicated that Board members had all received a copy of the report. He noted that the Polley Music Library’s goal, like last year, was to increase programming, keep the collection culturally relevant and bring folks in to inspire collaboration and creativity. This year’s programming included Polley’s first foray into children’s programming, along with programs aimed at teaching skills instead of simply performances. Sloan asked about the existing program to check out ukuleles and guitars, and Scholz noted they’re both still very popular and circulation is well balanced to the existing collection of instruments. He gave an update on opening “The Music Box” mixed use (rehearsal/performance) space across the street from Bennett Martin. Anticipated opening is within the next few months. The Downtown Lincoln Association is working with the City to make it happen. Sloan moved approval of the report. Hale seconded.

**ROLL CALL VOTE:** Dunlap, Sloan, Gerteisen, Hale, Ostrowicki – AYE. Motion carried 5-0.

### Schedule of 2025 Board Meeting Dates and Locations

Vice President Ostrowicki shared the new schedule and reminded the Board of the summer evening meetings that will be scheduled at branches. Dunlap moved approval. Gerteisen seconded. **ROLL CALL VOTE:** Sloan, Gerteisen, Hale, Ostrowicki, Dunlap – AYE. Motion carried 5-0.

## PRESIDENT’S REPORT

Vice President Ostrowicki commended regarding LCL’s role in providing out-of-school learning experiences. Recent Masters coursework has provided her the opportunity to discuss the library’s role in accessing information, technology, ideas, makerspaces and programming.

## ASSISTANT LIBRARY DIRECTOR’S REPORT

Assistant Director Glaesemann was absent.

## LIBRARY DIRECTOR’S REPORT

Director Wieber shared that the new annual report should be completed and distributed in December. Staffing vacancies continue to be filled. Bennett Martin is mostly full, kudos to LeeAnn Sergeant and her team for going through the hiring process and conducting the interviews. The Heritage Room Curator position is currently open, as well as a couple of aide positions coming open soon. Bennett Martin’s new Library Service Supervisor is Chrystal Dunworth, and new librarian Jonathan Lucero is here from Nashville, TN. Gere’s Adult Services Librarian Pat Sloan retired last month, and her position will be opening soon. The Library Service Supervisor position at Gere has been filled by Dustin Mosko.

Wyatt Packard, the new Walt Library Manager will be reinstating the training calendar for staff which was altered during lockdown. To meet the Strategic Plan Priority of Strengthening our Potential by improving our communication with staff, new staff Town Halls are scheduled quarterly and the first was held two weeks ago. Staff scheduled on the day attend the Zoom meeting live, others view the recording later. The Staff innovation grant process we’re starting is to encourage new ideas from staff about programming, collections and technology. \$7,500-10,000/year from the Foundation will be earmarked for these grants. First meetings of the grant committee will be held shortly.

The City has implemented a new Green Team. Megan Peda, Matt Norsworthy and Lauren Eastman will be the library’s liaisons. The group will explore ways we can be more sustainable in our actions and purchases.

The Finance Committee met on October 30<sup>th</sup>, and discussed some projects including the new carpet on fourth floor, and the landscaping project at Eiseley is moving forward and fall plantings will go in this or next week, as well as the elevator bids. The Holiday breakfast is upcoming Friday, December 6, 8:00 a.m. at Gere, and Board members are welcome. Invitations will be forthcoming.

## PUBLIC COMMENT

Matthew McCann (no address) spoke in support of library programs and funding.

There being no further business, the meeting was adjourned at 9:00 a.m.

# Library Board Meeting Minutes

TUESDAY, JANUARY 28, 2025, 8:00 a.m.

BENNETT MARTIN PUBLIC LIBRARY

LINCOLN, NEBRASKA

## BOARD MEMBERS PRESENT

Joe Shaw, Lisa Hale, Morgan Gerteisen, Patty Beutler, Jackie Ostrowicki, Dan Sloan and Terri Dunlap, Nichole Bogen, present. A quorum was present.

## 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 was 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. Ostrowicki motioned for approval of the Agenda. Sloan seconded. **ROLL CALL VOTE:** Gerteisen, Hale, Beutler, Ostrowicki, Dunlap, Shaw, Sloan – AYE. Motion carried.

## PUBLIC COMMENT ON AGENDA ITEMS

No Public Comment.

## APPROVAL OF DECEMBER 17, 2024 MEETING MINUTES

Beutler motioned approval of the minutes. Gerteisen seconded. There was no discussion. **ROLL CALL VOTE:** Hale, Beutler, Ostrowicki, Dunlap, Shaw, Sloan, Gerteisen – AYE. Motion carried.

## STANDING COMMITTEE REPORTS

### Committee on Administration

President Shaw reported that the committee met and discussed library plans and the Bennett Martin elevator.

### Committee on Buildings and Grounds

Director Wieber reported that the committee met to review recent and upcoming projects.

### Committee on Finance

#### Approval of Monthly Recap of Expenditures for December, 2024

Treasurer Hale shared that the total Operational expenditures were \$867,503.69. Expenditures from other funds totaled \$238,543.42 for Total Expenditures of \$1,106,047.11. Hale moved approval of the report. Dunlap seconded. There was no discussion. **ROLL CALL VOTE:** Beutler, Ostrowicki, Dunlap, Shaw, Sloan, Gerteisen, Hale – AYE. Motion carried.

### Committee on Technology

No report.

## SPECIAL COMMITTEE REPORTS

### Foundation Executive Director Report

Gail McNair noted that it is required by the IRS that the Library Board vote on nominees for the Foundation for Lincoln City Libraries Board. She shared that they have a great group of nominees, and have met with each. One nominee is new to Lincoln, some are lifelong Lincolniters and one is a former Library Board member. McNair read the following list of nominees: Kathy Hall Asboe, Ginna Claussen, Melinda Henson, Cory Kibler Haberfeld, Rhonda Seacrest and Jim Schiefelbein.

Membership information and a packet of information about the upcoming Wine and Dine event were distributed. McNair encouraged attendees to share the information and invite friends. Brief discussion followed.

## NEW BUSINESS

### Approval of Roster of Foundation for LCL Board Candidates

President Shaw asked for a motion to approve the Roster of Foundation Board Candidates. Dunlap so moved. Beutler seconded. There was no further discussion. **ROLL CALL VOTE:** Ostrowicki, Dunlap, Shaw, Sloan, Gerteisen, Hale, Beutler – AYE. Motion carried.

### Approval of Resolution in Honor of Gail McNair

President Shaw was honored to read the following Resolution:

**Whereas**, The Foundation for Lincoln City Libraries is the organization established to raise additional support, awareness, and advocacy for the activities and services of Lincoln City Libraries; and

**Whereas**, Gail McNair began her service to the Foundation on June 22, 2009; and

**Whereas**, Over the course of nearly sixteen years she successfully planned and coordinated fundraising events such as the Wine and Dine, Coffee at the Mill, and the NLHA Annual Spelling Bee; and

**Whereas**, Gail facilitated the great work of the NLHA by providing the administration and support needed for Lunch at the Library author visits and for reaching countless students through the "Writers Write" program; and

**Whereas**, Through collaboration and skillful directing of Book Sales and Book Nooks, her leadership provided to the Friends of the Library through the years has given the community the joy of discovering quality used books at affordable prices, which has created positive publicity and additional revenue for the Library; and

**Whereas**, Since 2014, and directly because of her efforts through fundraising, grant writing, book sales, and special events the Library has been the beneficiary of \$1.8 million, which has provided books, programs, equipment, technology, and staff development opportunities—all to improve the Library for residents of Lincoln and Lancaster County; and

**Whereas**, Gail has worked tirelessly to represent the Foundation and demonstrate its support for facility improvements through advocacy, community engagement, and connecting new supporters to the needs of the Library; and

**Whereas**, She has led with her heart in all that she has accomplished for the benefit of the Library; and now The Lincoln City Libraries Board of Trustees hereby recognizes the tremendous contributions provided by Gail McNair to the Library, its employees and volunteers, city and county residents, and to the Board, itself;

and expresses its sincere appreciation for her longtime commitment of service and love for the Library. The Board wishes her the best upon her retirement.

Applause, many thanks, and brief discussion followed.

### E-content Overview Report: Rebecca Aracena, Support Services Coordinator

Wieber introduced Aracena, noting that her report reflects LCL's work to keep up with demand while staying within budget. Libraries across the US are facing the same challenges.

Aracena shared that this is one of LCL's greatest current challenges. While physical checkouts are still rebounding, E-content circulation increases as much as the budget allows. E-checkouts have tripled since Fiscal Year 2017-2018. She explained the differences between LCL's two main suppliers, Overdrive, which uses the Libby app, and Hoopla.

Overdrive is curatable – LCL chooses specific titles to purchase or rent, and pays for each individual use. Prices and license restrictions widely. Some titles can be purchased in perpetuity, others by checkout or by a period of time. The costs can range from just a few dollars per use to over \$130. The biggest challenge is cost and the number of requests per week LCL receives for new titles. Over 1,000 titles are requested weekly, of which LCL is buying 20-30 titles weekly, depending on cost and demand. There were 60,000 titles requested in the last two years that LCL was unable to purchase due to cost. 43% of requests made by patrons have been purchased. Popular titles like *Onyx Storm* get hundreds of requests. Metered access to popular titles, for example the Harry Potter series, expire and have to be repurchased. The goal is to keep the holds lists short – so patrons don't have to wait long for their materials, but it's not always possible while staying within budget.

Hoopla is not curated by LCL. The vendor chooses the material they offer, which is highly dependent on publishers. LCL monitors the budget by limiting the number of checkouts per customer per month. Hoopla charges per checkout for some items, per checkout period for some items. Price caps can be reduced or increased to balance with the available funds. The last time they were raised to allow for more titles, usage jumped enormously (2,000 new users in two months.) If LCL offers the best titles, more people check them out. E-audio downloads comprise 60% of the monthly Hoopla activity.

Discussion followed. Hale asked how much of a budget increase would be required to meet demand? Aracena replied, it's unknown, since we don't know how big the demand might grow. Any time LCL has increased availability, customers have increased their demands to meet it. Not having the materials available deters patrons from using the library. There are currently no limits on what publishers can charge. The American Library Association is working to create workable limits. Cases in two other states have proven that the publishers effectively have a monopoly. Educating customers about best uses like promptly returning e-items and the fact that placing holds on multiple item types (print, large type, e-print, e-audio) increases the strain of trying to keep the holds ratios low, and thus increases spending.

## PRESIDENT'S REPORT

President Shaw had no report.

## ASSISTANT LIBRARY DIRECTOR'S REPORT

Assistant Director Glaesemann shared that interviews for a new Heritage Room curator are ongoing and names for the Read Aloud Librarian position and the Bennett Martin Librarian position have been received, interviews will be upcoming. There are only two 20-hour LSA vacancies in the system.

The hearing loops discussed at the last meeting have been installed at every location except Williams. Glaesemann brought one to demonstrate. Patrons have to be within four feet of the desktop unit before it will engage with a patron's hearing aid. If they don't use hearing aids, headphones are available instead.

The accessibility audit was completed at South Branch. Some furniture was moved to create easier access, along with the trash can near the door. A new table was ordered for the print release station – the old one had a solid base, so wheelchairs couldn't roll up close enough to pay for and receive print jobs. Further audits will be completed by staff at the Building and Safety department.

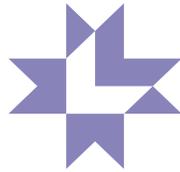
## LIBRARY DIRECTOR'S REPORT

Director Wieber reviewed Legislative Bill 390 that would impact school libraries. He also shared City plans for street improvements via the "Corridors Project" which will include S. 14<sup>th</sup> St. in front of Bennett Martin. The new handicap parking stalls will not be moved, the bike lane will be removed and 2-way traffic will return on S. 14<sup>th</sup>. The work is projected to start sometime next year. The City also received a grant for Electric Vehicle charging stations, one of which may be installed at Eiseley Branch Library.

The celebration for the installation of the Eddie Dominguez torso on loan from the Museum of Nebraska Art at Kearney is scheduled for 5:00 p.m. on January 28 at Eiseley branch – all are encouraged to attend.

## PUBLIC COMMENT

There was no public comment. There being no further business, the meeting was adjourned at 9:10 a.m.



LINCOLN

City Libraries

## **Memo to the Library Board**

**February 2025**

**Please note:** this month's Board meeting is at **Bennett Martin Library, at 8am.**

**FISCAL YEAR 2024-2025 BUDGET:** The actual percent of budget expended year to date is 39.38%, compared to the budgeted 41.67%. Annual adjusted expenditures to date are 40.07%.

### **STANDING COMMITTEE REPORTS**

#### **Committee on Administration**

The Committee did not meet.

#### **Committee on Buildings and Grounds**

The Committee did not meet.

#### **Committee on Technology**

There was no meeting in December.

#### **Committee on Finance**

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

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

The Committee's meeting on January 29 was postponed.

### **SPECIAL COMMITTEE REPORTS**

**One Book One Lincoln:** Morgan Gerteisen

### **NEW BUSINESS**

- a. Amendment of 2024-2025 Contract with Frye, Frazey for Security Services Not to Exceed \$135,000\*

The Board in its renewal of the contract with Frye Frazey in March of 2024 increased the not to exceed amount to \$118,000 to cover the increase in security guard coverage at Bennett Martin. We established a 2<sup>nd</sup> guard on duty for the last four hours each day (28 additional hours per week). We underestimated the annual cost for the increase, and now forecast the final annual cost to be closer to \$130,000 (contract ends April 30, 2025). To correct this, the library must amend the contract to account for the expected expenditures. I recommend the Board approve a new, not to exceed amount for the 2024-2025 contract at \$135,000.

b. Consideration of a 2025-2026 Contract Renewal with Frye, Frazey for Security Services, Not to Exceed \$145,000\*

The original contract with Frye, Frazey (FF) for security services was established in FY 2022-2023, and then renewed the past 2 FYs. I am seeking a 3<sup>rd</sup> renewal for 2025-2026, and then next winter we'll go out to bid as required (the city allows up to 3 renewals). Frye has requested an hourly increase to \$31.00 per hour to adapt to increased costs. While not typical for the library to consider increases before going back out to bid, we are very satisfied with the level of performance and professional service provided and believe it's in the library's best interest at this time to remain with FF at a rate of \$31 per hour and an annual not to exceed amount of \$145,000. For your reference, we've included the Directorial Order and contract from this current year.

c. Presentation of the 2023-2024 Annual Report

I'll provide an overview of the report, which will be available on the website, and additionally in a small print batch. The final print edition will be available within a couple weeks, and distributed to you at that time.

## **PRESIDENT'S REPORT**

### **ASSISTANT DIRECTOR'S REPORT**

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

### **DIRECTOR'S REPORT**

I'll provide updates on library planning and strategic initiatives.

## **CONTRACTS FILED**

Foundation for Lincoln City Libraries	2025 Book Sale Agreement with Foundation for Lincoln City Libraries	1/17/2025
Foundation for Lincoln City Libraries	Annual renewal of operating agreement between Lincoln City Libraries and Foundation for Lincoln City Libraries.	1/17/2025
Foundation for Lincoln City Libraries	2025 Agreement between Library and Foundation for Lincoln City Libraries for office space rental at \$1,200 per year.	1/24/2025
Peter Ferguson, Coordinator of culture, Inclusion and Scholar Development at LPS	Mr. Ferguson will schedule LPS scholars for African American Read-in themed storytimes at Lincoln City Libraries during the month of February 2025 at no cost.	1/14/2025
Wachiska Audubon Society	Wachiska Audubon will provide volunteers, supplies, and collaborators for the Lincoln Bird ENCOUNTER at Eiseley Branch Library on 2/15/25 from 10:00 a.m. --1:00 p.m. at no cost.	1/15/2025
University of Nebraska Athletics	To present members of the Nebraska Athletics Spirit Squad at three storytimes at Lincoln City Libraries on the dates, times and locations in the agreement at no cost.	1/14/2025
Gary Bragg	To present the program, "All About Musicals, from Writing to Staging," at the Polley Music Library inside Bennett Martin Public Library on Tuesday, January 14, 2025 at 6:00 p.m. at a cost not to exceed \$200.00	1/2/2025



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

**MEMORANDUM**

**TO:** Library Board

**FROM:** Ali Larson, LCL Business Office

**RECAP OF EXPENDITURES - JAN 2025**

Library Operational Budget - FY 2024-25	\$ 795,151.08	
Library Enc/Reapp - From FY 2023-24	-	
Heritage Room Fund - FY 2024-25	-	
Polley Music Library - FY 2024-25	8,764.16	
<b>Total Operational Expenditures</b>	-	<b>\$ 803,915.24</b>
Grants	\$ 10,000.00	
Hompes Fund	-	
Keno	97,795.25	
Miscellaneous Library Donations Funds	2,879.98	
Capital Improvements	-	
<b>Total Expenditures - Other Funds</b>		<b>110,675.23</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 914,590.47</b>



LINCOLN  
City Libraries

## Director's Report for January 2025

We continue to watch **LB 390**, a bill introduced by Senator Murman that would require school libraries to make their catalog available online and also alert parents to any checkout activity from their students. We see no direct impact to public libraries or LCL, specifically. Parents already have access to school library catalogs and can login to their students' accounts. Alerts to parents after an item is checked out may not be a feature in some schools' ILS systems.

Plans are underway for the library's return to **podcasting**, through a partnership with KZUM. Multiple staff will participate in a monthly half hour show that will feature library news and activities, book reviews, and helpful "behind the scenes" overviews of what today's Lincoln City Libraries is all about. We'll also have help from KZUM in producing 2-minute spots that will run everyday in the early afternoon.

The **Staff Innovation Grant** workgroup consists of seven staff who have creatively and quickly pulled together guidelines and dates for implementation of the first grant cycle, which will kickoff in early March and applications due on April 18. The purpose of the grants is to encourage staff to submit innovative ideas for collections, services, programs, technology, and more that ultimately improve service or make a difference for residents. Winning submissions will be announced by May 30. Jodene Glaesemann is coordinating the process this year with help from fellow members Lisa Voss, Rebecca Hueske, Marcella Graybill, Lauren Niedergeses, Katie Murtha, and Wyatt Packard. The \$10,000 allotment is supplied by Foundation for Lincoln City Libraries funding.

The **Annual Public Library Survey** was completed and submitted to the Nebraska Library Commission recently. This substantive report is required of all libraries in Nebraska and collects all types of data: financial, circulation and programming activity, staffing levels, etc. Kudos to Sarah Dale for coordinating this year's submission with help from multiple staff. Filing of the report allows LCL to receive state aid funding.

The library will soon be subscribing to and implementing "**Patron Point**," a communications tool that integrates with our ILS (catalog and patron database) by automatically sending email newsletters that promote programs, services, and new materials. Messaging can be delivered to targeted library users. Most libraries the size of LCL employ a system like this to assist with communications. Also, one of the modules included within Patron Point is "Verify," which authenticates the addresses of new library card holders who sign up for a card via the online form. This will save staff time!

I **recently presented** to Councilman Bowers' monthly Town Hall at Anderson Branch, two church groups, FLCL Board, and highlighted the strategic plan to City Council at a Director's meeting.

**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:**

- Polley Librarian S. Scholz reports that Composer Gary Bragg visited Polley from Colorado this month, where he spoke about his experiences writing musicals, and the complexities of getting them staged. He also played a couple of tunes from his latest record, on which I accompanied him on lap steel. We had 14 attendees.
- Nancy E. has hosted both sessions of *Construction Crew* that have taken place at Anderson Branch Library. She commented of the program generally, "The Construction Crew program is SO GREAT! We're getting so many people for this that we've never seen in the library before. And, it is wonderful to see the dads sit down and build along with their kids!"
- Lisa V. (NESU) had an encounter with a customer that highlight how important it is for the library to offer access to technology for everyone. "A woman came in to fax some documents. She had a lot of paperwork, and it was very important that she get it sent promptly. Sorting it all and getting it ready to fax was overwhelming for her. I was able to help her organize it all, and as all the pages were two-sided, we made copies so we could fax it all at once. This is something we do often, and it didn't seem that difficult for me, but she was so grateful for the service. She offered to make a small donation to the library and was very moved that we would take the time to do this for her."
- At Anderson, a customer's comments this month demonstrate the positive impact that youth programs can have – even on those who do not "officially" participate. On 01/10/2025, a gentleman who had observed the SNOW Much Fun! Preschool Storytime at Bethany Branch Library told Karrie, "Watching you read that snow story yesterday, and all those kids focused on you, was the highlight of my day. I look for a little slice of heaven every day. And yesterday you were it."
- Mai T. (Walt) shared that "I assisted a patron in replacing her lost library card. She hadn't used the library in years. That day, she came back and inquired about mobile apps her daughter had recommended for a long time but hadn't tried yet due to her a lack of familiarity with technology. I provided her with a flyer and explained the benefits of the Hoopla and Libby apps, highlighting feature like ebooks and audiobooks, which genuinely interested and convinced her. She responded 'wow, I'll be able to listen to books while on the go!' I provided instructions on downloading the app, signing up, and logging in. She mentioned that she would try them out when she got home."
- Lisa W. (Walt) reported the following after the Senior Safety Program with Lincoln Police Department program: "15 people attended and Officer Hellmuth presented for over an hour about safety for seniors online, credit card safety, skimmers, scams, staying alert for increasing AI scams, email and

text phishing. Officer Hellmuth offered many examples and resources for online safety. I presented a quick Canva presentation on how the library can help people with technology. The group seemed interested in the free technology and computer classes that will be offered at Gere and Eiseley in March and April. The group was also interested in any other presentations that LPD might offer at the library.”

- Laurie J. (Walt) shared that “At this month’s 3D Printer/Fusion 360 Training I had a father and daughter duo interested in learning the design side of 3D printing. We used the AutoCAD computers to go over Fusion 360’s user interface, the basics of design, and how to export as a file that can be printed. Afterwards, we printed a design she had made earlier in Tinkercad.”
- At Walt Branch, Courtney S. reported the following: “Staff had noticed that our new Young Adult books weren’t circulating well, so Jessica S. and I asked the Teen Advisory Board members if they had any ideas to help increase circulation. They suggested advertising the books based on comparisons to popular TV show. They gave us a list of popular shows, and I used them to make bookmarks that say ‘If you like (show title), try reading this!’ and put them in the books on display. While we don’t have exact statistics, staff have noticed that books are getting checked out off the display more frequently! It’s great seeing the ideas that our teens came up with come to life in the library!”
- Wyatt P. reported that “LCL was awarded the Library Improvement Grant from the Nebraska Library Commission in the full amount I requested of \$4,636. That is for the cell phone charger locker for Bennett Martin Public Library. Federal funding changes may make it so NLC is unable to provide this, so we are waiting to see what happens.”
- Two Library Love Stories: Liz C. at Walt shared this story: “A parent and two very excited children begged their mom for their own cards. She relented, and we got them taken care of. When we were finished getting them set up, Mom says to them, ‘What do you say?’ and instead of saying ‘thank you’ the kids paused thoughtfully and said ‘Luv you?’” And at Eiseley: Kara G. shared this story: I was working at the circulation desk checking out books to a young boy who was about 3 and his mother. Throughout the transaction, I was asking him questions to make him feel involved and his mother was helping him find the right answers. After I handed him his books back, his mother asked him “What do you say?” The boy looks around for a moment or two before looking up at me and saying, “I love you?” Adorable.
- Susan S. (Eiseley) provided library information and a tour for 2 children’s literature classes from Wesleyan. We issued many new cards and welcomed back some students who hadn’t used LCL for a while. Twenty-eight students participated.
- Selena S. (Eiseley) staffed a library info table at Arnold Elementary’s Book Bingo Family Night. She provided 30 families with information about Williams Branch Library specifically and LCL generally.
- Public Art Lincoln held a reception at Eiseley to introduce the sculpture “Heritage,” by Nebraska artist Eddie Dominguez. Dominguez is Emeritus Professor of the School of Art at the University of Nebraska–Lincoln. The piece is owned by the Museum of Nebraska Art and is on loan to Eiseley for five years through the efforts of Elizabeth Katt. Katt is the Executive Director of Public Art Lincoln. Thirty-two people attended the reception. It was especially interesting to hear the artist talk about his work. Public Art Lincoln should soon have a plaque installed to identify the art and artist. It seems very likely that this work may draw people into the library just to see it – potentially non-library

users. That will give us the opportunity to promote the library to them. In the meantime, the piece has already sparked conversations among staff and regularly attending patrons.

- In January, Gyoung K. (Eiseley) had 2 tech help appointments and she also trained 7 staff members on using the new 3D printer. She has also been making 3D items to accompany displays.
- Virtual Services reorganized public internet stations at Gere Branch during the month. We now have 8 unfiltered stations where the monitor sits under the desk, and 8 filtered stations where the monitor sits on top of the desk.
- Paden H. (Gere) shared this customer service story: "A patron came in and asked for help in doing research about the Orphan Train Movement. She was working on her genealogy and came to the library to look for relevant materials. I didn't know anything about the subject, and it was fun talk to her and to see what we had in our collection to help her research the topic. We were able to find items on Hoopla, a DVD, and a handful of books from adult non-fiction and children's non-fiction. She was excited to find so much material to take home, and complimented us on our collection."
- Ronda H. with input from Gere/South staff was able to create a list of expectations for kids and families that use the library. It matches up simple instructions with fun pictures on a single page – like: no unplugging things, quiet voices, clean up, no running... Next up, with Cally O'Brien's encouragement is to create a similar simple single document for ideas of what to do while visiting the library. It's an effort to help make everyone's visit to the library a positive and successful experience.
- Domonique H. (Gere) shared this great interaction: "At South there has been a recurring patron coming in to print important documents who speaks Portuguese and only understands a small percentage of English, so we've been communicating by google translate on her phone. She is so grateful and it makes my day when she comes in, she always smiles and says, 'Hello friend!'"
- Ronda H., Chad S. and Corey G. hosted 4 Circle of Friends at Gere with 126 attending. Chad shared: "Circle of friends at Gere is clearly such an important place for our participants. They obviously love being in such a safe, welcoming, judgment-free place where they can relax, be themselves, and have some fun.
- Aubrey S. (Gere) shared: "I had a regular patron who spends time in the library ask about the ukuleles on display, which led us to talking about the guitars available for checkout and the music library at BMPL. The patron asked if we had any spaces a person could use to just play music, a question I hadn't gotten before! They explained that they play the banjo (super cool!), but live in their van which makes it difficult to play in the winter months. After thinking on it, I told the patron I didn't see why they couldn't reserve one of the meeting rooms for free since we have groups that come in and practice ukuleles. I explained that the meetings in those rooms have to be open to the public, so they would have to be okay with people potentially popping in to which they said 'Oh I love to play for people, that wouldn't bother me!'"
- Cally O. and Yoel S. (Gere) hosted the Teen Advisory Board (TAB), on the 27<sup>th</sup> with 10 in attendance. They brainstormed ideas for summer reading programs and pulled titles for *Date with a Book* teen display. Brenda Ealey was helping a retired teacher at the information desk and the customer remarked: "Oh, my goodness – you have a group of teens in the library and it's evening." She went on to say how wonderful it was to see that age group engaged and using the library.
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- Caralyn K. (BMPL) relayed this interaction with a stressed patron: "I helped a woman who came in stressed out over the fact that she needed to print and fax some medical documents. She said she had been having a rough day and was struggling to get this done. I told her I'd be here to help her with this part and together we could get at least one thing off her plate. We were able to save her document that was in an email, to her phone and then print it via the Princh app.
- Lauren E. (BMPL) helped a number of people with technology issues throughout the month, "I assisted multiple Spanish speaking patron navigate the mobile printing process thru a combination of broken Spanish and google translate app. I assisted a different patron print out flyers for a missing pet. I assisted two patrons in using the scanners, finding the documents scanned, and attaching said documents to emails."
- Kim J. (BMPL) facilitated the Page to Stage storytime featuring books by Margaret Wise Brown. The Lied Center provided 50 free tickets for the "Goodnight Moon" puppetry show that we were able to give out to storytime participants!
- Cindy K. (BMPL) received a call from a patron wanting a specific book. Cindy was unable to find it in the catalog, and the woman was disappointed as she did not want to purchase the book. Cindy explained Interlibrary Loan to her and was able to get her request submitted with the potential for a much smaller charge than purchasing the book. The woman was very excited to try it.
- Caralyn K. (BMPL) has been making and distributing promotional material for a tour of the library aimed at showing limited English speakers the resources we have available. She has also contacted representatives of several cultural centers around town making arrangements for groups to visit.

Ryan Wieber,  
Library Director  
2.14.25

**Lincoln City Libraries  
January 2025 Use Report**

Location	Loans/Circulation			Visits			January 2025 Other Use				January 2024 Other Use					Change: Total Other Use	
	Jan 2025	Jan 2024	Change	Jan 2025	Jan 2024	Change	Computer Reservations	Program & Outreach Attendance	Meeting Room Attendance	Study Room Attendance	Total Other Use	Computer Reservations	Program & Outreach Attendance	Meeting Room Attendance	Study Room Attendance		Total Other Use
Bennett Martin Public Library	13,498	13,540	-0.31%	10,413	10,044	3.67%	2,535	185	143	42	2,905	1,784	424	92	0	2,300	26.30%
Anderson Branch Library	12,222	11,122	9.89%	5,313	4,423	20.12%	732	429	95	0	1,256	595	344	127	0	1,066	17.82%
Bethany Branch Library	8,305	7,404	12.17%	3,032	2,727	11.18%	192	190	0	0	382	180	154	0	0	334	14.37%
Eiseley Branch Library	21,916	21,964	-0.22%	9,405	7,866	19.57%	1,387	1,035	320	307	3,049	1,177	759	242	0	2,178	39.99%
Gere Branch Library	55,936	55,216	1.30%	19,240	16,888	13.93%	1,329	1,609	455	215	3,608	1,022	1,344	433	0	2,799	28.90%
South Branch Library	8,989	8,870	1.34%	3,762	2,892	30.08%	374	196	0	0	570	393	80	0	0	473	20.51%
Walt Branch Library	40,051	39,158	2.28%	13,067	11,190	16.77%	1,162	1,348	386	263	3,159	830	1,109	435	0	2,374	33.07%
Williams Branch Library	1,036	781	32.65%	1,215	6,041	-79.89%	216	178	2	0	396	151	25	7	0	183	116.39%
Lied Bookmobile	1,675	1,261	32.83%	179	119	50.42%	0	94	0	0	94	0	72	0	0	72	30.56%
InterLibrary Loan	180	211	-14.69%	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	23	0	0	23	0	0	0	0	0	0.00%
<b>SUBTOTAL</b>	<b>163,808</b>	<b>159,527</b>	<b>2.68%</b>	<b>65,626</b>	<b>62,190</b>	<b>5.53%</b>	<b>7,927</b>	<b>5,287</b>	<b>1,401</b>	<b>827</b>	<b>15,442</b>	<b>6,132</b>	<b>4,311</b>	<b>1,336</b>	<b>0</b>	<b>11,779</b>	<b>31.10%</b>
DownloadStream Audio	52,495	44,950	16.79%	0	0	0.00%	0	0	0	0	0	0	0	0	0	0	0.00%
Download/Stream eBooks	39,454	34,621	13.96%	0	0	0.00%	0	0	0	0	0	0	0	0	0	0	0.00%
Stream Video	1,054	987	6.79%	0	0	0.00%	0	0	0	0	0	0	0	0	0	0	0.00%
<b>Download SUBTOTAL</b>	<b>93,003</b>	<b>80,558</b>	<b>15.45%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL</b>	<b>256,811</b>	<b>240,085</b>	<b>6.97%</b>	<b>65,626</b>	<b>62,190</b>	<b>5.53%</b>	<b>7,927</b>	<b>5,287</b>	<b>1,401</b>	<b>827</b>	<b>15,442</b>	<b>6,132</b>	<b>4,311</b>	<b>1,336</b>	<b>0</b>	<b>11,779</b>	<b>31.10%</b>

Holdings Report	PRINT		NON PRINT		Total	REGISTRATIONS	2025	2024	Change
	Adult	Youth	Adult	Youth					
<b>Owned</b>	349,561	304,410	75,143	32,937	762,051	Purged	537	630	-14.76%
<b>Added</b>	2,147	2,002	367	102	4,618	<b>Active</b>			
<b>Withdrawn</b>	-4,156	-2,486	-1,036	-505	-8,183	Resident	148,447	147,423	0.69%
<b>Current</b>	347,552	303,926	74,474	32,534	758,486	Library OneCard	52,983	47,689	11.10%
						County	8,910	9,051	-1.56%
						NonResident	958	935	2.46%
						Reciprocal	492	481	2.29%
						Limited Use	10,157	9,472	7.23%
						<b>Total Active</b>	<b>221,947</b>	<b>215,051</b>	<b>3.21%</b>

Notes for Month: All locations closed for weather 1/8, 1/13, 1/14/24, Closed 10 am - 12 pm on 1/9/24, All locations closed on 1/12/24 for weather except for BMPL (open 12 - 6 pm), Traffic count for Williams 1/10 - 1/16/24 MUCH higher than normal

	2025	2024	Change
<b>WiFi Sessions</b>	112,832	105,023	7.44%
<b>WiFi Users</b>	8,949	7,944	12.65%
<b>Website Users</b>	95,454	110,917	-13.94%
<b>Website Sessions</b>	132,729	149,883	-11.44%
<b>Database Use</b>	8,587	7,850	9.39%

**January 2025 Use Compared to January 2024  
Lincoln City Libraries**

Location	Print Checkouts		Print Loan	Non-Print Checkouts		Non-Print	Total Checkouts		Total Loan
	2025	2024	Change	2025	2024	Loan Change	2025	2024	Change
BMPL	10,658	10,932	-2.51%	2,840	2,608	8.90%	13,498	13,540	-0.31%
Anderson	10,008	9,117	9.77%	2,214	2,005	10.42%	12,222	11,122	9.89%
Bethany	7,518	6,560	14.60%	787	844	-6.75%	8,305	7,404	12.17%
Eiseley	19,279	19,081	1.04%	2,637	2,883	-8.53%	21,916	21,964	-0.22%
Gere	49,082	48,577	1.04%	6,854	6,639	3.24%	55,936	55,216	1.30%
South	7,862	7,765	1.25%	1,127	1,105	1.99%	8,989	8,870	1.34%
Walt	35,313	34,548	2.21%	4,738	4,610	2.78%	40,051	39,158	2.28%
Williams	866	639	35.52%	170	142	19.72%	1,036	781	32.65%
Lied Bookmobile	1,580	1,129	39.95%	95	132	-28.03%	1,675	1,261	32.83%
InterLibrary Loan	180	211	-14.69%	0	0	0.00%	180	211	-14.69%
<b>Subtotal Checkouts</b>	<b>142,346</b>	<b>138,559</b>	<b>2.73%</b>	<b>21,462</b>	<b>20,968</b>	<b>2.36%</b>	<b>163,808</b>	<b>159,527</b>	<b>2.68%</b>
Download/Stream Audio	0	0	0.00%	52,495	44,950	16.79%	52,495	44,950	16.79%
Download/Stream eBook	0	0	0.00%	39,454	34,621	13.96%	39,454	34,621	13.96%
Stream Video	0	0	0.00%	1,054	987	6.79%	1,054	987	6.79%
<b>TOTAL CHECKOUTS</b>	<b>142,346</b>	<b>138,559</b>	<b>2.73%</b>	<b>114,465</b>	<b>101,526</b>	<b>12.74%</b>	<b>256,811</b>	<b>240,085</b>	<b>6.97%</b>

Location	Youth Checkouts		Youth Loan	Adult Checkouts		Adult Loan	Visits	Visits	Visits
	2025	2024	Change	2025	2024	Change	2025	2024	Change
BMPL	4,800	4,704	2.04%	8,698	8,836	-1.56%	10,413	10,044	3.67%
Anderson	6,068	5,348	13.46%	6,154	5,774	6.58%	5,313	4,423	20.12%
Bethany	4,917	4,251	15.67%	3,388	3,153	7.45%	3,032	2,727	11.18%
Eiseley	13,827	13,934	-0.77%	8,089	8,030	0.73%	9,405	7,866	19.57%
Gere	30,851	30,507	1.13%	25,085	24,709	1.52%	19,240	16,888	13.93%
South	5,022	4,994	0.56%	3,967	3,876	2.35%	3,762	2,892	30.08%
Walt	26,277	26,210	0.26%	13,774	12,948	6.38%	13,067	11,190	16.77%
Williams	761	601	26.62%	275	180	52.78%	1,215	6,041	-79.89%
Lied Bookmobile	1,070	727	47.18%	605	534	13.30%	179	119	50.42%
InterLibrary Loan	0	0	0.00%	180	211	-14.69%	0	0	0.00%
<b>Subtotal Checkouts</b>	<b>93,593</b>	<b>91,276</b>	<b>2.54%</b>	<b>70,215</b>	<b>68,251</b>	<b>2.88%</b>	<b>65,626</b>	<b>62,190</b>	<b>5.53%</b>
Download/Stream Audio	7,212	6,470	11.47%	45,283	38,480	17.68%	0	0	0.00%
Download/Stream eBook	9,445	6,007	57.23%	30,009	28,614	4.88%	0	0	0.00%
Stream Video	0	0	0.00%	1,054	987	6.79%	0	0	0.00%
<b>TOTAL CHECKOUTS</b>	<b>110,250</b>	<b>103,753</b>	<b>6.26%</b>	<b>146,561</b>	<b>136,332</b>	<b>7.50%</b>	<b>65,626</b>	<b>62,190</b>	<b>5.53%</b>

Location	Program & Outreach Attendance - Youth		P&O Att - Youth	Program & Outreach Attendance - Adult		P&O Att - Adult	Computer Use		Computer
	2025	2024	Change	2025	2024	Change	2025	2024	Change
BMPL	109	209	-47.85%	76	215	-64.65%	2,535	1,784	42.10%
Anderson	414	335	23.58%	15	9	66.67%	732	595	23.03%
Bethany	133	150	-11.33%	57	4	1325.00%	192	180	6.67%
Eiseley	912	725	25.79%	123	34	261.76%	1,387	1,177	17.84%
Gere	1,416	1,344	5.36%	193	0	0.00%	1,329	1,022	30.04%
South	188	74	154.05%	8	6	33.33%	374	393	-4.83%
Walt	1,157	965	19.90%	191	144	32.64%	1,162	830	40.00%
Williams	166	25	564.00%	12	0	0.00%	216	151	43.05%
Lied Bookmobile	35	25	40.00%	59	47	25.53%	0	0	0.00%
System Outreach	0	0	0.00%	23	0	0.00%	0	0	0.00%
<b>TOTAL</b>	<b>4,530</b>	<b>3,852</b>	<b>17.60%</b>	<b>757</b>	<b>459</b>	<b>64.92%</b>	<b>7,927</b>	<b>6,132</b>	<b>29.27%</b>

Location	Meeting Room Attendance		Meeting Room Att	Study Room Attendance		Study Room Att	2025	2024	Change
	2025	2024	Change	2025	2024	Change	2025	2024	Change
BMPL	143	92	55.43%	42	0	0.00%			0.00%
Anderson	95	127	-25.20%	0	0	0.00%			0.00%
Bethany	0	0	0.00%	0	0	0.00%			0.00%
Eiseley	320	242	32.23%	307	0	0.00%			0.00%
Gere	455	433	5.08%	215	0	0.00%			0.00%
South	0	0	0.00%	0	0	0.00%			0.00%
Walt	386	435	-11.26%	263	0	0.00%			0.00%
Williams	2	7	-71.43%	0	0	0.00%			0.00%
Lied Bookmobile	0	0	0.00%	0	0	0.00%			0.00%
<b>TOTAL</b>	<b>1,401</b>	<b>1,336</b>	<b>4.87%</b>	<b>827</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

**Lincoln City Libraries**  
**January 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	66,604	68,301	-2.48%	55,481	51,815	7.08%
Anderson Branch	59,302	56,709	4.57%	27,820	25,558	8.85%
Bethany Branch	38,317	36,414	5.23%	14,265	13,903	2.60%
Eiseley Branch	106,674	111,177	-4.05%	47,338	42,569	11.20%
Gere Branch	265,904	283,891	-6.34%	92,727	87,184	6.36%
South Branch	44,201	45,852	-3.60%	18,713	16,889	10.80%
Walt Branch	187,249	192,060	-2.50%	62,358	58,080	7.37%
Williams Branch	4,529	4,840	-6.43%	6,049	10,329	-41.44%
Lied Bookmobile	7,546	6,970	8.26%	1,703	1,558	9.31%
InterLibrary Loan	841	1,005	-16.32%	0	0	0.00%
System Outreach	0	0	0.00%	0	0	0.00%
<b>SUBTOTAL</b>	<b>781,167</b>	<b>807,219</b>	<b>-3.23%</b>	<b>326,454</b>	<b>307,885</b>	<b>6.03%</b>
DownloadStream Audio	235,668	209,346	12.57%		0	0.00%
Download/Stream eBooks	170,948	167,919	1.80%		0	0.00%
Stream Video	5,213	4,362	19.51%		0	0.00%
<b>Download SUBTOTAL</b>	<b>411,829</b>	<b>381,627</b>	<b>7.91%</b>		<b>0</b>	<b>0.00%</b>
<b>Total</b>	<b>1,192,996</b>	<b>1,188,846</b>	<b>0.35%</b>	<b>326,454</b>	<b>307,885</b>	<b>6.03%</b>

	FY 24-25 YTD	FY 23-24 YTD	YTD Change
<b>Online Registrations</b>	546	897	-39.13%
<b>Overall Registrations</b>	4,975	5,345	-6.92%

	FY 24-25 YTD	FY 23-24 YTD	YTD Change
<b>WiFi Sessions</b>	601,427	589,836	1.97%
<b>WiFi Users</b>	45,606	46,958	-2.88%
<b>Website Users</b>	433,005	471,271	-8.12%
<b>Website Sessions</b>	598,926	626,598	-4.42%
<b>Database Use</b>	37,342	40,937	-8.78%

Year-to-Date Holdings Report	PRINT		NON PRINT		Total
	Adult	Youth	Adult	Youth	
<b>Owned 9/1/2024</b>	372,148	329,191	80,850	34,144	816,333
<b>Added YTD</b>	10,762	8,371	1,471	980	21,584
<b>Withdrawn YTD</b>	-35,358	-33,636	-7,847	-2,590	-79,431
<b>Current - 1/31/2025</b>	347,552	303,926	74,474	32,534	758,486

Location	Computer Reservations			Program & Outreach Attendance			Meeting Room Attendance			Study Room Attendance			Total Other Use		YTD CHANGE
	FY 24-25 YTD	FY 23-24 YTD	YTD Change	FY 24-25 YTD	FY 23-24 YTD	YTD Change	FY 24-25 YTD	FY 23-24 YTD	YTD Change	FY 24-25 YTD	*Study Room Attendance	FY 23-24 YTD	FY 24-25 YTD	FY 23-24 YTD	
Bennett Martin Public Library	12,195	10,749	13.45%	2,936	4,053	-27.56%	839	637	31.71%	311	0	0.00%	16,281	15,439	5.45%
Anderson Branch	3,985	3,529	12.92%	4,577	3,178	44.02%	938	834	12.47%	0	0	0.00%	9,500	7,541	25.98%
Bethany Branch	1,120	1,099	1.91%	806	827	-2.54%	0	0	0.00%	0	0	0.00%	1,926	1,926	0.00%
Eiseley Branch	6,933	6,041	14.77%	6,992	4,552	53.60%	1,603	1,561	2.69%	1,468	0	0.00%	16,996	12,154	39.84%
Gere Branch	5,797	5,993	-3.27%	7,409	6,667	11.13%	2,553	2,635	-3.11%	1,486	0	0.00%	17,245	15,295	12.75%
South Branch	2,158	2,176	-0.83%	964	1,056	-8.71%	0	0	0.00%	0	0	0.00%	3,122	3,232	-3.40%
Walt Branch	5,252	4,706	11.60%	6,378	7,183	-11.21%	1,740	1,854	-6.15%	1,683	0	0.00%	15,053	13,743	9.53%
Williams Branch	989	906	9.16%	1,187	586	102.56%	20	24	-16.67%	0	0	0.00%	2,196	1,516	44.85%
Lied Bookmobile	0	0	0.00%	317	318	-0.31%	0	0	0.00%	0	0	0.00%	317	318	-0.31%
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%	973	0	0.00%	0	0	0.00%	0	0	0.00%	973	0	0.00%
<b>Total</b>	<b>38,429</b>	<b>35,199</b>	<b>9.18%</b>	<b>32,539</b>	<b>28,420</b>	<b>14.49%</b>	<b>7,693</b>	<b>7,545</b>	<b>1.96%</b>	<b>4,948</b>	<b>0</b>	<b>0.00%</b>	<b>83,609</b>	<b>71,164</b>	<b>17.49%</b>

\*Study Room Attendance tracking began 9/1/2024

# LINCOLN CITY LIBRARIES

## Monthly Categorical Report

January 31, 2025

	Budget Amount	Budgeted Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended
<b>Administration-Div. 1</b>					
Personnel	\$ 992,911.00	\$ 413,712.92	\$ 394,757.06	\$ 598,153.94	\$ 71,004.15
Supplies	33,000.00	13,750.00	13,562.16	19,437.84	3,045.17
Services & Charges	170,885.00	71,202.08	140,825.58	30,059.42	3,919.03
Other	7,000.00	2,916.67	-	7,000.00	-
<b>Total</b>	<b>\$ 1,203,796.00</b>	<b>\$ 501,581.67</b>	<b>\$ 549,144.80</b>	<b>\$ 654,651.20</b>	<b>\$ 77,968.35</b>
<b>Percent Expended</b>		<b>41.67%</b>	<b>45.62%</b>		
<b>Buildings &amp; Grounds-Div. 2</b>					
Personnel	\$ 133,429.00	\$ 55,595.42	\$ 54,416.38	\$ 79,012.62	\$ 10,277.45
Supplies	26,000.00	10,833.33	39,441.37	(13,441.37)	15,431.11
Services & Charges	1,459,636.00	608,181.67	437,446.61	1,022,189.39	79,030.11
Other	258,900.00	107,875.00	130,388.04	128,511.96	45,415.82
<b>Total</b>	<b>\$ 1,877,965.00</b>	<b>\$ 782,485.42</b>	<b>\$ 661,692.40</b>	<b>\$ 1,216,272.60</b>	<b>\$ 150,154.49</b>
<b>Percent Expended</b>		<b>41.67%</b>	<b>35.23%</b>		
<b>Public Service-Div. 3</b>					
Personnel	\$ 6,287,345.00	\$ 2,619,727.08	\$ 2,294,817.10	\$ 3,992,527.90	\$ 427,648.41
Supplies	81,900.00	34,125.00	23,965.88	57,934.12	5,826.56
Services & Charges	62,900.00	26,208.33	26,848.64	36,051.36	1,273.52
Other	-	-	-	-	-
<b>Total</b>	<b>\$ 6,432,145.00</b>	<b>\$ 2,680,060.42</b>	<b>\$ 2,345,631.62</b>	<b>\$ 4,086,513.38</b>	<b>\$ 434,748.49</b>
<b>Percent Expended</b>		<b>41.67%</b>	<b>36.47%</b>		
<b>Support Services-Div. 4</b>					
Personnel	\$ 1,300,778.00	\$ 541,990.83	\$ 521,492.62	\$ 779,285.38	\$ 95,213.89
Supplies	62,000.00	25,833.33	41,218.67	20,781.33	6,892.24
Services & Charges	434,203.00	180,917.92	312,814.29	121,388.71	8,079.53
Other	1,005,000.00	418,750.00	420,767.87	584,232.13	22,094.09
<b>Total</b>	<b>\$ 2,801,981.00</b>	<b>\$ 1,167,492.08</b>	<b>\$ 1,296,293.45</b>	<b>\$ 1,505,687.55</b>	<b>\$ 132,279.75</b>
<b>Percent Expended</b>		<b>41.67%</b>	<b>46.26%</b>		
<b>Total Library Operational</b>					
Personnel	\$ 8,714,463.00	\$ 3,631,026.25	\$ 3,265,483.16	\$ 5,448,979.84	\$ 604,143.90
Supplies	202,900.00	84,541.67	118,188.08	84,711.92	31,195.08
Services & Charges	2,127,624.00	886,510.00	917,935.12	1,209,688.88	92,302.19
Other	1,270,900.00	529,541.67	551,155.91	719,744.09	67,509.91
<b>Total</b>	<b>\$ 12,315,887.00</b>	<b>\$ 5,131,619.58</b>	<b>\$ 4,852,762.27</b>	<b>\$ 7,463,124.73</b>	<b>\$ 795,151.08</b>
<b>Percent Expended</b>		<b>41.67%</b>	<b>39.40%</b>		
<b>Other Library Fund Appropriations</b>					
	<b>Amount Appropriated</b>		<b>Expended Year-to-Date</b>	<b>Balance</b>	<b>Current Month Expended</b>
FY 2023-24 Reappropriated	\$ 706,661.00		\$ -	\$ 706,661.00	\$ -

**LINCOLN CITY LIBRARIES - FUND BALANCES**  
**Jan 2025**

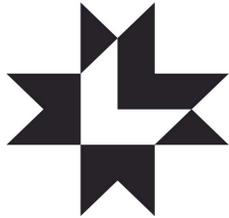
	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expended</b>	<b>Ending Balance</b>
<b><u>GRANT FUNDS</u></b>				
Net Lender Fund	\$ 1,492.15	\$ -	\$ -	1,492.15
NLC Youth Grant 2024	823.76	-	-	823.76
NLC NE eReads Grant 2024	47,955.00	-	-	47,955.00
State Aid 2023	16,687.94	-	10,000.00	6,687.94
State Aid 2024	52,993.00	-	-	52,993.00

**DONATED FUNDS**

Heritage Room	\$ 147,498.38	\$ 2,823.76	\$ -	150,322.14
Polley Music Library	326,740.83	4,668.72	8,764.16	322,645.39
Joseph J. Hompes	129,564.33	10,609.36	-	140,173.69
Misc. Library Donations	715,216.80	19,239.35	2,879.98	731,576.17
Alice Nielsen	85,118.83	1,577.57	-	86,696.40
Dorothy Holland	122,439.42	2,269.27	-	124,708.69
Glennis Leapley	65,128.58	1,207.08	-	66,335.66
Lincoln Cares	30,807.98	902.40	-	31,710.38

**APPROPRIATED FUNDS**

	<b>Budget</b>	<b>Expended</b>		<b>Balance</b>
		<b>Jan 2025</b>	<b>Exp-to-Date</b>	
Heritage Room FY 2024-25	\$ 36,153.00	\$ -	\$ 9,122.19	27,030.81
Polley Music Library FY 2024-25	124,459.00	8,764.16	48,028.89	76,430.11
Keno FY 2023-24	135,060.52	-	135,060.52	-
Keno FY 2024-25	1,039,500.00	97,795.25	270,011.93	769,488.07
<b>Capital Improvement Projects</b>				
FY 2021-22 Bookmobile	587,148.76	-	-	587,148.76
FY 2022-23 Bennett Martin Elevator 1-4	200,000.00	-	20,640.85	179,359.15
FY 2024-25 Bennett Martin Improvements	250,000.00	-	-	250,000.00



LINCOLN  
City Libraries

**2024 COMPARED WITH 2023**

# **FACEBOOK PERFORMANCE**

Source: City of Lincoln, Sprout Social, Lincoln City Libraries Account

Prepared By :

Amy Huffman

Public Information Specialist II

# Facebook Performance Report: 2024 vs. 2023

## Key Metrics Comparison

Total Posts Published:  
2024: 177 posts (+22.9%)  
2023: 144 posts

## Video Views:

2024: 19,182 (+61.1%)  
2023: 11,905

## Followers

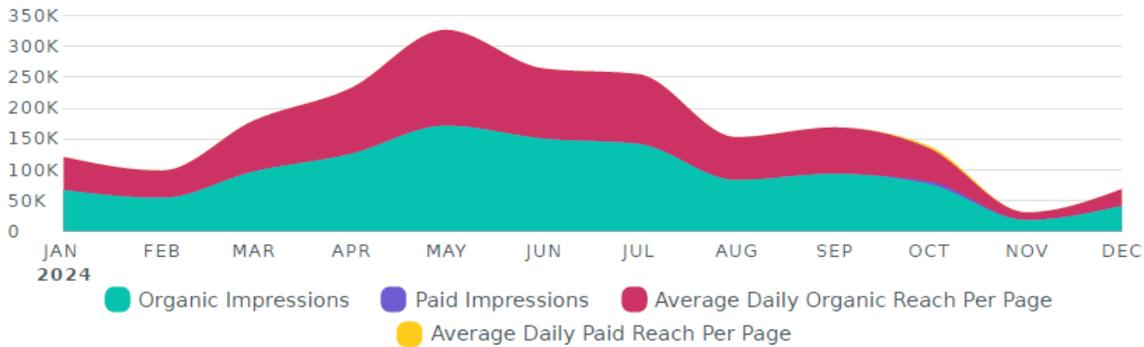
2024: 11,342 (+6.5%)  
2023: 10,654

**Impressions:** Impressions on Facebook represent the total number of times your content is displayed on users' screens, regardless of whether it was clicked or not. This metric helps to understand the reach and visibility of posts, indicating how often the content is being seen by our audience.

2024: 1,113,525 (-7.4%%)  
2023: 1,202,205

## Impressions

Review how your content was seen during the selected time period.



Impression Metrics	Organic	Paid	Totals	% Change
Impressions	1,109,247 ↘ 6.4%	4,278 ↗ —	1,113,525	↘ 7.4%
Average Daily Reach per Page	2,480.22 ↘ 0.7%	10.33 ↗ —	2,490.55	↘ 0.3%

**Average Reach per Post:** Reach on Facebook measures the number of unique users who see content. Unlike impressions, which count total views (even multiple from the same person), reach focuses on how many individual people the content is reaching. It's a key metric for understanding the size of our audience.

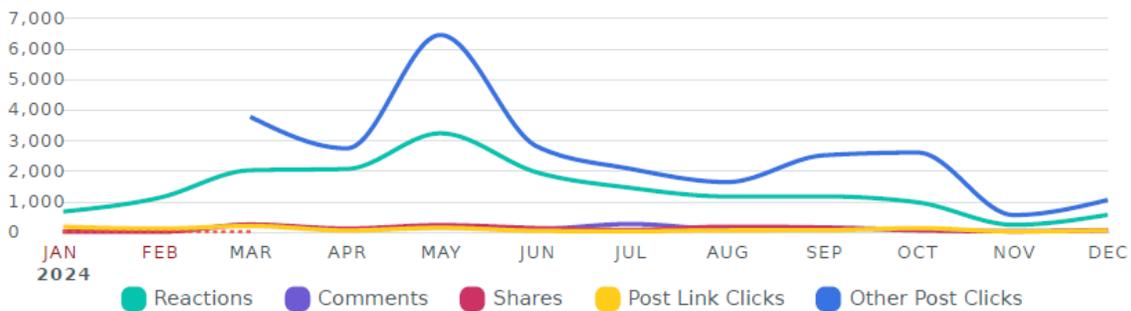
2024: 5,065.89 (+39.7%)  
 2023: 3,627.5

**Engagements:** Engagements on Facebook refer to the total number of interactions people have with our content, including likes, comments, shares, clicks, and reactions. They reflect how actively our audience is interacting with posts and are a key indicator of content performance and audience interest.

2024: 45,760 (+74.6%)  
 2023: 26,204

### Engagements

See how people are engaging with your posts during the selected time period.



Engagement Metrics	Totals	% Change
<b>Engagements</b>	<b>45,760</b>	<b>↗ 74.6%</b>
Reactions	16,491	↘ 26.9%

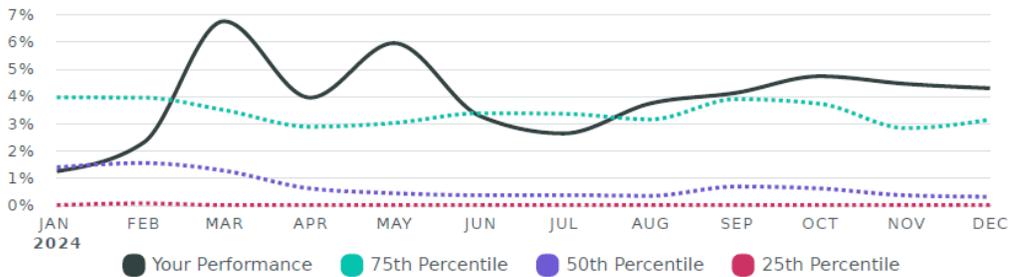
**Engagement Rate per Impression:** measures the percentage of times people engage with your content (likes, comments, shares, etc.) out of the total number of impressions it receives. It indicates how effectively your content encourages interaction relative to how often it is seen. A higher percentage means stronger audience engagement for the reach your content achieves.

4.07% (+86.69%)

### Network Benchmarks

See how your profiles' performance compares to all other profiles connected to Sprout.

Engagement Rate (per Impression) by Month compared to Network Benchmarks



Engagement Rate Metrics	Rate	% Change
Your Engagement Rate (per Impression)	4.07%	↑ 86.69%



DIRECTORIAL ORDER

NO. 32271

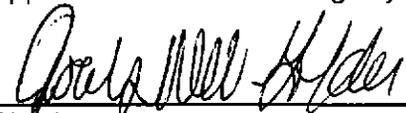
BY VIRTUE OF THE AUTHORITY VESTED IN ME BY THE MAYOR OF THE CITY OF LINCOLN, NEBRASKA:

Pursuant to the delegation of authority under Administrative Regulation No. 26 adopted by Executive Order 94645, I hereby execute and approve on behalf of the City of Lincoln, the attached contract for Annual Service – Security Guard Services – Lincoln City Libraries, Bid No. 22-005 for the City of Lincoln Libraries. These services/products are being provided by Frye Frazey & Associates, LLC. The expenditure for the term of this contract shall not exceed \$118,900.00 without approval by the City of Lincoln. (Account No. 14010.5621)

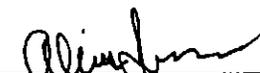
City Clerk, please return one copy of the City Signature page back to Purchasing, Attn: Sandy Rocke.

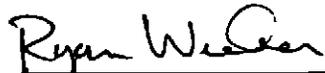
  
Library Board President

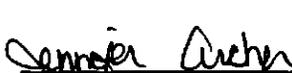
Approved as to Form & Legality:

  
City Attorney

Approved:

  
Library Business Office

  
Library Director

  
Purchasing

FILED

MAY 08 2024

CITY CLERK'S OFFICE

**AMENDMENT ONE TO CONTRACT**  
**Annual Service**  
**Security Guard Services – Lincoln City Libraries**  
**Bid No. 22-005**  
**City of Lincoln**  
**Renewal**  
**Frye Frazey & Associates, LLC**

This Amendment is hereby entered into by and between Frye Frazey & Associates, LLC, 7233 W Ranger Ridge Road, Lincoln, NE 68532 (hereinafter "Contractor") and City of Lincoln (hereinafter "City"), for the purpose of amending the Contract dated April 29, 2022, executed under City Directorial Order No. 27880, for Annual Service – Security Guard Services – Lincoln City Libraries, Bid No. 22-005, which is made a part hereof by this reference.

WHEREAS, the original term of the Contract is May 1, 2022 through April 30, 2023, with the option to renew for three (3) additional one (1) year terms upon written mutual consent of both parties; and

WHEREAS, the Contract was amended by City Directorial Order No. 30055, executed by the City on May 16, 2023, to renew the contract for an additional one (1) year term from May 1, 2023 through April 30, 2024; and

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants contained in the Contract, under City Directorial Order No. 27880 and stated herein the parties agree as follows:

- 1) The parties hereby renew the Contract for an additional one (1) year term beginning May 1, 2024 through April 30, 2025.
- 2) The expenditures for the City of Lincoln Libraries for the term of this renewal shall not exceed \$118,900.00 without approval by the City of Lincoln.
- 3) All other terms of the Contract, not in conflict with this Amendment, shall remain in full force and effect.

The Parties do hereby agree to all the terms and conditions of this Amendment. This Amendment shall be binding upon the parties, their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Parties do hereby execute this Amendment upon completion of signatures on:

Vendor Signature Page  
City Signature Page

## Vendor Signature Page

**AMENDMENT TO CONTRACT**  
**Annual Service**  
**Security Guard Services – Lincoln City Libraries**  
**Bid No. 22-005**  
**City of Lincoln**  
**Renewal**  
**Frye Frazey & Associates, LLC**

**Please sign, date, and return within 2 days of receipt.**  
 Return to: Sandy Rocke at [srocke@lincoln.ne.gov](mailto:srocke@lincoln.ne.gov)

<b>Company Name:</b>	Frye Frazey & Associates
<b>By: (Please Sign)</b>	<i>David Frye</i>
<b>By: (Please Print)</b>	David Frye
<b>Title:</b>	Co-manager
<b>Company Address:</b>	7233 W Ranger Ridge Rd, Lincoln, NE 68532
<b>Company Phone &amp; Fax:</b>	(402) 488-3744
<b>E-Mail Address:</b>	dave@ffasecurity.com
<b>Date:</b>	April 26, 2024
<b>Contact Person for: "Orders or Service"</b>	David Frye
<b>Contact Phone Number:</b>	(402) 610-2185

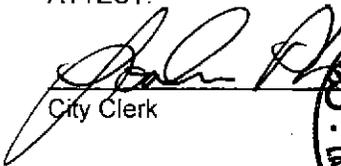
City of Lincoln Signature Page

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**AMENDMENT TO CONTRACT**  
**Annual Service**  
**Security Guard Services – Lincoln City Libraries**  
**Bid No. 22-005**  
**City of Lincoln**  
**Renewal**  
**Frye Frazey & Associates, LLC**

EXECUTION BY THE CITY OF LINCOLN, NEBRASKA

ATTEST:

  
City Clerk



CITY OF LINCOLN, NEBRASKA



Library Board President

Approved by Directorial Order No. 32271

dated MAY 08 2024



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> UNICO Group 1128 Lincoln Mall Suite 200 Lincoln NE 68508		<b>CONTACT NAME:</b> Cortney Moderacki <b>PHONE (A/C, No, Ext):</b> (402) 434-7200 <b>E-MAIL ADDRESS:</b> cmoderacki@unicogroup.com <b>FAX (A/C, No):</b> (402) 434-7272	
<b>INSURED</b> Frye, Frazey & Associates, LLC 7233 W. Ranger Ridge Road Lincoln NE 68532		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Cincinnati Specialty Und Ins. Co NAIC #: 13037 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: 23-24 GLXS

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR \$2,500 ded-BI/PD combined <input checked="" type="checkbox"/> Hired & Non-Owned Auto Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	Y	CSU0211764	06/18/2023	06/18/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Errors & Omissions \$ Included COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY							
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			CSU0211767	06/18/2023	06/18/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: All contracts signed between FFA and City of Lincoln; Lancaster County; City of Lincoln/ Lancaster County Public Bldg Commission; City of Lincoln and/or Lancaster County and/or City of Lincoln/Lancaster County Public Building Commission are Additional Insured on a Primary and Non-Contributory basis on the General Liability including Hired & Non-Owned Auto Liability per attached forms: CSGA 437 12 13 Additional Insured-Owners, Lessees or Contractors-Automatc Status When Required In Agreement With You, and CSGA 437 12 13 Amendment - Other Insurance (Primary Noncontributory) and Waiver of Subrogation applies on the GL per CSGA 4087 12 12 attached.

**CERTIFICATE HOLDER****CANCELLATION**

City of Lincoln; Lancaster County; City of Lincoln/ Lancaster County Public Bldg 555 S. 10th Street Lincoln NE 68508	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/16/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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<b>PRODUCER</b> NBISCO Agency Services PO Box 80008  Lincoln NE 68501-0008		<b>CONTACT NAME:</b> Rhonda Tucker <b>PHONE (A/C, No, Ext):</b> (402) 474-8030 <b>E-MAIL ADDRESS:</b> rhonda.tucker@nebankers.org <b>FAX (A/C, No):</b> (402) 474-8031	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A :</b> Travelers Property Casualty Co of America	<b>NAIC #</b>
<b>INSURED</b>		<b>INSURER B :</b> Trisura Specialty Insurance Company	16188
Frye, Frazey & Associates, LLC 7233 W Ranger Ridge Rd  Lincoln NE 68532		<b>INSURER C :</b>	
		<b>INSURER D :</b>	
		<b>INSURER E :</b>	
		<b>INSURER F :</b>	

**COVERAGES**

CERTIFICATE NUMBER: 23 Master WC-CY

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

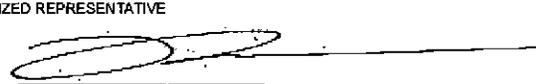
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED:      RETENTION \$						EACH OCCURRENCE AGGREGATE	\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Y	6JUB-4N987907-23	06/18/2023	06/18/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Cyber Liability			ATB-6604828-04	06/18/2023	06/18/2024	Aggregate Limit	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers Compensation/Employers Liability EXCLUDES: David Frye and Kurt Frazey (LLC owners)  
 re: All contracts signed between FFA and City of Lincoln; Lancaster County; City of Lincoln/ Lancaster County Public Bldg Commission;

City of Lincoln and/or Lancaster County and/or City of Lincoln/Lancaster County Public Building Commission - Waiver of Subrogation applies on the Work Comp per WC000313 attached.

**CERTIFICATE HOLDER****CANCELLATION**

City of Lincoln; Lancaster County; City of Lincoln/ Lancaster County Public Bldg Commission 555 South 10th Street Lincoln NE 68508	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/18/2023

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<b>PRODUCER</b> UNICO Group 1128 Lincoln Mall Suite 200 Lincoln NE 68508		<b>CONTACT NAME:</b> Cortney Moderacki <b>PHONE (A/C, No, Ext):</b> (402) 434-7200 <b>FAX (A/C, No):</b> (402) 434-7272 <b>E-MAIL ADDRESS:</b> cmoderacki@unicogroup.com	
<b>INSURED</b> Frye, Frazey & Associates, LLC 7233 W. Ranger Ridge Road Lincoln NE 68532		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Cincinnati Specialty Und Ins. Co NAIC # 13037	<b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

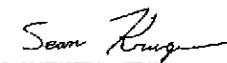
**COVERAGES**                      **CERTIFICATE NUMBER:** 23-24 GLXS                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$2,500 ded-BI/PD combined <input checked="" type="checkbox"/> <u>Hired &amp; Non-Owned Auto Liability</u> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	CSU0211764	06/18/2023	06/18/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Errors & Omissions \$ Included
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			CSU0211767	06/18/2023	06/18/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: 2023 Uncle Sam Jam.  
 City of Lincoln, Lancaster County, City of Lincoln-Lancaster County Public Building Commission, including Lincoln Parks & Recreation Dept, & West Haymarket Joint Public Agency, and their elected and appointed officials, officers, employees, agents, contractors, and consultants are Additional Insured on the General Liability, including Hired and Non-Owned Auto Liability, and Waiver of Subrogation applies, per attached forms. The General Liability policy includes Hired & Non-Owned Auto Liability.

<b>CERTIFICATE HOLDER</b> City of Lincoln (re: USJ) 555 South 10th Street Lincoln NE 68508	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/16/2023

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<b>PRODUCER</b> NBISCO Agency Services PO Box 80008  Lincoln NE 68501-0008		<b>CONTACT NAME:</b> Rhonda Tucker <b>PHONE (A/C, No, Ext):</b> (402) 474-8030 <b>FAX (A/C, No):</b> (402) 474-8031 <b>E-MAIL ADDRESS:</b> rhonda.tucker@nebankers.org	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Travelers Property Casualty Co of America	<b>NAIC #</b>
<b>INSURED</b>		<b>INSURER B:</b> Trisura Specialty Insurance Company	
Frye, Frazey & Associates, LLC 7233 W Ranger Ridge Rd  Lincoln NE 68532		<b>INSURER C:</b>	16188
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 23 Master WC-CY **REVISION NUMBER:**

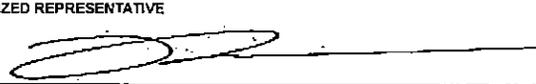
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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Y	6JUB-4N987907-23	06/18/2023	06/18/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Cyber Liability				ATB-6604828-04	06/18/2023	06/18/2024	Aggregate Limit 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers Compensation/Employers Liability EXCLUDES: David Frye and Kurt Frazey (LLC owners)

re: 2023 Uncle Sam Jam City of Lincoln, Lancaster County, City of Lincoln-Lancaster County Public Building Commission, Including Lincoln Parks & Recreation Dept, & West Haymarket Joint Public Agency, and their elected and appointed officials, officers, employees, agents, contractors, and consultants  
 - Waiver of Subrogation applies on the Work Comp per WC000313 attached.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
City of Lincoln (re: USJ) 555 South 10th Street  Lincoln NE 68508	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 

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# CERTIFICATE OF LIABILITY INSURANCE

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<b>PRODUCER</b> UNICO Group 1128 Lincoln Mall Suite 200 Lincoln NE 68508		<b>CONTACT NAME:</b> Cortney Moderacki <b>PHONE (A/C, No, Ext):</b> (402) 434-7200 <b>E-MAIL ADDRESS:</b> cmoderacki@unicogroup.com <b>FAX (A/C, No):</b> (402) 434-7272	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		INSURER A : Cincinnati Specialty Und Ins. Co	
		NAIC # 13037	
<b>INSURED</b> Frye, Frazey & Associates, LLC 7233 W. Ranger Ridge Road Lincoln NE 68532		INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

**COVERAGES**

CERTIFICATE NUMBER: 23-24 GL/XS

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$2,500 ded-BI/PD combined <input checked="" type="checkbox"/> Hired & Non-Owned Auto Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	CSU0211764	06/18/2023	06/18/2024	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							Errors & Omissions \$ Included
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			CSU0211767	06/18/2023	06/18/2024	EACH OCCURRENCE \$ 1,000,000
							AGGREGATE \$ 1,000,000
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Lincoln City Libraries.

Certificate Holder is Additional Insured on a Primary and Non-Contributory basis on the General Liability including Hired & Non-Owned Auto Liability per attached forms: CSGA 437 12 13 Additional Insured-Owners, Lessees or Contractors-Automatic Status When Required In Agreement With You, and CSGA 437 12 13 Amendment - Other Insurance (Primary Noncontributory) and Waiver of Subrogation applies on the GL per CSGA 4087 12 12 attached.

**CERTIFICATE HOLDER****CANCELLATION**

City of Lincoln 555 So 10th Street  Lincoln NE 68508	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

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<b>PRODUCER</b> NBISCO Agency Services PO Box 80008  Lincoln NE 68501-0008		<b>CONTACT NAME:</b> Rhonda Tucker <b>PHONE (A/C, No, Ext):</b> (402) 474-8030 <b>E-MAIL ADDRESS:</b> rhonda.tucker@nebankers.org <b>FAX (A/C, No):</b> (402) 474-8031	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		INSURER A : Travelers Property Casualty Co of America	
		INSURER B : Trisura Specialty Insurance Company	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	
<b>INSURED</b> Frye, Frazey & Associates, LLC 7233 W Ranger Ridge Rd  Lincoln NE 68532		NAIC # 16188	

**COVERAGES****CERTIFICATE NUMBER:** 23 Master WC-CY**REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			6JUB-4N987907-23	06/18/2023	06/18/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Cyber Liability			ATB-6604828-04	06/18/2023	06/18/2024	Aggregate Limit 1,000,000

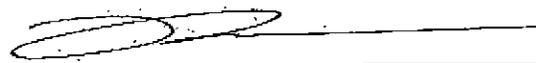
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers Compensation/Employers Liability EXCLUDES: David Frye and Kurt Frazey (LLC owners)

Re: Lincoln City Libraries

Waiver of Subrogation applies on the Work Comp per WC000313 attached.

**CERTIFICATE HOLDER****CANCELLATION**

City of Lincoln 555 So 10th Street  Lincoln NE 68508	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - OWNERS, LESSEES OR  
CONTRACTORS - AUTOMATIC STATUS WHEN  
REQUIRED IN CONSTRUCTION AGREEMENT WITH YOU -  
OPERATIONS AND COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**A. SECTION II - WHO IS AN INSURED** is amended to include as an additional insured any person or organization when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy, but only with respect to "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions in the performance of your ongoing operations for the additional insured;
2. The acts or omissions of those acting on your behalf in the performance of your ongoing operations for the additional insured; or
3. "Your work" performed for the additional insured and included in the "products-completed operations hazard".

If not specified otherwise in the written contract or agreement, a person's or organization's status as an additional insured under this endorsement ends one year after your operations for that additional insured are completed. The written contract or agreement must be currently in effect or become effective during the term of this Coverage Part. The contract or agreement must be executed prior to the "bodily injury", "property damage" or "personal and advertising injury" to which this endorsement pertains.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law, and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
  - a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
  - b. Supervisory, inspection, architectural or engineering activities.
2. "Bodily injury" or "property damage" arising out of "your work" for which a consolidated (wrap-up) insurance program has been provided by the prime contractor/project manager or owner of the construction project in which you are involved.
3. "Bodily injury", "property damage" or "personal and advertising injury" to any employee of you or to any obligation of the additional insured to indemnify another because of damages arising out of such injury.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY  
AGAINST OTHERS TO US - PER CONTRACT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to Paragraph 8. **Transfer of Rights of Recovery Against Others to Us** of SECTION IV - **CONDITIONS**:

If you have agreed, in a written contract or agreement, to provide a waiver of any right of recovery against a person or organization, we will waive any right of recovery we may have against that person or organization because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to that person or organization for which you have agreed to in a written contract to provide said waiver.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **HIRED AUTO AND NON-OWNED AUTO LIABILITY**

This endorsement modifies insurance provided under the following:

### **COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**A.** The insurance provided under **SECTION I - COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY** applies to "bodily injury" or "property damage" arising out of the:

1. Maintenance or use of a "hired auto" by you or your "employees" in the course of your business; and
2. Use of any "non-owned auto" in your business by any person.

**B.** For insurance provided by this endorsement only:

1. The exclusions under **SECTION I - COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions**, other than exclusions **a. Expected or Intended Injury, b. Contractual Liability, d. Workers' Compensation and Similar Laws, f. Pollutant, i. War** and the **NUCLEAR ENERGY LIABILITY EXCLUSION (Broad Form)** are deleted and replaced by the following:

**a.** "Bodily injury" to:

- (1) An "employee" of the insured sustained in the "workplace";
- (2) An "employee" of the insured arising out of the performance of duties related to the conduct of the insured's business; or
- (3) The spouse, child, parent, brother or sister of that "employee" as a consequence of Paragraphs (1) or (2) above.

This exclusion applies:

- (1) Whether the insured may be liable as an employer or in any other capacity; and
- (2) To any obligation to share damages with or repay someone else who must pay damages because of injury.

This exclusion does not apply to:

- (1) Liability assumed by the insured under an "insured contract"; or
- (2) "Bodily injury" arising out of and in the course of domestic employment by the insured unless benefits for such injury are in whole or in part either payable or required to be provided under any workers' compensation law.

**b.** "Property damage" to:

- (1) Property owned or being transported by, or rented or loaned to the insured; or
- (2) Property in the care, custody or control of the insured.

2. For insurance provided by this endorsement only, **SECTION II - WHO IS AN INSURED** is deleted and replaced by the following:

Each of the following is an insured under this insurance to the extent set forth below:

- a.** You;
- b.** Any other person using a "hired auto" with your permission;
- c.** For a "non-owned auto", any partner or "executive officer" of yours, but only while such "non-owned auto" is being used in your business; and
- d.** Any other person or organization, but only with respect to their liability because of acts or omissions of an insured under **a., b.** or **c.** above.

None of the following is an insured:

- a.** Any person engaged in the business of his or her employer for "bodily injury" to any co-"employee" of such person injured in the course of employment, or to the spouse, child,

- parent, brother or sister of that co-"employee" as a consequence of such "bodily injury", or for any obligation to share damages with or repay someone else who must pay damages because of the injury;
- b. Any partner or "executive officer" for any "auto" owned by such partner or officer or a member of his or her household;
  - c. Any person while employed in or otherwise engaged in duties in connection with an "auto business", other than an "auto business" you operate;
  - d. The owner or lessee (of whom you are sublessee) of a "hired auto" or the owner of a "non-owned auto" or any agent or "employee" of any such owner or lessee;
  - e. Any person or organization for the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.
3. For insurance provided by this endorsement only, **SECTION V - DEFINITIONS** is amended to include the following:
    1. "Auto business" means the business or occupation of selling, repairing, servicing, storing or parking "autos".
    2. "Hired "auto" means only those "autos" you lease, hire, rent or borrow. This does not include any "auto" you lease, hire, rent, or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households.
    3. "Non-owned auto" means only those "autos" you do not own, lease, hire, rent or borrow that are used in connection with your business. This includes "autos" owned by your "employees", partners (if you are a partnership), members (if you are a limited liability company), or members of their households but only while used in your business or your personal affairs.

4. "Bodily injury", "property damage" or "personal and advertising injury" for which the Named Insured is afforded no coverage under this policy of insurance.

C. With respect to the insurance afforded to these additional insureds, **SECTION III - LIMITS OF INSURANCE** is amended to include:

The limits applicable to the additional insured are those specified in the written contract or agreement or in the Declarations of this Coverage Part, whichever is less. If no limits are specified in the written contract or agreement, the limits applicable to the additional insured are those specified in the Declarations of this Coverage Part. The limits of insurance are inclusive of and not in addition to the limits of insurance shown in the Declarations.

D. With respect to the insurance afforded to these additional insureds, **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. Other Insurance** is amended to include:

Any coverage provided herein will be excess over any other valid and collectible insurance available to the additional insured whether primary, excess, contingent or on any other basis unless you have agreed in a written contract or written agreement executed prior to any loss that this insurance will be primary. This insurance will be noncontributory only if you have so agreed in a written contract or written agreement executed prior to any loss and this coverage is determined to be primary.



**WORKERS COMPENSATION  
AND  
EMPLOYERS LIABILITY POLICY  
ENDORSEMENT WC 00 03 13 (00) - 01**

**POLICY NUMBER: (6JUB-4N98790-7-23)**

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit any one not named in the Schedule.

**SCHEDULE**

**DESIGNATED PERSON:**

**DESIGNATED ORGANIZATION:**

**CITY OF LINCOLN**

**DATE OF ISSUE: 05-26-23**

**ST ASSIGN: NE**