

MEETING NOTICE

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

DATE AND PLACE OF MEETING: Tuesday, July 16, 2024
Bennett Martin Public Library
136 S. 14th
Lincoln, NE 68508

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

AGENDA

1. Call to Order and Announcement of Open Meetings Law
2. Approval of Agenda*
3. Public Comment on Agenda Items
4. Approval of June 18, 2024, Meeting Minutes*
5. Standing Committee Reports
 - a. Committee on Administration
 - b. Committee on Buildings and Grounds
-Upcoming projects
 - c. Committee on Finance
 - i. Approval of Monthly Recap of Expenditures for April 2024*
6. Special Committee Reports
 - a. Foundation Executive Director Report: Gail McNair
7. New Business
 - a. Introduction to Assistant Director Jodene Glaesemann
 - b. Year-end Budget Projection*
 - c. Policy Revision: Use of Common Areas*
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, JUNE 18, 2024, 6:00 p.m.
ANDERSON BRANCH PUBLIC LIBRARY
LINCOLN, NEBRASKA

BOARD MEMBERS PRESENT

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

CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS ACT

President Sloan called the meeting to order at 6:00 p.m. and announced the Open Meetings Law was posted and available for review.

APPROVAL OF AGENDA

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

PUBLIC COMMENT ON AGENDA ITEMS

No Public Comment.

APPROVAL OF MAY 21, 2024 MEETING MINUTES

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

STANDING COMMITTEE REPORTS

Committee on Administration

Recommendation for Library Board Appointment

Sloan reported that the committee met to review the applications and the feedback the other board members had submitted and have decided on recommending Terri Dunlap to be the next Library Board member. Sloan motioned approval of the recommendation. Beutler seconded. Brief discussion followed. Sloan noted Dunlap’s work on the One Book One Lincoln Committee, and commended her strong commitment to and her knowledge and understanding of the library. Brief discussion followed. **ROLL CALL VOTE:** Beutler, Shaw, Sloan, Gerteisen, Hale – AYE. Motion carried 5-0.

Committee on Finance

Approval of Monthly Recap of Expenditures for May 2024

In Treasurer Ostrowicki’s absence, Hale shared that the Library’s Operational Expenditures for May, 2024 including the Heritage Room Fund and Polley Music Library were \$1,146,749.74 Total Expenditures

of Other Funds including Grants, Keno, Donations and Capital Improvements were \$247,185.22. Grand Total Expenditures for May were \$1,393,934.96. Hale moved approval of the report. Shaw seconded. Sloan asked if this was a three-payroll month. Accountant Larson provided more details regarding payroll, subscriptions that came due, the new sign for Williams Branch, the Nebraska E-read program and Begin with Books. Summer Reading program supplies are also a portion. **ROLL CALL VOTE:** Shaw, Sloan, Gerteisen, Hale, Beutler – AYE. Motion carried 5-0.

SPECIAL COMMITTEE REPORTS

Foundation for Lincoln City Libraries

Foundation President, Gail McNair reported that Walt's book sale was well attended, and the income from the sale will be reported after the Foundation's quarterly meeting. The spring events have included the OBOL announcement at the Mill, the Book Sale and the Wine and Dine event. The Give to Lincoln fundraiser received \$39,256, and details of the match and the directed donations will be announced soon.

NEW BUSINESS

North East Service Unit (NESU) Report/Intern introduction

NESU Manager, Kim Shelley welcomed all to Anderson branch and shared highlights of NESU service. NESU staff have a combined 150 years of library experience at LCL and spend a great deal of time and focus reaching out to the Northeast Lincoln community with several outreach events monthly, which reached 3,700 people in the past year. Staff rotate showcasing elements of the collection which is kept meticulously weeded and inventoried. Kim shared NESU staff are excited about the options for outreach, promotion and visibility in the new Strategic Plan.

Shelley introduced this year's NESU intern made possible by the Nebraska Library Commission. Intern Grace VanEngen, in her third year at Cottey College in Missouri is excited for the summer library experience and looking forward to pursuing a Master's Degree in Library Science.

SirsiDynix 5-year Contract

Sloan explained this is a departure from the usual one-year contract with three one-year renewal options with the library's sole-source Integrated Library System (ILS) provider to get a more favorable rate. Because it's a longer term, it will have to be approved by the City Council. Sloan asked for a motion to approve. Hale so moved. Beutler seconded. Accountant Larson thanked the team who had put in extra work on this contract. She shared the savings will be \$34,000 over the five-year term of the contract. Attorney Jocelyn Golden expressed satisfaction at the process with SirsiDynix and the resulting terms. Brief discussion followed. Ostrowicki arrived at this time. **ROLL CALL VOTE:** Shaw, Sloan, Gerteisen, Hale, Beutler, Ostrowicki – AYE. Motion carried 6-0.

Contract Extension with BVH for Phase 1.1 Architectural Services

Sloan explained that this extension only allows more time to accomplish the contracted work already in process, there are no other changes. Hale moved approval. Beutler seconded. Brief discussion followed. Attorney Golden noted that as the existing contract expires June 30, 2024, not extending it could

necessitate another Request for Proposal (RFP) process. **ROLL CALL VOTE:** Shaw, Sloan, Gerteisen, Hale, Beutler, Ostrowicki – AYE. Motion carried 6-0.

Reaffirm Closing Policy

Sloan noted, this is part of the periodic review of existing policies. This policy been reviewed, and it requires no changes. Sloan called for a motion to approve the policy with no changes. Ostrowicki so moved. Gerteisen seconded. There was no discussion. **ROLL CALL VOTE:** Sloan, Gerteisen, Hale, Beutler, Ostrowicki, Shaw – AYE. Motion carried 6-0.

Holidays and Closing Dates for FY 24-25

Sloan noted the document had been sent to the board, and asked for a motion to approve. Beutler so moved. Gerteisen seconded. Brief discussion followed. **ROLL CALL VOTE:** Gerteisen, Hale, Beutler, Ostrowicki, Shaw, Sloan – AYE. Motion carried 6-0.

PRESIDENT’S REPORT

Sloan noted that Rhonda Seacrest’s last meeting date is approaching, and we will acknowledge her service formally. He also shared that he’s enthusiastic about the new member and appreciated everyone’s participation in the process.

ASSISTANT LIBRARY DIRECTOR’S REPORT

Interim Asst. Director Glaesemann reported on Summer Reading Challenge process – registrations are up slightly from last year at this time from 13,135 to 13,940. She gave examples of well attended programs from the Salt Dogs to Heavy Equipment encounters and Around Town Storytimes. Glaesemann provided a hiring update and shared that five staff members would be attending the American Library Association (ALA) conference, sharing ideas about ne programming, DEI and AI in libraries.

Beutler asked for an update on One Book One Lincoln checkout, Glaesemann replied that all the displays continue to be emptied regularly.

LIBRARY DIRECTOR’S REPORT

Director Wieber absent. President Sloan noted that discussion on the Election Commission’s potential placement of cameras near the ballot boxes will be upcoming. The agreement would need to be updated and approved before moving forward.

PUBLIC COMMENT

There was no public comment.

There being no further business, the meeting was adjourned at 6:37 p.m.



LINCOLN
City Libraries

Memo to the Library Board July 2024

Please note: this month's Board meeting is at **Bennett Martin Library**, July 16, at 8:00AM.

FISCAL YEAR 2023-2024 BUDGET: The actual budget expended year to date is 82.99%, compared to the budgeted 83.33%. Annual adjusted expenditures to date is 81.69%.

STANDING COMMITTEE REPORTS

Committee on Administration

The Committee did not meet.

Committee on Buildings and Grounds

The Committee met on July 12 for a general update and discussion on projects.

Committee on Finance

*Approval of Monthly Recap of Expenditures—Action Item

Reports are attached. Jackie Ostrowicki of the Finance Committee will bring forward a motion to approve. The committee met on July 11 to discuss the Year-end Budget Plan and Line-Item Adjustments.

SPECIAL COMMITTEE REPORTS

Foundation Executive Director Report: Gail McNair

NEW BUSINESS

a. Introduction to Assistant Director Jodene Glaesemann

Jodene's first official day as Asst Director is July 18, 2024.

b. *Year-end Budget Plan and Line Adjustments — Action Item

The Finance Committee met on 7/11 to review. As we near the end of the fiscal year, the Library Board must approve adjustments to line items to account for expenditures during the fiscal year. Accountant Ali Larson will guide us through those figures and also provide an overview of the year-end carryover amount that will be reappropriated for future library use.

c. *Policy Revision: Use of Common Areas — Action Item

A review by staff and Law Department and resulting revision was necessary for this policy (last reviewed in 2021) due to the addition of ballot boxes at library locations and new or changed laws concerning petition gathering and electioneering near ballot boxes and polling places. The new revisions match the requirements of the law, and in summary 1) petition gathering can continue to occur at libraries with ballot boxes all year long, except on Election Day, and 2) Electioneering (political campaigning) cannot happen on any day within 200 feet of a ballot box. I'll go over this policy to answer questions; and also included is a helpful guide for Petition Gathering that staff rely (it is also available on the public website under Policies). Attorney Jocelyn Golden will be available at the meeting for assistance, too.

PRESIDENT'S REPORT

ASSISTANT DIRECTOR'S REPORT

DIRECTOR'S REPORT

I will expand upon my written report and offer updates on other topics.

CONTRACTS FILED

Business Name	Description	Date Received
Family Service Lincoln	MOU to participate with Family Service in providing leaders for kids clubs at Prescott and Saratoga schools at no cost.	6/3/2024
Bahr Vermeer & Haecker Architects, Ltd, a Nebraska corporation (BVH)	To provide for continuous and uninterrupted consideration and obligations under the same terms and conditions as provided in the Agreement for Bid No. 21-045 extended through May 31, 2025.	6/7/2024
Deb Buck, Licensed Yoga Instructor	To provide a yoga program for kids at Bennett Martin Public Library as part of the Library's 2024 Summer Reading Challenge at a cost not to exceed \$100.	6/3/2024



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

MEMORANDUM

TO: Library Board

FROM: Ali Larson, LCL Business Office

RECAP OF EXPENDITURES - MAY 2024

Library Operational Budget - FY 2023-24	\$ 749,449.05	
Library Enc/Reapp - From FY 2022-23	-	
Heritage Room Fund - FY 2023-24	3,050.77	
Polley Music Library - FY 2023-24	8,961.78	
	<hr/>	
Total Operational Expenditures	-	\$ 761,461.60
Grants	\$ 15,776.07	
Hompes Fund	-	
Keno	119,022.72	
Miscellaneous Library Donations Funds	2,019.68	
Capital Improvements	-	
	<hr/>	
Total Expenditures - Other Funds		136,818.47
		<hr/>
TOTAL EXPENDITURES		\$ 898,280.07
		<hr/> <hr/>



LINCOLN
City Libraries

Director's Report for June 2024

- The Strategic Planning workgroup recently decided on the library's **new** vision and mission statements:

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**

We will present the new plan to staff across the system in August at various gatherings and elicit feedback and ideas for how the new priorities can be made real every day in our work at different levels and locations. We expect to produce the final version by late month and have it published on the website and shared broadly beginning in September.

- Planning for the South Branch Mural Project has begun again. Our partners at the Lux Center will administer the public application process, with it being publicized by the library/city during August. Selection of the successful artist ideally will occur at the end of the month with the requirement of an install by early October at the latest. The mural is targeted for the west façade, cannot cover more than 50% of the space, and must be non-permanent. We expect the life of the mural to be between 5-10 years.

- A reminder that the new local history section at Bennett Martin will open with a reception on Saturday, August 17 at 11am. The area will contain Nebraska and Lincoln-focused resources including books, displays, and dedicated online access to Ancestry and other digital collection resources.
- On Saturday, September 21, Gere Branch will host the Willa Cather 150th celebration with remarks from the Cather Foundation, a talk by Cather expert Steve Shively on Willa's connection to Lincoln and the Gere family, and a Q & A with sculptor Littleton Alston. The grand finale will be the unveiling of the new Cather statuette, recently donated to the library.
- Our dedicated storytime staff are taking turns visiting city pools this summer on Fridays for Splish Splash Storytime. This fun collaboration between Parks and Libraries adds double the fun for kids under five and reinforces the joy of reading for little ones. The last session is August 2 at Irvingdale.
- Five LCL staff members: Brenda Ealey, Vicki Clarke, Cally O'Brien, Wyatt Packard, and Jodene Glaesemann took part in the ALA Annual Conference in San Diego in late June, and I've heard great feedback from several on their experiences and how the ideas and inspirations they brought back could turn into new solutions or services here. Office Specialist Heath Gewecke recently had his NLA conference session proposal on improving DEI hiring practices accepted for this fall's annual conference in Kearney.
- A recent Urban Libraries Council (ULC) posting asked directors across the country what the breakdown of physical vs digital collection spending occurred at our libraries. The range was broad with some libraries clearly devoting more funding toward digital content and some hesitant or slow to move there, while a good number—including Lincoln—now spending a nearly equal amount for each (LCL = 51% digital and 49% physical). Patrons continue to demand more electronic content, and it's our challenge to budget wisely for the growth, yet also continue to meet the steady demand for access to items available in print.
- Our Strategic Plan group will present the new plan to staff across the system in August at various gatherings and elicit feedback and ideas for how the four priorities can be made real every day in our work at

different levels and locations. We expect to produce the final version by late month and have it published on the website and shared beginning in September.

- The library recently signed a contract with LocalHop for a new website event calendar and room reservation system that will improve the patron experience in several ways including an enhanced and better designed interface for users, more attractive shareability and marketing of events, and the ability for patrons to initiate their own meeting or study room reservation from the convenience of their own computer or device. Office Specialist Tina Queen has handled both of these processes for several years and will be integral for this work—and we're grateful for her guiding this important charge.

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.

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

- Lisa O. at Eiseley-Williams shared: "Kara G. and I were staffing the circulation desk one evening. An elderly woman had just finished using one of the self-checks. She approached the desk and said to me "I just want you to know that this library has a wonderful variety of LGBTQ books available to children that are age appropriate, thank you."
- Liz C. at Walt reported that Circle of Friends this month included simple, but fun, clock/time worksheets; new donated puzzles; watercolor Father's Day cards; using cardboard looms to make fairly intricate Juneteenth bracelets; and playdough.
- Eiseley-Williams program notes: Edgerton: Sparks was held at Williams on June 5 with 75 patrons in attendance, including students from Air Park Community Center's day camp program; and on June 6 illustrator Chloe Burgett visited Williams and provided a fun and engaging program for 35

patrons. Toward the end of her program, she had all the children join her on the patio and they all drew on the chalk wall. Some of the older kids outlined each other on the patio floor – so for a time, it looked like perhaps we'd had a major crime spree on the patio!

- Eiseley's Susan S. and summer intern, Rowan B., attended Juneteenth at Woods Park, where they engaged with 275 residents (!) at this event by sharing with them information about the library.
- Bookmobile outreach: Our Regional Center deposit stop has morphed through the years from three buildings to one, but that one building has also grown from one browsing bin of miscellaneous to our most recent deposit of five bins of books – three bins were all holds! The residents are diligent about submitting requests to the staff, and many are working their way through their favorite author's works or a specific series.
- Diane V. at Gere shared a comment overheard by two caregivers at Storytime – “It's so hot we can't go to the park, it's even too hot to go to the pool.” “I know, I'm really glad we can come here.” She also overheard a grandma and young child after a rain shower – “We were going to go to the park but since everything is wet we came here. I like coming here better anyway.”
- Amanda T. and Araya W. hosted a viewing of *Trolls Band Together* for Movie Day at Gere on the 26th with 78 attending. Amanda said the kids knew the words to all the songs in the *Trolls* movie – so it was almost like a sing-a-long. She also said they went through all of the Hawaiian Punch and all of the popcorn.
- Leanne D. helped host the Saltdogs event at Gere on the 20th. She had even the ball players laughing with her skillful kazoo playing of *Take Me Out to the Ball Game* as part of a group sing-along. There were 82 attending.
- Ronda H., Gwen K., Diane V., and Gracie M. hosted two sessions of Camp Build It on the 6th and 20th with 245 attending at Gere. The Camps had lots of fun activities and crafts with the favorite being the Sphero Mini Balls.
- Gere Library tried out a new feature in generating adult internet guest passes from the PC Reservation program. It helps improve customer privacy, reduce staff time, and improves customer service by allowing them to input the guest card number at a computer of their choosing.

The trial started in June and seems to be working very well, with hopes of implementing system wide.

- Leanne D. assisted Jen J. (BMPL) with an OLLI class held at Gere on the 14th giving hands-on guidance for adults using their iPads, phones and laptops to install LCL apps (Library LNK, Hoopla and Libby). Their process for this bit of tech learning was to guide them through the process by having them physically do the tasks themselves which proved to be very effective.
- Librarian Karrie S. reports, "We scheduled more programs for Bethany Branch Library than we ever have before. In total, we will have five events there this summer, compared with only two events every year since we've been using the Cotner Center. My hope was that it would alleviate the numbers at Anderson Branch Library, and we wouldn't have to turn people away. This did not happen. All of our big events at Anderson Branch have hit the 100-person capacity. I have mixed feelings about the attendance at the Bethany events. We will have to see how the rest of the summer turns out."
- Greg W., Chad S., Ronda H. and Gwen K. hosted 2 sessions of Camp Read-a-lot on the 13th & 27th with 132 attending. Ronda and Chad did silly dances for their program, followed by a bead craft and scavenger hunt – as well as a couple of books read to the group. Chad said he was thrilled to see how excited the kids were at the idea of a free book they could keep forever and worked hard to pick just the right book to take home.
- Things got a bit messy at the end of the month, as nine teens competed to be the **Food Frenzy** champion. Contestants built structures with uncooked spaghetti noodles and mini marshmallows. They ate donuts hanging from strings above their heads. They attempted to identify the flavors of several Jelly Bellies. Perhaps the highlight of the **Food Frenzy** was the "stuff your mouth with full-size marshmallows" competition. [While the teens did a good job, I believe the true marshmallow-stuffing champ was LSA Stephanie E.] Karrie noted, "The Food Frenzy was very well organized and tones of fun, but only nine attended. The event was the brainchild of the Teen Advisory Board, but none of them were able to attend. If free donuts don't lure teens in, I just don't know what does."
- Library Service Associate Christina S. presented **Home on the Road** on June 13 to eight highly engaged attendees. Christina, her husband, and their 2 dogs spent 5 years traveling across the U.S., living out of a renovated RV. Her stories were a wonderful mix of serious, funny, and

touching. As one attendee said as she left, "I **so** wish more people had come to this. This was a **great** program."

- Mr. Matt had a special guest at Toddler Time on June 4 – Mayor Leirion Gaylor Baird! She read the *book Chicka Chicka Boom Boom*, and she joined Mr. Matt and Toddler Time attendees in numerous dances.
- Ronda H., Gwen K., Diane V., and Gracie M. hosted two sessions of Camp Build It on the 6th and 20th with 245 attending at Gere. The Camps had lots of fun activities and crafts with the favorite being the Sphero Mini Balls.
- There were 5 weekends for Polley radio programs in June, which featured shows covering the new Sasha Frere-Jones book, YouTube music influencer Andrew Huang's debut book "Make Your Own Rules," Simon Reynolds new book "Futuromania," a new book about the discography of proto-space rock band Hawkwind, and a thought-provoking new book about how technology has affected music-making and consumption over the last century called "Take This Hammer."
- At Walt Branch the 10/11 WeatherShield program was a big hit. Bill Rentschler gave a very interesting presentation and then everyone got to take a look at the WeatherShield vehicle. Bill posted about his presentation – with pictures – after the event, saying there is always a good day to go to the library.

Ryan Wieber
July 12, 2024

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

Location	Print Checkouts		Print Loan	Non-Print Checkouts		Non-Print	Total Checkouts		Total Loan
	2024	2023	Change	2024	2023	Loan Change	2024	2023	Change
BMPL	13,113	13,305	-1.44%	3,043	2,835	7.34%	16,156	16,140	0.10%
Anderson	12,346	13,189	-6.39%	2,271	2,654	-14.43%	14,617	15,843	-7.74%
Bethany	8,742	8,779	-0.42%	1,003	1,244	-19.37%	9,745	10,023	-2.77%
Eiseley	24,454	26,833	-8.87%	2,685	3,869	-30.60%	27,139	30,702	-11.61%
Gere	60,572	65,786	-7.93%	8,296	9,121	-9.05%	68,868	74,907	-8.06%
South	9,230	10,066	-8.31%	1,416	1,370	3.36%	10,646	11,436	-6.91%
Walt	42,919	49,101	-12.59%	5,267	6,493	-18.88%	48,186	55,594	-13.33%
Williams	1,039	472	120.13%	92	73	26.03%	1,131	545	107.52%
Lied Bookmobile	1,446	1,486	-2.69%	158	126	25.40%	1,604	1,612	-0.50%
InterLibrary Loan	189	181	4.42%	0	0	0.00%	189	181	4.42%
Subtotal Checkouts	174,050	189,198	-8.01%	24,231	27,785	-12.79%	198,281	216,983	-8.62%
Download/Stream Audio	0	0	0.00%	44,104	39,488	11.69%	44,104	39,488	11.69%
Download/Stream eBook	0	0	0.00%	31,394	30,659	2.40%	31,394	30,659	2.40%
Stream Video	0	0	0.00%	1,161	743	56.26%	1,161	743	56.26%
TOTAL CHECKOUTS	174,050	189,198	-8.01%	100,890	98,675	2.24%	274,940	287,873	-4.49%

Location	Youth Checkouts		Youth Loan	Adult Checkouts		Adult Loan	Visits	Visits	Visits
	2024	2023	Change	2024	2023	Change	2024	2023	Change
BMPL	7,013	7,194	-2.52%	9,143	8,946	2.20%	11,243	12,527	-10.25%
Anderson	8,172	9,556	-14.48%	6,445	6,287	2.51%	6,550	7,226	-9.36%
Bethany	6,533	6,536	-0.05%	3,212	3,487	-7.89%	3,563	4,176	-14.68%
Eiseley	19,030	22,102	-13.90%	8,109	8,600	-5.71%	11,095	10,954	1.29%
Gere	42,418	47,568	-10.83%	26,450	27,339	-3.25%	23,804	25,089	-5.12%
South	6,511	7,301	-10.82%	4,135	4,135	0.00%	4,538	4,227	7.36%
Walt	34,635	41,404	-16.35%	13,551	14,190	-4.50%	17,049	16,860	1.12%
Williams	932	439	112.30%	199	106	87.74%	1,112	300	270.67%
Lied Bookmobile	1,017	1,094	-7.04%	587	518	13.32%	379	404	-6.19%
InterLibrary Loan	0	0	0.00%	189	181	4.42%	0	0	0.00%
Subtotal Checkouts	126,261	143,194	-11.83%	72,020	73,789	-2.40%	79,333	81,763	-2.97%
Download/Stream Audio	6,421	5,526	16.20%	37,683	33,962	10.96%	0	0	0.00%
Download/Stream eBook	5,360	5,137	4.34%	26,034	25,522	2.01%	0	0	0.00%
Stream Video	0	0	0.00%	1,161	743	56.26%	0	0	0.00%
TOTAL CHECKOUTS	138,042	153,857	-10.28%	136,898	134,016	2.15%	79,333	81,763	-2.97%

Location	Program & Outreach Attendance - Youth		P&O Att - Youth	Program & Outreach Attendance - Adult		P&O Att - Adult	Computer Use		Computer
	2024	2023	Change	2024	2023	Change	2024	2023	Change
BMPL	2,409	3,721	-35.26%	517	334	54.79%	2,490	2,570	-3.11%
Anderson	899	1,131	-20.51%	8	52	-84.62%	779	779	0.00%
Bethany	359	350	2.57%	17	35	-51.43%	222	313	-29.07%
Eiseley	1,263	1,433	-11.86%	301	324	-7.10%	1,314	1,292	1.70%
Gere	2,672	3,343	-20.07%	24	46	-47.83%	1,214	1,460	-16.85%
South	557	724	-23.07%	0	9	-100.00%	619	444	39.41%
Walt	3,059	2,221	37.73%	145	63	130.16%	1,115	1,231	-9.42%
Williams	396	47	742.55%	32	0	0.00%	105	0	0.00%
Lied Bookmobile	0	0	0.00%	44	41	7.32%	0	0	0.00%
TOTAL	11,614	12,970	-10.45%	1,088	904	20.35%	7,858	8,089	-2.86%

**Lincoln City Libraries
June 2024 Use Report**

Location	Loans	Visits	Computer Reservations	Program & Outreach Attendance	June 2024 Total Use	June 2023 Total Use	CHANGE
Bennett Martin Public Library	16,156	11,243	2,490	2,926	32,815	35,292	-7.02%
Anderson Branch	14,617	6,550	779	907	22,853	25,031	-8.70%
Bethany Branch	9,745	3,563	222	376	13,906	14,897	-6.65%
Eiseley Branch	27,139	11,095	1,314	1,564	41,112	44,705	-8.04%
Gere Branch	68,868	23,804	1,214	2,696	96,582	104,845	-7.88%
South Branch	10,646	4,538	619	557	16,360	16,840	-2.85%
Walt Branch	48,186	17,049	1,115	3,204	69,554	75,969	-8.44%
Williams Branch	1,131	1,112	105	428	2,776	892	211.21%
Lied Bookmobile	1,604	379	0	44	2,027	2,057	-1.46%
InterLibrary Loan	189	0	0	0	189	181	4.42%
SUBTOTAL	198,281	79,333	7,858	12,702	298,174	320,709	-7.03%
DownloadStream Audio	44,104	0	0	0	44,104	39,488	11.69%
Download/Stream eBooks	31,394	0	0	0	31,394	30,659	2.40%
Stream Video	1,161	0	0	0	1,161	743	56.26%
Download SUBTOTAL	76,659	0	0	0	76,659	70,890	8.14%
TOTAL CIRCULATION	274,940	79,333	7,858	12,702	374,833	391,599	-4.28%

WiFi Sessions	128,259	118,972	7.81%
WiFi Users	9,499	10,399	-8.65%
Website Users	96,069	65,180	47.39%
Website Sessions	133,521	127,687	4.57%
Database Use	7,216	7,828	-7.82%

June 2024 computer reservations down for Gere due to stations being out of service, 14 - 16 - offline 6/28 - 6/30, 4 - 9 - unavailable 6/12 - 6/28

Holdings Report	PRINT		NON PRINT		Total	REGISTRATIONS	2024	2023	Change
	Adult	Youth	Adult	Youth		Purged			
Owned	365,200	321,424	79,915	33,425	799,964	Purged	973	862	12.88%
Added	2,064	2,520	361	119	5,064	Active			
Withdrawn	151	-44	-2	-1	104	Resident	148,141	147,071	0.73%
Current	367,415	323,900	80,274	33,543	805,132	ConnectED	48,249	42,752	12.86%
						County	9,007	9,129	-1.34%
						NonResident	955	937	1.92%
						Reciprocal	491	480	2.29%
						Limited Use	9,744	8,679	12.27%
						Total Active	216,587	209,048	3.61%

Lincoln City Libraries
June 2024 Fiscal Year To Date Use Report

Location	Loans			Visits			Computer Reservations			Program & Outreach Attendance			Total Use		
	FY 23-24 YTD	FY 22-23 YTD	YTD Change	FY 23-24 YTD	FY 22-23 YTD	YTD Change	FY 23-24 YTD	FY 22-23 YTD	YTD Change	FY 23-24 YTD	FY 22-23 YTD	YTD Change	FY 23-24 YTD	FY 22-23 YTD	YTD CHANGE
Bennett Martin Public Library	141,875	133,685	6.13%	109,006	107,499	1.40%	22,754	23,735	-4.13%	9,986	10,950	-8.80%	283,621	275,869	2.81%
Anderson Branch	117,310	119,872	-2.14%	55,170	52,922	4.25%	7,451	6,984	6.69%	6,870	6,899	-0.42%	186,801	186,677	0.07%
Bethany Branch	77,183	84,613	-8.78%	30,027	30,792	-2.48%	2,462	2,502	-1.60%	2,497	2,881	-13.33%	112,169	120,788	-7.14%
Eiseley Branch	228,270	243,084	-6.09%	94,437	89,026	6.08%	13,516	11,705	15.47%	14,086	15,483	-9.02%	350,309	359,298	-2.50%
Gere Branch	588,822	634,920	-7.26%	191,580	184,791	3.67%	11,122	12,672	-12.23%	16,754	15,292	9.56%	808,278	847,675	-4.65%
South Branch	92,694	96,206	-3.65%	36,418	34,518	5.50%	4,718	4,501	4.82%	2,543	3,240	-21.51%	136,373	138,465	-1.51%
Walt Branch	405,393	417,660	-2.94%	131,107	123,608	6.07%	10,517	10,257	2.53%	16,907	11,550	46.38%	563,924	563,075	0.15%
Williams Branch	9,725	7,332	32.64%	15,367	6,176	148.82%	1,302	561	132.09%	1,540	898	71.49%	27,934	14,967	86.64%
Lied Bookmobile	15,102	16,530	-8.64%	3,308	4,395	-24.73%	0	0	0.00%	1,003	2,660	-62.29%	19,413	23,585	-17.69%
InterLibrary Loan	1,569	1,964	-20.11%	0	0	0.00%	0	0	0.00%	0	0	0.00%	1,569	1,964	-20.11%
SUBTOTAL	1,677,943	1,755,866	-4.44%	666,420	633,727	5.16%	73,842	72,917	1.27%	72,186	69,853	3.34%	2,490,391	2,532,363	-1.66%
DownloadStream Audio	423,572	363,887	16.40%	0	0	0.00%	0	0	0.00%	0	0	0.00%	423,572	363,887	16.40%
Download/Stream eBooks	313,945	286,398	9.62%	0	0	0.00%	0	0	0.00%	0	0	0.00%	313,945	286,398	9.62%
Stream Video	9,575	8,535	12.19%	0	0	0.00%	0	0	0.00%	0	0	0.00%	9,575	8,535	12.19%
Download SUBTOTAL	747,092	658,820	13.40%	0	0	0.00%	0	0	0.00%	0	0	0.00%	747,092	658,820	13.40%
TOTAL LOANS	2,425,035	2,414,686	0.43%	666,420	633,727	5.16%	73,842	72,917	1.27%	72,186	69,853	3.34%	3,237,483	3,191,183	1.45%

	FY 23-24 YTD	FY 22-23 YTD	YTD Change
Online Registrations	1088	143	660.84%
Overall Registrations	9737	9396	3.63%

WiFi Sessions	1,230,983	960,365	28.18%
WiFi Users	95,102	93,722	1.47%
Website Users	885,910	615,964	43.82%
Website Sessions	1,195,072	1,208,216	-1.09%
Database Use	80,917	115,257	-29.79%

LINCOLN CITY LIBRARIES

Monthly Categorical Report

June 30, 2024

	Budget Amount	Budgeted Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended
Administration-Div. 1					
Personnel	\$ 884,268.00	\$ 736,890.00	\$ 851,561.99	\$ 32,706.01	\$ 68,006.31
Supplies	33,000.00	27,500.00	30,898.36	2,101.64	7,899.81
Services & Charges	93,474.00	77,895.00	84,488.86	8,985.14	11,084.43
Other	-	-	-	-	-
Total	\$ 1,010,742.00	\$ 842,285.00	\$ 966,949.21	\$ 43,792.79	\$ 86,990.55
Percent Expended		83.33%	95.67%		
Buildings & Grounds-Div. 2					
Personnel	\$ 125,474.00	\$ 104,561.67	\$ 105,468.25	\$ 20,005.75	\$ 9,866.71
Supplies	25,000.00	20,833.33	29,132.82	(4,132.82)	6,432.58
Services & Charges	1,788,359.00	1,490,299.17	1,156,545.46	631,813.54	57,651.78
Other	90,900.00	75,750.00	67,412.31	23,487.69	-
Total	\$ 2,029,733.00	\$ 1,691,444.17	\$ 1,358,558.84	\$ 671,174.16	\$ 73,951.07
Percent Expended		83.33%	66.93%		
Public Service-Div. 3					
Personnel	\$ 5,847,868.00	\$ 4,873,223.33	\$ 4,638,135.83	\$ 1,209,732.17	\$ 410,306.65
Supplies	65,500.00	54,583.33	42,875.41	22,624.59	2,708.28
Services & Charges	146,750.00	122,291.67	48,975.09	97,774.91	1,801.55
Other	-	-	-	-	-
Total	\$ 6,060,118.00	\$ 5,050,098.33	\$ 4,729,986.33	\$ 1,330,131.67	\$ 414,816.48
Percent Expended		83.33%	78.05%		
Support Services-Div. 4					
Personnel	\$ 1,222,052.00	\$ 1,018,376.67	\$ 1,000,200.17	\$ 221,851.83	\$ 92,569.04
Supplies	63,500.00	52,916.67	39,189.34	24,310.66	2,442.99
Services & Charges	474,019.00	395,015.83	311,967.15	162,051.85	11,398.29
Other	955,000.00	795,833.33	850,030.82	104,969.18	67,280.63
Total	\$ 2,714,571.00	\$ 2,262,142.50	\$ 2,201,387.48	\$ 513,183.52	\$ 173,690.95
Percent Expended		83.33%	81.10%		
Total Library Operational					
Personnel	\$ 8,079,662.00	\$ 6,733,051.67	\$ 6,595,366.24	\$ 1,484,295.76	\$ 580,748.71
Supplies	187,000.00	155,833.33	142,095.93	44,904.07	19,483.66
Services & Charges	2,502,602.00	2,085,501.67	1,601,976.56	900,625.44	81,936.05
Other	1,045,900.00	871,583.33	917,443.13	128,456.87	67,280.63
Total	\$ 11,815,164.00	\$ 9,845,970.00	\$ 9,256,881.86	\$ 2,558,282.14	\$ 749,449.05
Percent Expended		83.33%	78.35%		
Other Library Fund Appropriations					
	Amount Appropriated		Expended Year-to-Date	Balance	Current Month Expended
FY 2022-23 Reappropriated	\$ 898,514.20		\$ 898,514.20	\$ -	\$ -

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

	Beginning Balance	Receipts	Expended	Ending Balance
<u>GRANT FUNDS</u>				
Net Lender Fund	\$ 981.60	\$ -	\$ -	\$ 981.60
NLC NE eReads Grant 2023	19,169.87	1,000.00	15,776.07	4,393.80
NLC Youth Grant 2023	789.35	-	-	789.35
State Aid 2022	(0.00)	-	-	(0.00)
State Aid 2023	29,674.00	-	-	29,674.00
State Aid 2024	-	52,993.00	-	52,993.00

DONATED FUNDS

Heritage Room	\$ 162,146.32	\$ 715.40	\$ 3,050.77	\$ 159,810.95
Polley Music Library	280,053.87	1,312.21	8,961.78	272,404.30
Joseph J. Hompes	132,487.66	561.87	-	133,049.53
Misc. Library Donations	742,478.14	3,230.43	2,019.68	743,688.89
Alice Nielsen	83,784.50	362.49	-	84,146.99
Dorothy Holland	120,520.06	521.42	-	121,041.48
Glennis Leapley	64,107.61	277.36	-	64,384.97
Lincoln Cares	27,870.51	482.16	-	28,352.67

APPROPRIATED FUNDS

	Budget	Expended		Balance
		June 2024	Exp-to-Date	
Heritage Room FY 2023-24	\$ 41,073.00		\$ 24,014.45	\$ 17,058.55
Polley Music Library FY 2023-24	99,169.00	8,961.78	96,390.27	2,778.73
Keno FY 2022-23	157,648.00		157,648.00	-
Keno FY 2023-24	1,010,930.00	119,022.72	622,255.74	388,674.26
Capital Improvement Projects				
FY 2020-21 Williams	945,455.34		941,175.97	4,279.37
FY 2021-22 Bookmobile	450,000.00	-	-	450,000.00
FY 2022-23 Bennett Martin Elevator 1-4	200,000.00	-	-	200,000.00
FY 2023-24 Bennett Martin Carpet	75,000.00		67,131.00	7,869.00

LINCOLN CITY LIBRARIES
FY 2023-24 Projected Expenditures

As of:	6/30/2024	Projected Total	Projected %
	Budget Amount	Expended	Expended
Salaries	\$ 5,860,160.00	\$ 5,694,454.74	97.17%
Health	1,093,783.00	1,127,118.02	103.05%
Dental	43,646.00	42,014.62	96.26%
Life	11,938.00	11,504.66	96.37%
Startran Passport	-	-	0.00%
Retirement	539,274.00	478,380.63	88.71%
Social Security	448,303.00	420,236.52	93.74%
Unemployment	1,000.00	-	0.00%
Employee Assistance	3,355.00	3,203.06	95.47%
Worker's Compensation	13,853.00	13,853.00	100.00%
Post Emp. Health Plan	64,350.00	137,385.98	213.50%
Total Personnel	8,079,662.00	7,928,151.23	98.12%
Office Supplies	84,500.00	69,081.48	81.75%
Furniture & Fixtures <\$5,000	-	6,867.00	0.00%
Fuel & Oil	5,000.00	8,335.44	166.71%
Postage	37,000.00	20,813.92	56.25%
Computer Supplies	12,000.00	10,269.39	85.58%
Program Supplies	23,500.00	24,410.37	103.87%
Bldg Maint Supplies	-	8,054.85	0.00%
Custodial Supplies	25,000.00	29,008.40	116.03%
Ground Maint Supplies	-	903.13	0.00%
Small Tools	-	321.44	0.00%
Minor Computer/PC/Laptop	-	1,480.51	0.00%
Total Supplies	187,000.00	179,545.93	96.01%
Misc. Contractual Services	341,853.00	236,215.20	69.10%
Consultant Services	-	14,440.55	0.00%
Snow Removal	40,000.00	32,262.50	80.66%
Custodial Services	160,000.00	161,001.00	100.63%
Engineering Services	589,240.00	282,579.41	47.96%
Data Processing	122,381.00	122,381.00	100.00%
Software	-	2,000.26	0.00%
Building Maint & Service Contracts	-	-	0.00%
Fire Suppression	-	1,030.00	0.00%
Lawn Care	-	3,764.00	0.00%
Pest Control	-	410.00	0.00%
Snow Removal	-	-	0.00%
Fire Alarm Monitoring	-	3,373.91	0.00%
Cooling Tower Maintenance	-	-	0.00%
Security Services Contract	-	20,474.00	0.00%
Meals & Parking	-	40.43	0.00%
Vehicles - Fuel, Maint, Insurance	-	449.23	0.00%
Mileage - Pers. Vehicle	6,900.00	5,575.24	80.80%
Other Travel	-	231.32	0.00%
Schools & Conferences	100.00	-	0.00%
Photocopying	6,200.00	4,337.11	69.95%
Printing	19,500.00	23,622.00	121.14%
Auto Insurance	1,330.00	954.00	71.73%
Employee Bonding	633.00	633.00	100.00%
General Liability	37,119.00	37,119.00	100.00%
Property	50,692.00	50,692.00	100.00%
Long Term Disability	8,592.00	8,592.00	100.00%
Electrical Current	176,000.00	161,342.40	91.67%
Garbage Service	6,500.00	7,853.47	120.82%
Natural Gas	50,000.00	37,520.04	75.04%
Sewer Use Fee	9,500.00	11,687.24	123.02%
Telephone	29,160.00	34,799.78	119.34%
Water	59,000.00	58,543.59	99.23%
Internet	5,000.00	4,926.30	98.53%
Auto/Truck Repair	15,000.00	17,167.22	114.45%
Equip. Maint. Contracts	7,172.00	6,384.00	89.01%
Grounds Maintenance	50,000.00	38,729.43	77.46%
Office Equip. Repair	3,000.00	3,011.86	100.40%
Other Building Maint.	366,524.00	213,379.83	58.22%
Software Maint./Support	145,000.00	130,215.47	89.80%
Rent of Buildings & Lots	10,000.00	17,040.82	170.41%
Software Subscriptions	165,306.00	189,900.79	114.88%
Rent of Fleet Vehicles	4,000.00	4,394.94	109.87%
Advertising	4,450.00	7,032.00	158.02%
Education & Training	4,500.00	7,666.55	170.37%
Tuition Reimbursement	1,250.00	2,394.75	191.58%
Charge Card Fees	4,000.00	2,444.59	61.11%
Plaques & Awards	2,700.00	2,950.00	109.26%
Total Services & Chgs.	2,502,602.00	1,971,562.23	78.78%
Furniture & Equipment	-	-	0.00%
Library Media	955,000.00	900,030.82	94.24%
Buildings	-	21,996.49	0.00%
Energy Efficiency Loan	90,900.00	90,865.82	99.96%
Total Other	1,045,900.00	1,012,893.13	96.84%
TOTAL	\$ 11,815,164.00	\$ 11,092,152.52	93.88%
Projected Surplus/(Deficit)		\$ 723,011.48	

LINCOLN CITY LIBRARIES
FY 2023-24 Estimated EOY C/O & Reapprop

Business Unit	Budget Amount
14001 - Admin	1,010,742
14010 - Buidling & Grounds	2,029,733
14011 - Public Service	6,060,118
14012 - Support Services	2,714,571
	<u>11,815,164</u>
Total Budget	<u>11,815,164</u>

Total Estimated Expenditures	10,900,000	Remaining Appropriations	915,164
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Account Code	Object Description	C/O Amount
14010.5637	Engineering Services	(306,661) * New Central Library - BVH
14010.5870	Building Maint Repairs	(150,000)
14012.6075	Library Media	(50,000)
14010.6132	NESU Improvements	(35,000)
14010.6132	NWSU Improvements	(35,000)
14010.6132	SESU Improvements	(35,000)
14010.6132	SWSU Improvements	(35,000)
14010.6132	Bennett Martin Updates	(60,000)
		<u>208,503</u> --> to 14001.6001 PY Appropriations

City of Lincoln
 Lincoln City Libraries
 14004 - Keno
 Cash Flows - as of 6/30/2024

Object Code	Object Code Description	Total Budget	YTD ACTUAL			AVAILABLE BALANCE
			EXPEND (AA)	YTD Projection EXPEND (AA)	Total Actual + Projection	
00175 - Lincoln City Libraries - KENO						
14 - Library						
14004 - Keno						
Materials & Supplies						
	5264 Computer/Word Proc Supplies	-	-	-	-	-
	5423 Minor Computer/PC/Laptop	146,508	45,774	12,885	58,659	87,849
Total - Materials & Supplies		146,508	45,774	12,885	58,659	87,849
Total Operating & Maintenance Expenses		146,508	45,774	12,885	58,659	87,849
Capital Outlay - Equipment						
	6069 Data Processing Equipment	22,150	-	50,000	50,000	(27,850)
	6075 Library Media	999,920	576,482	200,000	776,482	223,438
Total - Capital Outlay - Equipment		1,022,070	576,482	250,000	826,482	195,588
Cash Transfers						
	9232 Library CIP Projects	310,089	-	310,089	310,089	-
Total - Cash Transfers		310,089	-	310,089	310,089	-
Total Expenditures - 14010		1,478,667	622,256	572,974	1,195,230	283,437
Cumulative						283,437.26 Available Balance
						Technology 40,000.00
						Library Media 125,000.00
						to Bookmobiles 126,000.00
						291,000.00 FY 23/24 C/O & Reapprop

**LINCOLN CITY LIBRARIES
LINCOLN, NEBRASKA**

POLICY TITLE: **USE OF COMMON AREAS IN AND AROUND LIBRARY FACILITIES**

PURPOSE: The purpose of this policy is to properly regulate the use of the common areas in and around facilities of Lincoln City Libraries and to assure that such areas are reserved for their intended purposes.

SUMMARY: Lincoln City Libraries encourages all people to use the public library for the purpose of developing an informed citizenry within a democratic society. The use of common areas by the public is regulated to ensure the goals and objectives of Lincoln City Libraries are met while assuring use of library resources without undue interruption or distraction.

POLICY:

- I. **GENERAL PROVISIONS.** Solicitations, leafleting, political campaigning or electioneering, exhibitions of signs, displays, petition signature gathering, political or charitable fund raising, and other similar expressive activities are generally prohibited in or on the following:
 - A. Interior of buildings provided for or used for the purpose of the Lincoln City Libraries, including but not limited to vestibules and reading rooms.
 - B. Vehicle parking surfaces or areas which are provided for or used for the purpose of the Lincoln City Libraries, excluding parking surfaces not specifically intended for such use like downtown parking garages.
 - C. Grass or garden areas provided specifically for the purpose of the Lincoln City Libraries.
 - D. In or on vestibules, exterior steps and entranceways, including handicap accessible ramps or other similar structures, to buildings provided for or used for the purpose of the Lincoln City Libraries.
 - E. In or on any exterior area that would in any way obstruct, interfere, and/or prevent access to entrances and/or exits of a building provided for or used for the purpose for the Lincoln City Libraries. This would include a minimum of at least five feet (5') laterally from the sides of all entrances and exits of a building and a minimum of ten feet (10') from the front of entrances and exits of facilities of the Lincoln City Libraries, except that the ten feet (10') minimum shall not apply to the front of entrances of the Bennett Martin Public Library.

- F. In or on any area that obstructs, interferes, and/or prevents access to entrances and/or exits of driveways, parking areas, and/or sidewalks provided for or used for the purpose of the Lincoln City Libraries.
- G. In or on any facilities provided for or used for the purpose of the Lincoln City Libraries after the hours of operation in which Lincoln City Libraries conduct business with customers.
- H. Within two hundred feet (200') of secure ballot drop-boxes. The exceptions below do not apply.

II. **ON ELECTION DAY.** The following activities are prohibited on election day:

- A. Electioneering, dissemination of information or materials advertising or advocating for or against any ballot measure, and petition signature gathering within two hundred feet (200') of library buildings used as polling places and set up for voters to cast ballots. The exceptions below do not apply.
- B. Petition signature gathering within two hundred feet (200') of secure ballot drop-boxes. The exceptions below do not apply.

III. **EXCEPTIONS.** The exceptions are as follows:

- A. Any official government activities, speeches, press conferences, and/or materials related to the operation of the City of Lincoln and Lincoln City Libraries, its officials, employees, agents, volunteers, and/or contractors are excluded from this policy. Prior notice shall be provided to the Library Director. Press conferences held by officials of the City of Lincoln in relation to political campaigning shall not be considered related to the operation of the City of Lincoln and shall be prohibited.
- B. Speeches or press conferences *not related to the government operation of City of Lincoln or political campaigning* are excluded from this policy and may be given or held in meeting rooms, subject to the rules and policies for use of meeting rooms and applicable state and local laws and rules and regulations.
- C. Sidewalks adjacent to the public streets.
- D. Adjacent areas provided for, used for, or under the control of another agency or entity.
- E. Where otherwise allowed by policies of the Lincoln City Libraries or by law.

IV. **RECREATIONAL ACTIVITIES.** Skateboarding, rollerblading, biking, or other similar recreational activities are prohibited at all times on facilities provided for or used by the Lincoln City Libraries, except:

- A. Sidewalks adjacent to public streets.

- B. Adjacent areas provided for, used for, or under the control of another agency or entity.
 - C. Where such activity is used strictly as a means of transportation to enter and exit the parking lot used for or provided for the Lincoln City Libraries, at a reasonable rate of speed.
 - D. When such activity is conducted in such a manner as not to endanger customers, library staff, and/or public and private property.
- V. **AFTER HOURS.** No person shall use or remain in or on facilities provided for or used by the Lincoln City Libraries after the hours of operation in which Lincoln City Libraries conduct business with customers.
- A. Exceptions are as follows:
 - 1. Any official government activities and/or materials related to the operation of the Lincoln City Libraries by the Lincoln City Libraries, its officials, employees, agents, volunteers, and/or contractors are excluded from this policy.
- VI. **IMPLEMENTATION.** Law enforcement, City of Lincoln Libraries' security personnel and staff shall have the authority to enforce this policy. Violators are subject to all civil and criminal laws, which include trespassing.

ADOPTED BY LIBRARY BOARD:	May 14, 1996
REVISED BY LIBRARY BOARD:	July 15, 2008; January 18, 2011
REVIEWED BY LAW:	June 2024
AFFIRMED BY LIBRARY BOARD	June 15, 2021

**Lincoln City Libraries
Lincoln, Nebraska
Signature Gathering for Petitions**

Lincoln City Libraries encourages all people to use the public library for the purpose of developing an informed citizenry within a democratic society. The use of common areas by the public is regulated to insure the goals and objectives of Lincoln City Libraries are met while assuring use of library resources without undue interruption or distraction.

Signature gathering IS ALLOWED on library property when:

- Petitioner is a minimum of at least five feet (5') laterally from the side of entrance and a minimum of ten feet (10') from the front of entrances. The 10-foot rule does not apply at Bennett Martin Public Library.

Signature gathering IS PROHIBITED in/on:

- Interior of buildings
- Parking lots
- Grass or garden areas
- Vestibules, exterior steps and public entranceways within five feet laterally from the side of a public entrance and within 10 feet from the front of public entrances.
- Any exterior area that would obstruct, interfere, or prevent access to entrances, parking lots, or sidewalks.
- Within two hundred feet (200') of the entrances of library buildings used as polling places and set up for voters to cast ballots on election day, as amended by law.
- Within two hundred feet (200') of secure ballot drop-boxes on election day, as amended by law, or as otherwise determined by the Lancaster County Election Commissioner and/or the Nebraska Attorney General.
- Tables, chairs, and awnings are considered to obstruct and interfere with access and are not allowed.

A copy of the Library Board policy on Use of Common Areas in and Around Library Facilities is available at <https://www.lincolnlibraries.org/about-us/policies/>.

Ryan Wieber, Library Director

Reviewed by Law: June 2024
Jocelyn Golden, Assistant City Attorney