MEETING NOTICE

DATE: November 14, 2018
TO: Library Board, Mayor, City Clerk, City Attorney
FROM: Pat Leach, Library Director
SUBJECT: Library Board Meeting

DATE AND PLACE OF MEETING: Tuesday, November 20, 2018
Bennett Martin Public Library
136 S. 14th Street
Lincoln, Nebraska

STARTING TIME OF MEETING: 8:00 a.m.
CHAIRMAN OF MEETING: Donna Marvin, President

PURPOSE OF MEETING: Monthly Board Meeting

AGENDA

1) Call to Order and Announcement of Posting of Open Meetings Law
2) Approval of Agenda*
3) Public Comment on Agenda Items
4) Approval of October 16, 2018, Meeting Minutes*
5) Library Board Standing Committee Reports
   a) Committee on Administration
      (i) Affirmation of Current Policies*
      (ii) Approval of Revised Fees Policy*
      (iii) Approval of Revised Materials Selection Policy*
   b) Committee on Buildings & Grounds
      (i) Facilities Plan Update Report
      (ii) Approval to Proceed with ESCO*
      (iii) Approval to Award Cleaning Contract*
   c) Committee on Finance
      (i) Report on and Approval of Recap of October 2018 Expenditures*
6) New Business
   a) Approval of Polley Library Service Report and Program Plan*
7) Library Board President’s Report
8) Library Director’s Report
   a) Lost Materials Report
   b) Thank You Letter to Book Sale Volunteers*
   c) Trustee Development – Report from Recent Library Visits
9) Public Comment - Anyone wishing to address the board on a matter not on this agenda may do 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 participation 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 Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402-441-7624 as soon as possible before the scheduled meeting date in order to make your request.

Open Meetings Law of the State of Nebraska posted in meeting room.
BOARD MEMBERS PRESENT
Donna Marvin, Lowell Berg, Lisa Hale, Martha Florence, Carol Speicher, Rhonda Seacrest, Dan Sloan, and County Liaison Walt Broer. Absent: None

OTHERS PRESENT
Pat Leach, Library Director; Julee Hammer, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Julie Beno, Public Service Coordinator; Garren Hochstetler, Librarian; Peter Jorgensen, Virtual Services Manager; Tammy Teasley, Support Services Coordinator; Jodene Glaesemann, Walt Branch Manager; Brenda Ealey, Gere/South Branch Manager; Gail McNair, Foundation for Lincoln City Libraries Executive Director.

CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS LAW
The meeting was called to order at 8 AM by President Marvin. The availability of the Open Meetings Law was announced.

PUBLIC COMMENT ON AGENDA ITEMS
None

APPROVAL OF AGENDA
The Agenda/Meeting Notice was posted according to the Open Meetings Law of the State of Nebraska. Berg moved to approve the agenda as posted. Second by Florence. Roll Call Vote: Berg, Florence, Hale, Marvin, Seacrest, Sloan, Speicher – aye. Motion carried 7-0.

APPROVAL OF MINUTES
Speicher moved to approve the minutes of the September 18, 2018, Library Board meeting as posted. Second by Berg. Roll Call Vote: Florence, Hale, Marvin, Seacrest, Sloan, Speicher, Berg – aye. Motion carried 7-0.

STANDING COMMITTEE REPORTS
Committee on Administration
It was reported that the committee will be meeting in November to review policies. Action recommendations will be brought to the Board at its November 20 meeting.

Buildings and Grounds
Berg moved to approve a contract with Mail Management Services for courier service in an amount not to exceed $54,300.00. Second by Hale. This is a one-year contract with the option for three renewals. Mail Management Services currently provides courier service for the library and staff is pleased with their work. Roll Call Vote: Hale, Marvin, Seacrest, Sloan, Speicher, Berg, Florence – aye. Motion carried 7-0.

Berg moved to approve the renewal of the contract with Vasa Construction for snow removal in an amount not to exceed $30,000.00. Second by Hale. This is the third and final renewal of this contract. Staff has been very pleased with the service provided. The cost of snow removal is an estimate as final cost is based on the number of events and amount of snow each year. If the cost exceeds $30,000.00, a contract addendum will need to be approved by the Board. Roll Call Vote: Hale, Marvin, Seacrest, Sloan, Speicher, Berg, Florence – aye.
Motion carried 7-0.

Berg reported the committee will be meeting to discuss and review the Facilities Plan to assure that information is current.

**Committee on Finance**

Hale reported on the recap of expenditures for September 2018 listing claims in the amount of $752,332.22 from all funds. Hale moved approval of the report and payment of all claims. Second by Berg. Roll Call Vote: Marvin, Seacrest, Sloan, Speicher, Berg, Florence, Hale – aye. Motion carried 7-0.

**SPECIAL COMMITTEE REPORTS**

**Central Library Committee**

No report.

**Foundation Board** - McNair reported the book sale was again a great success due in no small part to all of the volunteers. Seventy-five volunteers assisted the first day of set up. There were fewer books this year but the items were of better quality. Twelve pallets of books not sold were shipped to Thrift Books, a company that sells used books on the internet. The Foundation will get a percentage of the proceeds from any books that Thrift Books sells. Financial reports are not yet available, but a conservative number for sales this year would be over $92,000. When adding the yearly Book Nook sales, income from the sale of used books is over $100,000 this year.

**NEW BUSINESS**

**Approval of Surplus Property**

Berg moved to approve declaring items surplus as listed in the October 2018 report from Paul Jones. Second by Hale. Leach reported that the items would be recycled, disposed of, or sold, as appropriate within City of Lincoln guidelines. Roll Call Vote: Seacrest, Sloan, Speicher, Berg, Florence, Hale, Marvin – aye. Motion carried 7-0.

**Approval to Submit Grant Application**

Leach reported the Nebraska Library Commission makes grants available to accredited Nebraska public libraries for internships through the Nebraska Library Internship Grant Program. This project is supported in part by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Nebraska Library Commission.

This internship program works to introduce high school and college students to the work of Nebraska libraries. The internships are a recruitment tool, helping students to view the library as a viable career opportunity. Lincoln City Libraries has participated in this program in the past and found it to be beneficial. Leach requested authorization to submit a grant request of up to $6,000 to provide for up to six interns. Berg moved to authorize staff to submit an internship grant to the Nebraska Library Commission for up to six interns. Second by Florence. Roll Call Vote: Sloan, Speicher, Berg, Florence, Hale, Marvin, Seacrest – aye. Motion carried 7-0.

**PRESIDENTS REPORT:** Marvin reported that she attended the recent staff inservice training day and was impressed with how well organized it was. The topic was diversity and it was
interesting to see all these staff persons utilizing and expanding their skills. The annual training calendar was also distributed and Marvin found it to be very impressive.

**LIBRARY DIRECTORS REPORT:** Garren Hochstetler, a new Librarian at Bennett Martin Public Library, was introduced.

Leach reported that staff is pulling together information regarding overdue fines and children’s materials. Libraries around the country are eliminating overdue fees, especially on children’s materials. The Committee on Administration will meet to discuss the staff recommendation prior to the November meeting.

Leach noted that she attended a Nebraska Library Association preconference session on advocacy and intellectual freedom. Our library has a very structured response when someone complains about material in the collection. We do not have a process when someone complains about meeting room use or programming. If someone felt that the way we present an event, or if an event is not appropriate, there is not a process that guides the response. We are researching this and how we can develop a formal process for Lincoln City Libraries.

It was reported that a total of 1,118 customer records were purged in September along with $38,000 in uncollectable fines and fees. Per Board policy, records are purged when there has been no activity on the account for seven years.

Leach announced that November 1st is the date that we will be restoring evening hours at Bennett Martin Public Library. Funds were provided as part of the Fiscal Year 2018-2020 City Council approved budget to make this happen.

In late September we had incidents at Eiseley Branch with middle school aged students on the grounds exhibiting inappropriate behavior, fighting, etc. We are working with Goodrich Middle School and the Lincoln Police Department on reestablishing calm at the branch. We have always tried to have a very open policy but may need to establish setting limits on the number of people in the library at any one time. We do have security guards at the site and the Lincoln Police Department has been very responsive.

The library works closely with Prosper Lincoln’s community agenda, especially with early childhood literacy and the Community Foundation’s Read Aloud Lincoln grant. We have been working on a campaign that encourages dads to read to their children. The Dad Up and Read campaign will launch later this month.

The Library Director, Assistant Library Director, and Bennett Martin Public Library Public Services Manager will be visiting libraries in Wichita, Lawrence, and Shawnee Kansas later this week along with three Library Board members.

**PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
None

**TRUSTEE DEVELOPMENT**
The board was taken on a tour of the 4th and 1st floors of Bennett Martin Public Library, highlighting service areas that no longer serve the community well, and illustrate why the
building cannot serve as a library of the future. Tours of the lower level and second floor will be provided at the November meeting.

ADJOURNMENT
There being no further business, the meeting was adjourned at 9:15 a.m.
MEMO TO THE LIBRARY BOARD
November 2018

2018-2019 FISCAL YEAR NOTE: The actual percent of budget expended year to date is 14.65%. The adjusted percent for expenditures year-to-date is 16.67%, compared to a budgeted percent of 16.67%.

LIBRARY BOARD STANDING COMMITTEE REPORTS
Committee on Administration
Affirmation of Current Policies—Action Item
Your packet contains several policies that library staff and the committee reviewed and recommend no changes. The committee will bring forward a motion to accept the policies as currently written.

Approval of Revised Fees Policy—Action Item
Your packet contains the proposed changes in this policy, which the committee will bring forward.

The first suggested change makes the Non-resident Card—Summer Reading valid during the established period of the Summer Reading Program, which has a set start and end each year. It also makes the card available to customers of all ages, reflecting the fact that we present a summer reading program for adults as well as young people.

Under Overdue charges, we are instituting a practice where the maximum overdue charge does not exceed the replacement cost of the item (this can happen with some paperback books).

The major change in this policy is elimination of fees on youth (children’s and young adult) materials. With your packet is information that library staff considered in making a recommendation to the committee. We believe that elimination of fines on youth materials will encourage more extensive library use by low-income families, and by teachers who use our materials in their classrooms.

The change in the fee for Packaged Collections of Adult Materials clarifies that youth items are not assessed this overdue charge.

For lost item charges, we are moving to a system where the charge is based on the type of material (youth or adult) and not on the age of the customer.

We are also proposing a change in the fax fee to be $1 for each page, as well as making uniform our charges for faxes sent through our reference by email service. This brings us in line with other outlets. The library does not provide a lot of fax service, but it is of particular interest to our customers who do not have printer/fax/scanners at home.

Approval of Revised Materials Selection Policy—Action Item
The committee will bring forward a motion to approve the revised Materials Selection Policy. The Materials Selection and Maintenance Policy recognizes that in maintaining our collections, items will be removed from the collection using the policy’s guidelines. It also notes donations may be evaluated by staff or by our contracted volunteers.
Committee on Buildings and Grounds
Facilities Plan Update Report
The committee will report on work to date regarding the Facilities Plan. The Facilities Plan lists projects expected to be included as a branch library project package in concert with the Central Library bond issue. Work is underway to provide in-depth and up-to-date estimates of costs.

Approval to Proceed with ESCO—Action Item
The committee will bring forward a motion to approve a contract with Schneider Electric for an ESCO (Energy Services Company) project for six branch libraries (all branches except Williams, which is part of an LPS building, and Bennett Martin Library, whose future is unsure) totaling $2,176,463.00. In an ESCO project, the company presents a plan to upgrade energy-related systems that will result in savings in energy, in maintenance, and in expected capital costs. The company acts as the contractor in overseeing the process of making the upgrades. Energy and maintenance savings help to pay for the annualized cost of the project.

In the case of the library’s ESCO project, we propose making a substantial “down payment” using some unallocated keno funds and funds previously approved in the City’s Capital Improvement Program. Annual financing for the remainder of the costs comes at an excellent 1.95% rate from Union Bank through cooperation with the Nebraska Department of Energy. A rebate from LES is also part of the financial package. The current financial plan would result in a necessary annual payment from the library’s operational budget of $91,370.50 for 15 years. These costs would be offset by the anticipated annual energy and maintenance savings of $92,267.00 Schneider Electric guarantees $60,946.00 in energy savings each year.

In your packet is a list of the projects that Schneider Electric proposes. Each has a payoff period of 15 years or less. Library staff strongly support this project, as it will allow us to be pro-active in setting up systems and equipment that work well together, and provide both for efficiency and sustainability. We will be able to avoid costly emergency repairs and replacements of our aging systems. The advantage of this ESCO project is the funding mechanism it provides, which is based in State Statutes.

This comes to the Library Board due partly to the size of the project, and because the City’s agreements regarding ESCO projects requires the City Council to approve the project. Library staff has worked in close cooperation with Frank Uhlarik, the City’s Sustainability Officer and Brandon Kauffman, the City’s Finance Director, in developing the plans and time line for this project.

NEW BUSINESS
Approval of Polley Music Library Service Report and Program Plan
I will seek a motion to approve the annual Polley Music Library Service Report and Program Plan, included in your packet. Lillian Polley’s original directives for her trust directed an annual process for the Polley Music Library including an action plan, which is to be approved by the Library Board, then forwarded to US Bank, where trust officers will forward it to the Polley Music Advisory Board. That group includes five members, the directors of the music departments of five local colleges/universities. In an important note regarding this service, Carolyn Dow, who has been our one-and-only Polley Music Librarian, has announced her retirement, with November 28, 2018 being her last day at the library. Carolyn began her work here in 1981.
Memo to Library Board
November 2018
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Approval to Award Cleaning Contract—Action Item
The committee will bring forward a motion to contract with BMI Janitorial Group for cleaning services, in an annual amount not to exceed $128,400. This is for six branch libraries and Bennett Martin Library. We received seven bids, and BMI was the lowest responsive bidder. This will be a one year contract with the option for three renewals. Staff worked with City Purchasing on this purchase process.

LIBRARY DIRECTOR’S REPORT
My report will include the annual lost materials report.

Thank You Letter to Book Sale Volunteers—Action Item
Your packet includes the draft letter of thanks to our book sale volunteers, who once again presented an excellent library book sale to the community. We are indeed grateful.

On October 19-20, Donna Marvin, Lowell Berg, and Lisa Hale toured three recent libraries in Kansas, along with staff members Julie Beno, Julee Hammer, and Pat Leach. As part of my report, we will display slides from that trip, along with our impressions of the buildings we encountered.

CONTRACTS:
Humanities Nebraska for Speaker’s Bureau funding of Nebraska Through Song and Story, $100.00.

Pat Leach, Library Director
November 15, 2018
POLICY TITLE: Authorization to Purge Late Fines and Fees from Library Circulation Records

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

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

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

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

Adopted by Library Board: March 19, 1996

Revised: March 18, 2008; November 13, 2008, October 19, 2010 with November 1, 2010 Implementation

Affirmed by Library Board: April 21, 2015

Law Department Review: March 4, 2008; December 4, 2008, October 19, 2010
POLICY TITLE: BOOKMOBILE SERVICE PRIORITIES

PURPOSE: This policy acknowledges the Lincoln City Libraries' Bookmobile provides individualized library services to a diverse population throughout Lincoln and Lancaster County.

PROCEDURE: The bookmobile focuses service delivery to four main areas:
- County towns and County cities
- Youth with emphasis on children at risk (includes preschools and daycares)
- Seniors
- Areas in Lincoln not close to existing libraries

At the recommendation of library staff, the Library Director shall set bookmobile service sites and schedule informing the Library Board when changes are made.

POLICY APPROVED BY LIBRARY BOARD: July 15, 2003
AFFIRMED BY LIBRARY BOARD: April 21, 2015
REVIEWED BY LAW DEPARTMENT: July 25, 2008
POLICY TITLE: COOPERATION WITH NONPUBLIC ENTITIES

PURPOSE: The purpose of this policy is to provide the opportunity for cooperative ventures between the Library and nonpublic entities or individuals in both adult and children’s programming and services.

GUIDELINES:

1. The Library may participate with nonpublic entities or individuals in promoting reading, literacy and other library services. These nonpublic entities or individuals may be recognized on library related materials in exchange for monetary support, materials support or public relations support.

2. The name and/or logo of the nonpublic entity or individual may be used on materials printed for the cooperative programs, provided the Library’s name appears on all promotional materials printed by the nonpublic entity or individual for the purpose of advertising the same program or service.

3. The agreement to cooperate will have a specific duration to be determined by the Library. At the end of the specified time period, the project will be reevaluated to determine if it should continue.

4. The Library may withdraw from participation for any reason, if any of the terms of the agreement are violated or changed without the Library’s consent, if the project appears to be detrimental to the mission or image of the Library, if funding is no longer available, or by mutual consent of both parties.

ADOPTED: September 18, 2007
REVISED: January 20, 2010, May 19, 2015
REVIEWED BY LAW: May 2015
Lincoln City Libraries  
Customer Complaint Policy  

While Lincoln City Libraries strives to provide the highest levels of satisfaction and service to its users, we recognize that occasionally a customer may wish to make a complaint.

A Library customer may choose to start by making his or her complaint on an informal, oral basis to Library staff. Many complaints are resolved at this informal level. If the customer chooses not to do so, or if the complaint does not lend itself to informal resolution, the customer should complete a Customer Complaint Form. The Library Director will promptly review the complaint and, where appropriate, attempt to resolve the complaint directly.

If the customer is not satisfied with the response provided, and/or if the Library Director decides that the situation warrants the input of the Board of Trustees, either or both parties may bring the written complaint to the attention of the Board. A customer desiring to do so may also request an opportunity to address the Board at one of its monthly meetings.

The Board will promptly review a complaint presented to it, provide a written response to the complainant, and take any further remedial action warranted by the particular circumstances.

The decision of the Board of Trustees with respect to a complaint will be final. A copy of the complaint form and the Board’s written response will be forwarded to the City Ombudsman.

Adopted by Library Board, March 17, 2015
Reviewed by Law Department, March 2015
CUSTOMER COMPLAINT FORM

Please complete all fields below. We will attempt to resolve your complaint quickly and fairly.

1. Name: ________________________________________________________________

2. Address: _______________________________________________________________

3. Email: _________________________________________________________________

4. Daytime phone number: ________________________________________________

5. Are you a Lincoln City Libraries cardholder?   Yes____   No____

6. Please briefly describe your complaint in the space below or on an attached sheet. If relevant, include in your description where and when the incident occurred (date and time), the full names of any Library staff or customers involved, any previous efforts made by you and/or Library staff to resolve the complaint, and any other significant information.

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Signature: _________________________________ Date: _________________________

Please return completed form to library staff, or mail to Library Director, Lincoln City Libraries, 136 S. 14th Street, Lincoln, NE 68508; or email to library@lincolnlibraries.org
POLICY TITLE: INTERNET POLICY

PURPOSE: Lincoln City Libraries fosters the power of reading and provides open access to all forms of information to enrich people’s lives every day.

The Library supports the entitlement of each individual to have access to lawfully available sites on the Internet and the right of individuals to make information decisions for themselves.

Provision of access to the Internet is consistent with the Library’s mission to provide open access to all forms of information.

Lincoln City Libraries has a tradition of providing a safe and welcoming environment. In order to provide a positive Internet experience, the Library will provide computers with Internet access that is equipped with filtering technology. Clearly marked computers equipped with filtering technology will be available at all library branches along with clearly marked unfiltered computers.

Filtering technology is imperfect. Filtered computers may allow access to disturbing or offensive material. The filtering software will also, at times, block access to Internet sites that the vast majority of users will regard as inoffensive. Library staff has reviewed filtering software currently available and has chosen what we believe to be the software that will best serve our patrons based upon a number of considerations, including quality and dependability.

IMPLEMENTATION:
Responsibilities of library staff with respect to computer use and internet access:

The Library staff provides assistance to all patrons seeking information on the Internet pursuant to this policy. The Library also helps children and their caretakers make informed decisions with regard to its wide array of materials.

Library staff will monitor Internet use sessions in order to ensure equal opportunity of access for all patrons; however, the Library assumes no responsibility for supervising any particular minor’s Internet use. Such responsibility remains with the parents/guardians.

Responsibilities of library patrons with respect to computer use and internet access:

Library patrons are encouraged to use and enjoy the Library’s computers and access to the Internet for lawful purposes and in a manner consistent with the rules and regulations of the Library. Failure to obey the law and abide by the rules and regulations of the Library may result in a patron’s computer and Internet access being terminated, exclusion from Lincoln City Libraries, and/or referral to appropriate law enforcement agencies. The following are deemed unacceptable uses of the Library’s computers and Internet access:

1. Usage of the computer and/or Internet so as to violate the law. Library patrons are forbidden from using the Library’s resources, including its computers and Internet access so as to violate the law, including but not limited to: transmitting messages in violation of the law such as by disturbing the peace of another person or issuing terrorist threats; offering for sale or use any

For purposes of this policy, “minor” shall mean an unmarried person under the age of seventeen. Please note that local, state, and federal law may define “minor” in a different way in different contexts. This policy does not supercede any law and users are expected to know and obey the law in all respects while in Lincoln City Libraries.
substance the possession of which is prohibited by law; viewing, transmitting or downloading obscenity, material including child pornography, or materials that encourage others to violate the law; gambling or transmitting or downloading gambling paraphernalia or devices for the purpose of gambling or encouraging or assisting others in gambling; downloading or transmitting confidential, trade secret information, or copyrighted materials.

2. **Usage of the computer and/or Internet so as to cause harm to others or damage the property of others.** Engaging in defamation; uploading or transmitting a worm, virus, “Trojan horse,” “time bomb” or other harmful form of programming or vandalism; participating in “hacking” activities or any form of unauthorized access to computers, networks, or information systems.

3. **Usage of the computer and/or Internet so as to jeopardize the security of access of the computer network or other networks on the Internet or elsewhere.** Impersonating another user; using one’s own software programs on the library’s computers; altering the Library’s computer settings; damaging or modifying computer equipment software.

4. **Usage of the computer and/or Internet so as to compromise the safety and security of others.** Adult patrons are not to arrange a face-to-face meeting with a minor the adult patron has “met” on the computer network or Internet.

Minors are not to give others private information about one’s self or others, including home address, telephone number, credit card numbers, social security numbers and other information which may enable a stranger to trace the minor. Minors are not to arrange a face-to-face meeting with someone the minor has “met” on the Internet. Minors are to exercise caution when communicating on the Internet, including the use of chat rooms and e-mail. Parents are encouraged to review Internet safety measures with their children and to supervise their minor children during use of the Library’s computers and while accessing the Internet.

5. **Usage of the computer and/or Internet so as to provide access by a minor to material which is inappropriate for a minor.** Pursuant to federal law, the Library Board of the City of Lincoln has determined that “matter which is inappropriate for minors” is any picture, image, graphic image file, or other visual depiction that is obscene, includes child pornography, or (a) taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Minors are not to use the Library’s computers to access matter which is inappropriate for minors or to provide or encourage access by other minors to matter which is inappropriate for minors. Parents and guardians are responsible for the information selected and/or accessed by their children.

6. **Minor Child Use Agreement.** Minor children may use unfiltered computers at the Library as long as the Library has received a Minor Child Use Agreement signed by their parent or guardian. Written permission, once submitted to the Library, shall be accepted by the Library until it is rescinded by the parent or guardian in writing.
CONFIDENTIALITY:
In general the Library will treat information displayed on its computers and/or printers as
c confidential. Requests for disclosure of information will be honored when required by local, state,
or federal law or when required by Library policy.

Users should be aware that the Internet is not a secure medium and that third parties may be able
to obtain information about users’ activities.

All Lincoln City Libraries computer systems are subject to monitoring to assure proper functioning
of the systems, to provide security for the computer system’s operation and information
contained, to prevent unauthorized use, and to deter and investigate violations of law. There is no
reasonable expectation of privacy in the use of computer systems.

Adopted by Library Board: August 27, 2002
Last Revised: July 22, 2015
Reviewed by Law Department: June 2015
MINORS IN THE LIBRARY

Staff works to provide a safe environment for young customers. Parents and caregivers are reminded that the library is a public building and common safety practices should be followed.

- Minors six and older must follow Library Rules & Behavior Policy.
- Minors under the age of 6 must be supervised by someone aged 13 or over while in the library.
- The library cannot assume legal responsibility for minors left unattended. Authorities may be contacted if conditions warrant.
- Parents/Guardians are responsible for picking up minors prior to closing time. Authorities may be contacted if conditions warrant.
- If a minor is told to leave the library for not following library rules, staff must consider issues of the minor’s physical safety while waiting for transportation.

For purposes of this policy, “minor” shall mean an unmarried person under the age of seventeen.

Adopted by Library Board: January 15, 2008
Reviewed by Law Department: February 25, 2008
Affirmed by Library Board: April 21, 2015
POLICY TITLE: NAMING OF FACILITIES

PURPOSE:

The purpose of this policy is to establish the authority for naming of buildings and other facilities of the Lincoln City Libraries.

DEFINITIONS:

a. Use-related (Generic). When used in conjunction with facility identification, the terms “use-related” and “generic” describe names given to buildings or other facilities which are based solely upon the use of the named facility, without the inclusion of a modifier which would designate a particular family, person, or organization. Examples of use-related or generic names would be “Youth Services” or “Adult Fiction.”

b. Facility Identification. The name or title used to designate a particular building or other facility for the purpose of specifically identifying such building or facility to all staff and customers.

c. Facility. Any physical structure or space dedicated to, or organized for, the performance of library programs and related activities. For purposes of this policy, this definition will include a new, existing, or leased building, a wing of a building, a room or cluster of rooms, bookmobile, or other significant features such as a fountain, monument, plaza, garden, landscaped area, or collection of media.

AUTHORITY FOR NAMING FACILITIES:

a. The use-related (generic) naming of a library building or wing of a building or other significant library feature such as a fountain, monument, plaza, garden, landscaped area or collection shall be approved by the Director and reported to the Library Board.

b. The naming of a library building or wing of a building, bookmobile, a room or a small cluster of rooms, or other library features such as a fountain, monument, or plaza, a garden or landscaped area, or a collection, in honor of an individual, a family, a group or an organization shall be approved by the Library Board.

CRITERIA FOR NAMING FACILITIES:

a. A facility may be named for an individual, family, group, or organization that has provided or meets one or more of the following criteria:

   1. Extraordinary service to the Lincoln City Libraries as a staff member or volunteer,
2. Extraordinary support or service to the Lincoln City Libraries,

3. Notable achievements by a Nebraska literary figure or community leader who has significantly contributed to public library service in Lincoln, Nebraska, or

4. Significant financial contributions toward the construction of a facility of the Lincoln City Libraries, or an endowment for maintenance and operating costs of a facility of the Lincoln City Libraries.

b. Facilities shall not be named for persons who are currently employed by the City of Lincoln, or who are elected officials or members of the Library Board. Proposals to honor such individuals shall not be considered earlier than five years following the departure, death, or retirement of such individual from the employ of the City of Lincoln, or the end of such individual's term as an elected official or member of the Library Board.

c. In addition to the criteria stated above, the naming authority shall be guided by the following considerations:

1. The names of individuals or corporations or groups involved in controversial enterprises or activities, such as those that would be detrimental to the mission or image of the Library, should be avoided.

2. Names which can cause public confusion with existing facility names in the community should be avoided.

3. Names which, by virtue of their length or otherwise, are difficult or cumbersome to read or write should be avoided.

PRIOR FACILITY NAMES:

a. It is the intent of the Library Board that facility names in existence at the time of the adoption of this policy shall remain in effect, except as approved by the Library Board in compliance with this policy.

Approved by Library Board  September 18, 2007
Revised: June 15, 2010
Affirmed by Library Board:  April 21, 2015
POLICY TITLE: PUBLIC COMMENT POLICY

PURPOSE: Citizen input at Library Board Meetings

The function of the regular meetings of the Lincoln Library Board is to conduct the business of the Lincoln City Libraries, as distinguished from providing an open citizen's forum. The board does, however, encourage public attendance at and participation in its meetings when appropriate to the business at hand. The board also provides opportunity for public comment and recommendations on issues during regular and special board meetings.

At the regular board meetings the agenda provides for citizens to present information or to express opinions to the board on any matter. Citizens are encouraged to advise the Library Director or the President of the Library Board no later than one week prior to the Library Board meeting of their intent to appear at a meeting and the matter that he/she wishes to present.

No request in advance will be required for any person who wishes to speak under the agenda item "Public Comment" which appears both at the beginning and at the end of each regular meeting agenda. At the beginning of the meeting, public comments are restricted to the items on the agenda. Individual statements will be limited to five minutes and a total of up to thirty minutes will be allotted per meeting.

If the number of people wishing to speak is large, the chair of the meeting may rule that a separate meeting be scheduled on the issue in question and ask that those wishing to comment do so at that meeting.

If at any time persons appearing before the board exceed the time limitations set forth in this policy or on the agenda or become abusive in language or behavior, it shall be the responsibility of the chair to declare that person out of order and to refuse him or her permission to continue to address the board.
Each person speaking to the board will be asked to provide their name and home address. Anyone refusing to identify himself or herself will be prohibited from appearing.

Statements from persons wishing to appear will be heard in the order in which they are received unless the chair rules otherwise.

Adopted by Library Board: August 15, 1985
Revised: November 20, 2001
Expanded: June 2002 to Include Guidelines for Special Board Meetings (attached)
Affirmed by Library Board: April 21, 2015
GUIDELINES FOR PUBLIC COMMENT
SPECIAL BOARD MEETINGS

1. A sign-in roster will determine the speaking order for people who wish to make public comment. The names will be called in the order in which they appear on the sign-up sheet.

2. This is an open meeting, with speakers addressing members of the Board, others waiting to comment, and the public at large, as a simple audience.

3. Each person is allowed to comment only once. Each speaker will have five minutes total to comment. The speaker may be asked to respond to questions from the Board. Meeting facilitators will inform the speaker and Library Board when one minute of discussion time remains. When five minutes are called, the person speaking may finish the current sentence.

4. A spokesperson representing several other parties or organizations shall also have only five minutes to make public comment. The group being represented may stand in the audience to be recognized.

5. If possible, each speaker will be asked to make public comment from a standing position in front of the Library Board and others present. A podium will be available.

6. Written comments will be accepted from anyone who does not have time to speak or anyone who wishes to supplement public remarks. Deadline for submitting written comments may be established. Comments may be submitted in either electronic or paper format. Send comments to: Library Board, c/o Library Director, Lincoln City Libraries, 136 So. 14th Street, Lincoln, NE 68508 or library@lincolnlibraries.org

7. A written summary of public comments will be prepared for review by the Library Board following public meetings.
Refreshments at Library Programs

In order to provide a welcoming and inviting environment, library staff is authorized to purchase snacks and/or beverages for library sponsored programs open to the general public. Current city purchasing practices shall be observed.

Adopted by Library Board:  July 15, 2008
Reviewed by Law Department:  July 25, 2008
Last Reviewed by Library Board:  April 5, 2011
POLICY TITLE: REGISTRATION

Registration for a library card is to establish a person's identity, address, and acknowledgement of responsibility for library materials. Each library staff member assumes the task of establishing these points until the staff member is satisfied that they have been met.

ADOPTED BY LIBRARY BOARD: May 20, 2008
REVIEWED BY LAW DEPARTMENT: May 22, 2008
EFFECTIVE DATE: July 1, 2008
LAST REVISED: December 18, 2012
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 insure the goals and objectives of Lincoln City Libraries are met while assuring use of library resources without undue interruption or distraction.

POLICY:

I. Solicitations, leafleting, political campaigning, exhibitions of signs, displays, petition signature gathering, political or charitable fund raising, and other similar expressive activities are 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; and

   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; and

   C. Grass or garden areas provided specifically for the purpose of the Lincoln City Libraries; and

   D. In or on vestibule, 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; and

   E. In or on any exterior area that would in anyway 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 laterally from the sides of all entrances and exits of a building and a minimum of ten feet from the front of entrances and exits of facilities of the Lincoln City Libraries, except that the ten feet minimum shall not apply to the front of entrances of the Bennett Martin Public Library; and

   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; and
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. 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.

2. 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.

3. Any official government activity, material, speech, or press conference related to the operation of the City of Lincoln is 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.

4. Any sidewalk adjacent to the public streets.

5. Adjacent areas provided for, used for, or under the control of another agency or entity.

6. Where otherwise allowed by policies of the Lincoln City Libraries or by law.

II. Skateboarding, rollerblading, biking, or other similar recreational activities are prohibited at all times on facilities provided for or used by the Lincoln City Libraries, excluding sidewalks adjacent to public streets or adjacent areas provided for, used for, or under the control of another agency or entity, except:

A. 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; and

B. When such activity is conducted in such a manner as not to endanger customers, library staff, and/or public and private property.

III. 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.

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: July 15, 2008, January 18, 2011
Affirmed by Library Board: April 21, 2015
POLICY TITLE: FEES

Lincoln City Libraries offers a full range of informational, educational, and recreational library services. It is the policy of the Board of Trustees of Lincoln City Libraries to offer as full a range of services as possible within the limitations of its budget. Fees may be imposed for nonbasic services. See State Statute: 51-201.01 for definition of nonbasic service.

Library Card:
There is no fee for a library card for residents of Lincoln and Lancaster County.

Non Resident Card –
Summer Reading - $5.00 (valid June & July juveniles only during summer reading program)
  3 months – $15.00
  12 months – $60.00

Replacement of Lost Card - $1.00

Overdue:
Lincoln City Libraries charges overdue fees as an incentive to return materials on time. Overdue fees start the day after the due date of the item.

<table>
<thead>
<tr>
<th>Category</th>
<th>Overdue Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Cardholder Materials</td>
<td>$0.35 per item per day</td>
</tr>
<tr>
<td>Youth Cardholder Juvenile and Young Adult Materials</td>
<td>$0.00 no overdue fees</td>
</tr>
<tr>
<td>ConnectED Account</td>
<td>$0.00 no overdue fees</td>
</tr>
<tr>
<td>Packaged Collections of Adult Materials</td>
<td>$1.00 per day per bag</td>
</tr>
<tr>
<td>Equipment</td>
<td>$1.00 per day</td>
</tr>
</tbody>
</table>

Maximum Overdue Per Item:
A maximum of $7.50 per item or no more than the replacement cost of the item.

- Adult Items $7.50
- Youth Items $7.50

A library customer's record is blocked from checkout if total charges exceed $10.00.

Items Not Returned:
Adult Item Adult Cards – item replacement price plus any applicable overdue fee
Juvenile or Young Adult Item Youth Cards – item replacement price only plus any applicable overdue fee
ConnectED Accounts - Item replacement price
Damage:
Library staff has the responsibility to charge for damage to materials when a customer is responsible for the damage. A schedule of current damage charges is developed and maintained by Library Administration.

Interlibrary Loans:
A fee of $2.50 per item is charged to Lincoln City Libraries card holders for Interlibrary Loan service.

Reserves/Holds:
Reserves/Holds may be placed on materials by customers via phone, computer, or in person at no fee. A $.50 fee will be assessed (per item) if material placed on reserve/hold is not picked up by the customer within allotted time period.

Collection Agency:
A $10 fee will be assessed to customer when customer’s record is turned over for debt collection action.

Printing:
All printing from self-service computer reservation system printers
Black & white - 10 cents per page
Color - 25 cents per page

3D Printing:
Cost for printing - 5 cents per gram of filament used.
No charge for failed print job if problem is related to a printer malfunction.
Customer charged if failure due to a problem with the design file.

Public Faxing:
Library staff faxes documents for the public, outgoing domestic calls only.
$2.00 $1.00 per page.

Reference by Mail/E-Mail/Fax:
Customers with Lincoln City Libraries cards-
No charge for research
Copies/Prints – 25 cents per page
Fax - $2.00 $1.00 per page

Customers without Lincoln City Libraries cards-
$5.00 per name/item researched
Copies/Prints - 25 cents per page
Fax - $2.00 $1.00 per page
Meeting Rooms:
Nonprofit organizations or governmental agencies - No charge
For profit organizations - $10.00 per hour or portion of

Stack Mover Rental:
Fee negotiated with Library Director, not to exceed $250.00 per day, or partial day, of usage

ADOPTED BY LIBRARY BOARD: May 20, 2008
LAST REVISED: January 16, 2018
UPDATE RECOMMENDED: November 8, 2018
REVIEWED BY LAW: December 2016
TO: Library Board Committee on Administration
FROM: Pat Leach, Library Director
DATE: November 8, 2018
SUBJECT: Elimination of Overdue Fines on Youth Materials

In August 2018, I appointed a staff committee to explore the elimination of fines on youth materials. The committee was chaired by Youth Services Coordinator Vicki Wood.

The committee recommends that Lincoln City Libraries update its Fees Policy to eliminate overdue fines on youth materials. I concur with the committee’s recommendation. The committee’s full report is attached.

Key points that lead to this recommendation include:

- Libraries across the country are going to a fine-free model for overdue materials as a way to eliminate barriers to library use, especially among low-income users, and to increase access and circulation.

- The importance of early childhood literacy is addressed in Lincoln City Libraries’ Strategic Plan, and is a central tenet of Prosper Lincoln. Overdue fines are an unnecessary and ineffective motivator to return books on time for children who lack the autonomy or ability to make sure library materials are returned on time.

- At Lincoln City Libraries, the disparity in the circulation of materials between libraries in high-poverty areas (Eiseley Branch and South Branch) and our low-poverty areas (Walt Branch and Bethany Branch) is striking. The divide between Eiseley Branch and Walt Branch is especially lopsided given that the buildings and collections are essentially the same, and that the Eiseley Branch two-mile service area contains 8,700 more people than the Walt Branch two-mile service area.

- In order to continue to be responsible with taxpayer dollars, materials not returned three weeks after the due date will still be considered lost and the customer will be charged a replacement fee, which will be eliminated when the items are returned.

It is estimated that eliminating fines on youth materials may result in an annual loss of fine revenue up to $125,000. I believe we can cover that loss through personnel savings and line item adjustments.

It is recommended that this change go into effect after the ILS upgrade takes place around January 1, 2019.
Proposal to Eliminate Overdue Fines for Youth Materials

Summary:

The Committee on Eliminating Fines and Exploring Educator Cards recommends that Lincoln City Libraries update its Fee Policy to eliminate overdue fines on youth materials.

Rationale:

Should Lincoln City Libraries eliminate late fees on youth material?

Though a large majority of libraries our size currently charge late fees, the trend is changing. The Colorado State Library spent the last several years collecting and analyzing data on this subject and recommends “public library administrators and governing bodies eliminate library fines, and reconsider fees for lost or damaged items, on children’s materials, and other items as deemed appropriate for local service.”

Fines are a barrier.

According to the American Library Association’s policy (B.8.10) on Library Services to the poor, “The American Library Association promotes equal access to information for all persons, and recognizes the urgent need to respond to the increasing number of poor children, adults, and families in America.” Their number one objective on this policy is: “Promoting the removal of all barriers to library and information services, particularly fees and overdue charges.”

According to Lincoln City Libraries 2014-2017 Strategic Plan, goal 4 states: “Library services will respond to the particular needs of people living in poverty.” The data should show that in order to provide the best services to people living in poverty, Lincoln City Libraries should consider eliminating late fees on overdue materials.

The number one reason why libraries state they charge overdue fees is to encourage patrons to return items on time. They worry that people will keep their items longer and materials will not be available to other users. This reason is not supported by current data.

Overdue fees do not encourage patrons to return their materials on time. In a study conducted in 1981, and replicated in 1983 and 1990 by Hansel and Burgin, “they found no significant difference in overdue rates between libraries that charged fines and those that did not.” San Rafael Public Library in California has been fine free for three years. They report no change in late return rates and no change in hold times. Salt Lake City Public Library confirms that their hold times went from 9.6 days to 9.8 days - a negligible difference. What is noticeable - circulation increased (10.9%) and number of borrowers increased (10.8%) when fines were eliminated.

Fines create a disparity between socio-economic classes. The Colorado State Library researchers pointed to an article in the New York times. When asked about library fines, an elementary principal pointed out what we all know to be true, “fines are a ‘slap on the wrist’ for middle income families, but if forced to choose between paying library fines and putting food on the table and a roof over the children’s heads, it’s a no-brainer: it’s better not to check out library books.”

A secondary argument for overdue fees is that it teaches civic responsibility to patrons, specifically children. However, nowhere in the ALA mission statement does it state the role of the Public Library is to teach borrowers responsibility. That is the role of the parent. As in all aspects of library use, we encourage the parent to decide what practices are best. In most cases, it is not the child that decides when it time to visit the library and thus, is not completely responsible for their own materials.

Finally, the Colorado State Library findings show there is a significant correlation between literacy and access to a public library. They state, “libraries in economically disadvantaged areas of the community had significantly
lower circulation rates than middle class neighborhoods.” This same data can be shown in our own community. The researchers go on to say, “The traditional practice of charging late fees has left a lasting impression on the very people who most need libraries: community members who are economically disadvantaged, many with young children at home.”

Why Lincoln, Why Now?

According to Place Matters, a Community Health Endowment study of poverty and its effects on people living in Lincoln, “Epidemiologists have long referred to poverty as the “cause of causes” and the most powerful predictor of disease and mortality.” Unfortunately, it also predicts less school readiness and success, and lower graduation rates.

According to information collected from 2011 to 2015, five of eight of Lincoln’s Libraries are in a population area where 20.1-40% of residents are living in poverty.

**Anderson Branch - 20.1-30%**

Bethany Branch - 10.1-20%

**Bennett Martin Public Library - 30.1-40%**

**Eiseley Branch - 20.1-30%**

Gere Branch - 10.1-20%

**South Branch - 20.1-30%**

Walt Branch - 0-5%

**Williams Branch-20.1-30%**

A Tale of Two Libraries

Unfortunately, poverty and low-income status also correlates with less library use. Overdue fines impact low income residents more than higher-income customers. To see the difference, look at the circulation numbers for one month (June 2018) at two of our libraries, mirror images of each other, opened at the same time, with roughly the same amount of materials. June is one of our busiest months for youth materials as children have more free time to read, and the Summer Reading Program is underway.

Walt Branch is located in a neighborhood where 0-5% of the population is living in poverty. Eiseley Branch’s poverty rate is 20.1-30%. In categories important to early literacy: picture books and easy readers, Walt Branch circulates over twice what Eiseley Branch does.

**June 2018 Circulation Statistics:**

<table>
<thead>
<tr>
<th></th>
<th>Walt Branch:</th>
<th>Eiseley Branch:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Chapter Books</td>
<td>1274</td>
<td>565</td>
</tr>
<tr>
<td>Children’s DVDs</td>
<td>5463</td>
<td>3125</td>
</tr>
<tr>
<td><strong>Children’s Easy Readers</strong></td>
<td><strong>2833</strong></td>
<td><strong>1165</strong></td>
</tr>
<tr>
<td>Children’s Fiction</td>
<td>3986</td>
<td>2330</td>
</tr>
</tbody>
</table>
Children’s Get Started Center 309 293
Children’s Magazines 147 4
Children’s Music CDs 188 100
Children’s Nonfiction 4853 2699
**Children’s Picture Books** 10,237 4393
Children’s Paperbacks 14,184 7667

Traffic difference between Walt Branch and Eiseley Branch does not account for the circulation disparity. In June 2018, Walt Branch had 23,900 people visits, Eiseley Branch had 17,383. Walt Branch had 31% more “people visits” in June than Eiseley Branch. However, Walt Branch circulated 79% more picture books, and 83% more easy readers than Eiseley Branch.

Also, Eiseley Branch serves a population of 35,719 people in its two-mile radius. Walt Branch serves 26,989.

If Lincoln City Libraries is committed to both helping serve those living in poverty and promoting literacy, learning and success for young people, we must eliminate fines on youth materials.

**How the circulation numbers for the two libraries have changed over time:**

<table>
<thead>
<tr>
<th>June 2002</th>
<th>Easy Readers</th>
<th>Total Chkouts</th>
<th>% of Chkout</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Picture Books</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eiseley</td>
<td>5,831</td>
<td>2,142</td>
<td>7,973   41.30%</td>
</tr>
<tr>
<td>Walt</td>
<td>8,965</td>
<td>2,366</td>
<td>11,331  58.70%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June 2007</th>
<th>Easy Readers</th>
<th>Total Chkouts</th>
<th>% of Chkout</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Picture Books</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eiseley</td>
<td>6,558</td>
<td>1,719</td>
<td>8,277  40.05%</td>
</tr>
<tr>
<td>Walt</td>
<td>9,787</td>
<td>2,601</td>
<td>12,388  59.95%</td>
</tr>
</tbody>
</table>
June 2012

<table>
<thead>
<tr>
<th></th>
<th>Easy Readers</th>
<th>Total Chkouts</th>
<th>% of Chkout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Picture Books</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eiseley</td>
<td>6,736</td>
<td>8,396</td>
<td>33.85%</td>
</tr>
<tr>
<td>Walt</td>
<td>12,189</td>
<td>16,409</td>
<td>66.15%</td>
</tr>
</tbody>
</table>

June 2017

<table>
<thead>
<tr>
<th></th>
<th>Easy Readers</th>
<th>Total Chkouts</th>
<th>% of Chkout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Picture Books</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eiseley</td>
<td>4,574</td>
<td>5,762</td>
<td>29.53%</td>
</tr>
<tr>
<td>Walt</td>
<td>11,110</td>
<td>13,752</td>
<td>70.47%</td>
</tr>
</tbody>
</table>

Blocked Youth Cards by Library and User Profile

<table>
<thead>
<tr>
<th>LIBRARY</th>
<th>JUVCITY</th>
<th>JUVCOUNTY</th>
<th>YOU-FRESH</th>
<th>YOUULU</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANDR</td>
<td>568</td>
<td>25</td>
<td>2</td>
<td>47</td>
<td>642</td>
</tr>
<tr>
<td>BETH</td>
<td>277</td>
<td>10</td>
<td>1</td>
<td>19</td>
<td>307</td>
</tr>
<tr>
<td>BKM</td>
<td>69</td>
<td>37</td>
<td>0</td>
<td>47</td>
<td>153</td>
</tr>
<tr>
<td>BMPL</td>
<td>530</td>
<td>13</td>
<td>5</td>
<td>75</td>
<td>623</td>
</tr>
<tr>
<td>EIS</td>
<td>1249</td>
<td>43</td>
<td>9</td>
<td>162</td>
<td>1466</td>
</tr>
<tr>
<td>EXT</td>
<td>4</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td>GERE</td>
<td>1233</td>
<td>46</td>
<td>4</td>
<td>53</td>
<td>1336</td>
</tr>
<tr>
<td>SO</td>
<td>419</td>
<td>1</td>
<td>0</td>
<td>26</td>
<td>446</td>
</tr>
<tr>
<td>WAL</td>
<td>969</td>
<td>97</td>
<td>3</td>
<td>21</td>
<td>1090</td>
</tr>
<tr>
<td>WILL</td>
<td>136</td>
<td>2</td>
<td>2</td>
<td>22</td>
<td>162</td>
</tr>
<tr>
<td>TOTAL</td>
<td>5454</td>
<td>284</td>
<td>26</td>
<td>472</td>
<td>6236</td>
</tr>
</tbody>
</table>
Blocked Adult Cards by Library and User Profile

<table>
<thead>
<tr>
<th>LIBRARY</th>
<th>ADULCITY</th>
<th>ADULCOUNTR</th>
<th>AD-FRESH</th>
<th>ADULTLU</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANDR</td>
<td>1461</td>
<td>83</td>
<td>5</td>
<td>61</td>
<td>1610</td>
</tr>
<tr>
<td>BETH</td>
<td>658</td>
<td>26</td>
<td>0</td>
<td>35</td>
<td>719</td>
</tr>
<tr>
<td>BKM</td>
<td>104</td>
<td>46</td>
<td>0</td>
<td>8</td>
<td>158</td>
</tr>
<tr>
<td>BMPL</td>
<td>2852</td>
<td>62</td>
<td>1</td>
<td>318</td>
<td>3233</td>
</tr>
<tr>
<td>EIS</td>
<td>2659</td>
<td>130</td>
<td>3</td>
<td>202</td>
<td>2994</td>
</tr>
<tr>
<td>EXT</td>
<td>2</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>GERE</td>
<td>3546</td>
<td>201</td>
<td>3</td>
<td>152</td>
<td>3902</td>
</tr>
<tr>
<td>SO</td>
<td>1228</td>
<td>36</td>
<td>2</td>
<td>85</td>
<td>1351</td>
</tr>
<tr>
<td>WAL</td>
<td>1884</td>
<td>191</td>
<td>2</td>
<td>63</td>
<td>2140</td>
</tr>
<tr>
<td>WILL</td>
<td>178</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>180</td>
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<tr>
<td>TOTAL</td>
<td>14572</td>
<td>783</td>
<td>16</td>
<td>925</td>
<td>16296</td>
</tr>
</tbody>
</table>

Library systems that have gone fine free in the past 10 years:

Enoch Pratt Free Library, Baltimore, Maryland (all fines) July 2017
Berkley, California
Columbus, Ohio
Eau Claire, Wisconsin
Evansville Vanderburgh Public Library- Evansville, Indiana, (all fines) September 2018
Floyd Memorial Library, Greenport New York, (all fines)
Meridian Library District, Meridian, Idaho-
Nashville Public Library, Nashville, Tennessee
Orange Beach Public Library, Orange Beach, Alabama
Salt Lake City Public Library, Salt Lake City, Utah
San Rafael Public Library, San Rafael, California

According to a Library Journal article (Doing Fine(s)? | Fines & Fees by Jennifer A. Dixon, Steven A. Gillis Apr 04, 2017, large libraries (those serving 100,000 people or more)

- Averaged collecting $9,788.00 in overdue fees per month
- Average cost for collecting fines, $3,265.00 per month
Addendums:
Lincoln City Library Locations; September 30, 2013
User stats- Blocked customers

Submitted by Vicki Wood, Committee Chair, Lisa Olivigni, Rebecca Aracena, Pat Sloan, Becky Wurm Clark, Karrie Simpson
Lincoln City Libraries provides ready access to a broad range of information and recreation materials, with the aim of serving our community in their information, recreation and continuing education pursuits. The Library promotes literacy and encourages the development of reading and comprehension skills.

The Library Director is responsible for the selection of library materials and delegates this authority to various trained professional staff members. The Library recognizes that some items in the collections will be controversial and that some customers may find some titles objectionable. The library serves a diverse community with diverse interests and not all materials will be appropriate to an individual’s interests. Parents and guardians are responsible for supervision of their minor’s use of library materials. In the event of a formal filing for reconsideration, the ultimate decision on retention of the material rests with the Library Board.

The Library provides library materials in a variety of formats for our customers, depending on their needs and interests. Library collections are adapted to include new media delivery formats, but generally those formats are added as they become popularly available. As new media formats develop, older formats may become obsolete and will gradually be withdrawn from the collections.


Library collections are developed and maintained on the basis of community and customer interests, publishing trends and fiscal limitations. The Library selects materials appropriate to the level of a public library collection, recognizing the diversity of our community in age, interests, education, heritage and physical and mental abilities. Library collections are not developed as substitutes for school or college libraries. Library collections don’t provide materials at the level or depth of a research library.

Materials are selected on the basis of popularity, diversity, reviews, recommended lists, publisher reputation and durability of the physical format. Customer requests for materials play a vital role in collection development. Self-published titles are evaluated on a case-by case basis.

Donated materials become the property of the City of Lincoln at the time of donation. Gift materials are evaluated on the same principles as are purchased materials. Gifts are added to the collection, sold, or discarded according to staff judgment or its contracted volunteers.

Library collections are regularly reviewed by staff on the basis of currency, use and physical condition. Withdrawn materials may be sold or recycled.

ADOPTED BY LIBRARY BOARD: March 15, 1957
LAST REVISED BY LIBRARY BOARD: May 19, 2015
REVISIONS RECOMMENDED: November 8, 2018
Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948
THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untired voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel
until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people’s freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law
into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.


*A Joint Statement by:* American Library Association/Association of American Publishers

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council
ACCESS TO LIBRARY RESOURCES AND SERVICES FOR MINORS
(formerly titled "Free Access to Libraries for Minors")

An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the American Library Association’s Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The “right to use a library” includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, games, software, and other formats. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them. Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections because only a court of law can determine whether or not content is constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.” Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, or format. This principle of library service applies equally to all users, minors
as well as adults. Lack of access to information can be harmful to minors. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Note

1. See Brown v. Entertainment Merchant’s Association, et al. 564 U.S. 08-1448 (2011): a) Video games qualify for First Amendment protection. Like protected books, plays, and movies, they communicate ideas through familiar literary devices and features distinctive to the medium. And ‘the basic principles of freedom of speech . . . do not vary’ with a new and different communication medium.”

2. See Erznoznik v. City of Jacksonville, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also Tinker v. Des Moines School Dist., 393 U.S. 503 (1969); West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943); AAMA v. Kendrick, 244 F.3d 572 (7th Cir. 2001).

Request for Reconsideration of Library Material

If you have a concern about library materials, please discuss it with Library staff. If this conversation does not resolve your concerns, complete this form and return to Lincoln City Libraries, 136 S 14th Street, Lincoln, NE 68508. Library Administration will review your complaint, discuss it with you and respond within 30 days of the date of your complaint. If you wish to appeal, notify the Library Director and your complaint will be reviewed by the Library Board with a decision made within 60 days.

Your Name:__________________________________________________________ Phone:________________________

Address:__________________________________________________________________________________________________________

Email Address:_____________________________________________________________________________________________________

If you are representing a group, please name it:________________________________________________________________________

____________________________________________________________________________________________________________________

Identify the material to which you object: _______________________________________________________________

____________________________________________________________________________________________________________________

Type of material (book, audio, DVD, etc.):____________________________________________________________________________

What is your objection? (Cite page numbers, text, etc.):______________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

How much of the material did you read, view, or listen to?______________________________________________________________

Is there anything positive about it?________________________________________________________________________________

Have you read reviews of the material?______________________________________________________________________________

What is the theme of the material?___________________________________________________________________________________

What action would you like the library to take?________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

Signature                                            Date

(08.09)
## LINCOLN CITY LIBRARIES
### ENERGY & MAINTENANCE SAVINGS REINVESTMENT PROGRAM
#### (SCHNEIDER ELECTRIC)

<table>
<thead>
<tr>
<th>Scope of Work</th>
<th>Cost</th>
<th>Energy Savings</th>
<th>Maintenance Savings</th>
<th>Capital Cost Avoided</th>
<th>Savings Over 15 Years</th>
<th>Simple Payback (Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommission &amp; Expand Building Automation System including Optimization of Ventilation - Gere, Anderson, Walt, Eiseley</td>
<td>$118,128</td>
<td>$16,534</td>
<td>$0</td>
<td>$307,515</td>
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<tr>
<td>Gere Branch: Replace Older Chiller (Condensing Unit with Remote Evaporator)</td>
<td>$212,979</td>
<td>-$1615</td>
<td>$5,000</td>
<td>$14,199</td>
<td>$62,957</td>
<td>12.1</td>
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<tr>
<td>Gere and Anderson Branches: Replace Low-Pressure Heating Water Boilers and Heating Water Pumps</td>
<td>$425,742</td>
<td>$2,744</td>
<td>$8,850</td>
<td>$28,383</td>
<td>$215,632</td>
<td>10.6</td>
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<td>Gere and Anderson Branches: Replace Multizone Air Handling Unit</td>
<td>$700,187</td>
<td>$15,450</td>
<td>$4,600</td>
<td>$46,679</td>
<td>$372,901</td>
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<td>Gere and Anderson Branches: Replace Federal Pacific Electrical Distribution Board</td>
<td>$76,378</td>
<td>$0</td>
<td>$2,000</td>
<td>$5,092</td>
<td>$37,198</td>
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<td>Walt Branch: Replace Low Pressure Heating Water Boiler</td>
<td>$156,001</td>
<td>$13</td>
<td>$1,250</td>
<td>$10,400</td>
<td>$23,490</td>
<td>13.4</td>
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<td>Retrofit Existing Lighting Systems at 6 Libraries</td>
<td>$487,048</td>
<td>$27,820</td>
<td>$9,621</td>
<td>$696,368</td>
<td></td>
<td>13.0</td>
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<tr>
<td><strong>TOTAL BASE PROJECT</strong> (Included in CIP)</td>
<td><strong>$2,176,463</strong></td>
<td><strong>$60,946</strong></td>
<td><strong>$31,321</strong></td>
<td><strong>$104,752</strong></td>
<td><strong>$1,716,062</strong></td>
<td><strong>11.0</strong></td>
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MEMORANDUM

TO: Library Board

FROM: Paul E. Jones, Business Office

RECAP OF EXPENDITURES - OCTOBER 2018

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Operational Budget - FY 2018-19</td>
<td>$ 754,247.96</td>
</tr>
<tr>
<td>Library Enc/Reapp - FY 2017-18</td>
<td>20,482.26</td>
</tr>
<tr>
<td>Heritage Room Fund - FY 2018-19</td>
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<tr>
<td>Polley Music Library - FY 2018-19</td>
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<tr>
<td><strong>Total Operational Expenditures</strong></td>
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<tr>
<td>Grants</td>
<td>$ 21,473.93</td>
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<tr>
<td>Hompes Fund</td>
<td>-</td>
</tr>
<tr>
<td>Keno</td>
<td>1,840.24</td>
</tr>
<tr>
<td>Miscellaneous Library Donations Funds</td>
<td>38,662.95</td>
</tr>
<tr>
<td>Capital Improvements</td>
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<tr>
<td><strong>Total Expenditures - Other Funds</strong></td>
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</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>$ 846,246.59</strong></td>
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</table>
Lincoln City Libraries
Polley Music Library Annual Report 2018

The Polley Music Library completed thirty-six years of service to the public in September 2018. This document will highlight activities during the past year (fiscal year 2017/18), will briefly describe activities and projects underway this fiscal year (2018/19), and describe anticipated changes for the next fiscal year (2019/20) for consideration by the Library Board. The Polley Music Library follows the City of Lincoln’s fiscal years, which run September through August. The City Council adopted a two-year budget covering 2018/19 and 2019/20 in August 2018.

Highlights 2017/18 (September 2017 – August 2018)

Public Service and Staffing

Officially, twenty hours of public service per week were provided by one FTE (me, the Polley Music Library manager or Polley librarian). However, I assisted the public as needed during most other hours I was in the library.

The catalogued music collection was available for use all the hours Bennett Martin Public Library was open, including the hours the music library was not staffed. The number of print Polley materials circulated system-wide stood at 9,106 items, a bit below the previous year’s total of 9,644. Likewise, the in-house use count of 26,935 items was below the 30,360 count from the previous year.

As of January 2018, Lincoln City Libraries stopped keeping reference statistics on a daily basis and went to sampling, as well as changing what was counted to reflect current definitions of what is to be reported nationally. As I was not on duty during a portion of the initial sampling period, I do not have reference statistics to share this year, but will characterize them as substantially lower than previous years.

Collections

Polley’s budget for books, scores and periodicals remained the same in fiscal year 2017/18 as it had been since 2005/06 (when it was reduced to 1984/85 levels). Some 430 books and scores were purchased in 2017/18. Additionally, funds allowed the subscriptions to 17 music periodicals, and a subscription to Music Online, a group of music (sound) databases including Classical Music Library, Popular Music Library, Smithsonian Global Sounds, Jazz Music Library, Contemporary World Music and American Song.

The ukuleles available for checkout from the Polley Music Library (and Lincoln City Libraries branches) continue to be popular. The ukuleles were made possible by generous gifts from the Lincoln Ukulele Group, starting in the fall of 2015.

A critical project during the year was collection evaluation (or weeding). The ongoing project is necessary to maintain a collection that is relevant to our users, useful, in good condition, and that fits the space we have.

Many gifts and donations of print music materials were received and evaluated. I also evaluated a substantial number of gift CDs received by the library.
Cataloging of new materials in the Polley collection remained current during the year.

The Virtual Music Library

The Polley Music Library is on the web (http://www.lincolnlibraries.org/polley-music-library), on Facebook, is part of the Nebraska Memories digital library project, and has an occasional e-mail book list (Polley Music Library Picks). Our subscription to the Music Online sound databases from Alexander Street Press is accessible from the Polley web page and Lincoln City Libraries’ list of databases; the music is streaming rather than downloadable, but provides access to many items not available in Lincoln City Libraries’ compact disc collections. Lincoln City Libraries also offers Hoopla, a streaming music and video service that is complementary to Music Online; links to both services are on the Polley Music Library web page. Additionally, there is a small collection of music e-books available through the Library’s Overdrive service, rounding out the virtual music library.

Public Relations and Programming

I was involved in a variety of music programming during the year. A September “Symphonic Storytime” presented by staff of the Lincoln Symphony drew 17 children at Bennett Martin Public Library. In the fall of 2017, the Polley Music Library sponsored a performance of Annette Murrell in “Wild Women of the Harlem Renaissance” as an event for the One Book, One Lincoln community reading program (thanks to funding from the Polley Music Library endowment of the Foundation for Lincoln City Libraries); an enthusiastic audience of 23 attended the program. Also last fall, I presented “Musical Tales of Terror”, a music appreciation program focusing on the stories behind classical music’s scariest hits, for 12 attendees from middle school to senior citizens.

The theme of the 2018 summer reading program was music, and the Polley Music Library sponsored a children’s version of the story of Wagner’s baton. Presented by Anita Breckbill (UNL music librarian), Hannah Jo Smith (Doane University music faculty), and Colt Ballou (UNL music library staff), the program briefly told the story of how the baton that Richard Wagner used to conduct the premiere of Siegfried Idyll came to be in Nebraska. My contribution to the program was the craft – decorating paper straws as “batons”. Program attendance was 92. Wagner’s baton has since been returned to Bayreuth.

I prepared three music makerspace kits to be used throughout the library system for the summer and after. One was musical glasses. Another was a percussion kit. The final kit was a roll-up flexible electronic keyboard. All the kits had good use during the summer reading program activities.

I wrote program notes for three Lincoln Civic Orchestra concerts, two concerts by Coro di Flauti, and two Abendmusik concerts (the community Messiah-sing, and the high school massed choir concert).

I also attended the quarterly meetings of the Arts Roundtable. The Polley Music Library is an organizational member of the Lincoln Arts Council.

Professional Activities

I attended the annual meeting of the Music Library Association in Portland, Oregon, in early 2018, where I concluded my term on the Public Library Committee; I am also coordinator of the Retirement Interest Group, and I was appointed to the Program Committee. In July 2018, I attended the annual meeting of the International Association of Music Libraries in Leipzig, Germany, where I served as acting chair of the Public Libraries Section until a new chair could be elected at the meeting. I presented as part of a panel
on succession planning. My other IAML responsibilities include serving as chair of the Publications Awards Subcommittee, as a member of the Outreach Committee, as a Facebook editor and part of the social media team, and as vice chair of the Public Libraries Section.

**Plans for 2018/19 (September 2018 – August 2019)**

The 2018/19 year will be one of transition.

**Public Service and Staffing**

I will be retiring in late November 2018, after some 37 years leading the Polley Music Library. The library will take the opportunity to evaluate the service and the position, but it is anticipated that when funding allows, another music librarian will be hired.

**Collections**

Funds budgeted for purchases remain the same as in previous years, but it is anticipated that fewer items will be purchased because of price increases. Gifts and donations have already been received and evaluated, with some items added to the collection. In October, I finished an evaluation of the collection, which is necessary to keep the collection relevant and useful to the community.

**Public Relations and Programming**

As in previous years, advertisements for the Polley Music Library appear in the concert programs of several musical organizations, thanks to the Foundation for Lincoln City Libraries’ Mary Sue Harris Polley endowment.

Current collaborations with the arts community include program notes for a November concert of the Lincoln Civic Orchestra, and two spring Abendmusik concerts (as well as Abendmusik reprinting the Messiah-Sing program notes I wrote last year).

The Polley Music Library remains a paid organizational member of the Lincoln Arts Council.

**Professional Activities**

In October 2018, I attended the annual meeting of the Nebraska Library Association, in Lincoln, where I was elected vice chair/chair-elect of the Special and Institutional Section of the organization, and where I was a program panelist. In spite of my upcoming retirement, I expect to remain active in the Music Library Association and the International Association of Music Libraries (as well as the Nebraska Library Association), fulfilling my varied organizational responsibilities to 2021.

**Plans for 2019/20 (September 2019 – August 2020)**

The budget for 2019/20 approved by the City Council in August 2018 supports the continuation of services of the Polley Music Library. A new music librarian means new ideas for the Polley Music Library as it continues into the future. Plans will be developed by the new Polley librarian for the continued success of the Polley Music Library.

Carolyn Dow

November 1, 2018
LIBRARY DIRECTOR’S REPORT
October 2018

October tends to be a busy month for a variety of community activities. Among the many October community events that library staff attended were two with an especially impactful reach—Boo at the Zoo, and Homeless Connect.

Walt Branch Manager Jodene Glaesemann reported, “Library staff from throughout the system helped staff the Library’s booth for five days at Boo at the Zoo. Staff handed out candy to 9,215 trick-or-treaters and saw a total of 18,296 attendees who had many positive comments when seeing library staff.”

Gere Branch Manager Brenda Ealey reported, “Meagan and Marcy joined other Lincoln City Libraries staff in hosting a library table at the Homeless Connect event on the 16th at Pinnacle Bank Arena. Meagan shared that over 75 providers had booths and a wide range of services that included foot care, haircuts, veterinary care, and legal aide. The Library folks were able to speak with many attendees about free services and programs, as well as conducting numerous customer information updates. Meagan said: ‘The level of organization was outstanding – each visitor had their own guide to help them through the arena.’”

Lincoln City Libraries had extensive involvement in the Nebraska Library Association annual conference in Lincoln early in the month. The Heritage Room database project, NebraskaAuthors.org, received the Mari Sandoz Award. Kathryn Kelley’s good work on the Communications Committee was recognized with a President’s Award of Excellence. The Intellectual Freedom Roundtable elected Vicki Wood as chair and Wyatt Packard as vice chair. The Special and Institution Section elected Carolyn Dow as chair, and the Public Libraries and Trustees Section selected Jodene Glaesemann as chair-elect. Five presentations included Library staff as presenters, panelists, or facilitators. Approximately 35 staff members attended the conference.

The library owes an immense debt of gratitude to the Foundation for Lincoln City Libraries and their associated Friends for organizing an especially successful annual library book sale, held at the Lancaster Event Center October 10 to 14.

Overall library activity showed a 3.5% decrease in comparison with October of 2017. Programming was strong due to increased participation at Boo at the Zoo, and use of downloadable audiobooks and eBooks increased as usual.

The following activities provide examples of support for the library’s Strategic Plan goal areas of success, access, achievement, and opportunity.
GOAL 1 – SUCCESS
The resources of Lincoln City Libraries will reflect the community’s value for education and support our community’s ongoing success.

LIBRARY OBJECTIVES:
Strengthen library collections including books, eBooks, music, movies, and DVDs, etc. to reflect customers’ changing needs and interests.

- Support Services Manager Tammy Teasley reported that the vast majority of items added to our collection in October were print books.

Strengthen library virtual services (website, online catalog, etc.)

- As always, library staff uses technology to assist customers, as noted in this report from Susan at Bethany Branch Library, “A regular Bethany patron said she is studying for the US Citizenship test after 40 years of living in the US. I was able to tell her about practice tests on the Lincoln City Libraries (LCL) website. She said even though there is a US Immigration office in Lincoln, she is being asked to go to the Omaha office soon for fingerprinting and again at a later date for the exam. She was concerned about finding her way, so I printed her Google Map instructions and wished her luck with the exam. She also checked out two study guides for the exam.”

- Work continues on the online resource, Nebraska Authors, developed by LCL in collaboration with UNL’s Center for Digital Research in the Humanities. Heritage Room Curator Diane Wilson reported, “To date, more than 3,380 author records have been published. We will continue working on the remaining records as well as new author submissions to the website.”

- Polley Music Librarian Carolyn Dow reported some sleuthing using both her own expertise and library resources, “A customer asked that a book she had previously checked out be sent to a branch for her; that was “an edition with the Schubert Ave Maria in the key of G...a Hal Leonard publication.” Unfortunately, we no longer had that book (The Complete Ave Maria) in our collection because of damage, and the book was no longer readily available for purchase. So after a back-and-forth, I was able to send the right edition (piano/vocal) in the right key(s) of the right composer’s Ave Maria out for the customer...and had a happy customer.”

- Website Manager Peter Jorgensen reported this update in response to a staff suggestion, “The new Lost Card Report Form, first suggested in a Eureka! post a few months ago, went live in October. This form allows patrons to easily alert staff when their library card is lost or stolen to prevent unauthorized use.”

- Walt Branch Manager Jodene Glaesemann reported, “A customer was well served by LCL online resources this month. A young woman was designing packaging for food products and wanted to know what information we had. Vicki figured online sources would be more current than any print material so she went to Lynda.com. They found an hour-long tutorial on current FDA regulations and packaging specifications for food products. There were even related videos she could watch. Vicki also told her about the Food Science Center on the University’s Innovation Campus and the Innovation Studios workshop. The patron’s follow-up question was about how or where to find a resource on creating a resume converting her husband’s military experience into the civilian workforce. Lisa was able to find two resources on Hoopla that specifically addressed military to civilian resume writing.”

Acknowledged and celebrate diversity in our community.

- Walt Branch Manager Jodene Glaesemann noted, “Hispanic Heritage Month continued through October 15th. Youth events included a Tuesday Night Family night hosted by Erin. Her program was titled "Canciones y Juegos" (Songs and Games) and families learned songs in Spanish and played Head, Shoulder, Knees and Toes in Spanish and made a craft of papel picado. On Oct 15, the Disney/Pixar movie Coco was shown on the big screen. This was a fall break day so the movie was shown in the morning.”
GOAL 2 – ACCESS
Library services will engage people when they are available and where they work, shop, and participate.

LIBRARY OBJECTIVES:
Strengthen programming (youth, teen and adult) to accommodate work and family schedules.
- Walt Branch Manager Jodene Glaesemann reported, “On a Husker football Saturday morning, a couple hundred Star Wars fans came out for a fun-filled morning with the 501st Legion, a special Star Wars storytime with Miss Jessica, Chewbacca and Death Star crafts, scavenger hunt trivia, Wookiee calling contest, Pin the Bun on Princess Leia, and Jedi Training Academy activities – Traverse the Lava Field, Worm your way through the Black Hole, and Use a Light Saber. Members of the Teen Advisory Board staffed different stations to keep everything running smoothly.”

GOAL 3 – ACHIEVEMENT
Library services will promote literacy, learning and success for young people.

LIBRARY OBJECTIVES:
Collaborate with youth agencies that foster learning.
- Bennett Martin Library Public Services Coordinator Julie Beno reported, “The YWCA contacted us to partner with them for their Eureka! Girls Inc. program that provides STEM training to girls. This is a five-year program that girls apply for and attend monthly STEM learning events planned by the YWCA. There is a new class every year. Garren facilitated a coding event using our training room and lab computers. Garren reported the girls used code to create visual and musical designs and the girl with the winning design won a Google sponsored prize of a computer. We hope to collaborate again with them in the future.”
- Eiseley/Williams/BKM Manager Lisa Olivini reported, “On October 4, Susan Steider hosted a school night for West Lincoln. There were 288 people present. This visit involved getting/updating cards, a pizza supper, a tour and library information, and crafts for the students.”

GOAL 4 – OPPORTUNITY
Library services will respond to the particular needs of people living in poverty.

LIBRARY OBJECTIVES
Collaborate with community and government agencies.
- Eiseley/Williams/BKM Manager Lisa Olivini reported, “Marcia White from the Community Health Endowment greeted customers in the lobby with free apples from 10:00-1:00. Storytime was in session that day, so many families were involved in this. Marcia also greeted our lunch time customers with free apples. CHE has done this in other places in the community as an opportunity to promote healthy food choices.”

Pat Leach, Library Director
November 15, 2018
## Lincoln City Libraries
### October 2018 Use Report

<table>
<thead>
<tr>
<th>Location</th>
<th>Loans</th>
<th>Visits</th>
<th>Computer</th>
<th>Reference</th>
<th>Outreach</th>
<th>October 2018</th>
<th>October 2017</th>
<th>CHANGE</th>
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</thead>
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<td>16,229</td>
<td>4,330</td>
<td>661</td>
<td>42,082</td>
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<tr>
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<td>15,170</td>
<td>8,198</td>
<td>2,089</td>
<td>992</td>
<td>26,449</td>
<td>29,048</td>
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<tr>
<td>Bethany Branch</td>
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<td>4,311</td>
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<td>15,305</td>
<td>15,403</td>
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<tr>
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<td>55,405</td>
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<tr>
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<td>23,666</td>
<td>2,539</td>
<td>1,673</td>
<td>101,126</td>
<td>104,326</td>
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<tr>
<td>South Branch</td>
<td>10,734</td>
<td>5,158</td>
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<td>400</td>
<td>17,387</td>
<td>18,536</td>
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<td>88,832</td>
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<tr>
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<td>606</td>
<td>6</td>
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<tr>
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<td>0</td>
<td>0</td>
<td>215</td>
<td>279</td>
<td>-22.94%</td>
<td></td>
</tr>
</tbody>
</table>

| SUBTOTAL                       | 212,802| 90,626| 15,959 | 0 | 27,560 | 346,947 | 366,991 | -5.46%  |

| Download/Stream Audio          | 18,591 | 0      | 0      | 0 | 0      | 18,591  | 15,025  | 23.73%  |

| Download/Stream eBooks         | 16,213 | 0      | 0      | 0 | 0      | 16,213  | 14,125  | 14.78%  |

| Stream Video                   | 745    | 0      | 0      | 0 | 745    | 1,051   | -29.12% |

| TOTAL LOANS WITH ELECTRONIC USE| 248,351| 90,626| 15,959| 0 | 27,560 | 382,496 | 397,192 | -3.70%  |

*Database Use count procedure updated to match State and National standards.

Note: Monthly purge of accounts with no activity for seven years began September 2018.

### Holdings Report

<table>
<thead>
<tr>
<th>Holdings Report</th>
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<th>NON PRINT</th>
<th>Total</th>
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<tr>
<td></td>
<td>Adult</td>
<td>Youth</td>
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<tr>
<td>Owned</td>
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<td>304,241</td>
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<td>Added</td>
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<td>2,522</td>
<td>5,643</td>
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<tr>
<td>Withdrawn</td>
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<td>-1,880</td>
<td>-4,341</td>
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<tr>
<td>Current</td>
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<table>
<thead>
<tr>
<th>PRINT</th>
<th>NON PRINT</th>
<th>Total</th>
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</thead>
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<tr>
<td>Adult</td>
<td>Youth</td>
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</tr>
<tr>
<td>70,908</td>
<td>35,174</td>
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<tr>
<td>451</td>
<td>131</td>
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<tr>
<td>-217</td>
<td>-144</td>
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<tr>
<td>71,142</td>
<td>35,161</td>
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### Purged Accounts

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<tbody>
<tr>
<td>587</td>
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### Current Registrations

<table>
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<tr>
<th>PRINT</th>
<th>NON PRINT</th>
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</thead>
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<tr>
<td>ConnectED</td>
<td>39,254</td>
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<tr>
<td>County</td>
<td>12,743</td>
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<tr>
<td>NonResident</td>
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<tr>
<td>Reciprocal</td>
<td>699</td>
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<tr>
<td>Limited Use</td>
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**SUBTOTAL**

<table>
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<tr>
<th>PRINT</th>
<th>NON PRINT</th>
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</thead>
<tbody>
<tr>
<td>246,230</td>
<td>260,916</td>
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<table>
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<tr>
<th>Location</th>
<th>Print Checkouts</th>
<th>Non-Print Checkouts</th>
<th>Total Checkouts</th>
<th>Print Loan</th>
<th>Non-Print Loan</th>
<th>Total Loan</th>
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<tbody>
<tr>
<td></td>
<td>2018</td>
<td>2017</td>
<td>Change</td>
<td>2018</td>
<td>2017</td>
<td>Change</td>
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<td>BMPL</td>
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<td>6,370</td>
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<tr>
<td>Anderson</td>
<td>9,885</td>
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<td>5,315</td>
<td>5,774</td>
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<tr>
<td>Bethany</td>
<td>7,316</td>
<td>7,293</td>
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<td>2,407</td>
<td>2,284</td>
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<tr>
<td>Eiseley</td>
<td>22,106</td>
<td>21,962</td>
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<td>7,843</td>
<td>8,513</td>
<td>-7.87%</td>
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<td>Gere</td>
<td>57,977</td>
<td>58,317</td>
<td>-0.58%</td>
<td>15,371</td>
<td>16,604</td>
<td>-7.43%</td>
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<tr>
<td>South</td>
<td>8,099</td>
<td>7,990</td>
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<td>2,635</td>
<td>2,985</td>
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<td>10,547</td>
<td>11,304</td>
<td>-6.70%</td>
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<tr>
<td>Williams</td>
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<td>871</td>
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<td>540</td>
<td>747</td>
<td>-27.71%</td>
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<tr>
<td>Lied Bookmobile</td>
<td>1,542</td>
<td>1,599</td>
<td>-1.09%</td>
<td>382</td>
<td>504</td>
<td>-24.21%</td>
</tr>
<tr>
<td>InterLibrary Loan</td>
<td>215</td>
<td>279</td>
<td>-22.94%</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
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</table>

| TOTAL CHECKOUTS                                      | 161,392 | 166,408 | -3.01% | 51,410 | 56,692 | -9.32% |
| Download/Stream Audio                                 | 0       | 0       | 0.00%  | 18,591 | 15,025 | 23.73% |
| Download/Stream eBook                                 | 0       | 0       | 0.00%  | 16,213 | 14,125 | 14.78% |
| Stream Video                                          | 0       | 0       | 0.00%  | 745     | 1,051  | -29.12% |

| TOTAL WITH DOWNLOADS                                  | 161,392 | 166,408 | -3.01% | 86,959 | 86,893 | 0.08%  |

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<thead>
<tr>
<th>Location</th>
<th>Youth Checkouts</th>
<th>Adult Checkouts</th>
<th>Visits</th>
<th>Visits</th>
<th>Change</th>
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<tr>
<td></td>
<td>2018</td>
<td>2017</td>
<td>2018</td>
<td>2017</td>
<td>Change</td>
</tr>
<tr>
<td>BMPL</td>
<td>6,340</td>
<td>7,395</td>
<td>14,522</td>
<td>16,946</td>
<td>-14.30%</td>
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<td>Anderson</td>
<td>6,371</td>
<td>7,417</td>
<td>8,799</td>
<td>9,516</td>
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<tr>
<td>Bethany</td>
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<td>5,273</td>
<td>4,013</td>
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<tr>
<td>Eiseley</td>
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<td>17,596</td>
<td>12,905</td>
<td>12,677</td>
<td>-2.69%</td>
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<td>Gere</td>
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<td>Walt</td>
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<tr>
<td>Williams</td>
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<td>1,239</td>
<td>813</td>
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<tr>
<td>InterLibrary Loan</td>
<td>0</td>
<td>0</td>
<td>215</td>
<td>279</td>
<td>-22.94%</td>
</tr>
</tbody>
</table>

| Subtotal     | 114,858 | 118,442 | -3.03% | 97,944 | 104,658 | -6.42% |
| Download/Stream Audio                                 | 0       | 0       | 0.00%  | 18,591 | 15,025 | 23.73% |
| Download/Stream eBook                                 | 0       | 0       | 0.00%  | 16,213 | 14,125 | 14.78% |
| Stream Video                                          | 0       | 0       | 0.00%  | 745     | 1,051  | -29.12% |

| TOTAL CHECKOUTS                                      | 119,310 | 122,372 | -2.50% | 129,041 | 130,929 | -1.44% |

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<thead>
<tr>
<th>Location</th>
<th>Computer Use</th>
<th>Computer Change</th>
<th>Reference Questions</th>
<th>Reference Change</th>
<th>Program/Outreach Attendance</th>
<th>Attendance Change</th>
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<tr>
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<td>400</td>
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<tr>
<td>Walt</td>
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<td>-10.66%</td>
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<td>-100.00%</td>
<td>19,088</td>
</tr>
<tr>
<td>Williams</td>
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<td>444</td>
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<td>286</td>
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<td>34</td>
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<tr>
<td>Lied Bookmobile</td>
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<td>0.00%</td>
<td>16,532</td>
<td>-100.00%</td>
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</table>

| TOTAL CHECKOUTS | 15,959 | 17,604 | -9.34% | 0 | 38,430 | -100.00% | 27,560 | 26,745 | 3.05% |

October 2018 Use Compared to October 2017
Lincoln City Libraries

Reference Statistics will be surveyed on a quarterly basis starting 1/1/18.
# Monthly Categorical Report

**October 31, 2018**

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<thead>
<tr>
<th>Division</th>
<th>Budget Amount</th>
<th>Budgeted Year-to-Date</th>
<th>Expended Year-to-Date</th>
<th>Balance Year-to-Date</th>
<th>Current Month Expended</th>
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<tr>
<td><strong>Administration-Div. 1</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>$703,358.00</td>
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<td>Services &amp; Charges</td>
<td>78,204.00</td>
<td>13,034.00</td>
<td>41,237.84</td>
<td>36,966.16</td>
<td>38,298.30</td>
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<td>Other</td>
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<tr>
<td><strong>Total</strong></td>
<td>$809,562.00</td>
<td>$134,927.00</td>
<td>$171,094.52</td>
<td>$638,467.48</td>
<td>$113,544.73</td>
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<tr>
<td>Percent Expended</td>
<td>16.67%</td>
<td>21.13%</td>
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| **Buildings & Grounds-Div. 2** |                     |                       |                       |                      |                        |
| Personnel             | $82,318.00       | $13,719.67             | -                     | $82,318.00           | -                      |
| Supplies              | 30,000.00       | 5,000.00               | 3,143.36              | 26,856.64            | 2,015.63               |
| Services & Charges    | 1,052,942.00    | 175,490.33             | 139,552.83            | 913,389.17           | 96,566.91              |
| Other                 | -               | -                      | -                     | -                    | -                      |
| **Total**             | $1,165,260.00   | $194,210.00            | $142,696.19           | $1,022,563.81        | $98,582.54             |
| Percent Expended      | 16.67%          | 12.25%                 |                       |                      |                        |

| **Public Service-Div. 3** |                     |                       |                       |                      |                        |
| Personnel             | $5,177,902.00     | $862,983.67            | $778,840.04           | $4,399,061.96        | $378,387.93            |
| Supplies              | 46,960.00        | 7,826.67               | 1,735.88              | 45,224.12            | 1,600.88               |
| Services & Charges    | 63,388.00        | 10,584.67              | 3,317.28              | 60,070.72            | 2,164.03               |
| Other                 | -               | -                      | -                     | -                    | -                      |
| **Total**             | $5,288,250.00    | $881,375.00            | $783,893.20           | $4,504,356.80        | $382,152.84            |
| Percent Expended      | 16.67%          | 14.82%                 |                       |                      |                        |

| **Support Services-Div. 4** |                     |                       |                       |                      |                        |
| Personnel             | $1,250,238.00     | $208,373.00            | $173,643.92           | $1,076,594.08        | $83,980.17             |
| Supplies              | 61,000.00        | 10,166.67              | 6,261.55              | 54,738.45            | 3,465.34               |
| Services & Charges    | 242,408.00       | 40,401.33              | 35,866.39             | 206,541.61           | 6,190.94               |
| Other                 | 855,587.00       | 142,597.83             | 103,856.65            | 751,730.35           | 66,331.40              |
| **Total**             | $2,409,233.00    | $401,538.83            | $319,628.51           | $2,089,604.49        | $159,967.85            |
| Percent Expended      | 16.67%          | 13.27%                 |                       |                      |                        |

| **Total Library Operational** |                     |                       |                       |                      |                        |
| Personnel             | $7,213,816.00     | $1,202,302.67          | $1,079,494.14         | $6,134,321.86        | $535,355.31            |
| Supplies              | 165,960.00       | 27,660.00              | 13,987.29             | 151,972.71           | 9,341.07               |
| Services & Charges    | 1,436,942.00     | 239,490.33             | 219,974.34            | 1,216,967.66         | 143,220.18             |
| Other                 | 855,587.00       | 142,597.83             | 103,856.65            | 751,730.35           | 66,331.40              |
| **Total**             | $9,672,305.00    | $1,612,050.83          | $1,417,312.42         | $8,254,992.58        | $754,247.96            |
| Percent Expended      | 16.67%          | 14.65%                 |                       |                      |                        |

<table>
<thead>
<tr>
<th><strong>Other Library Fund Appropriations</strong></th>
<th>Amount Appropriated</th>
<th>Expended Year-to-Date</th>
<th>Balance</th>
<th>Current Month Expended</th>
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<tbody>
<tr>
<td>FY 2017-18 Encumbrances</td>
<td>$93,552.91</td>
<td>$64,814.26</td>
<td>$28,738.65</td>
<td>$20,482.26</td>
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Prepared by Paul E. Jones, Library, 402.441.8513
# LINCOLN CITY LIBRARIES - FUND BALANCES

## October 2018

<table>
<thead>
<tr>
<th>GRANT FUNDS</th>
<th>Beginning Balance</th>
<th>Receipts</th>
<th>Expended</th>
<th>Ending Balance</th>
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<td>Net Lender Fund</td>
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<table>
<thead>
<tr>
<th>DONATED FUNDS</th>
<th>Beginning Balance</th>
<th>Receipts</th>
<th>Expended</th>
<th>Ending Balance</th>
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</thead>
<tbody>
<tr>
<td>Heritage Room</td>
<td>$ 64,621.33</td>
<td>$ 89.08</td>
<td>$ 1,937.62</td>
<td>$ 62,772.79</td>
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<tr>
<td>Polley Music Library</td>
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<tr>
<td>Joseph J. Hompes</td>
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<td>33,228.80</td>
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<td>Misc. Library Donations</td>
<td>361,172.39</td>
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<td>Alice Nielsen</td>
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<td>76,119.05</td>
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<td>Dorothy Holland</td>
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<td>109,493.77</td>
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<td>Glennis Leapley</td>
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<tr>
<th>APPROPRIATED FUNDS</th>
<th>Budget</th>
<th>Expended</th>
<th>Exp-to-Date</th>
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<tr>
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<td>1,840.24</td>
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<td>Capital Improvement Projects</td>
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<td>FY 2014-15 Anderson Carpet</td>
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<td>45,012.00</td>
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<tr>
<td>FY 2015-16 Gere Carpet</td>
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<td>FY 2016-17 Bethany Roof</td>
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<td>-</td>
<td>307,100.00</td>
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</tbody>
</table>

Prepared by Paul E. Jones, Library, 402.441.8513
November 20, 2018

Foundation for Lincoln City Libraries
Gail McNair, Executive Director
136 S 14th Street
Lincoln, NE 68508

Gail, Michelle, and Book Sale Volunteers:

On behalf of Lincoln City Libraries, the Library Board of Trustees extends its sincere thanks to the Foundation for Lincoln City Libraries and its Friends and Volunteers for another successful book sale with record breaking sales.

We recognize that it is no small effort to train volunteers, sort donations, and prepare items for the sale throughout the year, in addition to the energy it takes to find new homes for more than 100,000 books, CDs, DVDs, and magazines during the four days of the sale.

Your contributions of time and effort impact the services the library offers the community by freeing up library staff for other purposes, and by the purchase of additional materials with the funds raised at the book sale. Your dedication reflects the importance of literacy and makes a great difference to the quality of life of the entire community.

Please know that we are grateful to each and every one of you.

Sincerely,

Donna Marvin, President
Library Board of Trustees