MEETING NOTICE

DATE: June 13, 2019
TO: Library Board, Mayor, City Clerk, City Attorney
FROM: Pat Leach, Library Director
SUBJECT: Library Board Meeting

DATE AND PLACE OF MEETING: Tuesday, June 18, 2019
Bennett Martin Public Library
136 S 14th Street

STARTING TIME OF MEETING: 6:00 PM

CHAIRMAN OF MEETING: Donna Marvin, President
PURPOSE OF MEETING: Monthly Business Meeting

AGENDA

1. Call to Order and Announcement of Open Meetings Law
2. Approval of Agenda*
3. Introductions
4. Public Comment on Agenda Items
5. Approval of May 21, 2019, Meeting Minutes*
6. Standing Committee Reports
   A. Committee on Administration
      a. Approval of Revised Behavior, Fees, Library Rules, and Privacy Policies*
   B. Committee on Buildings & Grounds
   C. Committee on Finance
      i. Approval of Monthly Recap of Expenditures for May 2019*
   D. Nominating Committee
6. Special Committee Reports
   A. Central Library
   B. Foundation Liaison & Executive Director Reports
   C. Lincoln Cares
   D. One Book – One Lincoln
7. New Business
   A. 2019 State Aid Allocation*
   B. Approval of Surplus Property Report*
8. President's Report
9. Director's Report
   i. Library Security
10. Public Comment - Anyone wishing to address the board on a matter not on this agenda, may do so at this time.

*Action Item

Proposed agenda kept continually current and available for inspection at the Administrative Office of the Bennett Martin Public Library. The Board shall have the right to modify the agenda at said public meeting when convened. Open Meetings Law of the State of Nebraska posted in meeting room.

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.
MEMO TO THE LIBRARY BOARD
June 2019

Fiscal Year 2018-2019 Budget: The actual percent of budget expended year-to-date is 69.84%. The adjusted percent for expenditures year-to-date is 73.08%, compared to a budgeted percent of 75.0%.

Committee on Administration
Approval of Revised Behavior, Fees, Library Rules, and Privacy Policies—Action Item
Your packet includes revisions of these policies, with changes marked in red. These changes have been reviewed by library staff and the committee.

The proposed changes are:

- Policy: Behavior: Inappropriate and/or Illegal Conduct
  - p. 2, "bartering” has been added to the Level 2 offense list as another example of commercial activity, reflecting recent incidents at Bennett Martin Public Library.
  - p. 3, “Harassment of library staff, contracted vendors, or customers” has been added, to make clear that this kind of behavior is not permitted. This reflects recent activity where particular staff members or security guards have been the focus of hostile attention. It also reflects unwanted behavior toward staff that could be interpreted as flirting.
  - p. 3, “Usage of a device to intentionally expose staff to sexually graphic images” has been added. This addition reflects behavior that has been observed, that a customer (usually male) will request assistance from a staff member (usually female), apparently to see her reaction to sexually graphic imagery onscreen. Staff may allow some leeway. For example, from time to time a situation may arise where a sexually graphic image appears on the screen, and the computer freezes up.
  - p. 3, “Candles, incense, pyrotechnics, or any type of flame” has been added to the list of Level 4 offenses. This is a general safety rule and reflects the need to address recent behaviors, including lit incense at the library.
  - p. 3, “Hateful conduct, meant to incite violence, directed at customers, staff, or contracted vendors who are members of a protected class” has been added to the list of Level 4 behaviors. Recent incidents have bordered on this kind of behavior.

- Policy: Fees
  - 3D printing fee has been revised to “$1 per hour or portion of an hour, of printing time.” This reflects our experience with printing for customers. We’ve learned that time is a better reflection of the library’s cost than the amount of filament used.

- Policy: Library Rules
  [Note: Several of these changes reflect changes to the Behavior Policy]
  - Rule 1:
    Addition of “Harassment, engaging in threatening, unwanted speech or behavior,” as explained in Behavior Policy revision.
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Addition of “disregarding staff instructions/requests” reflects situations where staff clearly told a customer what to do in order to be safe in a situation, and the customer disregarded the instructions.
  - Addition of Rule 5: “Engaging in the burning of candles, incense, pyrotechnics or any type of open flame is prohibited” as explained in Behavior Policy revision.
  - Addition of Rule 6: “Operation of Unmanned Aircraft Systems (drones) for non-library purposes or events is not allowed in library facilities or on library property.” This is a general safety rule.
  - Revision to Rule 12: “bartering” has been added to the list of unacceptable behaviors.

  - Policy: Privacy
    - In item 2, “social media” has been added to the list of avenues where a person’s photo might appear, reflecting the importance of social media in spreading the word about library services.

These policies were reviewed by library staff and the committee and are brought forward for affirmation without changes.

Committee on Finance
Approval of Monthly Recap of Expenditures for May 2019—Action Item
Treasurer Lisa Hale will bring forward a motion for approval of expenditures. Documents are included in this mailing.

Central Library Committee
President Donna Marvin will report.

Nominating Committee
The committee will need to prepare a slate of officer candidates for action at the July Library Board meeting. Members of the committee are Library Board President Donna Marvin, Rhonda Seacrest, and Lisa Hale.

New Business
State Aid Allocation—Action Item
I will seek approval to spend this year’s allocation of $47,802.00 in State Aid this way:
  - Technology: $5,000.00
  - Staff Conference and Continuing Education Attendance: $25,000.00
  - Media: $17,802.00
Note: The City allows staff to attend conferences, but does not include conference expenses in operational budgets except in very limited circumstances. These funds will allow staff to attend local, state and national conferences, as encouraged by the Library Board previously.

Surplus Property Report—Action Item
I will seek a motion to declare as surplus all items in the included Surplus Property Report. We recently replaced meeting room tables at Eiseley and Walt branch libraries. The previous ones were quite heavy and cumbersome to move. The new ones are much easier for our meeting room users to move. We also
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replaced meeting room chairs at Gere Branch, switching to chairs that are lighter and easier to move. Once declared surplus, we work with City Purchasing, which first makes usable surplus items available to other departments, and then to the public.

Director’s Report
My report will include information regarding library security in terms of facility design and arrangement. I will also include information regarding consideration of additional security cameras for bike racks and nonpublic library entrances.

Contracts Filed:
Tim Gilloon, Dr. Oxygen, Summer Reading Challenge performances, $1700.00
Fontenelle Forest, Summer Reading Challenge programs, $300.00
John C. Pierce, Burnt Biskits, Summer Reading Challenge performance, $75.00
Tayden Bundy, Summer Reading Challenge program, $50.00
Maureen Brase-Hochin, Kokyo Taiko Drummers, Summer Reading Challenge performances, $700.00
Jeff Sikora, Jeff Quinn the Magician Summer Reading Challenge performances, $2400.00
Kevin Coble, Jester Puppets Summer Reading Challenge performances, $2,000.00
Jerome Kills Small, Songs and Dances of the Lakota Summer Reading Challenge performance, $450.00
Westminster Presbyterian Church, rent for program space, $180.00
Amy Jewell, Books Between Friends facilitator, $1200.00
Janice Harrington, Nebraska Children’s Book Party programs, $1,000.00
Becky Spratford, Staff Inservice Training Day, $2500.00
Arts Incorporated, Polley Music Library ad, $527.25.

Pat Leach, Library Director
June 14, 2019
LIBRARY BOARD MEETING MINUTES  
TUESDAY, MAY 21, 2019; 8:00 AM  
BENNETT MARTIN PUBLIC LIBRARY  
136 S. 14TH STREET, LINCOLN, NEBRASKA  

PRESENT: Lisa Hale, Donna Marvin, Rhoda Seacrest, Dan Sloan, Carol Speicher, and County Liaison Walt Broer. Absent: Lowell Berg, Martha Florence. A quorum was present.  

OTHERS PRESENT: Pat Leach, Library Director; Julee Hatton, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Peter Jorgensen, Virtual Services Manager; Vicki Wood, Youth Services Coordinator; Jeff Kirkpatrick, Law Department.  

CALL TO ORDER AND ANNOUNCEMENT OF OPEN MEETINGS LAW: The meeting was called to order at 8:03 AM by President Marvin. The posting of the Open Meetings Law was announced.  

APPROVAL OF AGENDA: Hale moved to approve the agenda as posted. Second by Sloan. Roll Call Vote: Hale, Marvin, Seacrest, Sloan – aye; Speicher, Berg, Florence – absent. Motion carried 4-0.  

PUBLIC COMMENT ON AGENDA ITEMS: None  

APPROVAL OF MINUTES: Seacrest moved approval of the minutes of the April 16, 2019, board meeting. Second by Hale. Roll Call Vote: Hale, Marvin, Seacrest, Sloan – aye; Speicher, Berg, Florence – absent. Motion carried 4-0.  

STANDING COMMITTEE REPORTS:  
Committee on Administration – No report.  
Committee of Buildings & Grounds – Hatton reported that the committee had met and reviewed status of projects with Dan Miller, Building Superintendent. It was announced that with a Building Superintendent on board the library will allow the building management services contract to expire. The current extension runs through July 2019. (Speicher arrived at this time.)  
Committee on Finance: Hale reported on the Recap of Expenditures for April 2019 listing claims in the amount of $890,965.90 from all funds. Hale moved approval of the report and payment of all claims. Second by Sloan. Roll Call Vote: Hale, Marvin, Seacrest, Sloan, Speicher – aye; Berg, Florence – absent. Motion carried 5-0.  

It was reported that the committee had met to discuss the city’s projected shortfall in sales tax receipts and the impact it may have. Potential cuts have been identified by library staff including personal costs due to vacancy savings, and end of year carryover funds. Reductions for next fiscal year would come from media allocations as well as a variety of small savings from various funds.  

SPECIAL COMMITTEE REPORTS:  
Central Library – No report.  
Foundation for Lincoln City Libraries – No report.  
Lincoln Cares – No report.
One Book – One Lincoln – It was announced that the three finalists for the 2019 One Book – One Lincoln Community Reading Program would be announced at the Foundation’s Coffee on the Dock of The Mill in the Haymarket, on Monday, May 27th. The coffee starts at 9 a.m. with the announcement made at 10:30 a.m. Special thanks was given to Dan Sloan and his team for again hosting the event.

NEW BUSINESS:
Surplus Property – Hale moved to approve the Surplus Property Request as submitted by Paul Jones, Business Office. Second by Seacrest. Roll Call Vote: Hale, Marvin, Seacrest, Sloan, Speicher – aye; Berg, Florence – absent. Motion carried 5-0. Pat Leach noted that items on the list would be disposed of per city policy.

PRESIDENT’S REPORT: Marvin reported that she met with a few members of the Central Library Committee to discuss next steps now that the city election is over and a new Mayor is in office. It was decided that meeting with the Mayor’s Chief of Staff Jennifer Brinkman is a high priority in order to provide her with up to date information about the project and determine next steps.

DIRECTOR’S REPORT:
Summer Reading Challenge - Pat Leach invited Youth Services Coordinator Vicki Wood to share information about the library’s summer reading challenge “A Universe of Stories.” Copies of materials for the children’s, teen, and adult portions of the challenge were distributed. Almost 200 events are planned at libraries during the ten weeks of the challenge. Each library location has been challenged to increase the number of registrations during the month of June and increase the number of successful completions during the month of July. Vicki Wood has been reinforcing with staff and when visiting with parents the importance of reading over the summer to avoid summer slide. Children who do not read during the summer return to school in the fall less ready to learn.

In addition to the library locations and bookmobile, we have eighteen city outreach sites this summer to serve areas that may not have easy access to the library. Outreach staff take storytime, reading materials and crafts to the sites on a weekly basis. In addition to the regular county bookmobile stops, eight outreach sites are also established in the county to more easily bring the summer reading challenge to county residents.

New this year is the Allstate grant funded program “Books Between Friends.” It is a book club created to meet the needs of individuals on the autism spectrum, ages 18 to 25. When visiting with parents, library staff heard parents express the need for more opportunities for their children to socialize and make connections once they graduate from high school. A teacher has been hired to oversee the program which will be meeting at Walt Branch Library weekly during June and July.

Wood also reported that libraries are having more and more middle school students with special needs volunteering for the summer reading program. We have recruited mentors to work with these volunteers to assure that it is a rewarding experience for them. We modeled this after the Community Playhouse’s Penguin program.
Library Board Vacancy - Leach reported that she will be contacting City Council Chair Jane Raybould regarding the upcoming vacancy on the Library Board due to the completion of Speicher’s seven-year term. The City Council is the appointing authority for the Library Board. In the past the Council has asked the Library Board to accept applications and forward them with any recommendations it may have.

Leach reported that she recently met with community stakeholders to update them on the library’s recently updated strategic plan. This group had provided input last fall during the development of the plan. Leach also reported that each year she visits the city councils of two or three county towns to update them on library services and answer any questions they may have. She recently visited Raymond and Hickman.

Leach also reported that at Bennett Martin Public Library we have been seeing an increase in the number of visits from individuals exhibiting disruptive behavior and fighting amongst themselves. We are working closely with security, Lincoln Police Department, and community agencies such as Matt Talbot. As we plan for a new Central Library, it is important to address security outside the building as well as inside. The building needs a significant entry and approach area that the library can control.

The Library Director and a few staff members visited the recently remodeled and expanded library in Norfolk, Nebraska. Photos were shared.

Alley Poyner Macchietto was the architectural firm for the project. The new addition was built first and library services were moved into the new addition in November 2017. The library was closed for 3 weeks during this transition and opened in the new addition on December 1, 2017. The construction of the new addition incorporated some of the existing library building and then the remainder of the original facility was renovated. The 16,000 square foot addition brings the total size of the library to 38,000 square feet which includes roughly 2,500 square feet for the City's Information Services Division and 35,500 square feet for Library space.

The project was funded by a voter approved 36-month, 1/2 cent sales tax increase. The collection of the additional half-cent of sales tax began on April 1, 2015 and ended on March 31, 2018.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA: None

ADJOURNMENT: The meeting was adjourned at 8:55 a.m. Board members were invited to tour the lower level of the Bennett Martin Public Library after the meeting.
POLICY TITLE: BEHAVIOR POLICY: INAPPROPRIATE AND/OR ILLEGAL CONDUCT

PURPOSE
Lincoln City Libraries has established this Behavior Policy to ensure that library buildings are safe, welcoming and provide equitable access to materials and services for all library users and staff. In addition to compliance with library rules appropriate library conduct includes activities such as reading, studying, quiet reflection, properly using library materials/equipment and other similar conduct normally associated with a public library. Responses to inappropriate behavior and/or illegal activity are outlined here.

OVERVIEW
No individual may engage in inappropriate conduct on the premises of Lincoln City Libraries. Inappropriate conduct includes any individual or group activity which is disruptive to other individuals lawfully using library buildings, materials/equipment and/or premises or is otherwise inconsistent with activities such as reading, studying, quiet reflection, properly using library materials and other similar conduct normally associated with a public library. Examples of various offenses are representative and not comprehensive. See Also: Library Rules

DEFINITIONS
“Premises” shall include inside and outside areas of Lincoln City Libraries’ property, including parking lots.
“Banning” shall prohibit an individual from being present in and/or on the premises of Lincoln City Libraries.
“Public area” shall include Lincoln City Libraries’ premises that are open for public use.
“Non-public area” shall mean area where the public is not allowed.
“Minor” shall mean an unmarried person under the age of 17.
“Adult” shall mean a person age 17 or over, or a married person.
“Director” shall mean the Director of the Lincoln City Libraries, or designated representative.
“Library” shall include the premises, material, and services of the Lincoln City Libraries.
“Staff” shall mean employees of the City of Lincoln, Lincoln City Libraries

LEVEL 1 OFFENSE
The following are examples of conduct that shall be deemed "inappropriate." This conduct is not consistent with appropriate use of the library. Including but not limited to:

• Eating or drinking in non-designated areas.
• Sleeping
• Engaging in disruptive conversations/discussions above normal conversation noise levels.
• Bringing any animal into library buildings, except trained service animals and animals for Lincoln City Libraries’ sponsored programs.
• Interfering with staff in the performance of their duties.
• Leaving personal packages, such as bags, backpacks, and sleeping bags, unattended.
• Moving tables, chairs, or other furniture without staff permission or putting feet on furniture.
• Persons 4 years of age and older must wear shoes and shirts in the library.
• Other activities that are inconsistent with the normal use of public library materials and buildings.

RESPONSE TO LEVEL 1 OFFENSE
• Customer warned for first violation of any offense.
• Second violation of any offense, customer will be warned that continued behavior will result in being required to leave the premises for the remainder of the day.
• Third violation of any offense will result in being suspended and required to leave the premises for the remainder of the day. If customer returns during the suspension, a Notification of Suspension form is to be completed by staff and served to the customer, suspending the customer for an additional three days. If customer returns during this additional three-day suspension, police are called and the written documentation is shared with LPD with instructions to cite the individual for trespassing. In the case of a minor, they are to be referred to the County Attorney.
• Staff response may be documented and used in conjunction with the Lincoln City Libraries’ response to customer’s behavior in the future.
• Staff Supervisor may notify parents/guardians of a minor’s violation(s) of Level 1 Offenses.

LEVEL 2 OFFENSE
The following are examples of conduct that shall be deemed “disorderly” and not consistent with appropriate use of the library. Including but not limited to:
• Extensive staring at customers or staff, which annoys and/or disturbs.
• Skateboarding, scooter riding, bicycle riding or rollerblading in or on premises.
• Bathing, shaving or changing clothes, except for changing of a diaper.
• Canvassing, selling, bartering, soliciting or engaging in any other commercial activity.
• Leaving minors under the age of 6 unattended. Note: Minors under the age of 6 must be closely accompanied at all times by a responsible person age 13 or older.
• Using another person’s library card to reserve a computer.
• Inappropriate use of youth service areas by an adult. Example: An adult observed in the Youth Services department or in the children’s area of a library that is spending an unusual amount of time in that department or area, and is not involved in the appropriate use of children’s materials and/or is not accompanied by a child.

RESPONSE TO LEVEL 2 OFFENSE
• Customer warned that continued behavior will result in being immediately required to leave the premises for the remainder of the day.
• Second violation of any offense in a one-week period will result in the customer being required to leave the premises for the remainder of the day.
• Staff Supervisor may notify parents/guardians of a minor’s violation(s) of Level 2 Offenses.
LEVEL 3 OFFENSE
The following are examples of conduct that shall be deemed “unacceptable” and not consistent with acceptable library behavior. Including but not limited to:
  • Being in a state of intoxication.
  • Loud, abusive, indecent, profane or drunken conversation and/or behavior in person, by phone or by electronic means.
  • Harassment of library staff, contracted vendors, or customers.
  • Individuals with body hygiene that is so offensive it is intolerable to other individuals.
  • Minors not authorized to use unfiltered Internet using another person’s library card to reserve a computer with unfiltered Internet access.
  • Repeated violation of Level 2 Offenses (more than 3 times in a 30-day period).
  • Usage of a device to intentionally expose staff to sexually graphic images.
  • Usage of the computer and/or Internet so as to jeopardize the security of the computer network or other networks on the Internet or elsewhere, compromise the safety and security of others, or provide access by a minor to material that is inappropriate for a minor.
  • Knowingly entering non-public areas of premises.
  • Falsifying identity to obtain a library card.

RESPONSE TO LEVEL 3 OFFENSE
• Customer will be required to leave the premises immediately for the remainder of the day. No warning will be given.
• Staff Supervisor may notify parents/guardians of a minor’s violation(s) of Level 3 Offenses.
• Staff will end phone conversation or electronic communication.

LEVEL 4 OFFENSE
The following are examples of conduct that shall be deemed "disruptive, harassing, or threatening in nature to customers or staff." Including but not limited to:
  • Smoking, use of tobacco products or electronic smoking devices inside premises.
  • Drinking and/or possessing alcoholic beverages.
  • Bringing a weapon into or on premises.
  • Candles, incense, pyrotechnics, or any type of flame.
  • Usage of the computer and/or Internet
    o to violate the law.
    o for viewing, transmitting or downloading obscenity, including child pornography, or materials that encourage others to violate the law.
    o to cause harm to others or damage the property of others.
  • Hateful conduct, meant to incite violence, directed at customers, staff, or contracted vendors who are members of a protected class.
  • Any illegal activity.
  • Repeated violation of Level 3 Offenses, (more than twice in a 30-day period).
  • Repeat of behavior that resulted in the individual being banned for one month or more within the previous year.

RESPONSE TO LEVEL 4 OFFENSES
• Customer engaging in conduct listed as Level 4 Offense will be told to immediately leave the premises for 3 days.
• Customer will be suspended for 3 days. See Suspension and Banning Procedure.
• Customer may be banned for a period of up to 36 months at the discretion of the Director. See Suspension and Banning Procedure.
• Police will be called for illegal activities. Witnesses are asked to stay to talk to police.

SUSPENSION AND BANNING PROCEDURE
• Staff will issue, or cause to be issued a written notification of suspension, herein after referred to as “Notification of Suspension”, to the customer which shall give notice to the customer the reason(s) for the suspension.
• The suspension shall be for a maximum period of three (3) days and shall be a suspension from all premises of the Lincoln City Libraries.
• Staff will immediately forward a copy of the Notification of Suspension to the Director. Upon a finding by the Director that there are reasonable grounds to believe a customer should be banned from any or all of the premises, the Director shall issue a written banning order, hereinafter referred to as “Banning Order”. The Banning Order shall notify the customer of the ban, length of the ban, the reason(s) for the banning, and to what premises
• The Banning Order shall be served upon the banned customer by certified registered mail when such customer’s address is known, or by hand delivery by any staff upon the customer’s entry into any premises or by any contact with the banned customer. A copy of the banning order shall also be provided to law enforcement, and City Attorney’s Office. Notification of the banning order will be provided to all staff.
• The banned customer shall have the ability to appeal the Banning Order. See section named Appeal Procedure of Banning Order for further appeals information.

APPEAL PROCEDURE OF BANNING ORDER
• A banned customer may appeal the Banning Order to the Director by filing with the Secretary to the Library Board a notice of appeal, hereinafter referred to as “Notice of Appeal from Banning Order”. The banned customer will hereinafter be referred to as “Appellant”. The Notice of Appeal of Banning Order shall contain the Appellant’s name and address, and telephone number if a number is available.
• Upon receipt of a Notice of Appeal of Banning Order, the Director shall set a date certain for a hearing on the appeal within fifteen (15) days from receipt of the Notice of Appeal of Banning Order. This time period may be extended with the written consent of the Appellant. The Appellant shall be notified of this date by regular mail to the address indicated on the Notice of Appeal of Banning Order.
• In order to be assured a review of the merits at the hearing, the Appellant must be present at the hearing at which the appeal is heard. Failure of the Appellant to attend the hearing may result in a dismissal of the appeal by the Director, which by operation, will leave the Banning Order in effect.
• The hearing shall occur in the presence of the Director; the Library Board President, or designated representative; and the Lincoln City Attorney, or designated representative.
• At the hearing, evidence may be presented. The Appellant shall not be required to offer evidence at the hearing.
• After the hearing, the Director, within fifteen (15) days of the hearing on appeal, shall make a final binding written order, hereinafter referred to as “Final Order”. The Final Order shall be mailed to the Appellant at the address provided in the Notice of Appeal of Banning Order.
Order. The Final Order should contain the final decision of the Director and be approved to form and legality by the Lincoln City Attorney or designated representative.

- The Final Order is appealable to the proper court of law.

NON-COMPLIANCE: TRESPASSING
If a banned customer enters or refuses to leave any designated premises before the return date listed in the Banning Order or the Notification of Suspension, pursuant to staff’s request to leave, the banned customer will be considered as trespassing and law enforcement will be called.

Adopted by Library Board: August 23, 2005
Last Reviewed by Law Department: September 2014
Last Revised by Library Board: January 16, 2018
REVISION PROPOSED: June 18, 2019
ATTACHMENT #1: Notification of Suspension

TO:

On (insert date) at approximately (insert time) you were observed at _(Insert name of library) Library.

At that time you were in violation of the following Level 4 Offense:

_____ Intoxicated (more than twice in a 30 day period)
_____ Loud, disturbing and/or threatening behavior
_____ Other (Description ____________________________________________________________ .)

Because of the behavior listed above, and/or other documented incidents of inappropriate conduct at Lincoln City Libraries, you are temporarily suspended from the premises of all Lincoln City Libraries for three days.

You are suspended from (insert date) through (insert date) .

If you are on Lincoln City Libraries premises during the suspension period, you will be considered trespassing and law enforcement shall be called.

The Director of the Lincoln City Libraries will review your suspension to determine if banning is appropriate. You will be notified if further action will be taken.

Staff initials: _______________ Date Issued: _______________

This form is a recommendation only. It may be adjusted according to need.
(Date) CERTIFIED MAIL

Name of Customer Mailing Address
City, State, ZIP

Dear Mr./Mrs./Miss (insert last name):

Please be advised that as of (insert beginning ban date), you are banned from all libraries and library premises of Lincoln City Libraries including approach sidewalks, flowerbeds, and parking lots, for a period of (insert number of days/months) through (insert date). You are banned for the following reason(s):

Date Location Description (insert incident/s here)

The Lincoln Police Department has been notified of your being banned from the libraries. Failure to adhere to this notice will be considered trespassing.

If you wish to appeal this banning, you shall have 10 days from receipt of this notice to appeal. You may appeal this decision by filing with the Secretary of the Library Board, Lincoln City Libraries, 136 S. 14th Street, Lincoln, NE 68508, a Notice of Appeal. The Notice of Appeal shall consist of a letter stating your desire to have the Library Director or designated representative’s decision reviewed. The Notice of Appeal shall contain the address to which you wish to have future mailings made.

Sincerely,

Library Director

cc: Lincoln Police Department

*This form is a recommendation only. It may be adjusted according to need.
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 non-basic services. See State Statute: 51-201.01 for definition of non-basic 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 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>Material Type</th>
<th>Overdue Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Materials</td>
<td>$0.35 per item per day</td>
</tr>
<tr>
<td>Children 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.

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

Items Not Returned:
Adult Items – item replacement price
Children and Young Adult Items, 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 $1 per hour, or portion of an hour, of printing time.
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. $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 - $1.00 per page

Customers without Lincoln City Libraries cards-
$5.00 per name/item researched
Copies/Prints - 25 cents per page
Fax - $1.00 per page

Meeting Rooms:
Nonprofit organizations or governmental agencies - No charge
For profit organizations - $10.00 per hour, or any portion of an hour.

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

The Library Board of Trustees of Lincoln City Libraries has adopted the following rules in order to set a standard of acceptable behavior conducive to maintaining an appropriate public library atmosphere.

1. Customers shall respect the rights of other persons and shall not behave in any manner which can reasonably be expected to disturb other persons. Customers shall not interfere with the use of the library by other customers, nor interfere with staff’s performance of their duties. Examples of prohibited behavior include but are not limited to:
   • harassment, engaging in threatening, unwanted speech or behavior
   • noisy or boisterous activities
   • staring at another person
   • following another person about the building
   • singing/talking loudly to others or in monologues
   • audio equipment audible to others
   • loitering in library buildings, entrances and parking lots
   • disregarding staff instructions/requests

2. Children under the age of 6 must be supervised by a person age 13 or older.

3. Sleeping is prohibited.

4. Firearms or other dangerous weapons are prohibited. (LMC 9.36.150 defines dangerous weapon as any firearm, stun gun, knife, and switchblade knife, any gun which releases any propelled object by spring mechanism, compressed air or compressed gas, or any other instrument the use of which is intended or likely to cause death or bodily injury.)

5. Engaging in the burning of candles, incense, pyrotechnics or any type of open flame is prohibited.

6. Operation of Unmanned Aircraft Systems (drones) for non-library purposes or events is not allowed in library facilities or on library property.

7. Use of tobacco, electronic smoking devices, alcohol, or drugs is prohibited, as is drunkenness or any form of drug abuse.

8. Persons 4 years of age and older must wear shirts and shoes in the library.

9. Animals are prohibited in library buildings except trained service animals and animals in library sponsored programs. Under the Americans with Disability Act, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. The individual must maintain control of the animal at all times. (See Americans with Disability Act, §35.136 for details.)
10. Persons whose bodily hygiene or odor is so offensive, or whose body or belongings are infested with insects, including but not limited to bed bugs or cockroaches, as to constitute a nuisance to other persons and/or library staff, shall be required to leave the building.

11. The following are prohibited:
   A. Use of the computer and/or Internet so as to:
      • violate the law;
      • view, transmit or download obscenity ("obscenity" is used here in its legal definition of materials considered outside the bounds of constitutionally protected speech, including child pornography), or materials that encourage others to violate the law;
      • cause harm to others or damage the property of others; jeopardize the security of access of the computer network or other networks on the Internet or elsewhere;
      • compromise the safety and security of others;
      • provide access by a minor to material that is inappropriate for a minor.
   B. Use of someone else’s library card to access the Internet.

12. Selling, bartering, solicitation, signature gathering and leafleting are prohibited in library buildings or any exterior areas that would in any way obstruct, interfere, and/or prevent access to entrances and/or exits of a library building.

13. Library customers may not photograph other customers or staff without permission.

Any customer not abiding by these or other rules and regulations of the library shall be asked to leave the premises. Conduct which constitutes a violation of these rules or the criminal laws of the State of Nebraska or City of Lincoln may result in suspension or banning of the customer from the premises. See Behavior Policy: Inappropriate and/or Illegal Conduct for definitions and information regarding suspension, banning and appeal procedure.

Adopted By Library Board June 16, 1988
Last Revised: January 16, 2018
Reviewed by Law Department: December 2016
Revision Proposed: June 18, 2019
PRIVACY

Information related to a customer’s use of Lincoln City Libraries is confidential and can be disclosed to non-library staff only under certain circumstances.

1. Library records that contain information about customers, the materials they have used, Internet usage, or the information they have sought, are private and must be treated as confidential information. Access and disclosure of these records to non-library personnel are acceptable in these circumstances:

   A. For internal purposes (such as the recovery of lost or stolen library materials and/or fines; library staff reporting a crime involving the library to law enforcement) the Library Director may grant access or disclose to materials recovery agencies or any federal, state or municipal government agency, including representatives of law enforcement agencies and prosecuting attorneys.

   B. In all other situations, a valid subpoena or court order is required to disclose or release library records.

   C. Library staff may be prohibited by law from disclosing to the customer whose records were accessed, released, or subpoenaed.

2. Photos, videos and recordings that appear on the library's website and social media may be gathered by library staff from public programs, events, and library spaces. To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

3. Under no circumstances may the public take photographs or audio/videotape without the express permission of any Library customers or staff who would be the primary subject within the composition.

See Neb. Rev. Stat. §84-712.05: Records which may be withheld from the public.
See Section 215 and 505 of the U.S.A. Patriot Act, Public Law 107-56.

Adopted by Library Board: August 20, 1981
Last Revision: April 16, 2013
Revision Requested: June 18, 2019
POLICY TITLE: CIRCULATION OF LIBRARY MATERIALS

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

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

CIRCULATION LIMITS
The number of items checked out on a customer’s card may not exceed 150. It shall be at the Library Director’s discretion to set limits when special circumstances or collections warrant such action in order to provide quality services. ConnectED accounts may not exceed five (5) items checked out at any one time.

ADOPTED BY LIBRARY BOARD: May 20, 2008
REVISED BY LIBRARY BOARD: December 20, 2016
REVIEWED BY LAW DEPARTMENT: December 2016
REVIEWED BY LIBRARY BOARD: June 18, 2019
Lincoln City Libraries, in response to the needs of community residents, provides meeting areas in the Library for public use on a request basis. The ultimate goal of providing for public meeting space within the Library is to recognize the available library materials, resources, and services within the Library and to promote awareness in the community that the Library is an active informational and educational service of the local government.

Library programming is an important aspect of the Library’s service to the community; therefore, Library needs will take precedence over public use of the meeting areas. The Library reserves the right to cancel reservations for meeting rooms if the space is needed for library activities.

Meeting rooms may be used by local groups and organizations for educational, civic, and cultural purposes. Meeting rooms are open to all groups in the community regardless of the beliefs and affiliations of their members. The meeting rooms may be used when one individual tutors another in literacy skills; or when vacant, as study rooms for individuals or small groups, at the discretion of the Branch Manager.

All meetings conducted by groups using meeting rooms for activities not related or sponsored by Lincoln City Libraries shall observe the following rules and such other rules as may be adopted by the Library Board from time to time and published. The library reserves the right to deny the use of the meeting rooms to any party not complying with the rules in effect at the time of request or violation. The library reserves the right to interrupt or cancel any meeting that interferes with routine library operations.

- Groups must be authorized to use library meeting rooms by the Library Director via completion of meeting room use form. The person responsible for the meeting and signing the use form must have a valid Lincoln City Libraries card in good standing.
- Groups authorized to use library meeting rooms must provide information and program services to all persons without regard to race, age, color, national origin, religion, gender, or physical challenges.
- Meetings must be open to the public. Public attendance cannot be restricted through tuition or admission/registration fees. Libraries and their associated organizations may use the meeting rooms for training and may charge a fee to recoup expenses.
- Use of the meeting rooms for political campaigning is not permitted.
- Meetings involving the sale, advertisement or promotion of commercial products or services or the solicitation for the future sale of commercial products, are prohibited.
- Fundraising events or solicitation of any kind are not permitted unless sponsored by the Foundation for Lincoln City Libraries, or an agency of the City of Lincoln or Lancaster County.
- All users of the meeting rooms must conduct themselves in an orderly manner and observe Library Rules & Behavior Policy.
- Approval to use library meeting rooms is not transferable to another person or group.
- Groups must not exceed the legal posted capacity of the meeting room as determined by the Bureau of Fire Prevention.
- Meetings need to end soon enough to ensure that rooms are vacated prior to the time that the Library closes to the public. A fee will be assessed if the room is not vacated prior to closing time.
- No user of the meeting room is to imply in any way or represent that their activity is sponsored by Lincoln City Libraries. No publicity in connection with any meeting to be held at the Library is to make reference to the Library except to designate meeting location.

ADOPTED BY LIBRARY BOARD: July 9, 1975
LAST REVISED BY LIBRARY BOARD: March 15, 2016
REVIEWED BY LAW: March 15, 2016
REVIEWED BY LIBRARY BOARD: June 18, 2019
POLICY TITLE: NOTICES

As a courtesy Lincoln City Libraries attempts to pre-notify customers regarding the due date of materials.

If materials go to an overdue status, as a courtesy Lincoln City Libraries attempts to notify customers at 2 days, 7 days, and 21 days of overdue status.

Records of individuals who have $50.00 or more in charges (actual or default cost of lost items, including fees, fines, etc.) on their borrowing records may be turned over for collection action.

ADOPTED BY LIBRARY BOARD: December 20, 2016
REVIEWED BY LAW DEPARTMENT: December 2016
TO BE REVIEWED BY LIBRARY BOARD: June 18, 2019
POLICY TITLE: SECURITY CAMERA POLICY

Lincoln City Libraries strives to offer a welcoming environment and provide a comfortable and safe experience allowing users to access library facilities and collections for their intended purposes.

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of library Rules and Behavior Policy, to assist staff in preventing the occurrence of violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the use of security cameras as well as the access and retrieval of recorded images. Cameras will be used within accepted legal and community practices regarding privacy and in a professional and ethical manner.

Library personnel will be appropriately trained and supervised in the use of this technology. Signs will be posted at library entrances informing the public that security cameras are in use.

Definitions:

1. Authorized User: A Lincoln City Libraries employee trained as an operator in the lawful use of the camera system with access granted by the Library Director or designee. Training will include, but is not limited to, operation of the equipment, ethics, policy and law.
2. Security Camera System: A camera system used for the purpose of identifying person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to the normal library operations. It constitutes a combination of cameras and supporting technology deployed to monitor public locations.
3. Portable Recording Equipment: Hand-held units used to record images (i.e. camera, cell phone).

Justification:

1. Justification for camera placement will be accomplished through a comprehensive assessment of the totality of circumstances.
2. This may include evaluation of records, public information, staff observations, as well as community input and concerns.
3. Public cameras are only one tool available to maintain a safe and secure environment. Alternatives should be considered where appropriate or cost effective.
Approval:
1. Requests for the placement of cameras must be made to the Library Director citing the justification, the type of equipment to be deployed, estimated costs, and the examination of alternative methods considered.
2. Approval for placement will be made by the Library Director and reported to the Library Board.

Placement:
1. The cameras are for use in public areas only.
2. Cameras will not be used to monitor areas where people have a reasonable expectation of privacy (i.e. restrooms).
3. Cameras will not be installed for the purpose of monitoring staff performance.
4. Authorized user(s) will oversee the installation of cameras with the assistance of other applicable city departments or private contractors.

Operation:
1. The security camera images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Library Director or designee.
2. Access to recorded footage from cameras shall be limited to authorized users as determined by the Library Director or designee.
3. In situations involving banned patrons, stored still images may be shared with staff systemwide. Shared images may remain posted in restricted staff areas for the duration of the banning period.
4. Camera monitoring software access shall be kept secure through password protection technology. Passwords are available only through the Library Director or designee.
5. Camera functions shall not be used or operated in such a manner that violates a person’s constitutional rights or discriminates against an individual for any reason.
6. Under no circumstances shall the camera equipment be used to hear or record conversations without a court order.
7. Cameras may not be used to identify individuals that are only exercising their First Amendment Rights.
8. All recordings are to be considered property of Lincoln City Libraries and are prohibited from being used or accessed for personal use. Employees will not post quotes, excerpts, or images to the public.

Oversight:
1. The Library will monitor developments in the law, practices and technology to ensure that camera security system is consistent with the best practices and complies with all federal and state laws.
2. The library will provide ongoing maintenance and testing of all monitoring and recording equipment in use.
3. The value of each camera’s placement will be reviewed annually to determine if changes are needed to camera quantity and location.

Portable Recording Equipment:
1. Portable recording equipment may be used to assist personnel and contractors in the performance of their duties. The use of non-departmental issued recording equipment is discouraged but if used, its use falls under the guidelines of this policy.

Storage and Retention:
1. Retention of records shall comply with federal and state law governing record retention.
2. Recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a subpoena. The requirement of a subpoena may be waived by the Library Director or designee when appropriate.
3. Recordings will be overwritten after ten (10) days unless notified that footage is needed for an investigation, complaint or when the recording would likely be evidence in a legal action.
4. Information obtained through the use of camera technology will be handled according to the library’s procedures and Privacy Policy governing access to patron information.
5. Recordings may be subject to subpoenas issued during civil litigation or public record requests.

Adopted by Library Board: December 20, 2016
Reviewed by Law: December 6, 2016
To Be Reviewed by Library Board: June 18, 2019
POLICY TITLE: VOLUNTEER POLICY

Lincoln City Libraries uses the services of volunteers to supplement the efforts of paid library staff in meeting demands for quality library service and to serve as a method to encourage citizens to become familiar with their library and the services it offers. Lincoln City Libraries shall make use of the services of interested volunteers to supplement and not to replace the work done by library staff.

The Library Board endorses the City of Lincoln’s Volunteer Policy, Personnel Policy Bulletin #2013-01, with the following exceptions:

- Youth volunteers may be under the age of 16 but must have completed the 5th grade.
- Volunteers with Court-ordered or diversion hours will not be placed at Lincoln City Libraries.

The library reserves the right to not place any individuals as volunteers.

Adopted by Library Board: July 15, 2008
Revised: August 20, 2013
Affirmation Requested: June 18, 2019
POLICY TITLE: WAIVING CHARGES

Charges on customer records that have accrued due to unusual circumstances may be waived by the Library Director or designee based on the following guidelines:

- Error on the library's part.
- Natural or climatological conditions or disasters which impede a customer from accessing the library to return materials by the due date.
- Family tragedy, including death or other such traumatic circumstance.
- One-time waiver for up to $200 for cardholders under seventeen years of age or adult cardholders with charges accumulated when under seventeen years of age.
- Library Director’s discretion due to exceptional circumstances, including stolen cards when a Police report has been filed.

If the requested waiver is for $50.00 or more, regardless of the circumstance, a Waiver of Charges Request form is required.

Adopted by Library Board: December 20, 2016
Reviewed by Law Department: December 2016
To Be Reviewed by Library Board: June 18, 2019
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<td>November 20, 2018</td>
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<td>Volunteer Policy</td>
<td>April 19, 2016</td>
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<td>Waiving Charges</td>
<td>December 20, 2016</td>
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<th>ADMINISTRATIVE STANDING ORDERS</th>
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<td>Standing Order #1 Payment of Invoices</td>
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<td>Standing Order #2 Gifts</td>
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<td>Standing Order #3 Contracts</td>
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Polices reviewed by Committee on Administration every three years.
Standing Orders Reviewed by Law

*Changes proposed June 18, 2019
MEMORANDUM

TO: Library Board

FROM: Paul E. Jones, Business Office

RECAP OF EXPENDITURES - MAY 2019

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Library Operational Budget - FY 2018-19</td>
<td>$ 705,642.11</td>
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<tr>
<td>Library Enc/Reapp - FY 2017-18</td>
<td>-</td>
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<tr>
<td>Heritage Room Fund - FY 2018-19</td>
<td>2,338.92</td>
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<td>Polley Music Library - FY 2018-19</td>
<td>184.88</td>
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<tr>
<td><strong>Total Operational Expenditures</strong></td>
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<td>Grants</td>
<td>$ 967.82</td>
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<td>Hompes Fund</td>
<td>42.91</td>
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<tr>
<td>Keno</td>
<td>146,128.50</td>
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<tr>
<td>Miscellaneous Library Donations Funds</td>
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<tr>
<td>Capital Improvements</td>
<td>70,672.74</td>
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<tr>
<td><strong>Total Expenditures - Other Funds</strong></td>
<td><strong>232,839.18</strong></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>$ 941,005.09</strong></td>
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SURPLUS PROPERTY REQUEST

Date: June 2019

To: Lincoln City Library Board

From: Paul E. Jones, Business Office

The following items have been identified as "surplus property" by the staff of Lincoln City Libraries:

- 105 Stacking Chairs
- 5 Stacking Chair Dollies
- 16 Meeting Room Tables

I request Board action to formally declare the above assets as "surplus property".
LIBRARY DIRECTOR’S REPORT
May 2019

The library’s busy summer season began on Friday, May 23, when the youth, teen, and adult Summer Reading Challenge, “A Universe of Stories,” officially got underway. Library staff made 143 visits to schools to spread the word about our summer offerings, seeing 19,935 students.

Lincoln City Libraries (LCL) applied for and was awarded six Library Internship Grants from the Nebraska Library Commission. The Internship Grants serve as a recruitment tool, encouraging high school and college students to consider librarianship as a possible career. Each intern will work 100 hours at LCL over the course of the summer. Interns will be introduced to the various components of library work. They and their supervisors will participate in a tour of the LCL system, as well as a tour of Innovation Campus. Anderson and Bethany Branch Manager Kim Shelley coordinated the successful grant request.

The three finalists for the One Book - One Lincoln program were announced on Monday, May 27, at a special event held on the dock of The Mill in the Haymarket. The three titles are There There by Tommy Orange, The Great Believers by Rebecca Makkai, and The Faraway Brothers by Lauren Markham. THANKS to the combined efforts of public service, support service, and virtual service staff for their many behind-the-scenes preparations for the announcement.

Library staff assisted customers during a tornado warning on Sunday, May 5. Several libraries served as polling places May 7.

Overall, business held steady in May 2019 compared to May 2018. We continue to see strong growth in use of downloadable eBooks and audiobooks.

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

Literacy, Learning and Literature, shared in community, and engagement in community celebrations, solutions, and innovations as seen in:

Technology
- Bennett Martin Public Library Adult Services Coordinator Julie Beno included this staff report, “Sharon reported, ‘A customer was trying to determine if he had the right documents to take to his citizenship test and showed me a paper with the requirements. Because of the language barrier, I brought up the images of the items and he understood what he needed. He was very thankful for my help.’”
Collaboration

- Eiseley/Williams/Bookmobile Manager Lisa Olivigni noted, “The Lincoln Food Bank’s second visit of Lincoln Fresh [a food truck distributing free fresh produce] to Eiseley Branch was on May 23. We had many people asking about the food truck so it appears word of mouth had already spread. There have not been any issues with the parking lot and customers.”

AREAS OF EXCELLENCE AND FOCUS

Primary Area of Focus—Early Childhood

- Anderson and Bethany Branch Manager Kim Shelley passed along, “Librarian Karrie reported, ‘We added a second Toddler Time at Bethany Branch for the summer. Our hope is that having three Library Learning Times during the week will spread out our crowds, and we won’t have to worry about fire codes so much. The second Toddler Time session began the last week of May.’”

ADDITIONAL AREAS OF FOCUS—in these, the library usually collaborates with other organizations.

All Students

- Walt Branch Manager Jodene Glaesemann reported, “The start of summer reading also brought the start of the Volunteer Peer Mentor program. Last summer we noticed a need among some of our volunteers for extra guidance and assistance due perhaps to their diagnoses [on the autism spectrum]. This year, we are piloting a mentor program so that these volunteers can be successful and know they have a place at the library. We have already seen one teen who had to stop volunteering last summer blossom this year with his mentor by his side. Another teen who is now able to volunteer due to the mentor program was so excited on her first day that she exclaimed after each summer reading sign-up, ‘I’m rocking this!’”

Celebrating the diversity of our city

- Bennett Martin Public Library Adult Services Coordinator Julie Beno reported, “We started the first weekend in May by participating in the Pan Asian Celebration at Nebraska History Museum, followed by an author talk in the Heritage Room by Channy Laux about her book Short Hair Detention.” Heritage Room Curator Diane Wilson commented that Laux’s presentation was especially moving for the audience gathered that day.

BUILDING UP THE CULTURE OF LINCOLN

Maker

- Bennett Martin Public Library Adult Services Coordinator Julie Beno reported, “Jeremiah trained several people to 3D print. He helped a customer 3D print chocolate molds for his small business that the customer designed himself.”

Reading

- Support Services Coordinator Tammy Teasley reported on preparing for our summer readers, “Processing of summer reading materials was John’s main focus (with a lot of help from Candace). John reported that 4,295 uncatalogued paperbacks of all types — which is just 92 less than the previous 4 months combined — were processed.

Services to our Aging Population

- Gere Branch Manager Brenda Ealey reported, “Meagan helped a man who was preparing for renewing his driver’s license and wanted a printed copy of the refresher test. The driver’s manual is no longer published in print so Meagan helped him print the needed pages off the Department of Motor Vehicle’s website.”
• Brenda also reported on the Senior Tech Café at Gere, “Gere Branch hosted the Senior Tech Café [five times in May] and served 22 individuals. Topics covered included: helping set-up an online account with a customer’s apartment complex so she receives text messages when there’s a package delivered; helping with eBooks on various devices; a disappointing attempt to get a Nook to install library apps which failed due to the age of the device; and assistance logging into hoopla. Staff helped a customer learn how to use a Mac computer who had never used a computer before.”
### Lincoln City Libraries
#### May 2019 Use Report

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<tr>
<th>Location</th>
<th>Computer</th>
<th>Outreach</th>
<th>May 2019</th>
<th>May 2018</th>
<th>CHANGE</th>
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<tbody>
<tr>
<td></td>
<td>Loans</td>
<td>Visits</td>
<td>Reservations</td>
<td>Attendance</td>
<td>Total Use</td>
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<td>Bennett Martin Public Library</td>
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<td>17,296</td>
<td>3,998</td>
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<td>Anderson Branch</td>
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<td>9,176</td>
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<td>Bethany Branch</td>
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<td>4,799</td>
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<td>South Branch</td>
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<td>2,882</td>
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<td>18,136</td>
<td>1,651</td>
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<td>Williams Branch</td>
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<td>1,193</td>
<td>115</td>
<td>33</td>
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<tr>
<td>Lied Bookmobile</td>
<td>1,956</td>
<td>744</td>
<td>8</td>
<td>160</td>
<td>2,867</td>
</tr>
<tr>
<td>InterLibrary Loan</td>
<td>305</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>305</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td>229,556</td>
<td>97,418</td>
<td>13,671</td>
<td>26,535</td>
<td>367,179</td>
</tr>
<tr>
<td>Download/Stream Audio</td>
<td>22,453</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>22,453</td>
</tr>
<tr>
<td>Download/Stream eBooks</td>
<td>18,977</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>18,977</td>
</tr>
<tr>
<td>Stream Video</td>
<td>920</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>920</td>
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<tr>
<td><strong>TOTAL LOANS WITH ELECTRONIC USE</strong></td>
<td>271,905</td>
<td>97,418</td>
<td>13,671</td>
<td>26,535</td>
<td>409,529</td>
</tr>
</tbody>
</table>

*Website Users and Sessions include access through Enterprise as of February 2019.

### Holdings Report

<table>
<thead>
<tr>
<th>Holdings Report</th>
<th>PRINT</th>
<th>NON PRINT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adult</td>
<td>Youth</td>
<td></td>
</tr>
<tr>
<td><strong>Owned</strong></td>
<td>360,478</td>
<td>307,633</td>
<td>768,111</td>
</tr>
<tr>
<td><strong>Added</strong></td>
<td>3,275</td>
<td>5,757</td>
<td>9,032</td>
</tr>
<tr>
<td><strong>Withdrawn</strong></td>
<td>-140,227</td>
<td>-2,961</td>
<td>-143,188</td>
</tr>
<tr>
<td><strong>Current</strong></td>
<td>232,526</td>
<td>310,526</td>
<td>543,052</td>
</tr>
</tbody>
</table>

### ConnectED
- Resident: 184,545, 228,017, -19.07%
- County: 39,823, 32,651, 21.97%
- NonResident: 969, 1,058, -8.41%
- Reciprocal: 707, 777, -9.01%
- Limited Use: 9,958, 10,225, -2.61%

### Database Use
- Total: 8,049, 7,308, 10.14%

### WiFi Sessions
- Total: 157,673, 145,067, 8.67%

### WiFi Users
- Total: 33,216, 36,774, -9.69%
## May 2019 Use Compared to May 2018

### Lincoln City Libraries

<table>
<thead>
<tr>
<th>Location</th>
<th>Print Checkouts</th>
<th>Print Loan Change</th>
<th>Non-Print Checkouts</th>
<th>Non-Print Loan Change</th>
<th>Total Checkouts</th>
<th>Total Loan Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMPL</td>
<td>14,565</td>
<td>15,104</td>
<td>-3.57%</td>
<td></td>
<td>20,653</td>
<td>21,918</td>
</tr>
<tr>
<td>Anderson</td>
<td>11,882</td>
<td>11,149</td>
<td>6.57%</td>
<td></td>
<td>17,069</td>
<td>17,017</td>
</tr>
<tr>
<td>Bethany</td>
<td>8,337</td>
<td>7,976</td>
<td>4.85%</td>
<td></td>
<td>10,201</td>
<td>10,151</td>
</tr>
<tr>
<td>Eiseley</td>
<td>24,660</td>
<td>24,111</td>
<td>2.28%</td>
<td></td>
<td>31,505</td>
<td>32,099</td>
</tr>
<tr>
<td>Gere</td>
<td>64,097</td>
<td>63,539</td>
<td>0.88%</td>
<td></td>
<td>80,203</td>
<td>79,668</td>
</tr>
<tr>
<td>South</td>
<td>8,682</td>
<td>8,790</td>
<td>-1.23%</td>
<td></td>
<td>11,333</td>
<td>11,952</td>
</tr>
<tr>
<td>Walt</td>
<td>45,014</td>
<td>42,906</td>
<td>4.91%</td>
<td></td>
<td>55,196</td>
<td>53,749</td>
</tr>
<tr>
<td>Williams</td>
<td>587</td>
<td>653</td>
<td>-10.11%</td>
<td></td>
<td>1,135</td>
<td>1,208</td>
</tr>
<tr>
<td>Lied Bookmobile</td>
<td>1,632</td>
<td>1,807</td>
<td>-9.68%</td>
<td></td>
<td>1,955</td>
<td>2,221</td>
</tr>
<tr>
<td>InterLibrary Loan</td>
<td>305</td>
<td>228</td>
<td>33.77%</td>
<td></td>
<td>305</td>
<td>228</td>
</tr>
<tr>
<td><strong>TOTAL CHECKOUTS</strong></td>
<td><strong>179,761</strong></td>
<td><strong>176,163</strong></td>
<td><strong>2.04%</strong></td>
<td><strong>49,794</strong></td>
<td><strong>54,158</strong></td>
<td><strong>-5.06%</strong></td>
</tr>
<tr>
<td>Download/Stream Audio</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>22,453</td>
<td>16,622</td>
<td>35.08%</td>
</tr>
<tr>
<td>Download/Stream eBook</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>18,977</td>
<td>15,653</td>
<td>21.24%</td>
</tr>
<tr>
<td>Stream Video</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td></td>
<td>920</td>
<td>746</td>
</tr>
<tr>
<td><strong>TOTAL WITH DOWNLOADS</strong></td>
<td><strong>179,761</strong></td>
<td><strong>176,163</strong></td>
<td><strong>2.04%</strong></td>
<td><strong>92,144</strong></td>
<td><strong>87,179</strong></td>
<td><strong>5.70%</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Location</th>
<th>Youth Checkouts</th>
<th>Youth Loan Change</th>
<th>Adult Checkouts</th>
<th>Adult Loan Change</th>
<th>Visits</th>
<th>Visits Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMPL</td>
<td>6,435</td>
<td>-7.05%</td>
<td>14,218</td>
<td>-5.18%</td>
<td>17,296</td>
<td>16,721</td>
</tr>
<tr>
<td>Anderson</td>
<td>8,386</td>
<td>3.98%</td>
<td>8,683</td>
<td>-3.00%</td>
<td>9,176</td>
<td>9,497</td>
</tr>
<tr>
<td>Bethany</td>
<td>6,319</td>
<td>7.76%</td>
<td>3,882</td>
<td>-9.45%</td>
<td>4,799</td>
<td>4,600</td>
</tr>
<tr>
<td>Eiseley</td>
<td>19,839</td>
<td>3.07%</td>
<td>11,666</td>
<td>-8.58%</td>
<td>14,474</td>
<td>16,224</td>
</tr>
<tr>
<td>Gere</td>
<td>45,445</td>
<td>5.61%</td>
<td>34,758</td>
<td>-5.64%</td>
<td>25,913</td>
<td>21,544</td>
</tr>
<tr>
<td>South</td>
<td>6,306</td>
<td>-5.70%</td>
<td>5,027</td>
<td>-4.52%</td>
<td>5,687</td>
<td>5,957</td>
</tr>
<tr>
<td>Walt</td>
<td>38,713</td>
<td>6.25%</td>
<td>16,483</td>
<td>-4.79%</td>
<td>18,136</td>
<td>18,450</td>
</tr>
<tr>
<td>Williams</td>
<td>730</td>
<td>2.53%</td>
<td>405</td>
<td>-19.35%</td>
<td>1,193</td>
<td>1,169</td>
</tr>
<tr>
<td>Lied Bookmobile</td>
<td>1,304</td>
<td>-3.62%</td>
<td>651</td>
<td>-25.00%</td>
<td>744</td>
<td>876</td>
</tr>
<tr>
<td>InterLibrary Loan</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>133,477</strong></td>
<td><strong>128,322</strong></td>
<td><strong>4.02%</strong></td>
<td><strong>96,078</strong></td>
<td><strong>101,999</strong></td>
<td><strong>-5.80%</strong></td>
</tr>
<tr>
<td>Download/Stream Audio</td>
<td>3,241</td>
<td>2,159</td>
<td>50.12%</td>
<td>19,212</td>
<td>14,463</td>
<td>32.84%</td>
</tr>
<tr>
<td>Download/Stream eBook</td>
<td>2,683</td>
<td>1,967</td>
<td>36.40%</td>
<td>16,294</td>
<td>13,686</td>
<td>19.06%</td>
</tr>
<tr>
<td>Stream Video</td>
<td>0</td>
<td>0</td>
<td>920</td>
<td>23.32%</td>
<td>920</td>
<td>746</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>139,401</strong></td>
<td><strong>132,448</strong></td>
<td><strong>5.25%</strong></td>
<td><strong>127,602</strong></td>
<td><strong>130,894</strong></td>
<td><strong>-2.52%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Program &amp; Outreach Attendance - Youth</th>
<th>Program &amp; Outreach Attendance - Adult</th>
<th>Computer Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMPL</td>
<td>1,551</td>
<td>1,878</td>
<td>3,989</td>
</tr>
<tr>
<td>Anderson</td>
<td>2,191</td>
<td>4,063</td>
<td>1,875</td>
</tr>
<tr>
<td>Bethany</td>
<td>2,748</td>
<td>276</td>
<td>645</td>
</tr>
<tr>
<td>Eiseley</td>
<td>9,060</td>
<td>8,968</td>
<td>2,185</td>
</tr>
<tr>
<td>Gere</td>
<td>2,764</td>
<td>3,713</td>
<td>2,214</td>
</tr>
<tr>
<td>South</td>
<td>2,882</td>
<td>2,836</td>
<td>989</td>
</tr>
<tr>
<td>Walt</td>
<td>4,471</td>
<td>6,500</td>
<td>1,651</td>
</tr>
<tr>
<td>Williams</td>
<td>33</td>
<td>0</td>
<td>115</td>
</tr>
<tr>
<td>Lied Bookmobile</td>
<td>160</td>
<td>192</td>
<td>8</td>
</tr>
<tr>
<td>Data Base Use</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>25,857</strong></td>
<td><strong>28,928</strong></td>
<td><strong>13,671</strong></td>
</tr>
</tbody>
</table>
## Monthly Categorical Report

**May 31, 2019**

<table>
<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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration-Div. 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>$ 703,358.00</td>
<td>$ 527,518.50</td>
<td>$ 524,872.32</td>
<td>$ 178,485.68</td>
<td>$ 58,116.81</td>
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<tr>
<td>Supplies</td>
<td>28,000.00</td>
<td>21,000.00</td>
<td>21,633.61</td>
<td>6,366.39</td>
<td>5,023.12</td>
</tr>
<tr>
<td>Services &amp; Charges</td>
<td>78,204.00</td>
<td>58,653.00</td>
<td>69,665.62</td>
<td>8,538.38</td>
<td>9,286.85</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 809,562.00</strong></td>
<td><strong>$ 607,171.50</strong></td>
<td><strong>$ 616,171.55</strong></td>
<td><strong>$ 193,390.45</strong></td>
<td><strong>$ 72,426.78</strong></td>
</tr>
<tr>
<td>Percent Expended</td>
<td>75.00%</td>
<td>76.11%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Buildings & Grounds-Div. 2** |               |                       |                       |                      |                        |
| Personnel                 | $ 82,318.00   | $ 61,738.50           | $ 12,806.96           | $ 69,511.04          | $ 5,256.92             |
| Supplies                  | 30,000.00     | 22,500.00             | 16,649.55             | 13,350.45            | 2,954.88               |
| Services & Charges        | 1,061,030.00  | 795,772.50            | 655,260.64            | 405,769.36           | 83,522.95             |
| Other                     | -             | -                     | 11,740.43             | (11,740.43)          | -                      |
| **Total**                 | **$ 1,173,348.00** | **$ 880,011.00**    | **$ 696,457.58**      | **$ 476,890.42**     | **$ 91,734.75**        |
| Percent Expended          | 75.00%        | 59.36%                |                       |                      |                        |

| **Public Service-Div. 3**   |               |                       |                       |                      |                        |
| Personnel                 | $ 5,177,902.00 | $ 3,883,426.50        | $ 3,642,141.46        | $ 1,535,760.54       | $ 395,796.46           |
| Supplies                  | 46,960.00     | 35,220.00             | 28,481.91             | 18,478.09            | 5,051.34               |
| Services & Charges        | 55,300.00     | 41,475.00             | 24,209.25             | 31,090.75            | 2,106.87               |
| Other                     | -             | -                     | 11,740.43             | (11,740.43)          | -                      |
| **Total**                 | **$ 5,280,162.00** | **$ 3,960,121.50**  | **$ 3,694,832.62**    | **$ 1,585,329.38**   | **$ 402,954.67**       |
| Percent Expended          | 75.00%        | 69.98%                |                       |                      |                        |

| **Support Services-Div. 4** |               |                       |                       |                      |                        |
| Personnel                 | $ 1,250,238.00 | $ 937,678.50          | $ 804,726.97          | $ 445,511.03         | $ 86,948.34            |
| Supplies                  | 61,000.00     | 45,750.00             | 34,304.91             | 26,695.09            | 3,379.01               |
| Services & Charges        | 242,408.00    | 181,806.00            | 188,268.53            | 54,139.47            | 14,140.60             |
| Other                     | 855,587.00    | 641,690.25            | 720,715.03            | 134,871.97           | 34,057.96             |
| **Total**                 | **$ 2,409,233.00** | **$ 1,806,924.75**  | **$ 1,748,015.44**    | **$ 661,217.56**     | **$ 138,525.91**       |
| Percent Expended          | 75.00%        | 72.55%                |                       |                      |                        |

| **Total Library Operational** |               |                       |                       |                      |                        |
| Personnel                  | $ 7,213,816.00 | $ 5,410,362.00        | $ 4,984,547.71        | $ 2,229,268.29       | $ 546,118.53           |
| Supplies                  | 165,960.00    | 124,470.00            | 101,069.98            | 64,890.02            | 16,408.35             |
| Services & Charges        | 1,436,942.00  | 1,077,706.50          | 937,404.04            | 499,537.96           | 109,057.27            |
| Other                     | 855,587.00    | 641,690.25            | 732,455.46            | 123,131.54           | 34,057.96             |
| **Total**                 | **$ 9,672,305.00** | **$ 7,254,228.75**  | **$ 6,755,477.19**    | **$ 2,916,827.81**   | **$ 705,642.11**       |
| Percent Expended          | 75.00%        | 69.84%                |                       |                      |                        |

<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>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2017-18 Encumbrances</td>
<td>$ 93,552.91</td>
<td>$ 91,606.17</td>
<td>$ 1,946.74</td>
<td>$ -</td>
</tr>
</tbody>
</table>

Prepared by Paul E. Jones, Library, 402.441.8513
# LINCOLN CITY LIBRARIES - FUND BALANCES
## May 2019

<table>
<thead>
<tr>
<th>GRANT FUNDS</th>
<th>Beginning Balance</th>
<th>Receipts</th>
<th>Expended</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Lender Fund</td>
<td>$754.40</td>
<td>-</td>
<td>$754.40</td>
<td>-</td>
</tr>
<tr>
<td>NLC Internship Grant 2019</td>
<td>6,000.00</td>
<td>-</td>
<td>20.00</td>
<td>5,980.00</td>
</tr>
<tr>
<td>State Aid 2017</td>
<td>1,034.30</td>
<td>-</td>
<td>-</td>
<td>1,034.30</td>
</tr>
<tr>
<td>State Aid 2018</td>
<td>29,499.99</td>
<td>-</td>
<td>193.42</td>
<td>29,306.57</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>
</tr>
</thead>
<tbody>
<tr>
<td>Heritage Room</td>
<td>$89,561.13</td>
<td>$100.80</td>
<td>$2,338.92</td>
<td>$87,323.01</td>
</tr>
<tr>
<td>Polley Music Library</td>
<td>141,142.99</td>
<td>218.55</td>
<td>184.88</td>
<td>141,176.66</td>
</tr>
<tr>
<td>Joseph J. Hompes</td>
<td>36,238.40</td>
<td>59.12</td>
<td>42.91</td>
<td>36,254.61</td>
</tr>
<tr>
<td>Misc. Library Donations</td>
<td>415,267.33</td>
<td>1,525.27</td>
<td>15,027.21</td>
<td>401,765.39</td>
</tr>
<tr>
<td>Alice Nielsen</td>
<td>76,829.87</td>
<td>118.59</td>
<td>-</td>
<td>76,948.46</td>
</tr>
<tr>
<td>Dorothy Holland</td>
<td>110,516.25</td>
<td>170.59</td>
<td>-</td>
<td>110,686.84</td>
</tr>
<tr>
<td>Glennis Leapley</td>
<td>58,786.33</td>
<td>90.74</td>
<td>-</td>
<td>58,877.07</td>
</tr>
<tr>
<td>Lincoln Cares</td>
<td>19,760.12</td>
<td>511.85</td>
<td>-</td>
<td>20,271.97</td>
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</table>

<table>
<thead>
<tr>
<th>APPROPRIATED FUNDS</th>
<th>Budget</th>
<th>Expended May 2019</th>
<th>Exp-to-Date</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heritage Room FY 2018-19</td>
<td>$32,904.00</td>
<td>$2,338.92</td>
<td>$19,134.43</td>
<td>$13,769.57</td>
</tr>
<tr>
<td>Polley Music Library FY 2018-19</td>
<td>110,174.00</td>
<td>184.88</td>
<td>79,711.94</td>
<td>30,462.06</td>
</tr>
<tr>
<td>Keno FY 2017-18</td>
<td>55,982.07</td>
<td>-</td>
<td>54,637.07</td>
<td>1,345.00</td>
</tr>
<tr>
<td>Keno FY 2018-19</td>
<td>808,500.00</td>
<td>146,128.50</td>
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<td>449,447.37</td>
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<table>
<thead>
<tr>
<th>Capital Improvement Projects</th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>FY 2016-17 Bethany Roof</td>
<td>52,819.96</td>
<td>47,537.96</td>
<td>47,537.96</td>
<td>5,282.00</td>
</tr>
<tr>
<td>FY 2017-18 Gere HVAC</td>
<td>363,800.00</td>
<td>-</td>
<td>-</td>
<td>363,800.00</td>
</tr>
<tr>
<td>FY 2018-19 Anderson Parking Lot</td>
<td>307,100.00</td>
<td>-</td>
<td>-</td>
<td>307,100.00</td>
</tr>
<tr>
<td>FY 2018-19 Energy Savings Projects</td>
<td>1,812,663.00</td>
<td>23,134.78</td>
<td>413,527.97</td>
<td>1,399,135.03</td>
</tr>
</tbody>
</table>

Prepared by Paul E. Jones, Library, 402.441.8513