

## **LIBRARY DIRECTOR'S REPORT July 2020**

The libraries continue to operate under the COVID-19 Directed Health Measures. Until July 10, our buildings were operating at 50% capacity. At that time, the COVID dial moved from yellow into the orange (higher risk of COVID spread), so now our buildings are operating at 25% of their capacity. Customers are greeted at the entrance to ensure they are wearing face coverings and to note the one-hour time limit which helps us operate at the appropriate capacity. We find that customers tend to keep their visits short and we seldom have people waiting to enter. We are not offering any in-person programming.

The Mayor's Fiscal Year 2020-2021 budget now shows full funding for the library's service schedule, so we will not be cutting a full day of service, and no cuts are currently planned to the library's public service staff. The library will lose one vacant position in our Virtual Services Department, and will receive lower operational funds in our materials budget.

As expected, overall library use is down in comparison to July of 2019. Circulation is down 27.72%. Circulation of physical items is down 35%, while downloadable materials are up significantly. Visits to libraries are 41% of what they were in July of 2019.

The following reports provide examples of the library's Strategic Plan in action.

### **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:**

#### **Interactions Between People**

- Several library staff members are providing outreach to children this summer. Eiseley/Williams/Bookmobile Manager Lisa Olivigni passed along this fun comment from a young customer, "After Tami had finished her story time at Hickman one day, a pre-K boy came up to her and said 'I think your ride has already left, Miss Tami. You'll have to spend the day with us.' That's just a testament to how much fun kids have during Tami's story times."

#### **Technology**

- Gere Branch Manager Brenda Ealey reported, "Diane noted that there seems to be an uptick in the number of people coming in to use library scanners. As offices are closed people are being asked to send in forms digitally and most have never attempted to scan before so they are happy to have a place they can go for assistance."

### Facilities

- Gere Branch Manager Brenda Ealey passed this along, "Deb shared this customer interaction: 'On July 22nd I helped a family—Mom and a couple of pre-teens. They said they had been at home since Spring Break in March and this was their first outing. They said they felt comfortable in the library and knew the proper precautions were being observed. So, while it felt a little weird, they were glad they chose the library to go to first.'"

### Collaboration

- Heritage Room Curator Diane Wilson passed along these notes from far and near, "Earlier this year the Heritage Room of Nebraska Authors assisted Fundacion Juan March, a museum in Madrid, Spain, with their exhibit titled *The Irascibles: Painters Against the Museum, New York, 1950*, by sending photos and research material on Weldon Kees for inclusion in their exhibit and exhibit catalog. The museum sent a copy of the catalog for the Heritage Room collection, which listed the Heritage Room in the Acknowledgments section. [Diane also reported] that Lincoln author Gretchen Garrison's new book *A History Lover's Guide to Lincoln, Nebraska* includes a thank you to the Heritage Room. Much of her research was done using our collection."

## Areas of Excellence and Focus

### Primary Area of Focus—Early Childhood

- Interim Public Services Coordinator Leeann Sergeant passed along this staff report from Bennett Martin Library, "Library Service Associate Kim noted, 'The raccoon on the front of the Circulation Desk on first floor has been a big hit this month. I was especially pleased to see a little girl point it out to her father as she entered the library and exclaimed, 'Look Daddy! The raccoon is wearing a mask, too!' Kudos to Carrie for creating masks for our raccoons!'"
- Youth Services Coordinator Vicki Wood reported, "Teagan and I met to talk about the Community Health Endowment grant we were working on pre-pandemic, and whether we should go forward with it post-pandemic. We decided that we should and will submit it without many changes. This grant seeks to educate expectant mothers in the WIC program about the importance of reading aloud to their child, while they are in their last trimester of pregnancy."

### Additional Areas of Focus—in these, the library usually collaborates with other organizations

#### Building up the Culture of Lincoln

#### Reading

- Walt Branch Manager Jodene Glaesemann noted that a Walt staff member reports her cousin has profound hearing loss. She made the difficult decision to get a cochlear implant. She then had to retrain her brain to "hear" again. Listening to digital audiobooks checked out from the library, at the same time she reads a physical copy of the same book, helps her to re-learn the spoken sounds of the printed words. She is very grateful for the libraries and how they improved her quality of life.

#### Arts and Music

- Bennett Martin Public Library and Bethany Branch Library are sites for the Lux Nine Nebraska Artist project. Anderson and Bethany Branch Manager Kim Shelley reported, "A wheat paste mural was installed on the west side of Bethany Branch Library on July 14. According to the press release about the project, 'In collaboration between the LUX Center for the Arts and

Constellation Studios, the Nine Nebraska Artists Wheat Paste Mural was designed to highlight the woodcut print medium and each artists' unique vision.' The mural was installed at 9 different locations throughout Lincoln, and each mural features nine 24"x36" black and white prints. The wheat paste medium of the prints will change over time due to weather conditions and moisture. The murals are slated to remain on display through September 2020."

Pat Leach, Library Director

August 14, 2020

**Lincoln City Libraries  
July 2020 Use Report**

<b>Location</b>	<b>Loans</b>	<b>Visits</b>	<b>Computer Reservations</b>	<b>Program &amp; Outreach Attendance</b>	<b>July 2020 Total Use</b>	<b>July 2019 Total Use</b>	<b>CHANGE</b>
Bennett Martin Public Library	14,603	7,081	1,275	295	23,254	50,607	-54.05%
Anderson Branch	11,128	3,888	598	0	15,614	33,128	-52.87%
Bethany Branch	9,345	3,238	187	0	12,770	19,616	-34.90%
Eiseley Branch	23,089	5,867	801	216	29,973	57,628	-47.99%
Gere Branch	64,073	13,903	850	0	78,826	129,890	-39.31%
South Branch	9,308	2,866	298	0	12,472	20,387	-38.82%
Walt Branch	41,529	9,176	559	0	51,264	96,855	-47.07%
Williams Branch	541	629	32	0	1,202	3,384	-64.48%
Lied Bookmobile	1,581	170	2	360	2,113	2,447	-13.65%
InterLibrary Loan	0	0	0	0	0	341	-100.00%
<b>SUBTOTAL</b>	<b>175,197</b>	<b>46,818</b>	<b>4,602</b>	<b>871</b>	<b>227,488</b>	<b>414,283</b>	<b>-45.09%</b>
DownloadStream Audio	27,287	0	0	0	27,287	24,204	12.74%
Download/Stream eBooks	26,528	0	0	0	26,528	21,386	24.04%
Stream Video	910	0	0	0	910	984	-7.52%
<b>TOTAL LOANS WITH ELECTRONIC USE</b>	<b>229,922</b>	<b>46,818</b>	<b>4,602</b>	<b>871</b>	<b>282,213</b>	<b>460,857</b>	<b>-38.76%</b>

<b>Virtual Prgrams</b>	<b>Sessions</b>	<b>Views</b>
Summer Reading Challenge	7	2,839
Library Learning Time	26	1,815
One Book - One Lincoln	4	1,143

WiFi Sessions	46,981	26,044	80.39%
WiFi Users	4,865	5,300	-8.21%
Website Users	47,700	54,403	-12.32%
Website Sessions	121,005	125,989	0.00%
Database Use	8,247	8,052	0.00%

<b>HOLDINGS</b>	<b>PRINT</b>		<b>NON PRINT</b>			<b>Registrations</b>			
	<b>Adult</b>	<b>Youth</b>	<b>Adult</b>	<b>Youth</b>	<b>Total</b>	<b>Total Purged</b>			
<b>Owned</b>	366,066	299,864	74,972	34,921	775,823	18	4	350.00%	
<b>Added</b>	2,538	2,264	409	63	5,274	<b>Active</b>			
<b>Withdrawn</b>	-2,147	-568	-12	-25	-2,752	Resident	192,125	186,550	2.99%
<b>Current</b>	366,457	301,560	75,369	34,959	778,345	ConnectED	50,105	43,435	15.36%
						County	12,675	13,059	-2.94%
						NonResident	1,030	978	5.32%
						Reciprocal	750	714	5.04%
						Limited Use	10,527	10,090	4.33%
						<b>Total Active</b>	<b>267,212</b>	<b>254,826</b>	<b>4.86%</b>

**July 2020 Use Compared to July 2019  
Lincoln City Libraries**

Location	Print Checkouts		Print Loan	Non-Print Checkouts		Non-Print	Total Checkouts		Total Loan
	2020	2019	Change	2020	2019	Loan Change	2020	2019	Change
BMPL	10,901	17,144	-36.42%	3,702	6,490	-42.96%	14,603	23,634	-38.21%
Anderson	8,418	14,584	-42.28%	2,710	6,191	-56.23%	11,128	20,775	-46.44%
Bethany	7,737	10,023	-22.81%	1,608	2,390	-32.72%	9,345	12,413	-24.72%
Eiseley	18,990	28,887	-34.26%	4,099	7,701	-46.77%	23,089	36,588	-36.89%
Gere	53,409	75,497	-29.26%	10,664	18,241	-41.54%	64,073	93,738	-31.65%
South	7,497	9,860	-23.97%	1,811	2,382	-23.97%	9,308	12,242	-23.97%
Walt	35,031	55,895	-37.33%	6,498	12,396	-47.58%	41,529	68,291	-39.19%
Williams	414	1,040	-60.19%	127	479	-73.49%	541	1,519	-64.38%
Lied Bookmobile	1,348	1,698	-20.61%	233	294	-20.75%	1,581	1,992	-20.63%
InterLibrary Loan	0	341	-100.00%	0	0	0.00%	0	341	-100.00%
<b>TOTAL CHECKOUTS</b>	<b>143,745</b>	<b>214,969</b>	<b>-33.13%</b>	<b>31,452</b>	<b>56,564</b>	<b>-44.40%</b>	<b>175,197</b>	<b>271,533</b>	<b>-35.48%</b>
Download/Stream Audio	0	0	0.00%	27,287	24,204	12.74%	27,287	24,204	12.74%
Download/Stream eBook	0	0	0.00%	26,528	21,386	24.04%	26,528	21,386	24.04%
Stream Video	0	0	0.00%	910	984	-7.52%	910	984	-7.52%
<b>TOTAL WITH DOWNLOADS</b>	<b>143,745</b>	<b>214,969</b>	<b>-33.13%</b>	<b>86,177</b>	<b>103,138</b>	<b>-16.44%</b>	<b>229,922</b>	<b>318,107</b>	<b>-27.72%</b>

Location	Youth Checkouts		Youth Loan	Adult Checkouts		Adult Loan	Visits	Visits	Visits
	2020	2019	Change	2020	2019	Change	2020	2019	Change
BMPL	5,406	8,811	-38.64%	9,197	14,823	-37.95%	7,081	18,422	-61.56%
Anderson	5,048	11,158	-54.76%	6,080	9,617	-36.78%	3,888	9,858	-60.56%
Bethany	5,594	7,797	-28.25%	3,751	4,616	-18.74%	3,238	6,015	-46.17%
Eiseley	14,732	23,850	-38.23%	8,357	12,738	-34.39%	5,867	16,118	-63.60%
Gere	35,655	54,877	-35.03%	28,418	38,861	-26.87%	13,903	31,360	-55.67%
South	5,140	7,376	-30.31%	4,168	4,866	-14.34%	2,866	6,440	-55.50%
Walt	28,829	49,420	-41.67%	12,700	18,871	-32.70%	9,176	24,040	-61.83%
Williams	406	1,184	-65.71%	135	335	-59.70%	629	1,426	-55.89%
Lied Bookmobile	957	1,344	-28.79%	624	648	-3.70%	170	448	-62.05%
InterLibrary Loan	0	0	0.00%	0	341	-100.00%	0	0	0.00%
<b>Subtotal</b>	<b>101,767</b>	<b>165,817</b>	<b>-38.63%</b>	<b>73,430</b>	<b>105,716</b>	<b>-30.54%</b>	<b>46,818</b>	<b>114,127</b>	<b>-58.98%</b>
Download/Stream Audio	4,333	3,406	27.22%	22,954	20,798	10.37%	0	0	0.00%
Download/Stream eBook	4,679	2,950	58.61%	21,849	18,436	18.51%	0	0	0.00%
Stream Video	0	0	0.00%	910	984	-7.52%	0	0	0.00%
<b>TOTAL</b>	<b>110,779</b>	<b>172,173</b>	<b>-35.66%</b>	<b>119,143</b>	<b>145,934</b>	<b>-18.36%</b>	<b>46,818</b>	<b>114,127</b>	<b>-58.98%</b>

Location	Program & Outreach Attendance - Youth		P&O Att - Youth	Program & Outreach Attendance - Adult		P&O Att - Adult	Computer Use		Computer
	2020	2019	Change	2020	2019	Change	2020	2019	Change
BMPL	295	3,836	-92.31%	10	316	-96.84%	1,275	4,399	-71.02%
Anderson	0	602	-100.00%	0	0	0.00%	598	1,893	-68.41%
Bethany	0	509	-100.00%	0	49	-100.00%	187	630	-70.32%
Eiseley	216	1,964	-89.00%	0	189	-100.00%	801	2,769	-71.07%
Gere	0	2,150	-100.00%	0	141	-100.00%	850	2,501	-66.01%
South	0	704	-100.00%	0	0	0.00%	298	1,001	-70.23%
Walt	0	2,544	-100.00%	0	105	-100.00%	559	1,875	-70.19%
Williams	0	294	-100.00%	0	0	0.00%	32	145	-77.93%
Lied Bookmobile	360	0	0.00%	0	0	0.00%	2	7	-71.43%
Data Base Use	0	0	0.00%	0	0	0.00%	0	0	0.00%
<b>TOTAL</b>	<b>871</b>	<b>12,603</b>	<b>-93.09%</b>	<b>10</b>	<b>800</b>	<b>-98.75%</b>	<b>4,602</b>	<b>15,220</b>	<b>-69.76%</b>

# LINCOLN CITY LIBRARIES

## Monthly Categorical Report

July 31, 2020

	Budget Amount	Budgeted Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended
<b>Administration-Div. 1</b>					
Personnel	\$ 733,772.00	\$ 672,624.33	\$ 725,321.21	\$ 8,450.79	\$ 78,180.07
Supplies	28,000.00	25,666.67	25,991.27	2,008.73	3,695.37
Services & Charges	79,104.00	72,512.00	56,301.29	22,802.71	2,462.99
Other	-	-	-	-	-
<b>Total</b>	<b>\$ 840,876.00</b>	<b>\$ 770,803.00</b>	<b>\$ 807,613.77</b>	<b>\$ 33,262.23</b>	<b>\$ 84,338.43</b>
<b>Percent Expended</b>		<b>91.67%</b>	<b>96.04%</b>		
<b>Buildings &amp; Grounds-Div. 2</b>					
Personnel	\$ 93,392.00	\$ 85,609.33	\$ 94,212.72	\$ (820.72)	\$ 10,765.60
Supplies	30,000.00	27,500.00	18,005.34	11,994.66	2,003.81
Services & Charges	1,057,302.00	969,193.50	680,414.63	376,887.37	61,870.14
Other	-	-	90,831.64	(90,831.64)	45,415.82
<b>Total</b>	<b>\$ 1,180,694.00</b>	<b>\$ 1,082,302.83</b>	<b>\$ 883,464.33</b>	<b>\$ 297,229.67</b>	<b>\$ 120,055.37</b>
<b>Percent Expended</b>		<b>91.67%</b>	<b>74.83%</b>		
<b>Public Service-Div. 3</b>					
Personnel	\$ 5,391,058.00	\$ 4,941,803.17	\$ 4,620,879.68	\$ 770,178.32	\$ 527,550.60
Supplies	46,960.00	43,046.67	37,102.02	9,857.98	1,052.21
Services & Charges	56,300.00	51,608.33	50,951.03	5,348.97	3,165.50
Other	-	-	-	-	-
<b>Total</b>	<b>\$ 5,494,318.00</b>	<b>\$ 5,036,458.17</b>	<b>\$ 4,708,932.73</b>	<b>\$ 785,385.27</b>	<b>\$ 531,768.31</b>
<b>Percent Expended</b>		<b>91.67%</b>	<b>85.71%</b>		
<b>Support Services-Div. 4</b>					
Personnel	\$ 1,317,480.00	\$ 1,207,690.00	\$ 955,225.07	\$ 362,254.93	\$ 108,014.79
Supplies	61,000.00	55,916.67	40,137.50	20,862.50	3,450.57
Services & Charges	271,675.00	249,035.42	239,070.09	32,604.91	9,937.42
Other	866,300.00	794,108.33	789,842.81	76,457.19	31,527.42
<b>Total</b>	<b>\$ 2,516,455.00</b>	<b>\$ 2,306,750.42</b>	<b>\$ 2,024,275.47</b>	<b>\$ 492,179.53</b>	<b>\$ 152,930.20</b>
<b>Percent Expended</b>		<b>91.67%</b>	<b>80.44%</b>		
<b>Total Library Operational</b>					
Personnel	\$ 7,535,702.00	\$ 6,907,726.83	\$ 6,395,638.68	\$ 1,140,063.32	\$ 724,511.06
Supplies	165,960.00	152,130.00	121,236.13	44,723.87	10,201.96
Services & Charges	1,464,381.00	1,342,349.25	1,026,737.04	437,643.96	77,436.05
Other	866,300.00	794,108.33	880,674.45	(14,374.45)	76,943.24
<b>Total</b>	<b>\$ 10,032,343.00</b>	<b>\$ 9,196,314.42</b>	<b>\$ 8,424,286.30</b>	<b>\$ 1,608,056.70</b>	<b>\$ 889,092.31</b>
<b>Percent Expended</b>		<b>91.67%</b>	<b>83.97%</b>		
<b>Other Library Fund Appropriations</b>					
	<b>Amount Appropriated</b>		<b>Expended Year-to-Date</b>	<b>Balance</b>	<b>Current Month Expended</b>
FY 2018-19 Encumbrances	\$ 141,619.60		\$ 141,103.56	\$ 516.04	\$ -

**LINCOLN CITY LIBRARIES - FUND BALANCES  
JULY 2020**

	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expended</b>	<b>Ending Balance</b>
<b><u>GRANT FUNDS</u></b>				
Net Lender Fund	\$ -	\$ 138.00	\$ -	\$ 138.00
NLC Internship Grant 2020	4,000.00	-	-	4,000.00
State Aid 2018	2,271.42	-	-	2,271.42
State Aid 2019	24,851.25	-	-	24,851.25
State Aid 2020	49,880.00	-	-	49,880.00

**DONATED FUNDS**

Heritage Room	\$ 98,343.47	\$ 184.08	\$ 3,494.51	\$ 95,033.04
Polley Music Library	175,278.35	331.42	8,551.72	167,058.05
Joseph J. Hompes	56,515.22	103.29	35.31	56,583.20
Misc. Library Donations	438,508.95	16,867.39	2,560.81	452,815.53
Alice Nielsen	78,630.22	143.61	-	78,773.83
Dorothy Holland	113,105.96	206.57	-	113,312.53
Glennis Leapley	60,163.87	109.88	-	60,273.75
Lincoln Cares	6,997.13	462.10	-	7,459.23
Read Aloud Lincoln	3,565.79	2,237.12	3,089.94	2,712.97

**APPROPRIATED FUNDS**

	<b>Budget</b>	<b>Expended</b>		<b>Balance</b>
		<b>July 2020</b>	<b>Exp-to-Date</b>	
Heritage Room FY 2019-20	\$ 34,826.00	\$ 3,494.51	\$ 28,756.13	\$ 6,069.87
Polley Music Library FY 2019-20	113,180.00	8,551.72	72,451.97	40,728.03
Keno FY 2018-19	47,881.00	-	47,881.00	-
Keno FY 2019-20	840,840.00	113,775.07	406,625.92	434,214.08
<b>Capital Improvement Projects</b>				
FY 2017-18 Gere HVAC	363,800.00	-	363,800.00	-
FY 2018-19 Anderson Parking Lot	307,100.00	262,905.85	262,905.85	44,194.15
FY 2018-19 Energy Savings Projects	1,812,663.00	-	1,812,663.00	-