



LINCOLN CITY LIBRARIES  
136 South 14th Street, Lincoln, NE 68508-1899  
402-441-8500  
lincolnlibraries.org

## LIBRARY DIRECTOR'S REPORT October 2020

Lincoln City Libraries was pleased with the response to having ballot boxes placed throughout the library system, so voters with early ballots had additional, secure drop-off points. This comment came from Jodi at Anderson Branch Library "So many people have commented on the convenience of being able to drop off their ballots at the library, with a few mentioning they hope libraries remain a place with a secure ballot box in future elections." Walt Branch Manager Jodene Glaesemann said, "Having a ballot box in the building has brought in many from our community whom have not visited in some time or are new to the branch. We've even had a couple of new registrations stemming from these interactions and it has also provided an opportunity for people to ask reference questions of us while we are at the desk." Eiseley and Williams Branch Manager Lisa Olivigni wrote, "It was a great opportunity to serve the community in a different way." With the many pullbacks in service due to COVID, library staff especially appreciated this opportunity to contribute to the democratic process.

Due to the COVID-19 pandemic, libraries continue to be open to the public, but with limited capacities. We are presenting no in-person programming. Masks are expected of all library customers who do not have a medical exemption.

We continue to see significant growth in the use of downloadable eBooks and audiobooks, even as many people still check out print books. We have instituted some special services such as "Bound to Please" where library staff will select items for customers who wish to minimize the amount of time spent in the library.

### **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**

- In response to so many students learning from home, we have made available "Help Now," an online homework-help service that connects students with an actual person to provide assistance. Library Webmaster Peter Jorgensen reported, "Following up on an online request from an LPS student about HelpNow for Homework, I discovered that access to all of our online resources was being blocked on LPS-issued Chromebooks. I contacted LPS staff and they were able to resolve the issue so students are able to use those resources." We appreciate our ongoing relationship with LPS, and are continuing our collaborations to offer help for teachers, students, and parents during pandemic-driven changes in education.

### **Facilities**

- Assistant Library Director Traci Glass reported, "Finally, I was able to visit all of our library branches escorted by Building Superintendent Dan Miller. I met staff, saw the ins and outs of the buildings, and was able to fully appreciate how unique and wonderful each of our branches are – and, our Bookmobile!"

### **Collaboration**

- Polley Music Librarian Scott Scholz reported, "My collaboration with Lincoln Calling from late September, moderating a recording studio-related discussion panel, was aired as an official part of the Lincoln Calling online festival on the evening of October 3. The conversation was animated and interesting, and the panelists mentioned great books about music that have inspired them, too. I got more patron requests than usual regarding books about recording, songwriting and music theory over the course of the month, and I saw some new faces, so hopefully that online event helped to connect with some new people."

### **Areas of Excellence and Focus**

#### **Primary Area of Focus—Early Childhood**

- Youth Services Coordinator Vicki Wood reported, "We debuted our Storytimes to Go program in the middle of the month and it has been really popular. So much so, we may need to limit folks to one theme per request instead of three! Gere was overrun with requests right away but things have evened out now."
- Vicki also noted this work regarding the library's move to virtual presentations, "Bennett Martin Public Library staffers Garren, Lane, and Sharon put together a studio at Bennett Martin Public Library to make our virtual storytimes easier to film, more consistent, and higher quality. The studio was tested when Caitlin created a special video for Dia de los Muertos and it came out great! We will use this studio for our January-May virtual storytimes."

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

##### **Celebrating the diversity of our city**

- Interim Public Services Coordinator LeeAnn Sergeant passed along, "Librarian Garren Hochstetler relayed, '(Librarian) Caitlin and I collaborated on a list of books for all ages on topics like conservation, environmentalism, and general Great Outdoors appreciation which were written by and/or featuring people of color. This was a patron request that I intend to also turn into an online booklist soon.'"

##### **Local History and Genealogy**

- Heritage Room Curator Diane Wilson reported, "The great-niece of former Lincoln mayor Bennett Martin called the Heritage Room on October 23<sup>rd</sup> as she was driving across country. She wanted to view information about her great uncle and was pleased to learn that library staff member Scott Clark would be able to assist her the next morning when she arrived at the library."

**Lincoln City Libraries  
October 2020 Use Report**

<b>Location</b>	<b>Loans</b>	<b>Visits</b>	<b>Computer Reservations</b>	<b>Program &amp; Outreach Attendance</b>	<b>October 2020 Total Use</b>	<b>October 2019 Total Use</b>	<b>CHANGE</b>
Bennett Martin Public Library	14,715	9,072	1,911	220	25,918	48,714	-46.80%
Anderson Branch	11,993	4,584	679	0	17,256	23,934	-27.90%
Bethany Branch	9,138	3,577	285	55	13,055	20,688	-36.90%
Eiseley Branch	22,616	7,533	984	0	31,133	50,112	-37.87%
Gere Branch	62,807	16,623	1,196	8	80,634	38,177	111.21%
South Branch	9,641	3,728	429	0	13,798	28,684	-51.90%
Walt Branch	40,756	11,804	858	0	53,418	94,091	-43.23%
Williams Branch	1,044	649	48	41	1,782	2,696	-33.90%
Lied Bookmobile	2,264	172	0	589	3,025	2,683	12.75%
InterLibrary Loan	0	0	0	0	0	256	-100.00%
<b>SUBTOTAL</b>	<b>174,974</b>	<b>57,742</b>	<b>6,390</b>	<b>913</b>	<b>240,019</b>	<b>310,035</b>	<b>-22.58%</b>
DownloadStream Audio	26,670	0	0	0	26,670	23,976	11.24%
Download/Stream eBooks	25,143	0	0	0	25,143	19,925	26.19%
Stream Video	972	0	0	0	972	878	10.71%
<b>SUBTOTAL</b>	<b>52,785</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52,785</b>	<b>44,779</b>	<b>17.88%</b>
<b>TOTAL LOANS WITH ELECTRONIC USE</b>	<b>227,759</b>	<b>57,742</b>	<b>6,390</b>	<b>913</b>	<b>292,804</b>	<b>354,814</b>	<b>-17.48%</b>

Notes: Libraries at 25% capacity due to COVID. No inperson programming.

<b>Vitual Programs</b>	<b>Sessions</b>	<b>Views</b>
Library Learning Time	5	585
Raising Readers Series	4	808
Misc. Staff Produced Programs	5	2124

WiFi Sessions	37,905	146,635	-74.15%
WiFi Users	4,617	16,080	-71.29%
Website Sessions	115,183	114,501	0.60%
Website Users	50,951	48,559	4.93%
Database Use	7,373	5,950	23.92%

	<b>Registrations</b>		
<b>Total Purged</b>	7	6	16.67%

<b>Holdings Report</b>	<b>PRINT</b>		<b>NON PRINT</b>		<b>Total</b>
	<b>Adult</b>	<b>Youth</b>	<b>Adult</b>	<b>Youth</b>	
<b>Owned</b>	370,464	300,390	76,175	35,131	782,160
<b>Added</b>	2,937	2,145	282	34	5,398
<b>Withdrawn</b>	-7,494	-2,178	5,559	-361	-4,474
<b>Current</b>	365,907	300,357	82,016	34,804	783,084

	<b>Active</b>		
Resident	193,248	189,038	2.23%
ConnectED	51,920	46,727	11.11%
County	12,727	12,813	-0.67%
NonResident	1,035	1,003	3.19%
Reciprocal	752	727	3.44%
Limited Use	10,577	10,218	3.51%
<b>Total Active</b>	<b>270,259</b>	<b>260,526</b>	<b>3.74%</b>

**October 2020 Use Compared to October 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	11,466	15,825	-27.55%	3,249	6,712	-51.59%	14,715	22,537	-34.71%
Anderson	9,095	9,798	-7.17%	2,898	4,432	-34.61%	11,993	14,230	-15.72%
Bethany	7,733	10,865	-28.83%	1,405	2,740	-48.72%	9,138	13,605	-32.83%
Eiseley	18,968	22,083	-14.11%	3,648	6,689	-45.46%	22,616	28,772	-21.40%
Gere	53,142	26,266	102.32%	9,665	6,102	58.39%	62,807	32,368	94.04%
South	8,143	14,449	-43.64%	1,498	3,773	-60.30%	9,641	18,222	-47.09%
Walt	34,610	44,322	-21.91%	6,146	11,200	-45.13%	40,756	55,522	-26.59%
Williams	786	868	-9.45%	258	397	-35.01%	1,044	1,265	-17.47%
Lied Bookmobile	2,070	1,728	19.79%	194	314	-38.22%	2,264	2,042	10.87%
InterLibrary Loan	0	256	-100.00%	0	0	0.00%	0	256	-100.00%
<b>TOTAL CHECKOUTS</b>	<b>146,013</b>	<b>146,460</b>	<b>-0.31%</b>	<b>28,961</b>	<b>42,359</b>	<b>-31.63%</b>	<b>174,974</b>	<b>188,819</b>	<b>-7.33%</b>
Download/Stream Audio	0	0	0.00%	26,670	23,976	11.24%	26,670	23,976	11.24%
Download/Stream eBook	0	0	0.00%	25,143	19,925	26.19%	25,143	19,925	26.19%
Stream Video	0	0	0.00%	972	878	10.71%	972	878	10.71%
<b>TOTAL WITH DOWNLOADS</b>	<b>146,013</b>	<b>146,460</b>	<b>-0.31%</b>	<b>81,746</b>	<b>87,138</b>	<b>-6.19%</b>	<b>227,759</b>	<b>233,598</b>	<b>-2.50%</b>

Location	Youth Checkouts		Youth Loan	Adult Checkouts		Adult Loan	Visits	Visits	Visits
	2020	2019	Change	2020	2019	Change	2020	2019	Change
BMPL	5,144	6,981	-26.31%	9,571	15,556	-38.47%	9,072	18,546	-51.08%
Anderson	5,413	6,528	-17.08%	6,580	7,702	-14.57%	4,584	6,704	-31.62%
Bethany	5,526	7,717	-28.39%	3,612	5,888	-38.65%	3,577	5,892	-39.29%
Eiseley	14,256	17,583	-18.92%	8,360	11,189	-25.28%	7,533	14,691	-48.72%
Gere	33,798	17,755	90.36%	29,009	14,613	98.52%	16,623	4,334	283.55%
South	5,485	8,992	-39.00%	4,156	9,230	-54.97%	3,728	8,804	-57.66%
Walt	27,645	36,107	-23.44%	13,111	19,415	-32.47%	11,804	18,213	-35.19%
Williams	616	976	-36.89%	428	289	48.10%	649	1,189	-45.42%
Lied Bookmobile	1,660	1,308	26.91%	604	734	-17.71%	172	636	-72.96%
InterLibrary Loan	0	0	0.00%	0	256	-100.00%	0	0	0.00%
<b>Subtotal</b>	<b>99,543</b>	<b>103,947</b>	<b>-4.24%</b>	<b>75,431</b>	<b>84,872</b>	<b>-11.12%</b>	<b>57,742</b>	<b>79,009</b>	<b>-26.92%</b>
Download/Stream Audio	4,062	3,074	32.14%	22,608	20,902	8.16%	0	0	0.00%
Download/Stream eBook	4,391	2,286	92.08%	20,752	17,639	17.65%	0	0	0.00%
Stream Video	0	0	0.00%	972	878	10.71%	0	0	0.00%
<b>TOTAL</b>	<b>107,996</b>	<b>109,307</b>	<b>-1.20%</b>	<b>119,763</b>	<b>124,291</b>	<b>-3.64%</b>	<b>57,742</b>	<b>79,009</b>	<b>-26.92%</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	27	3,345	-99.19%	193	341	-43.40%	1,911	3,945	-51.56%
Anderson	0	1,728	-100.00%	0	23	-100.00%	679	1,249	-45.64%
Bethany	0	476	-100.00%	55	51	7.84%	285	664	-57.08%
Eiseley	0	4,177	-100.00%	0	62	-100.00%	984	2,410	-59.17%
Gere	0	916	-100.00%	8	38	-78.95%	1,196	521	129.56%
South	0	295	-100.00%	0	4	-100.00%	429	1,359	-68.43%
Walt	0	18,387	-100.00%	0	75	-100.00%	858	1,894	-54.70%
Williams	41	49	-16.33%	0	0	0.00%	48	193	-75.13%
Lied Bookmobile	510	0	0.00%	79	0	0.00%	0	5	-100.00%
Data Base Use	0	0	0.00%	0	0	0.00%	0	0	0.00%
<b>TOTAL</b>	<b>578</b>	<b>29,373</b>	<b>-98.03%</b>	<b>335</b>	<b>594</b>	<b>-43.60%</b>	<b>6,390</b>	<b>12,240</b>	<b>-47.79%</b>

# LINCOLN CITY LIBRARIES

## Monthly Categorical Report

October 31, 2020

	Budget Amount	Budgeted Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended
<b>Administration-Div. 1</b>					
Personnel	\$ 736,615.00	\$ 122,769.17	\$ 122,167.68	\$ 614,447.32	\$ 74,055.95
Supplies	29,000.00	4,833.33	4,303.31	24,696.69	2,283.19
Services & Charges	76,962.00	12,827.00	34,458.84	42,503.16	34,127.79
Other	-	-	-	-	-
<b>Total</b>	<b>\$ 842,577.00</b>	<b>\$ 140,429.50</b>	<b>\$ 160,929.83</b>	<b>\$ 681,647.17</b>	<b>\$ 110,466.93</b>
<b>Percent Expended</b>		<b>16.67%</b>	<b>19.10%</b>		
<b>Buildings &amp; Grounds-Div. 2</b>					
Personnel	\$ 107,891.00	\$ 17,981.83	\$ 16,531.20	\$ 91,359.80	\$ 8,349.76
Supplies	22,000.00	3,666.67	1,719.77	20,280.23	1,193.72
Services & Charges	964,080.00	160,680.00	184,137.96	779,942.04	107,273.65
Other	90,900.00	15,150.00	-	90,900.00	-
<b>Total</b>	<b>\$ 1,184,871.00</b>	<b>\$ 197,478.50</b>	<b>\$ 202,388.93</b>	<b>\$ 982,482.07</b>	<b>\$ 116,817.13</b>
<b>Percent Expended</b>		<b>16.67%</b>	<b>17.08%</b>		
<b>Public Service-Div. 3</b>					
Personnel	\$ 5,302,264.00	\$ 883,710.67	\$ 750,138.86	\$ 4,552,125.14	\$ 375,786.45
Supplies	48,000.00	8,000.00	2,755.00	45,245.00	2,600.03
Services & Charges	63,400.00	10,566.67	6,130.58	57,269.42	6,015.79
Other	-	-	-	-	-
<b>Total</b>	<b>\$ 5,413,664.00</b>	<b>\$ 902,277.33</b>	<b>\$ 759,024.44</b>	<b>\$ 4,654,639.56</b>	<b>\$ 384,402.27</b>
<b>Percent Expended</b>		<b>16.67%</b>	<b>14.02%</b>		
<b>Support Services-Div. 4</b>					
Personnel	\$ 1,133,224.00	\$ 188,870.67	\$ 162,393.29	\$ 970,830.71	\$ 81,364.48
Supplies	62,000.00	10,333.33	7,254.22	54,745.78	4,840.08
Services & Charges	304,474.00	50,745.67	125,337.72	179,136.28	113,399.50
Other	863,000.00	143,833.33	235,406.23	627,593.77	123,698.37
<b>Total</b>	<b>\$ 2,362,698.00</b>	<b>\$ 393,783.00</b>	<b>\$ 530,391.46</b>	<b>\$ 1,832,306.54</b>	<b>\$ 323,302.43</b>
<b>Percent Expended</b>		<b>16.67%</b>	<b>22.45%</b>		
<b>Total Library Operational</b>					
Personnel	\$ 7,279,994.00	\$ 1,213,332.33	\$ 1,051,231.03	\$ 6,228,762.97	\$ 539,556.64
Supplies	161,000.00	26,833.33	16,032.30	144,967.70	10,917.02
Services & Charges	1,408,916.00	234,819.33	350,065.10	1,058,850.90	260,816.73
Other	953,900.00	158,983.33	235,406.23	718,493.77	123,698.37
<b>Total</b>	<b>\$ 9,803,810.00</b>	<b>\$ 1,633,968.33</b>	<b>\$ 1,652,734.66</b>	<b>\$ 8,151,075.34</b>	<b>\$ 934,988.76</b>
<b>Percent Expended</b>		<b>16.67%</b>	<b>16.86%</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 2019-20 Encumbrances	\$ 28,965.91		\$ 25,717.91	\$ 3,248.00	\$ 23,417.91

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

	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expended</b>	<b>Ending Balance</b>
<b><u>GRANT FUNDS</u></b>				
Net Lender Fund	\$ -	\$ -	\$ -	\$ -
NLC Internship Grant 2020	4,000.00	-	-	4,000.00
NLC NE eReads Grant 2020	41,315.00	-	-	41,315.00
State Aid 2019	26,566.42	-	1,142.36	25,424.06
State Aid 2020	49,880.00	-	-	49,880.00

**DONATED FUNDS**

Heritage Room	\$ 90,233.67	\$ -	\$ 2,449.44	\$ 87,784.23
Polley Music Library	154,330.42	-	6,514.85	147,815.57
Joseph J. Hompes	62,743.56	6,230.14	210.24	68,763.46
Misc. Library Donations	436,094.26	11,632.30	4,609.46	443,117.10
Alice Nielsen	79,001.91	-	-	79,001.91
Dorothy Holland	113,640.61	-	-	113,640.61
Glennis Leapley	60,448.26	-	-	60,448.26
Lincoln Cares	8,370.28	441.15	-	8,811.43
Read Aloud Lincoln	2,897.71	3,000.00	966.91	4,930.80

**APPROPRIATED FUNDS**

	<b>Budget</b>	<b>Expended</b>		<b>Balance</b>
		<b>Oct 2020</b>	<b>Exp-to-Date</b>	
Heritage Room FY 2020-21	\$ 32,191.00	\$ 2,449.44	\$ 4,898.88	\$ 27,292.12
Polley Music Library FY 2020-21	109,197.00	6,514.85	13,065.74	96,131.26
Keno FY 2019-20	265,728.15	-	-	265,728.15
Keno FY 2020-21	920,661.00	3,783.18	7,156.66	913,504.34
<b>Capital Improvement Projects</b>				
FY 2018-19 Anderson Parking Lot	307,100.00	-	262,905.85	44,194.15
FY 2020-21 Eiseley/Walt Parking	332,300.00	-	-	332,300.00
FY 2020-21 Eiseley/Walt Roofs	238,000.00	-	-	238,000.00