

LIBRARY DIRECTOR'S REPORT

December 2020

The library is engaged in the "Read for Change—Read Woke" challenge, encouraging the community to read books and view other materials addressing diversity and equity. Youth Services Coordinator Vicki Wood reported, "Work continued on our Read for Change: Read Woke Reading Challenge from November 15-January 31. As of the end of December we had about 1300 people enrolled." Several community leaders are facilitating book discussions as part of this challenge.

Library staff is participating in a Virtual Inservice event since we could not hold our in-person Inservice Training Day in 2020. This virtual event includes weekly suggestions for reading and viewing materials relating to diversity and equity. Virtual discussions among branch and system-wide staff will happen in February.

In this COVID period, libraries continue to be open their regular hours at 25% attendance capacity, and people are allowed one one-hour visit per day. Public computers are available for use. All locations now have video-conferencing capability for customers who may need to use a library computer for something such as a job interview via Zoom software. We are offering no in-person programming or events. With mass vaccination on the horizon, we are beginning to plan for the return of in-person programming and full building capacity.

Overall circulation decreased 6% in comparison to December of 2019. Visits to libraries are down nearly 45%.

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

- Interim Public Services Coordinator LeeAnn Sergeant passed along this unusual information request, reported by Laura, a Library Service Associate at Bennett Martin Public Library, "A woman called Bennett Martin while driving. She was lost, and trying to get to the airport. She was upset and disoriented and needed directions. I opened up Google maps and tried to understand where she was. She was able to give me an intersection, so I talked her through which direction she needed to go and where she needed to turn. She wasn't able to follow the directions the first time, and it took three tries to get her headed in the right direction. She was mostly calm, until she would make a wrong turn and then she would get disoriented and frustrated. Eventually she made her way along the route that I narrated and I stayed on the phone with her until she was within sight of the airport. Once she was almost there, she thanked me multiple times for helping her find her way."

Technology

- We received good news that the Dillon Foundation will be supporting a project at Anderson Branch Library. As described by Branch Manager Kim Shelley, "The plan for the Children's Literacy and Technology Proficiency Pilot Project includes purchase of four iPads, four theft-deterrent but child friendly iPad stands, and some educational apps for children. In addition, youth tables and seating will be acquired. The youth technology area will be located on the west side of the children's area of Anderson Branch Library, beneath the large bulletin board. The iPads and apps will be geared toward preschoolers (ages 0-6 years of age)." We thank the Foundation for Lincoln City Libraries for submitting this successful grant application.
- Support Services Coordinator Rebecca Aracena reported, "The public access catalog, Enterprise, was upgraded December 1. There was some concern that there might be issues with the upgrade due to the fact that we were more than two versions behind. However, the upgrade was completed successfully with very little downtime for customers. The latest version of Enterprise provides a much more user-friendly mobile interface and has corrected some of the issues customers had with making payments."

Facilities

- Gere and South Branch Manager Brenda Ealey noted instances of reaching COVID building capacities, which are 25% of our normal capacity, "Gere Branch reached capacity on Sunday the 6th with 50 in the building. Those waiting to get in only had to wait a short time, due to lots of in-and-out traffic. South Branch reached capacity on the 15th – and again, it was a short wait for those wanting to use the library."

Collaboration

- Polley Music Librarian Scott Scholz reported, "I helped out with some research on the history of the music industry's response to pandemics this month—hopefully a bit of that will be used toward an article in the Omaha Reader that will run in January. It's interesting to note that there is at least some documented musical response to pandemics dating all the way back to the Disciplinati of 13th-Century Italy with their monophonic laude, and 14th Century Germany's geisslerlieder. We're living in historic times."

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

Celebrating the diversity of our city

- Throughout the library system, book displays have highlighted the reading areas included in the Read Woke Challenge: Black Voices, Asian Voices, Female Voices, Hispanic American Voices, Immigration, Diverse Abilities, LGBTQ+ Voices, Native American Voices, Mental Health, and Poverty & Homelessness.

Local History and Genealogy

- Heritage Room Curator Diane Wilson passed along this report regarding use of the Heritage Room's Nebraska Author database, "A North Carolina resident was looking for information on her relative Lenora D. Gray and found a listing for her in the Nebraska Authors Database. I was able to send her information we had in our files, and also give her contact information for the Great Plains Black History Museum, the Durham Museum, and Boys Town."

Services to our Aging Population

- Interim Public Services Coordinator LeeAnn Sergeant passed along this staff report regarding the library's Home Outreach by Mail (HOM) service, which provides books and other items to customers via the mail, "In December HOM statistics for the month of December 2020 set a record for most bags sent out in a month. In December we sent 11 free bags and 186 regular bags for a total of 197 bags." Library staff has been promoting HOM Service in response to more people needing to stay home due to COVID.
- Gere Branch Manager Brenda Ealey reported, "As soon as the January/Winter edition of Aging Partner's *Living Well* magazine hit customer mailboxes we started getting phone calls at Gere Branch beginning December 31st. Folks interested in Technology Time appointments for Seniors, and the Family Folklore writing project. We'll also be offering Read to Me Book Bundles for grandparents and tips on how to get started with video chats."

Pat Leach, Library Director

January 14, 2021

**Lincoln City Libraries
December 2020 Use Report**

Location	Loans	Visits	Computer Reservations	Program & Outreach		December 2019 Total Use	CHANGE
				Attendance	December 2020 Total Use		
Bennett Martin Public Library	14,201	6,780	1,282	55	38,084	-41.40%	
Anderson Branch	10,894	3,032	423	60	20,694	-30.37%	
Bethany Branch	8,330	2,541	196	0	12,171	-9.07%	
Eiseley Branch	20,699	4,967	702	0	38,192	-30.96%	
Gere Branch	57,922	11,879	903	7	81,960	-13.72%	
South Branch	8,903	2,450	319	0	15,356	-23.99%	
Walt Branch	35,320	7,474	564	0	57,583	-24.70%	
Williams Branch	727	476	14	0	1,704	-28.58%	
Lied Bookmobile	1,961	135	0	589	1,583	69.61%	
InterLibrary Loan	150	0	0	0	228	-34.21%	
SUBTOTAL	159,107	39,734	4,403	711	203,955	-23.77%	
DownloadStream Audio	25,686	0	0	0	23,088	11.25%	
Download/Stream eBooks	26,276	0	0	0	20,020	31.25%	
Stream Video	990	0	0	0	962	2.91%	
SUBTOTAL	52,952	0	0	0	44,070	20.15%	
TOTAL LOANS WITH ELECTRONIC USE	212,059	39,734	4,403	711	256,907	-17.56%	

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

Virtual Programs	Sessions		Views	
	Print	Non Print	Adult	Youth
Library Learning Time: No storytimes held in December.	369,918	300,801	76,463	34,880
	2,315	1,704	734	84
	-4,754	-6,356	-1,086	-737
Current	367,479	296,149	76,111	34,227

WiFi Sessions	91,444	127,033	-28.02%
WiFi Users	7,811	13,409	-41.75%
Website Sessions	107,298	10,505	921.40%
Website Users	34,636	45,754	-24.30%
Database Use	5,840	8,357	-30.12%

Registrations	
Total Purged	9
Active	12

Holdings Report	PRINT		NON PRINT		Total
	Adult	Youth	Adult	Youth	
Owned	369,918	300,801	76,463	34,880	782,062
Added	2,315	1,704	734	84	4,837
Withdrawn	-4,754	-6,356	-1,086	-737	-12,933
Current	367,479	296,149	76,111	34,227	773,966

Resident	193,816	190,068	1.97%
Connected County	52,103	47,004	10.85%
NonResident	12,721	12,654	0.53%
Reciprocal	1,033	1,010	2.28%
Limited Use	754	736	2.45%
Total Active	270,994	261,725	3.54%

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

Location	Print Checkouts			Non-Print Checkouts			Total Checkouts		
	2020	2019	Change	2020	2019	Loan Change	2020	2019	Change
BMPL	10,656	13,088	-18.58%	3,545	5,433	-34.75%	14,201	18,521	-23.32%
Anderson	8,316	9,135	-8.97%	2,578	4,376	-41.09%	10,894	13,511	-19.37%
Bethany	7,055	6,617	6.62%	1,275	1,788	-28.69%	8,330	8,405	-0.89%
Eiseley	17,288	19,153	-9.74%	3,411	5,786	-41.05%	20,699	24,939	-17.00%
Gere	48,340	48,959	-1.26%	9,582	12,789	-25.08%	57,922	61,748	-6.20%
South	7,371	7,879	-6.45%	1,532	2,392	-35.95%	8,903	10,271	-13.32%
Walt	29,594	33,298	-11.12%	5,726	8,346	-31.39%	35,320	41,644	-15.19%
Williams	552	536	2.99%	175	269	-34.94%	727	805	-9.69%
Lied Bookmobile	1,831	1,066	71.76%	130	251	-48.21%	1,961	1,317	48.90%
InterLibrary Loan	150	228	-34.21%	0	0	0.00%	150	228	-34.21%
TOTAL CHECKOUTS	131,153	139,959	-6.29%	27,954	41,430	-32.53%	159,107	181,389	-12.28%
Download/Stream Audio	0	0	0.00%	25,686	23,088	11.25%	25,686	23,088	11.25%
Download/Stream eBook	0	0	0.00%	26,276	20,020	31.25%	26,276	20,020	31.25%
Stream Video	0	0	0.00%	990	962	2.91%	990	962	2.91%
TOTAL WITH DOWNLOADS	131,153	139,959	-6.29%	80,906	85,500	-5.37%	212,059	225,459	-5.94%

Location	Youth Checkouts			Adult Checkouts			Visits		Change
	2020	2019	Change	2020	2019	Change	2020	2019	
BMPL	4,258	5,363	-20.60%	9,943	13,158	-24.43%	6,780	15,431	-56.06%
Anderson	4,402	5,511	-20.12%	6,492	8,000	-18.85%	3,032	5,906	-48.66%
Bethany	4,982	4,554	9.40%	3,348	3,851	-13.06%	2,541	3,267	-22.22%
Eiseley	12,167	14,478	-15.96%	8,532	10,461	-18.44%	4,967	11,081	-55.18%
Gere	30,015	30,643	-2.05%	27,907	31,105	-10.28%	11,879	17,959	-33.85%
South	4,664	5,332	-12.53%	4,239	4,939	-14.17%	2,450	4,147	-40.92%
Walt	22,376	26,235	-14.71%	12,944	15,409	-16.00%	7,474	13,236	-43.53%
Williams	481	577	-16.64%	246	228	7.89%	476	780	-38.97%
Lied Bookmobile	1,317	796	65.45%	644	521	23.61%	135	265	-49.06%
InterLibrary Loan	0	0	0.00%	150	228	-34.21%	0	0	0.00%
Subtotal	84,662	93,489	-9.44%	74,445	87,900	-15.31%	39,734	72,072	-44.87%
Download/Stream Audio	3,968	3,086	28.58%	21,718	20,002	8.58%	0	0	0.00%
Download/Stream eBook	4,572	2,559	78.66%	21,704	17,461	24.30%	0	0	0.00%
Stream Video	0	0	0.00%	990	962	2.91%	0	0	0.00%
TOTAL	93,202	99,134	-5.98%	118,857	126,325	-5.91%	39,734	72,072	-44.87%

Location	Program & Outreach Attendance - Youth			Program & Outreach Attendance - Adult			Computer Use		
	2020	2019	Change	2020	2019	Change	2020	2019	Change
BMPL	31	545	-94.31%	24	77	-68.83%	1,282	3,510	-63.48%
Anderson	60	10	500.00%	0	9	-100.00%	423	1,258	-66.38%
Bethany	0	0	0.00%	0	40	-100.00%	196	459	-57.30%
Eiseley	0	370	-100.00%	0	0	0.00%	702	1,802	-61.04%
Gere	0	231	-100.00%	7	63	-88.89%	903	1,959	-53.91%
South	0	93	-100.00%	0	0	0.00%	319	845	-62.25%
Walt	0	1,080	-100.00%	0	65	-100.00%	564	1,558	-63.80%
Williams	0	56	-100.00%	0	0	0.00%	14	63	-77.78%
Lied Bookmobile	514	0	0.00%	75	0	0.00%	0	1	-100.00%
Data Base Use	0	0	0.00%	0	0	0.00%	0	0	0.00%
TOTAL	605	2,385	-74.63%	106	254	-58.27%	4,403	11,455	-61.56%

LINCOLN CITY LIBRARIES
Monthly Categorical Report
December 31, 2020

	Budget Amount	Budgeted Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended
Administration-Div. 1					
Personnel	\$ 736,615.00	\$ 245,538.33	\$ 259,864.85	\$ 476,750.15	\$ 79,722.11
Supplies	29,000.00	9,666.67	10,441.99	18,558.01	3,423.25
Services & Charges	76,962.00	25,654.00	39,330.29	37,631.71	3,150.40
Other	-	-	-	-	-
Total	\$ 842,577.00	\$ 280,859.00	\$ 309,637.13	\$ 532,939.87	\$ 86,295.76
Percent Expended		33.33%	36.75%		
Buildings & Grounds-Div. 2					
Personnel	\$ 107,891.00	\$ 35,963.67	\$ 35,972.41	\$ 71,918.59	\$ 11,063.41
Supplies	22,000.00	7,333.33	5,157.50	16,842.50	1,234.82
Services & Charges	964,080.00	321,360.00	292,415.47	671,664.53	45,351.13
Other	90,900.00	30,300.00	-	90,900.00	-
Total	\$ 1,184,871.00	\$ 394,957.00	\$ 333,545.38	\$ 851,325.62	\$ 57,649.36
Percent Expended		33.33%	28.15%		
Public Service-Div. 3					
Personnel	\$ 5,302,264.00	\$ 1,767,421.33	\$ 1,639,863.06	\$ 3,662,400.94	\$ 512,879.36
Supplies	48,000.00	16,000.00	9,168.38	38,831.62	5,748.00
Services & Charges	63,400.00	21,133.33	11,359.76	52,040.24	4,462.54
Other	-	-	-	-	-
Total	\$ 5,413,664.00	\$ 1,804,554.67	\$ 1,660,391.20	\$ 3,753,272.80	\$ 523,089.90
Percent Expended		33.33%	30.67%		
Support Services-Div. 4					
Personnel	\$ 1,133,224.00	\$ 377,741.33	\$ 352,512.28	\$ 780,711.72	\$ 108,572.71
Supplies	62,000.00	20,666.67	11,268.83	50,731.17	1,330.14
Services & Charges	304,474.00	101,491.33	167,128.68	137,345.32	28,948.12
Other	863,000.00	287,666.67	451,713.48	411,286.52	82,960.41
Total	\$ 2,362,698.00	\$ 787,566.00	\$ 982,623.27	\$ 1,380,074.73	\$ 221,811.38
Percent Expended		33.33%	41.59%		
Total Library Operational					
Personnel	\$ 7,279,994.00	\$ 2,426,664.67	\$ 2,288,212.60	\$ 4,991,781.40	\$ 712,237.59
Supplies	161,000.00	53,666.67	36,036.70	124,963.30	11,736.21
Services & Charges	1,408,916.00	469,638.67	510,234.20	898,681.80	81,912.19
Other	953,900.00	317,966.67	451,713.48	502,186.52	82,960.41
Total	\$ 9,803,810.00	\$ 3,267,936.67	\$ 3,286,196.98	\$ 6,517,613.02	\$ 888,846.40
Percent Expended		33.33%	33.52%		
Other Library Fund Appropriations					
	Amount Appropriated		Expended Year-to-Date	Balance	Current Month Expended
FY 2019-20 Encumbrances	\$ 28,965.91		\$ 28,965.91	\$ -	\$ 3,248.00

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

	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Expended</u>	<u>Ending Balance</u>
<u>GRANT FUNDS</u>				
Net Lender Fund	\$ -	\$ -	\$ -	\$ -
NLC Internship Grant 2020	4,000.00	-	-	4,000.00
NLC NE eReads Grant 2020	41,315.00	-	38,689.42	2,625.58
State Aid 2019	23,573.18	-	540.68	23,032.50
State Aid 2020	49,880.00	-	-	49,880.00

DONATED FUNDS

Heritage Room	\$ 85,498.20	\$ 137.95	\$ 3,494.52	\$ 82,141.63
Polley Music Library	244,999.84	286.41	8,816.19	236,470.06
Joseph J. Hompes	68,824.59	104.87	129.23	68,800.23
Misc. Library Donations	441,996.02	691.63	4,774.43	437,913.22
Alice Nielsen	79,142.53	124.14	-	79,266.67
Dorothy Holland	113,842.88	178.57	-	114,021.45
Glennis Leapley	60,555.85	94.99	-	60,650.84
Lincoln Cares	9,263.98	448.54	-	9,712.52
Read Aloud Lincoln	4,873.96	6.65	-	4,880.61

APPROPRIATED FUNDS

	<u>Budget</u>	<u>Expended</u>		<u>Balance</u>
		<u>Dec 2020</u>	<u>Exp-to-Date</u>	
Heritage Room FY 2020-21	\$ 32,191.00	\$ 3,494.52	\$ 10,842.84	\$ 21,348.16
Polley Music Library FY 2020-21	109,197.00	8,816.19	28,347.55	80,849.45
Keno FY 2019-20	267,728.00	23,193.24	24,451.97	243,276.03
Keno FY 2020-21	920,661.00	3,411.29	12,305.81	908,355.19
Capital Improvement Projects				
FY 2018-19 Anderson Parking Lot	307,100.00	34,252.40	303,847.00	3,253.00
FY 2020-21 Eiseley/Walt Parking	332,300.00	-	-	332,300.00
FY 2020-21 Eiseley/Walt Roofs	238,000.00	-	-	238,000.00