MEETING NOTICE

DATE:        August 12, 2021
TO:          Library Board, Mayor, City Clerk, City Attorney
FROM:        Pat Leach, Library Director
SUBJECT:     Library Board Meeting

DATE AND PLACE OF MEETING: Tuesday, August 17, 2021
                    Gere Branch Library
                    2400 S. 56th Street, Meet Room #1

STARTING TIME OF MEETING: 6:00 PM
CHAIRMAN OF MEETING: Dan Sloan, Vice President/President Elect
PURPOSE OF MEETING: Monthly Board Meeting

AGENDA

1. Call to Order and Announcement of Open Meetings Law Posting
2. Approval of Agenda*
3. Public Comment on Agenda Items
4. Approval of July 20, 2021, Meeting Minutes*
5. Standing Committee Reports
   a. Committee on Administration
      i. Approval of Revised Meeting Room Use Policy*
   b. Committee on Buildings & Grounds
   c. Committee on Finance
      i. Approval of Monthly Recap of Expenditures*
6. Special Committee Reports
   a. Central Library
   b. Foundation for Lincoln City Libraries
   c. One Book – One Lincoln
7. New Business
   a. Approval of Hompes Revenue Allocation*
   b. Approval of Allocation of Book Sale Funds*
   c. Approval of Allocation of Foundation Distribution*
   d. Approval of State Aid Allocation*
   e. Approval of License Agreements with Foundation for Lincoln City Libraries for Office
      Space*
   f. Approval of Extension of Security Contract to allow for the completion of the entire RFP
      process*
8. President’s Report
9. Assistant Director’s Report
10. Director’s Report
11. Public Comment - Anyone wishing to address the board on a matter not on this agenda,
    may do so at this time.
12. Adjournment

*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
August 2021

Fiscal Year 2020-2021 Budget: The actual percent of budget expended year-to-date is 87.08%. The adjusted percent for expenditures year-to-date is 90.51%, compared to a budgeted percent of 91.67%.

STANDING COMMITTEE REPORTS
Committee on Administration
Approval of Revised Meeting Room Use Policy—Action Item
The committee will bring forward a motion to approve the revised policy, which is included in your packet. This revision allows government entities who use library meeting rooms to charge attendees in order to recoup expenses. Previously only library organizations were allowed to do so. An example of who would benefit from this is Aging Partners, a City of Lincoln entity, which often uses library meeting rooms for training or other presentations.

Committee on Finance
Approval of Monthly Recap of Expenditures—Action Item
Reports are attached. Treasurer Joe Shaw will bring forward a motion to approve.

NEW BUSINESS
Approval of Hompes Revenue Allocation—Action Item
I will seek a motion to approve allocation of $30,000 of funds that result from income from the Hompes Fund, which is a bequest held in trust by the City of Lincoln for the purpose of buying reading materials. This money will provide collections support primarily for the Heritage Room and for general materials for adults.

Approval of Allocation of Book Sale Funds—Action Item
Although a book sale itself wasn’t held in 2020, we did receive proceeds from Book Nook and Thrift Book sales totaling $17,600.28. I will seek a motion to approve designating $5,000 for the Begin with Books program, which gives young children books for their home libraries, with the remainder, $12,600.28, to be used for purchase of library materials for customer use.

Allocation of Foundation Distribution—Action Item
The Foundation for Lincoln City Libraries has forwarded to the library annual unrestricted funds in the amount of $53,316.51. I will seek a motion to approve the following distribution of those funds, $8,500 for membership in The Urban Libraries Council, $1,500 for radio ads to promote the Summer Reading Challenges, $1,000 for potential grant matches, and the remainder, $42,316.51 for programming and miscellaneous support (outreach events, youth special events and school nights, as examples).
Memo to the Library Board
August 2021
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Approval of State Aid Allocation—Action Item
Lincoln City Libraries will receive $50,282.00 in State Aid to Libraries through the Nebraska Library Commission. I will seek a motion to approve designating $25,282.00 for purchase of library materials, $15,000 to technology purchases, and $10,000 to staff attendance at a conferences.

Approval of License Agreements with Foundation for Lincoln City Libraries for Office Space—Action Item
I will seek a motion to approve two agreements, one for calendar year 2021, and the other for calendar 2022, that allows the Foundation for Lincoln City Libraries (FLCL) to lease space in Bennett Martin Public Library, at a cost of $1,200 each year. We worked in concert with Jocelyn Golden in the City Attorney’s office to update these agreements. Agreements are attached.

Approval of Extension of Security Contract to allow for the completion of the entire RFP process—
The City Purchasing Division asked for an additional extension of the Security Guard contract with Sunstates Security to allow for adjustment to the updated RFP process. I will seek a motion to approve a one-month extension, through November 30, 2021, at a cost not to exceed $10,000.

PRESIDENT’S REPORT
Dan Sloan will chair the meeting in Lisa Hale’s absence

DIRECTOR’S REPORT
I wish to note that with the new school year Williams Branch Library at Arnold Elementary School will return to its school-year hours. These are: Monday through Thursday, 4 to 8 p.m., Friday 4 to 6 p.m., and Saturday-Sunday, 1 to 6 p.m.

I have invited Gere Branch Manager Brenda Ealey to make a brief presentation to the Library Board as part of “Getting to Know Library Staff.”

CONTRACTS FILED:
Foundation for Lincoln City Libraries Annual Book Sale Agreement
Foundation for Lincoln City Libraries Annual Operating Agreement

Pat Leach, Library Director
August 13, 2021
LIBRARY BOARD MEETING MINUTES  
TUESDAY, JULY 20, 2021; 8:00 a.m.  
BENNETT MARTIN PUBLIC LIBRARY  
LINCOLN, NEBRASKA

BOARD MEMBERS PRESENT  
Lisa Hale, Joe Shaw, Donna Marvin, Rhonda Seacrest, Dan Sloan, Lowell Berg, Jackie Ostrowicki, County Liaison Nichole Bogen. A quorum was present.

OTHERS PRESENT  
Pat Leach, Library Director; Traci Glass, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Gail McNair, Foundation for Lincoln City Libraries Executive Director; Jocelyn Golden, Assistant City Attorney.

CALL TO ORDER  
President Lisa Hale called the meeting to order at 8 a.m. The posting of the Open Meetings Act of the State of Nebraska was announced.

APPROVAL OF AGENDA  
The agenda/meeting notice was posted according to the Open Meetings Act of the State of Nebraska. Berg moved to approve the agenda as posted, second by Seacrest. Roll Call Vote: Berg, Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan – aye. Motion carried 7-0.

PUBLIC COMMENT ON AGENDA ITEMS  
No public comment.

APPROVAL OF MINUTES  
Sloan moved to approve the minutes of the June 15, 2021, Library Board meeting. Second by Berg. Roll Call Vote: Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Berg – aye. Motion carried 7-0.

Seacrest moved to approve the minutes of June 29, 2021, Library Board meeting. Second by Marvin. Roll Call Vote: Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Berg – aye; Hale – abstain. Motion carried 6-0.

STANDING COMMITTEE REPORTS  
Administration – No report.

Buildings and Grounds -  
Approval of Revised Facilities Plan – Berg moved to approve the Facilities Plan as presented. Second by Marvin. Berg noted that the facilities plan is a road map that will assist in the development of a master plan for branch updates funded via the upcoming Central Library bond issue. The plan was originally developed in 2015 and portions have been updated resulting in some inconsistencies. Action on the plan can be tabled at this time, or approved with the understanding that the inconsistencies will be corrected.

After discussion, Berg moved to amend the motion to approve the plan and direct staff to bring the amended plan back to the board for approval. Second by Marvin. Roll Call Vote: Seacrest, Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki – aye. Motion carried 7-0.
Roll Call on original motion to approve Facilities Plan: Ostrowicki, Seacrest, Shaw, Sloan, Berg, Hale, Marvin – aye. Motion carried 7-0.

The importance of investigating sustainability aspects of the projects was stressed, not only for electricity but for water and other resources.

Approval of Lincoln Calling Mural Project - The library was approached by Lincoln Calling and The PALETTE Project asking to place a mural on the north wall of Bennett Martin Public Library, facing the alley. The library would like to participate and staff is working with the City Attorney’s Office to develop an agreement. Berg moved to authorize entering into an agreement with Lincoln Calling for the mural project. Second by Ostrowicki. The Board asked that the agreement be for a three-year period, with the opportunity for one year renewals. The entity responsible for upkeep/repair also needs to be clearly identified. Roll Call Vote: Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki, Seacrest – aye. Motion carried 7-0.

Approval to Install Community Crops Community Garden at Gere Branch Library – Berg moved to approve use of land east of the Gere Branch driveway for use as a community garden. Second by Shaw. Community Crops approached the library seeking a site to replace the current garden at 46th & Pioneers Blvd. The library would like to cooperate by allowing use of 16,200 square feet of what was known as the Prairie Plot for use as a community garden. The City of Lincoln has experience with Community Crops at Peter Pan Park, and staff is working with the City Attorney’s Office to draft an agreement. Authorizing the use would allow Community Crops to proceed with grant writing to cover expenses. Community Crops will be responsible for bringing a water line to the site. Roll Call Vote: Sloan, Berg, Hale, Marvin, Ostrowicki, Seacrest, Shaw – aye. Motion carried 7-0.

Finance Committee
Recap of Expenditures – Shaw presented the Recap of Expenditures for June 2021 listing claims in the amount of $997,319.61 from all funds. Shaw moved approval of the report and payment of all claims. Second by Ostrowicki. Roll Call Vote: Berg, Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan – aye. Motion carried 7-0.

Line Item Adjustment/End of Year Budget Plan – Shaw requested approval of line item adjustments for fiscal year 2020-2021. Second by Berg. It is estimated that there will be an end-of-year surplus of approximately $157,000. Any remaining funds would carry over to next year. Roll Call Vote: Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Berg – aye. Motion carried 7-0.

Nominating Committee
Election of Officers – The committee presented the following slate of officers for approval for fiscal year 2021-2022: President – Dan Sloan, Vice President – Joe Shaw, Treasurer – Donna Marvin. Approval of the slate moved by Hale, second by Seacrest. Roll Call Vote: Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Berg, Hale – aye. Motion carried 7-0.

SPECIAL COMMITTEES
Central Library – Library Director Pat Leach reported that she participated in a variety of meetings regarding the Central Library project. Design work is underway by BVH. Their first task is to confirm the building program. The Central Library Committee and Library staff will be involved in the review. BVH is
also beginning discussions with the White Lotus Group regarding the site and various agreements. A sustainability workshop is being set up to discuss potential sustainability features of the project.

Leach met with Todd Wiltgen, Lincoln Chamber of Commerce Public Policy Specialist, to bring him up to date on the project. The Chamber is monitoring the project at this time and has asked to be updated prior to the public announcement of a bond issue.

The structure of the Central Library Committee is being reviewed along with the timeline of the project and various information pieces. We are time lining the project for the Spring of 2022. It is not written in stone but that is our plan. Being part of a larger community project, it is our responsibility to be ready to move forward. That is not without risk but we cannot hold up the project. There are various ways the project could fall through, but we need to keep moving forward.

**Foundation for Lincoln City Libraries** — Gail McNair, Executive Director, reported that the membership drive resulted in 100 more donors but a lower donation total. More people are donating but on a smaller scale.

A book sale is planned for this fall but an agreement has not been signed with the Lancaster Event Center yet. The Event Center is waiting for guidance from the Health Department as it relates to the pandemic and any restrictions that may apply. Currently the income from the book nooks and the sales through Thrift books are helping to cover the storage expenses for the sale materials.

McNair reported that the payout to the library this quarter totals $10,245.71. At its recent Board meeting, the Foundation Board approved spending up to $100,000 for the Central Library project to cover donor consultant fees, a survey, and publications.

A sponsor appreciation event is being planned on August 19 at The Mill, from 5 to 7:30 p.m. It will be in the style of an open house with brief remarks at 6 p.m.

**PRESIDENTS REPORT**

No report.

**ASSISTANT LIBRARY DIRECTOR'S REPORT**

Traci Glass reported the roofs at Eiseley and Walt Branch Libraries are almost complete. The parking lot projects will be underway in October. A portion of the sidewalk on the south side of Bennett Martin Public Library will be replaced with work beginning in late July. Hiring committees continue to interview for the vacant Library Service Associate positions, and the vacant Library Manager position in Support Services has been filled.

**LIBRARY DIRECTOR'S REPORT**

Leach reported that the decision was made not to submit a request to the Institute for Museum and Library Services American Rescue Plan grant to assist with homelessness. The need that was originally identified is being addressed by other entities. There will continue to be a conversation in the downtown community regarding situations and services. The library is one of the few places where people of all backgrounds and experiences are together and we need to provide a safe and welcoming
atmosphere for all. Leach will develop information for Board members regarding homelessness in Lincoln and the use of the public library.

Leach distributed copies of the Fiscal Year 2021-2022 Holiday and Closing Schedule for Lincoln City Libraries. The libraries are closed for City observed holidays in addition to Easter Sunday, and the Sundays before Memorial Day and Labor Day.

Leach reported that the library purged 65 accounts in June for lack of use.

CLOSED SESSION
Berg moved to go into closed session at 9:10 a.m. for the annual evaluation of the job performance of the Library Director in order to prevent needless injury to the reputation of a person as required by the Open Meetings Act of the State of Nebraska. Second by Ostrowicki. Roll Call Vote: Ostrowicki, Seacrest, Shaw, Sloan, Berg, Hale, Marvin – aye. Motion carried 7-0. Hale announced the Board was now in closed session for the purpose of the annual evaluation of the Library Director.

At 9:17 a.m. Shaw moved to return to open session. Second by Berg. Roll Call Vote: Seacrest, Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki – aye. Motion carried. 7-0.

Hale reported that she would be meeting with the Library Director to discuss the evaluation.

ADJOURNMENT
There being no further business, the meeting was adjourned at 9:20 a.m.
LINCOLN CITY LIBRARIES
LINCOLN, NEBRASKA

MEETING ROOM USE BY COMMUNITY GROUPS

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 borrower 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, and governmental entities, 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 and Library 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 or Directed Health Measures in force at time of use.

☐ Meetings need to end in time to ensure that rooms are vacated prior to 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.

☐ The applicant and any agents, members, participants, and invitees shall indemnify, defend and hold harmless City, its officers, agents, and employees from and against claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of or resulting from this application or use that results in any claim for damage whatsoever, including without limitation, any bodily injury, sickness, disease, death, or any injury to or destruction of tangible or intangible property, including any loss of use resulting therefrom that is caused in whole or in part by the intentional or negligent act or omission of the applicant, owner, or anyone for whose acts any of them may be liable. This indemnification shall not include damages or injuries to the City, its officers, agents, and employees caused solely by the negligence of the City, its officers, agents, and employees.

☐ The applicant and any agents, members, participants, and invitees shall fully comply with these Rules for the application, as well as all applicable statutes, municipal ordinances, rules, and regulations. Failure to fully comply as set forth therein may result in immediate termination of the use.

ADOPTED BY LIBRARY BOARD: July 9, 1975
LAST REVISED BY LIBRARY BOARD: June 15, 2021
REVIEWED BY LAW: June 2021
UPDATE PROPOSED: August 11, 2021
MEMORANDUM

TO: Library Board
FROM: Paul E. Jones, Business Office

**RECAP OF EXPENDITURES - JULY 2021**

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<th>Description</th>
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<td>Library Enc/Reapp - FY 2019-20</td>
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<td>Heritage Room Fund - FY 2020-21</td>
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<td>Polley Music Library - FY 2020-21</td>
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<td><strong>TOTAL EXPENDITURES</strong></td>
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LICENSE AGREEMENT BETWEEN LINCOLN CITY LIBRARIES AND FOUNDATION FOR LINCOLN CITY LIBRARIES

This License Agreement ("Agreement") is entered into by and between the City of Lincoln, doing business as Lincoln City Libraries ("LCL") and the Foundation for Lincoln City Libraries ("Foundation") as of the date of LCL’s execution below. In consideration of the mutual covenants and promises contained herein, LCL and the Foundation do agree as follows:

1. **PREMISES USE.**
LCL grants Foundation the right to occupy a portion of licensed office space at LCL’s Bennett Martin Library, located at 136 S. 14th Street, Lincoln, NE 68508 (the “Building”) of approximately 153 square feet located on the first floor on the west side of the Building, which licensed office space shall hereinafter referred to as “Premises.” The Foundation shall use the licenses Premises solely for operating an office on behalf of the Foundation. Said use shall allow for general office hours for the public during the Building’s open hours. The Foundation’s designated staff shall have access to the Premises outside of public hours. Any invited guests to the Building by the Foundation outside of public hours shall be accompanied by Foundation staff, and the Foundation assumes all responsibility for any invited guests at those times. Certain designated staff of LCL and designated contract workers shall have access to the Foundation’s Premises. The Foundation’s staff shall have access to the Building’s staff room.

2. **TERM.**
The term of this Agreement shall commence on January 1, 2021 and shall terminate on December 31, 2021. This Agreement may be renewed for additional one (1) year terms upon the same terms by written signed amendment.

3. **COMPENSATION.**
For the license of the Premises provided pursuant to this Agreement, the Foundation agrees to pay LCL a total of $1,200.00 per year for rental of the Premises for the term of the Agreement plus any additional expenses as outlined in this Agreement.

4. **TERMINATION FOR BREACH.**
Either party has the right to terminate this Agreement if the other party fails to perform as required in this Agreement. Termination rights under this section may be exercised only after the non-breaching party notifies the breaching party of the failure to perform in writing upon giving the other party thirty (30) days written notice. The Foundation shall be reimbursed any rental payments on a pro-rata basis calculated from the effective date of the termination.

5. **TERMINATION FOR CONVENIENCE.**
Either party has the right to terminate this Agreement for any reason for its own convenience. If LCL terminates this Agreement for convenience, LCL shall provide the Foundation with thirty (30) days written notice of the termination. The Foundation shall be reimbursed any rental payments on a pro-rata basis calculated from the effective date of the termination.
6. **RESPONSIBILITIES OF FOUNDATION.**
Foundation agrees to apply for and obtain any and all necessary permits, certifications, licenses, variances and approvals required by any applicable law or regulations that relate to the use of the Premises. The Foundation shall observe and comply with all applicable present and future laws, ordinances, requirements, orders, directions, codes, rules and regulations of regulations of City, the State of Nebraska, and the United States, including all health, safety and Directed Health Measures. Janitorial services and utilities of electricity/water/sewer/garbage are included in the rental payment. The Foundation shall provide its own phone, phone service, and internet service and shall pay its own phone and internet service bill. The Foundation shall keep the Premises in a clean and sanitary condition. All furnishings for the Premises shall be provided by the Foundation. The Premises shall be occupied solely by individuals associated with the Foundation and shall only be used in a manner consistent with operating the Foundation’s business. The Foundation shall pay all direct costs of paper, printing, postage, and copying; provided, however, the Foundation may utilize copying equipment of LCL subject to reimbursement by the Foundation for all accrued costs.

7. **RESPONSIBILITIES OF LCL.**
LCL shall permit the Foundation to use LCL’s facilities at no additional cost or expense for meetings in the Building for the Foundation Board of Directors or other meetings as reasonably requested in advance; however, LCL shall have first priority to use its own facilities. LCL shall repair and maintain the foundations, exterior walls (except store fronts, plate glass doors, and other breakable materials used in structural portions) pipes, plumbing, heating and cooling systems, electrical wiring, switches, fixtures, provide for roof repairs/replacement of the Building, and perform exterior maintenance of the Building and the surrounding grounds. LCL is not responsible to make any repairs or alterations to the Premises, or to do any remodeling or decoration, except as otherwise agreed to between the parties in writing in a separate Agreement.

8. **SEPARATION OF ENTITIES.**
The Foundation is nonprofit 501(c)(3) corporation and a separate and distinct entity from LCL. It is expressly understood that neither the Foundation nor any of its staff are employees of City of Lincoln and, thus they are not entitled to any City benefits including, but not limited to, overtime, retirement benefits, workers compensation, sick leave, or injury leave. Nothing in this Agreement shall be interpreted as creating a partnership, joint venture or relationship of principal and agent between the parties. The Foundation covenants to remain a nonprofit corporation in good standing under Nebraska law and a tax-exempt organization under IRS Section 501(c)(3) for so long as this Agreement remains in effect and shall provide City with a copy of its IRS 501(c)(3) designation letter upon request.

9. **ALTERATIONS AND IMPROVEMENTS, SURRENDER.**
Upon termination of the Agreement, the Foundation shall surrender the Premises in the same condition as received, ordinary wear and tear. The Foundation shall make no alteration or additions to Premises without first obtaining the LCL’s written consent. The Foundation shall have the right to construct, at its expense, on the Premises, improvements (all of which shall be considered to be the property of the Foundation during the terms of this Agreement) and to make
all alterations or additions thereto and to remove, remodel, demolish, and rebuild the same, provided the Foundation obtain LCL’s written consent that all work shall be in accordance with applicable laws. All additions, fixtures and improvements made in or upon the Premises shall be LCL’s property, and shall remain upon the Premises at the termination of this Agreement without compensation to the Foundation unless otherwise agreed to in writing. All the Foundation’s personal property not removed from the Premises within thirty (30) days of termination of the Agreement shall be conclusively presumed to have been abandoned by the Foundation and forthwith become LCL’s property.

10. PREMISES “AS IS”, PERSONAL PROPERTY.
By taking possession of the Premises, the Foundation accepts the Premises and the Building in its then current “as is” condition and acknowledges that the Premises and the Building are in good and satisfactory condition at the time the Foundation takes possession of the Premises. No representations have been made by City as to the condition of the Premises and Building, including any sanitization with regard to COVID-19. The Foundation agrees that LCL shall be permitted to enter upon the Premises at all reasonable times to examine the condition of the same. City is not in any way responsible for the personal property of the Foundation or any of its employees, agents, or invitees kept, stored, or maintained on the Premises and in no way assumes responsibility for any loss of property through fire, theft, pilferage, malicious mischief, or any other happening whatsoever. City shall have no duty or responsibility to protect, secure, or defend the Premises from acts of vandalism, or any other damage or injury, other than those police protections provided to other property of the public in the City of Lincoln.

11. SIGNS.
The Foundation may erect signs as needed to identify and advertise its operation in or on the Building. The Foundation must obtain LCL’s permission before placing any signs on or about the Building and have LCL approval of the appearance of signs. The Foundation shall, at the Foundation’s expense, remove all signs at the termination of this Agreement, and the removal shall be in such manner as to avoid any injury, defacement or overloading of the Building or other improvements.

12. INDEMNIFICATION.
To the fullest extent permitted by law, the Foundation shall indemnify, defend and hold harmless LCL, its officers, agents and employees from and against claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of or resulting from performance of this Agreement, that results in any claims for damage whatsoever, including without limitation, any bodily injury, sickness, disease including COVID-19 or novel coronavirus, death, or any injury to or destruction of tangible or intangible property, including any loss of use resulting therefrom that is caused by the intentional or negligent act or omission of the Foundation or anyone for whose acts any of them may be liable. This section will not require the Foundation to indemnify or hold harmless LCL for any losses, claims, damages, and expenses arising out of or resulting from the negligence of LCL. LCL does not waive its governmental immunity by entering into this Agreement and fully retains all immunities and defenses provided by law. This section survives any termination of this Agreement. These obligations remain continuous and uninterrupted for the entire term of the Agreement.
13. **INSURANCE.**
   A. The Foundation shall maintain General Liability Insurance at its own expense during the life of this Agreement, naming and protecting the Foundation and City of Lincoln, its officials, employees and volunteers as insured, against claims for damages resulting from (a) all acts or omissions, (b) bodily injury, including wrongful death, (c) personal injury liability, and (d) property damage which may arise from operations under this Agreement whether such operations by the Foundation and the Foundation’s agents. The minimum acceptable limits of liability to be provided by such insurance shall be as follows:
   1. All Acts or Omissions - $1,000,000 each Occurrence; $2,000,000 Aggregate;
   2. Bodily Injury/Property Damage - $1,000,000 each Occurrence; $2,000,000 Aggregate;
   3. Personal Injury Damage - $1,000,000 each Occurrence;
   4. Contractual Liability - $1,000,000 each Occurrence;
   5. Products Liability and Completed Operations - $1,000,000 each Occurrence;
   6. Medical Expenses (any one person) - $10,000;
   7. Fire Damage (any one fire) - $100,000.
   
   B. A Certificate of Insurance for its General Liability Insurance shall be provided and attached to this Agreement by Foundation. The City of Lincoln shall be specifically named as an additional insured on the General Liability Insurance.
   
   C. The Foundation is required to provide City with thirty (30) days notice of cancellation, non-renewal or any material reduction of insurance as required by this Agreement.

14. **AUDIT.**
   The Foundation shall be subject to audit pursuant to Chapter 4.66 of the Lincoln Municipal Code and shall make available to a contract auditor, as defined therein, copies of all financial and performance related records and materials germane to the activities in this Agreement, as allowed by law.

15. **NEBRASKA LAW.**
   This Agreement shall be governed and interpreted by the Laws of the State of Nebraska without reference to the principles of conflicts of law.

16. **INTEGRATION, AMENDMENTS, ASSIGNMENT, SEVERABILITY, WAIVER.**
   This Agreement represents the entire agreement between the parties and all prior negotiations and representations are hereby expressly excluded from this Agreement. This Agreement may be amended only by written agreement of both parties. This Agreement may not be assigned without the prior written consent of the other party. Each section of this Agreement is hereby declared to be independent of every other section so far as inducement for the acceptance of this Agreement and invalidity of any section of this Agreement shall not invalidate any other section thereof. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of the right of that party to subsequently enforce and compel strict compliance with every provision of this Agreement. This Agreement shall be construed and interpreted under the laws of the State of Nebraska.
17. **E-VERIFY.**
In accordance with Neb. Rev. Stat. 4-108 through 4-114, the Foundation agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The Foundation shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A. 1324b. The Foundation shall require any subcontractor to comply with the provisions of this section. For information on the E-Verify Program, go to [www.uscis.gov/everify](http://www.uscis.gov/everify).

18. **CAPACITY.**
The undersigned person representing the Foundation does hereby agree and represent that he or she is legally capable to sign this Agreement and to lawfully bind the Foundation to this Agreement.

IN WITNESS WHEREOF, City of Lincoln and the Foundation for Lincoln City Libraries do hereby execute this Agreement.

LINCOLN CITY LIBRARIES

__________________________________   _______________________
President of Library Board     Date

FOUNDATION FOR LINCOLN CITY LIBRARIES

__________________________________   _______________________
Foundation Board President      Date
This License Agreement ("Agreement") is entered into by and between the City of Lincoln, doing business as Lincoln City Libraries ("LCL") and the Foundation for Lincoln City Libraries ("Foundation") as of the date of LCL’s execution below. In consideration of the mutual covenants and promises contained herein, LCL and the Foundation do agree as follows:

1. **PREMISES USE.**
   LCL grants Foundation the right to occupy a portion of licensed office space at LCL’s Bennett Martin Library, located at 136 S. 14th Street, Lincoln, NE 68508 (the “Building”) of approximately 153 square feet located on the first floor on the west side of the Building, which licensed office space shall hereinafter referred to as “Premises.” The Foundation shall use the licenses Premises solely for operating an office on behalf of the Foundation. Said use shall allow for general office hours for the public during the Building’s open hours. The Foundation’s designated staff shall have access to the Premises outside of public hours. Any invited guests to the Building by the Foundation outside of public hours shall be accompanied by Foundation staff, and the Foundation assumes all responsibility for any invited guests at those times. Certain designated staff of LCL and designated contract workers shall have access to the Foundation’s Premises. The Foundation’s staff shall have access to the Building’s staff room.

2. **TERM.**
   The term of this Agreement shall commence on January 1, 2022 and shall terminate on December 31, 2022. This Agreement may be renewed for additional one (1) year terms upon the same terms by written signed amendment.

3. **COMPENSATION.**
   For the license of the Premises provided pursuant to this Agreement, the Foundation agrees to pay LCL a total of $1,200.00 per year for rental of the Premises for the term of the Agreement plus any additional expenses as outlined in this Agreement.

4. **TERMINATION FOR BREACH.**
   Either party has the right to terminate this Agreement if the other party fails to perform as required in this Agreement. Termination rights under this section may be exercised only after the non-breaching party notifies the breaching party of the failure to perform in writing upon giving the other party thirty (30) days written notice. The Foundation shall be reimbursed any rental payments on a pro-rata basis calculated from the effective date of the termination.

5. **TERMINATION FOR CONVENIENCE.**
   Either party has the right to terminate this Agreement for any reason for its own convenience. If LCL terminates this Agreement for convenience, LCL shall provide the Foundation with thirty (30) days written notice of the termination. The Foundation shall be reimbursed any rental payments on a pro-rata basis calculated from the effective date of the termination.
6. **RESPONSIBILITIES OF FOUNDATION.**

Foundation agrees to apply for and obtain any and all necessary permits, certifications, licenses, variances and approvals required by any applicable law or regulations that relate to the use of the Premises. The Foundation shall observe and comply with all applicable present and future laws, ordinances, requirements, orders, directions, codes, rules and regulations of regulations of City, the State of Nebraska, and the United States, including all health, safety and Directed Health Measures. Janitorial services and utilities of electricity/water/sewer/garbage are included in the rental payment. The Foundation shall provide its own phone, phone service, and internet service and shall pay its own phone and internet service bill. The Foundation shall keep the Premises in a clean and sanitary condition. All furnishings for the Premises shall be provided by the Foundation. The Premises shall be occupied solely by individuals associated with the Foundation and shall only be used in a manner consistent with operating the Foundation’s business. The Foundation shall pay all direct costs of paper, printing, postage, and copying; provided, however, the Foundation may utilize copying equipment of LCL subject to reimbursement by the Foundation for all accrued costs.

7. **RESPONSIBILITIES OF LCL.**

LCL shall permit the Foundation to use LCL’s facilities at no additional cost or expense for meetings in the Building for the Foundation Board of Directors or other meetings as reasonably requested in advance; however, LCL shall have first priority to use its own facilities. LCL shall repair and maintain the foundations, exterior walls (except store fronts, plate glass doors, and other breakable materials used in structural portions) pipes, plumbing, heating and cooling systems, electrical wiring, switches, fixtures, provide for roof repairs/replacement of the Building, and perform exterior maintenance of the Building and the surrounding grounds. LCL is not responsible to make any repairs or alterations to the Premises, or to do any remodeling or decoration, except as otherwise agreed to between the parties in writing in a separate Agreement.

8. **SEPARATION OF ENTITIES.**

The Foundation is nonprofit 501(c)(3) corporation and a separate and distinct entity from LCL. It is expressly understood that neither the Foundation nor any of its staff are employees of City of Lincoln and, thus they are not entitled to any City benefits including, but not limited to, overtime, retirement benefits, workers compensation, sick leave, or injury leave. Nothing in this Agreement shall be interpreted as creating a partnership, joint venture or relationship of principal and agent between the parties. The Foundation covenants to remain a nonprofit corporation in good standing under Nebraska law and a tax-exempt organization under IRS Section 501(c)(3) for so long as this Agreement remains in effect and shall provide City with a copy of its IRS 501(c)(3) designation letter upon request.

9. **ALTERATIONS AND IMPROVEMENTS, SURRENDER.**

Upon termination of the Agreement, the Foundation shall surrender the Premises in the same condition as received, ordinary wear and tear. The Foundation shall make no alteration or additions to Premises without first obtaining the LCL’s written consent. The Foundation shall have the right to construct, at its expense, on the Premises, improvements (all of which shall be considered to be the property of the Foundation during the terms of this Agreement) and to make
all alterations or additions thereto and to remove, remodel, demolish, and rebuild the same, provided the Foundation obtain LCL’s written consent that all work shall be in accordance with applicable laws. All additions, fixtures and improvements made in or upon the Premises shall be LCL’s property, and shall remain upon the Premises at the termination of this Agreement without compensation to the Foundation unless otherwise agreed to in writing. All the Foundation’s personal property not removed from the Premises within thirty (30) days of termination of the Agreement shall be conclusively presumed to have been abandoned by the Foundation and forthwith become LCL’s property.

10. **PREMISES “AS IS”, PERSONAL PROPERTY.**  
By taking possession of the Premises, the Foundation accepts the Premises and the Building in its then current “as is” condition and acknowledges that the Premises and the Building are in good and satisfactory condition at the time the Foundation takes possession of the Premises. No representations have been made by City as to the condition of the Premises and Building, including any sanitization with regard to COVID-19. The Foundation agrees that LCL shall be permitted to enter upon the Premises at all reasonable times to examine the condition of the same. City is not in any way responsible for the personal property of the Foundation or any of its employees, agents, or invitees kept, stored, or maintained on the Premises and in no way assumes responsibility for any loss of property through fire, theft, pilferage, malicious mischief, or any other happening whatsoever. City shall have no duty or responsibility to protect, secure, or defend the Premises from acts of vandalism, or any other damage or injury, other than those police protections provided to other property of the public in the City of Lincoln.

11. **SIGNS.**  
The Foundation may erect signs as needed to identify and advertise its operation in or on the Building. The Foundation must obtain LCL’s’ permission before placing any signs on or about the Building and have LCL approval of the appearance of signs. The Foundation shall, at the Foundation’s expense, remove all signs at the termination of this Agreement, and the removal shall be in such manner as to avoid any injury, defacement or overloading of the Building or other improvements.

12. **INDEMNIFICATION.**  
To the fullest extent permitted by law, the Foundation shall indemnify, defend and hold harmless LCL, its officers, agents and employees from and against claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of or resulting from performance of this Agreement, that results in any claims for damage whatsoever, including without limitation, any bodily injury, sickness, disease including COVID-19 or novel coronavirus, death, or any injury to or destruction of tangible or intangible property, including any loss of use resulting there from that is caused by the intentional or negligent act or omission of the Foundation or anyone for whose acts any of them may be liable. This section will not require the Foundation to indemnify or hold harmless LCL for any losses, claims, damages, and expenses arising out of or resulting from the negligence of LCL. LCL does not waive its governmental immunity by entering into this Agreement and fully retains all immunities and defenses provided by law. This section survives any termination of this Agreement. These obligations remain continuous and uninterrupted for the entire term of the Agreement.
13. **INSURANCE.**
A. The Foundation shall maintain General Liability Insurance at its own expense during the life of this Agreement, naming and protecting the Foundation and City of Lincoln, its officials, employees and volunteers as insured, against claims for damages resulting from (a) all acts or omissions, (b) bodily injury, including wrongful death, (c) personal injury liability, and (d) property damage which may arise from operations under this Agreement whether such operations by the Foundation and the Foundation’s agents. The minimum acceptable limits of liability to be provided by such insurance shall be as follows:
   1. All Acts or Omissions - $1,000,000 each Occurrence; $2,000,000 Aggregate;
   2. Bodily Injury/Property Damage - $1,000,000 each Occurrence; $2,000,000 Aggregate;
   3. Personal Injury Damage - $1,000,000 each Occurrence;
   4. Contractual Liability - $1,000,000 each Occurrence;
   5. Products Liability and Completed Operations - $1,000,000 each Occurrence;
   6. Medical Expenses (any one person) - $10,000;
   7. Fire Damage (any one fire) - $100,000.
B. A Certificate of Insurance for its General Liability Insurance shall be provided and attached to this Agreement by Foundation. The City of Lincoln shall be specifically named as an additional insured on the General Liability Insurance.
C. The Foundation is required to provide City with thirty (30) days notice of cancellation, non-renewal or any material reduction of insurance as required by this Agreement.

14. **AUDIT.**
The Foundation shall be subject to audit pursuant to Chapter 4.66 of the Lincoln Municipal Code and shall make available to a contract auditor, as defined therein, copies of all financial and performance related records and materials germane to the activities in this Agreement, as allowed by law.

15. **NEBRASKA LAW.**
This Agreement shall be governed and interpreted by the Laws of the State of Nebraska without reference to the principles of conflicts of law.

16. **INTEGRATION, AMENDMENTS, ASSIGNMENT, SEVERABILITY, WAIVER.**
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IN WITNESS WHEREOF, City of Lincoln and the Foundation for Lincoln City Libraries do hereby execute this Agreement.

LINCOLN CITY LIBRARIES

__________________________________   _______________________
President of Library Board     Date

FOUNDATION FOR LINCOLN CITY LIBRARIES

__________________________________   _______________________
Foundation Board President      Date
LIBRARY DIRECTOR’S REPORT
July 2021

Summer is always the library’s busiest time, a reflection of community participation in our Summer Reading Challenge. Youth Services Coordinator Vicki Wood noted that over 14,000 people have registered to participate this year. We strive for a 50% completion rate.

Work continues on the Central Library project. July 6 was the designated start date for local architecture firm BVH to begin the schematic design process. Their work is underway with the process of building program verification through various meetings, including with Library Board committees and staff. Final schematic deliverables have a November completion date.

Overall activity this month shows a 25% drop in comparison to July of 2019. As COVID numbers improved through the end of June, we were looking forward to a return to “normal” library use, especially in terms of once again offering children’s programming and events indoors. With numbers of new cases rising again, we expect that return to normal to take longer than expected. Library staff continues to provide creative solutions to the quandary of how to provide excellent library service during a pandemic.

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:

Interaction Between People
- Gere Branch Manager Brenda Ealey wrote, “Monica assisted a parent wanting to find some good reading material for her teenage daughter. The mother didn’t have suggestions of interests, or books her daughter had been reading so Monica showed her various genre sections, the Golden Sowers and Novelist. Monica put together a sample bundle of titles – some novels, nonfiction, manga and comic books – to the mom’s delight. Monica also encouraged her to bring her daughter along to the library on the next visit so she could browse the collection in person.”

Community Engagement Campaigns
- The library’s Read Aloud Advocate, Ali Bousquet, made a presentation to a group of parents through Cedars, and began work on a collaborative project with Bryan Foundation to provide new parents with a book and information on the importance of reading aloud to infants.

Technology
- Our Support Services staff has been working on a way for a customer to request that a title be added to our collection, and if the request is approved for purchase, then the system automatically places a hold request for that title as soon as it is ordered. Support Services Coordinator Rebecca Aracena reported, “Katie continued to test the new request module in
July. The new module has included a steep learning curve for Support Services staff. Katie has worked tirelessly to communicate questions and concerns to our SirsiDynix [the company that provides our integrated library system] consultant which led to an online work session which solved several of our issues.”

- As is often the case, our staff provide the help that makes technology work for our customers, as described in this note from Eiseley/Williams Branch Manager Lisa Olivigni, “Susan helped a woman reclaim her tickets to the Garth Brooks concert. The woman asked Susan to help her print the screen shot version of the tickets she had on her phone. After reading the screen, Susan told the customer that screen shot tickets weren’t allowed – she would not be able to get into the concert with that type of copy of her tickets. At this point, the woman became very concerned. Susan asked her if she deleted the original email and she had. Susan helped her access her email on a library computer and she had her sort through here delete folder. Luckily, after some searching, the woman located the original email and Susan helped her print off the tickets she needed. The patron was very thankful, realizing how close she came to not attend the Garth Brooks concert.”

- Public Services Coordinator LeeAnn Sergeant passed along this note, “A number of staff assisted patrons with job application questions and instruction on how to scan and send required documents. Nancy relayed one example of this, ‘I assisted a patron in learning to use a scanner so that he could renew a license/permit he needed as a welder. I also assisted him in learning how to attach the scanned document to an email.’”

- Gere and South Branch Manager Brenda Ealey wrote, “Wyatt shared this interaction: ‘One Saturday at South Branch, a customer requested assistance with formatting her resume. She previously had worked with an organization that generated resumes in tables, which meant that it was difficult to add a new job and make edits. I showed the customer the resume template and training video available on the library website and worked with the customer to copy the text out of the tables in her original document. She was thrilled to have a document with better formatting and applied for several jobs that day.”

- Anderson and Bethany Branch Manager Kim Shelley passed along this staff report from Jeremiah, “A woman had a tax form pulled up that wouldn't print without requiring payment to the website to release the completed form. She showed me that she was using a website that looked like spam. I helped her locate the correct form from IRS.gov which let her type directly into the document, rather than the spammy website. She was grateful that I was able to help her get the correct form and a much easier version to fill out and print. She also thanked me for preventing what might have been an attempt at identity theft.”

Facilities

- Public Services Coordinator LeeAnn Sergeant reported, “The N Street exit and the curbside book drop were inaccessible for a good portion of a week while the sidewalk was being repaired. Staff and patrons were very excited to see this project being completed, as the sidewalk along that street had become quite hazardous over the years. Thanks to Building Superintendent Dan Miller for getting the project going!”

- Assistant Library Director Traci Glass reported, “Lisa Olivigni and I attended a deep dive meeting with architects from Clark & Enersen to delve deeper into the Williams Branch Library redesign project. This included giving feedback based on a 3-D animated tour of the new facility.”
Collaboration

- Eiseley/Williams Branch Manager Lisa Olivigni reported, “The Food Fresh truck has received a very warm welcome by community members.” Lincoln Fresh is a project of the Food Bank of Lincoln, in concert with the Community Health Endowment, providing fresh produce free of charge to our community.

Areas of Excellence and Focus

Primary Area of Focus—Early Childhood

- Walt Branch Manager Jodene Glaesemann reported, “Storytime parents continue to share appreciation for the outdoor Library Learning Times as a safe place for unvaccinated young children.”

- Jodene Glaesemann also noted, “New this summer – we continued to make and offer jP [picture book] book bundles throughout the summer. This offering is usually discontinued in the summer due to the high picture book circulation. However, grab and go products are popular and commonplace with COVID precautions still being observed.”

Pat Leach, Library Director
August 13, 2021
## Lincoln City Libraries
### July 2021 Use Report

<table>
<thead>
<tr>
<th>Location</th>
<th>Loans</th>
<th>Visits</th>
<th>Computer Reservations</th>
<th>Program &amp; Outreach Attendance</th>
<th>July 2021 Total Use</th>
<th>July 2020 Total Use</th>
<th>CHANGE</th>
<th>July 2019 Total Use</th>
<th>July 2019 change compared to July 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bennett Martin Public Library</td>
<td>15,000</td>
<td>8,837</td>
<td>2,378</td>
<td>2,563</td>
<td>28,778</td>
<td>23,264</td>
<td>23.70%</td>
<td>50,607</td>
<td>-43.13%</td>
</tr>
<tr>
<td>Anderson Branch</td>
<td>14,133</td>
<td>5,273</td>
<td>815</td>
<td>42</td>
<td>20,263</td>
<td>15,614</td>
<td>29.77%</td>
<td>33,128</td>
<td>-38.83%</td>
</tr>
<tr>
<td>Bethany Branch</td>
<td>10,486</td>
<td>3,154</td>
<td>282</td>
<td>186</td>
<td>14,108</td>
<td>12,770</td>
<td>10.48%</td>
<td>19,616</td>
<td>-28.08%</td>
</tr>
<tr>
<td>Eiseley Branch</td>
<td>28,513</td>
<td>8,540</td>
<td>1,087</td>
<td>598</td>
<td>38,738</td>
<td>29,973</td>
<td>29.24%</td>
<td>57,628</td>
<td>-32.78%</td>
</tr>
<tr>
<td>Gere Branch</td>
<td>77,129</td>
<td>19,479</td>
<td>1,507</td>
<td>325</td>
<td>98,440</td>
<td>78,826</td>
<td>24.88%</td>
<td>129,890</td>
<td>-24.21%</td>
</tr>
<tr>
<td>South Branch</td>
<td>11,272</td>
<td>3,748</td>
<td>561</td>
<td>178</td>
<td>15,759</td>
<td>12,472</td>
<td>26.36%</td>
<td>20,387</td>
<td>-22.70%</td>
</tr>
<tr>
<td>Walt Branch</td>
<td>51,791</td>
<td>13,865</td>
<td>1,151</td>
<td>437</td>
<td>67,244</td>
<td>51,264</td>
<td>31.17%</td>
<td>96,855</td>
<td>-30.57%</td>
</tr>
<tr>
<td>Williams Branch</td>
<td>745</td>
<td>454</td>
<td>32</td>
<td>0</td>
<td>1,231</td>
<td>1,202</td>
<td>2.41%</td>
<td>3,384</td>
<td>-63.62%</td>
</tr>
<tr>
<td>Lied Bookmobile</td>
<td>2,044</td>
<td>182</td>
<td>0</td>
<td>947</td>
<td>3,173</td>
<td>2,113</td>
<td>50.17%</td>
<td>2,447</td>
<td>29.67%</td>
</tr>
<tr>
<td>InterLibrary Loan</td>
<td>189</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>189</td>
<td>0</td>
<td>0.00%</td>
<td>341</td>
<td>-44.57%</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td>211,302</td>
<td>63,532</td>
<td>7,813</td>
<td>5,276</td>
<td>287,923</td>
<td>227,498</td>
<td>26.56%</td>
<td>414,283</td>
<td>-30.50%</td>
</tr>
<tr>
<td>Download/Stream Audio</td>
<td>30,431</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>30,431</td>
<td>27,287</td>
<td>11.52%</td>
<td>24,204</td>
<td>25.73%</td>
</tr>
<tr>
<td>Download/Stream eBooks</td>
<td>26,023</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>26,023</td>
<td>26,528</td>
<td>-1.90%</td>
<td>21,386</td>
<td>21.68%</td>
</tr>
<tr>
<td>Stream Video</td>
<td>723</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>723</td>
<td>910</td>
<td>-20.55%</td>
<td>984</td>
<td>-26.52%</td>
</tr>
<tr>
<td><strong>TOTAL LOANS WITH ELECTRONIC USE</strong></td>
<td>268,479</td>
<td>63,532</td>
<td>7,813</td>
<td>5,276</td>
<td>345,100</td>
<td>282,223</td>
<td>22.28%</td>
<td>460,857</td>
<td>-25.12%</td>
</tr>
</tbody>
</table>

### WiFi Sessions and Users
- WiFi Sessions: 111,387 (2021), 46,981 (2020) (+137.09%)
- WiFi Users: 10,194 (2021), 4,865 (2020) (+109.54%)

### Website Sessions and Users
- Website Sessions: 57,299 (2021), 47,700 (2020) (+20.12%)
- Website Users: 120,057 (2021), 121,005 (2020) (-0.78%)

### 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>Adult</td>
</tr>
<tr>
<td>Owned</td>
<td>368,131</td>
<td>300,869</td>
<td>77,422</td>
</tr>
<tr>
<td>Added</td>
<td>3,027</td>
<td>2,726</td>
<td>478</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>-1,857</td>
<td>-1,485</td>
<td>-89</td>
</tr>
<tr>
<td>Current</td>
<td>369,301</td>
<td>302,110</td>
<td>77,811</td>
</tr>
</tbody>
</table>

### Registrations
<table>
<thead>
<tr>
<th>Registrations</th>
<th>Total Purged</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>196,945</td>
<td>192,125</td>
</tr>
<tr>
<td>ConnectED</td>
<td>39,201</td>
<td>50,105</td>
</tr>
<tr>
<td>County</td>
<td>12,902</td>
<td>12,675</td>
</tr>
<tr>
<td>NonResident</td>
<td>1,045</td>
<td>1,030</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>761</td>
<td>750</td>
</tr>
<tr>
<td>Limited Use</td>
<td>10,649</td>
<td>10,527</td>
</tr>
<tr>
<td><strong>Total Active</strong></td>
<td>261,503</td>
<td>267,212</td>
</tr>
</tbody>
</table>
## July 2021 Use Compared to July 2020

### Lincoln City Libraries

#### Print Checkouts

<table>
<thead>
<tr>
<th>Location</th>
<th>2021</th>
<th>2020</th>
<th>Change</th>
<th>Non-Print Checkouts</th>
<th>Loan Change</th>
<th>Total Checkouts</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMPL</td>
<td>11,823</td>
<td>10,901</td>
<td>8.46%</td>
<td>3,177</td>
<td>-14.18%</td>
<td>15,000</td>
<td>2.72%</td>
</tr>
<tr>
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<td>3,877</td>
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<td>23.49%</td>
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<td>53,409</td>
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### TOTAL CHECKOUTS

- **2021**: 180,753
- **2020**: 143,745
- **Change**: 25.75%
- **2021**: 30,549
- **2020**: 14,452
- **Change**: 16.86%

#### Visits

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<tbody>
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<td>BMPL</td>
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<td>143,745</td>
<td>25.75%</td>
<td>30,549</td>
<td>14,452</td>
<td>16.86%</td>
<td>77,129</td>
<td>64,073</td>
<td>20.38%</td>
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<tr>
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<td>180,753</td>
<td>143,745</td>
<td>25.75%</td>
<td>30,549</td>
<td>14,452</td>
<td>16.86%</td>
<td>77,129</td>
<td>64,073</td>
<td>20.38%</td>
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### Memory

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<td>180,753</td>
<td>143,745</td>
<td>25.75%</td>
<td>30,549</td>
<td>14,452</td>
<td>16.86%</td>
<td>77,129</td>
<td>64,073</td>
<td>20.38%</td>
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<tr>
<td>Anderson</td>
<td>180,753</td>
<td>143,745</td>
<td>25.75%</td>
<td>30,549</td>
<td>14,452</td>
<td>16.86%</td>
<td>77,129</td>
<td>64,073</td>
<td>20.38%</td>
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</table>

### TOTAL WITH DOWNLOADS

- **2021**: 180,753
- **2020**: 143,745
- **Change**: 25.75%
- **2021**: 87,726
- **2020**: 66,518
- **Change**: 36.20%

#### InterLibrary Loan

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<tbody>
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<td>143,745</td>
<td>25.75%</td>
<td>30,549</td>
<td>14,452</td>
<td>16.86%</td>
<td>77,129</td>
<td>64,073</td>
<td>20.38%</td>
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<tr>
<td>Anderson</td>
<td>180,753</td>
<td>143,745</td>
<td>25.75%</td>
<td>30,549</td>
<td>14,452</td>
<td>16.86%</td>
<td>77,129</td>
<td>64,073</td>
<td>20.38%</td>
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</table>

### TOTAL WITH DOWNLOADS

- **2021**: 180,753
- **2020**: 143,745
- **Change**: 25.75%
- **2021**: 87,726
- **2020**: 66,518
- **Change**: 36.20%
## Monthly Categorical Report
### July 31, 2021

<table>
<thead>
<tr>
<th>Division</th>
<th>Budget Amount</th>
<th>Budgeted Year-to-Date</th>
<th>Expended Year-to-Date</th>
<th>Balance</th>
<th>Current Month Expended</th>
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<tr>
<td><strong>Administration-Div. 1</strong></td>
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<td>3,724.78</td>
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<tr>
<td><strong>Total</strong></td>
<td>$842,577.00</td>
<td>$772,362.25</td>
<td>$798,398.22</td>
<td>$44,178.78</td>
<td>$88,478.56</td>
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<td><strong>Percent Expended</strong></td>
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<tr>
<td></td>
<td>91.67%</td>
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<td>94.76%</td>
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<td><strong>Buildings &amp; Grounds-Div. 2</strong></td>
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<td>$125,614.98</td>
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<tr>
<td></td>
<td>91.67%</td>
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<td>82.61%</td>
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<td><strong>Public Service-Div. 3</strong></td>
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<td><strong>Total</strong></td>
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<td>87.08%</td>
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### Other Library Fund

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<th>Expended Year-to-Date</th>
<th>Balance</th>
<th>Current Month Expended</th>
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Prepared by Paul E. Jones, Library, 402.441.8513
## LINCOLN CITY LIBRARIES - FUND BALANCES
### JULY 2021

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<th>Fund Type</th>
<th>Beginning Balance</th>
<th>Receipts</th>
<th>Expended</th>
<th>Ending Balance</th>
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<td>60,802.35</td>
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<td>133,399.50</td>
<td>104,600.50</td>
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</tbody>
</table>

Prepared by Paul E. Jones, Library, 402.441.8513