MEETING NOTICE

DATE: October 15, 2021
TO: Library Board, Mayor, City Attorney
FROM: Pat Leach, Library Director
SUBJECT: Library Board Meeting

DATE AND PLACE OF MEETING: Tuesday, October 19, 2021
Bennett Martin Public Library
136 S. 14th Street
USE N STREET ENTRANCE

STARTING TIME OF MEETING: 8:00 a.m.
CHAIRMAN OF MEETING: Dan Sloan President
PURPOSE OF MEETING: Monthly Business Meeting

AGENDA

1) Call to Order and Announcement of Open Meetings Act Posting
2) Approval of Agenda*
3) Public Comment on Agenda Items
4) Trustee Development - Jocelyn Golden, Asst. City Attorney
5) Approval of September 21, 2021, Library Board Meeting Minutes*
6) Standing Committee Reports
   a) Committee on Administration
      i) Approval of Revised Naming Policy*
   b) Committee on Buildings & Grounds
      i) Authorize Renewal of Courier Service Contract*
      ii) Authorize Renewal of Cleaning Service Contract*
   c) Committee on Finance
      i) Report on and Approval of Recap of September Expenditures*
7) Library Board Special Committee Reports
   a) Central Library Committee
   b) Foundation Executive Director
   c) One Book – One Lincoln
8) New Business
   a) Approval to Submit Grant Application to Humanities Nebraska *
9) President's Report
10) Assistant Library Director’s Report
11) Library Director’s Report
12) Public Comment - Anyone wishing to address the board on a matter not on this agenda
    may do at this time.

*Action Item

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

Accommodation Notice: The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public’s access to and participation in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402-441-7624 as soon as possible before the scheduled meeting date in order to make your request.
MEMO TO THE LIBRARY BOARD
October, 2021

2021-2022 BUDGET TO DATE
On September 1, we began the second year of what is usually a biennial budget. The actual percent of budget expended year-to-date is 8.08%. The adjusted percent for expenditures year-to-date is 8.37%, compared to a budgeted percent of 8.33%.

TRUSTEE DEVELOPMENT—Jocelyn Golden, the library's liaison to the City Attorney's office, will present information on legal issues pertaining to Library Board business.

STANDING COMMITTEE REPORTS
Committee on Administration
Approval of Naming of Facilities Policy—Action Item
The committee will bring forward a motion for approval of a revision of the Library Board Naming of Facilities Policy, which is in your packet. The Central Library Committee also reviewed and recommended revisions to the policy, in support of the Foundation for Lincoln City Libraries' upcoming capital campaign for a new Central Library and Branch Library Improvements.

Committee on Buildings & Grounds
Approval of Renewal of Courier Service Contract—Action Item
The committee will bring forward a motion to renew the contract with Mail Management Services for courier service, in an amount not to exceed $56,000.00 for the year. This is the third of three allowed renewals. Mail Management Services currently provides our courier service and we have been pleased with their work.

Approval of Renewal of Cleaning Contract—Action Item
The committee will bring forward a motion to renew the contract with BMI Janitorial for cleaning services for a one (1) year term, in an amount not to exceed $128,400.00. The new contract will go into effect December 1, 2021. This the third of three allowed renewals. BMI currently provides our cleaning services and their work has been satisfactory.

Committee on Finance
Report on and Approval of Recap of September expenditures—Action Item
Documents are included in your packet. Treasurer Donna Marvin will bring forward a motion to approve September expenditures.

NEW BUSINESS
Approval to Submit Grant Application to Humanities Nebraska—Action Item
I will seek a motion to approve a grant application to Humanities Nebraska which would provide funding for the organization and digitization of the Weldon Kees papers held in the Heritage Room of Nebraska Authors collection. No match is required. Funding for this grant has been provided by the National
Endowment for the Humanities (NEH) as part of the American Rescue Plan Act (ARPA). Humanities Nebraska has received $687,045 of ARPA funding and will re-grant 93% of that to cultural and educational organizations through the state that are engaged in public humanities programming and otherwise meet eligibility requirements. Heritage Room Curator Diane Wilson is preparing the grant application.

LIBRARY DIRECTOR’S REPORT
I will include a "Heritage Room and NLHA 101" presentation in my report, to provide background on the organization of the Heritage Room in terms of 1) funding, 2) relationship to the Nebraska Literary Heritage Association and 3) relationship to the Foundation for Lincoln City Libraries.

CONTRACTS FILED
No contracts filed through Directorial Order in September 2021.

Pat Leach, Library Director
October 15, 2021
LIBRARY BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 21, 2021; 8:00 AM
BENNETT MARTIN PUBLIC LIBRARY
LINCOLN, NEBRASKA

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

OTHERS PRESENT
Pat Leach, Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Gail McNair, Foundation Executive Director; Peter Jorgensen, Virtual Services Manager; Jocelyn Golden, City Law Department.

CALL TO ORDER AND ANNOUNCEMENT OF OPEN MEETINGS ACT
The meeting was called to order by President Dan Sloan at 8:00 AM. The Open Meetings Act was posted and placement announced.

APPROVAL OF AGENDA
The agenda was posted according to the Open Meetings Act of the State of Nebraska. Berg moved to approve the agenda as posted. Second by Marvin. Roll Call: Berg, Hale, Marvin, Ostrowicki, Shaw, Sloan – aye; Seacrest – absent. Motion carried 6-0.

PUBLIC COMMENT ON AGENDA ITEMS
There was no public comment.

APPROVAL of AUGUST 17, 2021, MEETING MINUTES
Marvin moved to approve the minutes as distributed. Second by Berg. Roll Call: Marvin, Ostrowicki, Shaw, Sloan, Berg – aye; Hale – abstain; Seacrest – absent. Motion carried 5-0.

STANDING COMMITTEE REPORTS
Committee on Administration
No report.

Committee on Buildings and Grounds
Berg reported the roofing projects at Eiseley and Walt Branch Libraries have been completed. The repair of their parking lots starts later this fall.

Committee on Finance
Marvin presented the recap of expenditures for August 2021 listing claims in the amount of $1,002,956.91 from all funds. Marvin moved approval of the report and payment of all claims. Second by Shaw. Roll Call: Marvin, Ostrowicki, Shaw, Sloan, Berg, Hale – aye; Seacrest – absent. Motion carried 6-0.

SPECIAL COMMITTEE REPORTS
Central Library Committee
Ostrowicki reported on the work of the Communication subcommittee and its informational campaign. A copy of the talking points was distributed. This is a fluid document and will be updated as information
is received. The committee is also working on media coverage to get the library in the news. Library Director Pat Leach will be featured on the cover of the October issue of L Magazine in honor of her 40 years of service to Lincoln City Libraries.

Berg reported the Design subcommittee will meet this week to see BVH's initial design. A review of the design will also be scheduled for the Central Library Committee members not on the design team.

Berg reported he has been visiting branch libraries in order to clarify the branch improvements identified in the Facilities Plan. We are looking at additional space at Anderson Branch, work on entrances at two locations, and reallocating service areas at several locations. The Facilities Plan will be updated once all the visits are complete.

Leach reported that she has been working with City staff and the White Lotus Group on the overall development of the Pershing site. On September 16, the Historic Preservation Commission met for an advisory review of the Pershing demolition in the Capitol Environs District. They are an advisory commission and do not make the decision but will advise the Capitol Environs Commission. The Capitol Environs Commission will meet on September 24 to take action on the demolition of Pershing Auditorium. There are some efforts underway to preserve the mosaic.

The Redevelopment Agreement between White Lotus Group and the City is still under negotiation. The agreement needs to clarify items such as the cost for preparing the site and distribution of other costs, and who will own, design, and control the green space on the block.

A meeting on September 10 of all parties dealt with time lining. There are a lot of moving parts making coordination between parties essential.

Foundation for Lincoln City Libraries
McNair announced that the book sale and the spelling bee have been cancelled for this fall due to the difficulties caused by COVID-19. Six pallets of books are being shipped to Thrift Books for online sale. Volunteers will continue to stock the book nooks, and donations for next year’s book sale continue to be accepted.

One Book - One Lincoln
Ostrowicki noted that the selected title, Hidden Valley Road, by Robert Kolker, was announced on Labor Day. There will be a virtual community book discussion and virtual author visit this fall. Media attention included Pat Leach being interviewed on KOLN TV and radio coverage, an Op-ed ran in the Lincoln Journal Star about the program and the value of libraries to the community. A Letter to the Editor from Mary Kay Roth was also published in the Journal Star.

NEW BUSINESS
Surplus Property Report
Leach requested that the surplus property report be approved in order to dispose of property. Most items will be recycled, others may be placed for sale using City procedures, or disposed of when appropriate. Approval moved by Hale, second by Berg. Roll Call Vote: Ostrowicki, Shaw, Sloan, Berg, Hale, Marvin – aye; Seacrest – absent. Motion carried 6-0.
Authorization to Submit Applications to Nebraska Library Commission

Nebraska Library Internship Grant – Leach requested authorization to apply for eight interns for 2022 for a total request of $8,000. There is no match requirement. Approval moved by Marvin, second by Ostrowicki. Roll Call Vote: Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki – aye; Seacrest – absent. Motion carried 6-0.

American Rescue Plan Grant – Bookmobile – Leach requested authorization to apply for a Library Improvement Grant, funded from American Rescue Plan Act and administered by the Institute of Museum and Library Services, in the amount of $100,000 to assist with the purchase of a new bookmobile and its collection. There is no match requirement. Approval moved by Berg, second by Shaw. Roll Call Vote: Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki – aye; Seacrest – absent. Motion carried 6-0.

American Rescue Plan Grant – Youth Services – Leach requested authorization to apply for a grant in the amount of $5,000 to support the purchase of books to give away to preschoolers and to purchase materials to support outreach activities. There is no match requirement. Approval moved by Berg, second by Hale. Roll Call Vote: Sloan, Berg, Hale, Marvin, Ostrowicki, Shaw – aye; Seacrest – absent. Motion carried 6-0.

Authorization to Extend Security Contract – Leach reported that the security contract must be rebid because all responders to the RFP were deemed nonresponsive by the Purchasing Department. Leach requested that the current contract with Sunstates Security be extended through January 31, 2022, at a cost not to exceed $23,000, to allow time for staff to work with the Purchasing Department to rebid the service. Approval moved by Hale, second by Berg. Roll Call Vote: Berg, Hale, Marvin, Ostrowicki, Shaw, Sloan – aye. Seacrest – absent. Motion carried 6-0.

PRESIDENTS REPORT
Sloan reported that he is excited about all the activity created by the Central Library project and is thrilled and thankful for all the energy everyone is putting into it.

Committee appointments were announced and are attached as part of the record.

LIBRARY DIRECTOR’S REPORT
Leach thanked everyone for the surprise reception observing her 40th anniversary at the library.

The annual lost materials report shows that out of the 2,126,299 items borrowed from the library, 6,794 were not returned and declared lost. That loss rate of 0.32% is similar to previous years. The library also purged 68 patron accounts for nonuse along with uncollectable fees of $3900.

Leach reported that the City Council took action to approve the fiscal year 2021-2022 budget. The library’s budget allocation allows for the same level of service.

Library staff continues to work with customers to make sure they wear masks in the library. Some customers are becoming bad-tempered about it and are being more assertive in challenging the policy.
Leach also noted that she continues to do All About Books on Nebraska Public Media, meet with book groups, and do presentations on the American Library Association’s Notable Books.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA
No public comment.

ADJOURNMENT
There being no further business the meeting was adjourned at 9:10 a.m.
LINCOLN CITY LIBRARIES
LIBRARY BOARD OF TRUSTEES
FISCAL YEAR 2021-2022 COMMITTEE LIST

OFFICERS
Dan Sloan, President
Joe Shaw, Vice President
Donna Marvin, Treasurer

STANDING COMMITTEES

Administration
Dan Sloan, Chair
Lowell Berg
Donna Marvin

Finance
Donna Marvin, Chair
Joe Shaw
Jackie Ostrowicki

Building and Grounds
Lowell Berg, Chair
Rhonda Seacrest
Lisa Hale
Nichole Bogen

Nominations
Dan Sloan, Chair
Lowell Berg
Rhonda Seacrest

SPECIAL COMMITTEES

Technology
Lisa Hale, Chair
Joe Shaw

Foundation Liaisons
Dan Sloan
Lisa Hale
Rhonda Seacrest

One Book – One Lincoln Liaison
Jackie Ostrowicki

Central Library Subcommittee
Design
Lowell Berg, Chair
Lisa Hale
Rhonda Seacrest
Brian Chaffin
Melissa Newton
Pat Leach
LeeAnn Sergeant
Gail McNair

Branch Improvements
Lowell Berg, Chair
Donna Marvin
Joe Shaw
Doug Campbell
Trixie Koch
Pat Leach
Traci Glass

Communications
Jackie Ostrowicki, Chair
Lisa Hale
Dan Sloan
Julie Robinson
Katherine Endacott
Pat Leach
Amy Huffman
Barbara Hansen
Gail McNair
Michelle Farley

Community
Rhonda Seacrest, Chair
Dan Sloan
Jackie Ostrowicki
Nichole Bogen
Herb Friedman
Carl Eskridge
Patte Newman
Pat Leach
Gail McNair

Central Library Committee
Dan Sloan, Chair
Lowell Berg
Lisa Hale
Matt Kirkland
Rod Confer
Barb Jacobson
Pat Leach
Traci Glass
LeeAnn Sergeant
Gail McNair

09.21.2021
POLICY TITLE: NAMING OF FACILITIES

PURPOSE:

The purpose of this policy is to establish the authority for naming of buildings and other facilities of the Lincoln City Libraries.

DEFINITIONS:

a. Use-related (Generic). When used in conjunction with facility identification, the terms “use-related” and “generic” describe names given to buildings or other facilities which are based solely upon the use of the named facility, without the inclusion of a modifier which would designate a particular family, person, or organization. Examples of use-related or generic names would be “Youth Services” or “Adult Fiction.”

b. Facility Identification. The name or title used to designate a particular building or other facility for the purpose of specifically identifying such building or facility to all staff and customers.

c. Facility. Any physical structure or space dedicated to, or organized for, the performance of library programs and related activities. For purposes of this policy, this definition will include a new, existing, or leased building, a wing of a building, a room or cluster of rooms, bookmobile, or other significant features such as a fountain, monument, plaza, garden, landscaped area, or collection of media.

AUTHORITY FOR NAMING FACILITIES:

a. The use-related (generic) naming of a library building or wing of a building or other significant library feature such as a fountain, monument, plaza, garden, landscaped area or collection shall be approved by the Director and reported to the Library Board.

b. The naming of a library building or wing of a building, bookmobile, a room or a small cluster of rooms, or other library features such as a fountain, monument, or plaza, a garden or landscaped area, or a collection, in honor of an individual, a family, a group or an organization shall be approved by the Library Board.

CRITERIA FOR NAMING FACILITIES:

a. A facility may be named for an individual, family, group, or organization that has provided or meets one or more of the following criteria:

1. Extraordinary service to the Lincoln City Libraries as a staff member or volunteer,
2. Extraordinary support or service to the Lincoln City Libraries,

3. Notable achievements by a Nebraska literary figure or community leader who has significantly contributed to public library service in Lincoln, Nebraska, or

4. Significant financial contributions toward the construction of a facility of the Lincoln City Libraries, or an endowment for maintenance and operating costs of a facility of the Lincoln City Libraries.

b. Facilities shall not be named for persons who are currently employed by the City of Lincoln, or who are elected officials or members of the Library Board. Proposals to honor such individuals shall not be considered earlier than five years following the departure, death, or retirement of such individual from the employ of the City of Lincoln, or the end of such individual’s term as an elected official or member of the Library Board.

c. In addition to the criteria stated above, the naming authority shall be guided by the following considerations:

1. The names of individuals or corporations or groups involved in controversial enterprises or activities, such as those that would be detrimental to the mission or image of the Library, should be avoided.

2. Names which can cause public confusion with existing facility names in the community should be avoided.

3. Names which, by virtue of their length or otherwise, are difficult or cumbersome to read or write should be avoided.

The Library Board retains the authority to approve the manner in which facility names will be displayed.

4. Naming may be time limited or facilities may be renamed at the discretion of the Library Board.

PRIOR FACILITY NAMES:

a. It is the intent of the Library Board that facility names in existence at the time of the adoption of this policy shall remain in effect, except as approved by the Library Board in compliance with this policy.

Approved by Library Board  September 18, 2007
Revised: June 15, 2010
Affirmed by Library Board: November 20, 2018
Revisions Drafted: October 5, 2021
Reviewed by Central Library Committee: October 6, 2021
**MEMORANDUM**

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

**RECAP OF EXPENDITURES - SEPTEMBER 2021**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Operational Budget - FY 2021-22</td>
<td>$ 829,736.25</td>
</tr>
<tr>
<td>Library Enc/Reapp - FY 2020-21</td>
<td>42,593.76</td>
</tr>
<tr>
<td>Heritage Room Fund - FY 2021-22</td>
<td>2,529.30</td>
</tr>
<tr>
<td>Polley Music Library - FY 2021-22</td>
<td>6,671.67</td>
</tr>
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</table>

**Total Operational Expenditures**  
$ 881,530.98

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants</td>
<td>$ 1,391.43</td>
</tr>
<tr>
<td>Hompes Fund</td>
<td>23,214.11</td>
</tr>
<tr>
<td>Keno</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous Library Donations Funds</td>
<td>42,014.46</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>-</td>
</tr>
</tbody>
</table>

**Total Expenditures - Other Funds**  
$ 66,620.00

**TOTAL EXPENDITURES**  
$ 948,150.98
LIBRARY DIRECTOR’S REPORT
September 2021

Among our favorite customer comments of the month was one received by Nancy at Eiseley Branch Library, passed along from Eiseley Branch Manager Lisa Olivigni, “A mother stopped by the circulation desk to say that her two college aged children were packing up and heading back to school. She overheard them talking about Eiseley and summer reading and all the fun they had at the library growing up. She wanted us to know the difference that the library had made in their lives.”

Design is nearly complete for the Air Park Recreation Center and Williams Branch Library. This new joint facility is scheduled to open in 2023. We’re pleased to be part of this collaborative project that will allow the library greater adaptability in serving this neighborhood.

Work continues on Central Library Schematic Design. Local architectural firm BVH in concert with MSR of Minneapolis is designing the building “from the inside out” to determine overall space needs and configuration.

A group of staff is working on selection of our next bookmobile, one of the Capital Improvements Program projects for this fiscal year. We are focusing on vehicles that align with the City’s Climate Action Plan.

Library statistics show an overall increase of 4.5% in comparison to September of 2020, though we’re down 17.3% in comparison with the pre-COVID September of 2019.

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 innovation, as seen in:

Programming and Events
- Polley Music Librarian Scott Scholz reported, “We had percussionist/sound artist Tatsuya Nakatani perform on September 22. Due to COVID concerns, I was able to make arrangements with the Lincoln Community Foundation to co-sponsor the event, so that it could be held outdoors at the Community Foundation Gardens. It was a lovely evening with perfect weather, and we had about 25 attendees. Nakatani performed, and then gave a presentation demonstrating the personal approaches to percussion that he has developed over the course of his career.”

Technology
- Heritage Room Curator Diane Wilson passed along this note about ongoing work there to digitize fragile formats, “Carousels of slides in the Heritage Room are being digitized to preserve the images, and some will be shared with the City of Lincoln Urban Planning Department.”
Facilities

- The parking lots at Eiseley and Walt Branch Libraries are scheduled for resurfacing. Support Services Coordinator Rebecca Aracena noted plans for work while the building is closed for this project. "Katie and I met with Eiseley Branch staff to plan for their inventory during the week proceeding Veteran's Day. Katie has collected multiple branch tablets for this project and worked with Virtual Services to make sure the tablets are updated before the end of October so they will be ready for the inventory."

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

All Students

- Youth Services Coordinator Vicki Wood reported, "I continued work with Kristi Chambers from the Community Learning Centers to involve some of our staff in leading or helping to lead book groups in after-school programs. Right now there are four staff working in this capacity at CLCs."

Low-income Families

- Library Public Services Coordinator LeeAnn Sergeant passed along this report from Kim at Bennett Martin Public Library, "I helped a woman who came to the library to get help signing up for computer access through the Emergency Broadband Benefit, a temporary program to help households struggling to afford internet service during the pandemic. The woman had just recently been released from the hospital and was having difficulty with the process due to brain trauma. She was told to go to the library and we would help. We talked on the phone with Allo as an internet provider and arranged her Internet connection so that her children can continue with school via Zoom. She could not thank me enough for helping her with this process. The online form was very complicated!"

- Gere and South Branch Manager Brenda Ealey passed along this report from Lane, "I assisted a customer at South who needed help with his work permit application. He’s an immigrant and had his application rejected and couldn’t figure out why. I was able to go through the application with him alongside the USCIS website and find the issue and how to fix it when he reapplied. I also gave him information for Legal Aid Nebraska and showed him the Legal Information Resource Center (one of our online resources). He was relieved to know he could reapply and thanked me for my help — he said that when he tried googling his question, the answer he got was "go to the library for help!" Just goes to show that even google can't beat old-fashioned library service."

Celebrating the Diversity of Our City

- Walt Branch Manager Jodene GlaeSEMANN reported, "A Sugar Skull Memory Jar program was held to commemorate Hispanic Heritage Month. Recycled glass jars with lids were collected from staff for this project. The six participants decorated the jars with a sugar skull image (Calavera) or other image, to represent a person or animal of significance who has passed away. Colorful strips of paper were provided on which special memories of these loved ones could be recorded and kept in the jars. This program will be repeated at the end of the celebration month on October 12 during an after-school time frame."

Building up the Culture of Lincoln

- Refugee and Immigrant - Anderson and Bethany Branch Manager Kim Shelley reported, "On September 9, Northeast High School hosted its first annual Culture and Diversity Night. According to the organizer, all students and their families were invited, but the event was marketed to students new to the United States. NESU Librarian Karrie Simpson said, 'Matt and I attended the Multicultural Fair at Lincoln Northeast High School. Hosted by the school's various
International clubs, they had music, dancing, educational panels, food trucks, and various community organizations. We were able to talk to 65 people at our booth and made some good community connections.

- Services to our Aging Population
LeeAnn Sergeant also passed along this staff report from Carrie at Bennett Martin Public Library, “I received a call from one of our Home Outreach by Mall (HOM) patrons who was in the hospital. She had dropped her call button on the hospital floor but was able to reach the phone. She called us because we were one of the few phone numbers she had memorized. I was then able to call the hospital and relay the message to the nursing staff.”

Pat Leach, Library Director
October 15, 2021
### Lincoln City Libraries
#### September 2021 Use Report

<table>
<thead>
<tr>
<th>Location</th>
<th>Loans</th>
<th>Visits</th>
<th>Computer Reservations</th>
<th>Program Outreach Attendance</th>
<th>Total Use September 2021</th>
<th>Total Use September 2020</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bennett Martin Public Library</td>
<td>13,402</td>
<td>8,326</td>
<td>2,262</td>
<td>915</td>
<td>24,905</td>
<td>23,084</td>
<td>7.89%</td>
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<tr>
<td>Anderson Branch</td>
<td>10,695</td>
<td>4,520</td>
<td>898</td>
<td>108</td>
<td>16,221</td>
<td>16,041</td>
<td>1.12%</td>
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<tr>
<td>Bethany Branch</td>
<td>7,897</td>
<td>2,626</td>
<td>228</td>
<td>98</td>
<td>10,849</td>
<td>12,149</td>
<td>-10.70%</td>
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<tr>
<td>Eiseley Branch</td>
<td>22,246</td>
<td>7,403</td>
<td>1,047</td>
<td>847</td>
<td>31,543</td>
<td>28,468</td>
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<tr>
<td>Gere Branch</td>
<td>60,900</td>
<td>15,122</td>
<td>1,327</td>
<td>422</td>
<td>77,771</td>
<td>75,519</td>
<td>2.98%</td>
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<tr>
<td>South Branch</td>
<td>8,832</td>
<td>3,039</td>
<td>477</td>
<td>290</td>
<td>12,638</td>
<td>11,892</td>
<td>6.27%</td>
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<tr>
<td>Walt Branch</td>
<td>38,519</td>
<td>9,723</td>
<td>970</td>
<td>393</td>
<td>49,605</td>
<td>46,762</td>
<td>6.08%</td>
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<tr>
<td>Williams Branch</td>
<td>581</td>
<td>502</td>
<td>60</td>
<td>0</td>
<td>1,143</td>
<td>1,366</td>
<td>-16.33%</td>
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<tr>
<td>Lied Bookmobile</td>
<td>2,537</td>
<td>176</td>
<td>0</td>
<td>1,201</td>
<td>3,914</td>
<td>3,175</td>
<td>23.28%</td>
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<tr>
<td>InterLibrary Loan</td>
<td>204</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>204</td>
<td>0</td>
<td>0.00%</td>
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<tr>
<td><strong>Checkout SUBTOTAL</strong></td>
<td><strong>165,813</strong></td>
<td><strong>51,437</strong></td>
<td><strong>7,269</strong></td>
<td><strong>4,274</strong></td>
<td><strong>228,793</strong></td>
<td><strong>218,456</strong></td>
<td><strong>4.73%</strong></td>
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<tr>
<td>Download/Stream Audio</td>
<td>28,761</td>
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<td>0</td>
<td>0</td>
<td>28,761</td>
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<tr>
<td>Download/Stream eBooks</td>
<td>23,785</td>
<td>0</td>
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<tr>
<td>Stream Video</td>
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<td>0</td>
<td>751</td>
<td>933</td>
<td>-19.51%</td>
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<td><strong>51,486</strong></td>
<td><strong>3.52%</strong></td>
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<tr>
<td><strong>TOTAL LOANS</strong></td>
<td><strong>219,110</strong></td>
<td><strong>51,437</strong></td>
<td><strong>7,269</strong></td>
<td><strong>4,274</strong></td>
<td><strong>282,090</strong></td>
<td><strong>269,942</strong></td>
<td><strong>4.50%</strong></td>
</tr>
</tbody>
</table>

| WiFi Sessions                   | 117,586| 18,633 | 531.06% |
| WiFi Users                      | 10,499 | 2,571  | 308.36% |
| Website Users                   | 61,141 | 48,938 | 24.94%  |
| Website Sessions                | 120,818| 114,686| 0.00%   |
| Database Use                    | 12,407 | 7,551  | 0.00%   |

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<th>Holdings Report</th>
<th>PRINT</th>
<th>NON PRINT</th>
<th>Total</th>
<th>Registrations</th>
<th>Total Purged</th>
<th>Active</th>
<th>Percentage</th>
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<td>Adult</td>
<td>Youth</td>
<td>Total</td>
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<td>34,547</td>
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<td>291</td>
<td>163</td>
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<td>-480</td>
<td>-856</td>
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<td></td>
<td></td>
<td>1.94%</td>
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<td>Reciprocal</td>
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<td><strong>Total Active</strong></td>
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<td><strong>269,605</strong></td>
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<td><strong>-1.92%</strong></td>
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## September 2021 Use Compared to September 2020

### Lincoln City Library

<table>
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<tr>
<th>Location</th>
<th>Print Checkouts 2021</th>
<th>Print Checkouts 2020</th>
<th>Change</th>
<th>Non-Print Checkouts 2021</th>
<th>Non-Print Checkouts 2020</th>
<th>Change</th>
<th>Loan Checkouts 2021</th>
<th>Loan Checkouts 2020</th>
<th>Change</th>
<th>Total Checkouts 2021</th>
<th>Total Checkouts 2020</th>
<th>Change</th>
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<td>3,226</td>
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<td>8,533</td>
<td>9,110</td>
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<td>11,816</td>
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<td>1,406</td>
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<td>7,897</td>
<td>9,007</td>
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<td>3,661</td>
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<td>22,246</td>
<td>21,857</td>
<td>1.78%</td>
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<td>52,402</td>
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<td>7,444</td>
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<td>8,832</td>
<td>8,883</td>
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<tr>
<td>Walt</td>
<td>33,412</td>
<td>31,910</td>
<td>4.71%</td>
<td>5,107</td>
<td>5,710</td>
<td>-10.56%</td>
<td>38,519</td>
<td>37,620</td>
<td>2.39%</td>
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<tr>
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<td>505</td>
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<td>194</td>
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<td>581</td>
<td>699</td>
<td>-16.88%</td>
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<tr>
<td>Lied Bookmobile</td>
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<td>165</td>
<td>185</td>
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<td>2,340</td>
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<td>204</td>
<td>0</td>
<td>0.00%</td>
<td>204</td>
<td>0</td>
<td>0.00%</td>
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<tr>
<td><strong>TOTAL CHECKOUTS</strong></td>
<td><strong>141,819</strong></td>
<td><strong>140,142</strong></td>
<td>1.20%</td>
<td><strong>23,994</strong></td>
<td><strong>27,412</strong></td>
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<td><strong>167,554</strong></td>
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<tr>
<td>Download/Stream Audio</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>28,761</td>
<td>25,901</td>
<td>11.04%</td>
<td>28,761</td>
<td>25,901</td>
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<tr>
<td>Stream Video</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>751</td>
<td>933</td>
<td>-19.51%</td>
<td>751</td>
<td>933</td>
<td>-19.51%</td>
<td></td>
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<tr>
<td><strong>TOTAL WITH DOWNLOADS</strong></td>
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<td><strong>140,142</strong></td>
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<td><strong>78,898</strong></td>
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<tr>
<th>Location</th>
<th>Adult Checkouts 2021</th>
<th>Adult Checkouts 2020</th>
<th>Change</th>
<th>Visits 2021</th>
<th>Visits 2020</th>
<th>Change</th>
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<td>675.41%</td>
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<td>5,513</td>
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<tr>
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<tr>
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<td>0.00%</td>
<td>204</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
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<td>0.00%</td>
<td>751</td>
<td>933</td>
<td>-19.51%</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<table>
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<tr>
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<td>1</td>
<td>-100.00%</td>
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<td>60</td>
<td>54</td>
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<tr>
<td>Lied Bookmobile</td>
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<td>66</td>
<td>550.00%</td>
<td>0</td>
<td>1</td>
<td>-100.00%</td>
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<tr>
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<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>2,254</td>
<td>603</td>
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<td>2,020</td>
<td>178</td>
<td>1034.83%</td>
<td>7,269</td>
<td>5,609</td>
<td>29.60%</td>
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</table>
## Monthly Categorical Report

### September 30, 2021

<table>
<thead>
<tr>
<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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</thead>
</table>

### Administration-Div. 1
- **Personnel**: $841,326.00 | $70,110.50 | $78,141.29 | $763,184.71 | $78,141.29 |
- **Supplies**: 29,000.00 | 2,416.67 | 2,682.01 | 26,317.99 | 2,682.01 |
- **Services & Charges**: 77,638.00 | 6,469.83 | 33,534.56 | 44,103.44 | 33,534.56 |
- **Other**: - | - | - | - | - |
- **Total**: $947,964.00 | $78,997.00 | $114,357.86 | $833,606.14 | $114,357.86 |

### Percent Expended: 8.33%

### Buildings & Grounds-Div. 2
- **Personnel**: $114,043.00 | $9,503.58 | $8,377.80 | $105,665.20 | $8,377.80 |
- **Supplies**: 22,000.00 | 1,833.33 | 2,848.13 | 19,151.87 | 2,848.13 |
- **Services & Charges**: 974,069.00 | 81,172.42 | 106,938.12 | 867,130.88 | 106,938.12 |
- **Other**: 90,900.00 | 7,575.00 | - | 90,900.00 | - |
- **Total**: $1,201,012.00 | $100,084.33 | $118,164.05 | $1,082,847.95 | $118,164.05 |

### Percent Expended: 8.33%

### Public Service-Div. 3
- **Personnel**: $5,556,039.00 | $463,003.25 | $376,804.06 | $5,179,234.94 | $376,804.06 |
- **Supplies**: 48,000.00 | 4,000.00 | 308.12 | 47,691.88 | 308.12 |
- **Services & Charges**: 63,400.00 | 5,283.33 | 3,197.87 | 60,202.13 | 3,197.87 |
- **Other**: - | - | - | - | - |
- **Total**: $5,667,439.00 | $472,286.58 | $380,310.05 | $5,287,128.95 | $380,310.05 |

### Percent Expended: 8.33%

### Support Services-Div. 4
- **Personnel**: $1,193,177.00 | $99,431.42 | $85,147.18 | $1,108,029.82 | $85,147.18 |
- **Supplies**: 62,000.00 | 5,166.67 | 11,157.18 | 50,842.77 | 11,157.18 |
- **Services & Charges**: 311,667.00 | 25,972.25 | 100,076.26 | 211,590.74 | 100,076.26 |
- **Other**: 885,650.00 | 73,804.17 | 20,523.62 | 865,126.38 | 20,523.62 |
- **Total**: $2,452,494.00 | $204,374.50 | $216,904.29 | $2,235,589.71 | $216,904.29 |

### Percent Expended: 8.33%

### Total Library Operational
- **Personnel**: $7,704,585.00 | $642,048.75 | $548,470.33 | $7,156,114.67 | $548,470.33 |
- **Supplies**: 161,000.00 | 13,416.67 | 16,995.49 | 144,004.51 | 16,995.49 |
- **Services & Charges**: 1,426,774.00 | 118,897.83 | 243,746.81 | 1,183,027.19 | 243,746.81 |
- **Other**: 976,550.00 | 81,379.17 | 20,523.62 | 956,026.38 | 20,523.62 |
- **Total**: $10,268,909.00 | $855,742.42 | $829,736.25 | $9,439,172.75 | $829,736.25 |

### Percent Expended: 8.33%

### Other Library Fund Appropriations

<table>
<thead>
<tr>
<th>Appropriations</th>
<th>Amount Appropriated</th>
<th>Expended Year-to-Date</th>
<th>Balance</th>
<th>Current Month Expended</th>
</tr>
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<tbody>
<tr>
<td>FY 2020-21 Encumbrances</td>
<td>$631,886.81</td>
<td>$42,593.76</td>
<td>$589,293.05</td>
<td>$42,593.76</td>
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<tr>
<td>FY 2020-21 Reappropriated</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Prepared by Paul E. Jones, Library, 402.441.8513
## LINCOLN CITY LIBRARIES - FUND BALANCES
### SEPTEMBER 2021

<table>
<thead>
<tr>
<th>GRANT FUNDS</th>
<th>Beginning Balance</th>
<th>Receipts</th>
<th>Expended</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Lender Fund</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 62.93</td>
<td>(62.93)</td>
</tr>
<tr>
<td>NLC Internship Grant 2020</td>
<td>(180.05)</td>
<td>231.55</td>
<td>51.50</td>
<td>-</td>
</tr>
<tr>
<td>NLC NE eReads Grant 2021</td>
<td>43,436.00</td>
<td>-</td>
<td>-</td>
<td>43,436.00</td>
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<tr>
<td>NLC American Rescue Plan Act 2021</td>
<td>-</td>
<td>91,500.00</td>
<td>-</td>
<td>91,500.00</td>
</tr>
<tr>
<td>State Aid 2019</td>
<td>22,479.00</td>
<td>105.00</td>
<td>1,277.00</td>
<td>21,307.00</td>
</tr>
<tr>
<td>State Aid 2020</td>
<td>8,370.50</td>
<td>-</td>
<td>-</td>
<td>8,370.50</td>
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<tr>
<td>State Aid 2021</td>
<td>50,282.00</td>
<td>-</td>
<td>-</td>
<td>50,282.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DONATED FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heritage Room</td>
</tr>
<tr>
<td>Polley Music Library</td>
</tr>
<tr>
<td>Joseph J. Hompes</td>
</tr>
<tr>
<td>Misc. Library Donations</td>
</tr>
<tr>
<td>Alice Nielsen Donations</td>
</tr>
<tr>
<td>Dorothy Holland</td>
</tr>
<tr>
<td>Glennis Leapley</td>
</tr>
<tr>
<td>Lincoln Cares</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROPRIATED FUNDS</th>
<th>Budget</th>
<th>Expended Sep 2021</th>
<th>Exp-to-Date</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heritage Room FY 2021-22</td>
<td>$ 34,926.00</td>
<td>$ 2,529.30</td>
<td>$ 2,529.30</td>
<td>$ 32,396.70</td>
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<tr>
<td>Polley Music Library FY 2021-22</td>
<td>113,416.00</td>
<td>6,671.67</td>
<td>6,671.67</td>
<td>106,744.33</td>
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<tr>
<td>Keno FY 2020-21</td>
<td>229,596.28</td>
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<td>229,596.28</td>
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<tr>
<td>Keno FY 2021-22</td>
<td>952,884.00</td>
<td>-</td>
<td>-</td>
<td>952,884.00</td>
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</table>

<table>
<thead>
<tr>
<th>Capital Improvement Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2018-19 Anderson Parking Lot</td>
</tr>
<tr>
<td>FY 2020-21 Eiseley/Walt Parking</td>
</tr>
<tr>
<td>FY 2020-21 Eiseley/Walt Roofs</td>
</tr>
<tr>
<td>FY 2020-21 Williams</td>
</tr>
<tr>
<td>FY 2021-22 Bookmobile</td>
</tr>
</tbody>
</table>

Prepared by Paul E. Jones, Library, 402.441.8513