

LIBRARY DIRECTOR'S REPORT

November 2021

COVID-19 continues to impact how the library provides service to the community. For example, instead of providing in-person preschool Library Learning Times (formerly known as storytimes) at the library, library staff went out to various childcare providers in their neighborhoods to provide this service. We anticipate the return of in-person Library Learning Times in January of 2022.

Planning continues for the Air Park Recreation Center and Williams Branch Library, as Assistant Library Director Traci Glass reported. A 2023 opening is anticipated.

Schematic design for the new Central Library is very nearly complete. Work continues on potential environmentally efficient aspects of the HVAC (heating-ventilation-air conditioning) system.

Overall business at Lincoln City Libraries was down very slightly in comparison to November 2020, due partially to the days of closure required to replace the parking lots at Eiseley and Walt Branch Libraries. Downloadable audiobooks continue to show strong growth.

Our Vision: The Library Experience—setting a distinctive tone in promoting and providing lifelong education for our entire community

Literacy, Learning and Literature, shared in community, and engagement in community celebrations, solutions, and innovations as seen in:

Interactions Between People

- Public Services Coordinator LeeAnn Sergeant noted, "Nancy assisted an Iraqi patron with a job application. She even took the time to read the English instructions into his translation app so he could understand what information was needed on certain parts of the application."

Programming and Events

- Walt Branch Manager Jodene Glaesemann reported, "Staff and patrons are so excited to have adult programming back! One patron had her birthday party at this month's Wire Gratitude Tree program. A daughter and her elderly mother attended, as well as a trio of friends who used the event as a way to socialize. Meagan planned and booked a couple study rooms and the ELL room for small groups in attendance so that groups would not be crowded in the meeting rooms. In addition to those attending the program, Meagan prepared 44 Take and Make kits for those not wishing to attend the program in person. Therese and Liz have been prepping future Crafternoon programs."

Technology

- Staff help with technology meets all kinds of needs, as seen in this report from Eiseley/Williams/Bookmobile Manager Lisa Olivigni, "There was a wedding at Eiseley Branch! Well, sort of. Naomi worked with a patron anxious to live stream a wedding. According to

Naomi, a patron who uses Eiseley Branch regularly came in with three tablets and a smartphone looking for help getting connected to YouTube. Naomi mentioned the basic steps and the patron began turning on devices, anxious because she thought she was five minutes late to a live streamed wedding. She initiated and received multiple calls from her sister about the name of the video she needed to find. Her sister sent her a picture of a text message with a YouTube link, but we still didn't have the exact URL, and searching the public videos proved fruitless. We found the family's wedding website and the patron was excited to see formal pictures of the happy couple. After a few more critical details back and forth, her sister sent her the private link that was needed, and we copied it from her phone to her tablet so she could watch it live and on a bigger screen than her phone. She was very happy she wasn't late and kept mentioning how beautiful the setup looked before it even started. She was looking forward to seeing her granddaughter in the wedding party. Naomi said she was thankful she was able to help in this moment of joy."

Facilities

- Assistant Library Director Traci Glass reported "The parking lots at both Eiseley and Walt Branch Libraries have been completed, and the branches were reopened. Speed bumps and painting will continue into December." Walt Branch Manager Jodene Glaesemann wrote, "A large portion of the sidewalk and the main parking lot was torn out and replaced this month necessitating a three-day closure. Advance coordination between the YMCA, LTU and LPD meant we all still had somewhere to park our vehicles."

Outreach

- Gere Branch Manager Brenda Ealey reported, "Melanie had 32 youths join her at Calvert Community Learning Center on November 4 and 45 on November 18. For the older kids they talked about historical books (both fiction and nonfiction) and found examples of cursive lettering in the 25 featured books. They then did several activities to practice cursive and other forms of hand lettering – including calligraphy. They also enjoyed a cursive writing app on the iPad minis. For the younger group, 25 books about aviation were featured. Melanie said youths are enjoying spending time with the large number of books featured from Lincoln City Libraries' collection at these programs."

Collaboration

- Public Services Coordinator LeeAnn Sergeant reported, "Kim did a pop-in storytime at Morrill Hall this month in the new science lab area at the museum. Kim described the space and her storytime, 'This space included a giant screen that we were able to use with PowerPoint, allowing families to spread out easily in the area and still see the books and song lyrics. Our theme was turkeys, and the children enjoyed doing the "Turkey Pokey" as well as shaking a turkey feather or two!' Take home crafts were also provided."

Areas of Excellence and Focus

Primary Area of Focus—Early Childhood

- Eiseley/Williams/Bookmobile Manager Lisa Olivigni shared this story of the impact of library staff in the lives of the families we serve, "Eiseley Branch staff learned that one of our regularly attending families is moving soon. The mom had wonderful criteria as part of her search for a new house. She was checking out a large stack of books and told staff that she's going through a divorce and a move. The patron said that Tami, as her children's storytime person, made a huge difference in what part of town she chose for her new place. She said she and her boys have

- been attending Tami's storytime for eight years. Although many of the houses she liked were on the South side of town, she didn't want to change their library in addition to everything else."
- Anderson and Bethany Manager Kim Shelley passed along these storytime-related stories, "A frequent Library Learning Time attendee submitted a video of her daughter providing a "storytime session." On November 18, Information Specialist Amy posted the adorable video to the library's Facebook page. I wrote to the mother, 'The video is now posted on the Lincoln City Libraries' Facebook page. Your daughter's impression of Miss Linda is spot on! Thanks so much for sharing this video and making it available for other Library fans to enjoy.' She responded that 'her daughter loves Anderson Branch Storytimes! She's always had fun singing, doing rhymes, and reading books with the awesome storytime team, even when you were doing it virtually. You guys rock! And how wonderful it is for Lincoln City Libraries to have ukuleles on loan to patrons. Our families and friends living in other states and overseas also think this is such a great benefit the public library is offering to the patrons. It adds on a lot more possibilities when we are doing literacy learning and activities at home. We love it!'"
 - At Bethany Branch Library, a customer commented to Matt on November 23, "My son is in a special reading group at Waverly for good readers. I think he's so great at reading because I brought him to all of your storytimes."

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

Employment

- Gere Branch Manager Brenda Ealey passed along two staff reports from Maddie, "I was working the desk at South Branch when a patron who was on the computer asked if we had any resources that could help him with the job interview that he had just applied to. He said that he needed to do a Zoom interview but that he didn't have access to a computer at his home. I said that we offer Zoom equipment at Gere Branch. I was able to pull up the study room schedule and set him up with a room and our Zoom equipment the next day." Maddie also reported, "A patron came up to me at the information desk and asked if I could help her mobile print from her phone. She said she had just moved to Lincoln and that she was trying to apply for jobs. I was able to aid her in printing out her resume. She wanted multiple copies, so we walked over to the copier, and I assisted her in making copies. She stated that if giving her resume out to employers is as pleasant as getting her resume printed at the library, that she would find a job in no time."

Celebrating the diversity of our city

- Walt Branch Manager Jodene Glaesemann passed along this staff report, "Meagan worked with a Spanish speaking grandmother who brought in a young granddaughter and requested books in Spanish for a wide age range of children. She was very pleased to see our display of Fundamentals books in Spanish, as well as the World Language board books and the non-fiction collections. Together they were able to find materials in English and Spanish for all three of her grandchildren."

**Lincoln City Libraries
November 2021 Use Report**

Location	Loans	Visits	Computer Reservations	Program & Outreach Attendance	November 2021	November 2020	CHANGE
					Total Use	Total Use	
Bennett Martin Public Library	13,329	8,267	1,867	229	23,692	22,416	5.69%
Anderson Branch	9,639	3,935	712	46	14,332	16,127	-11.13%
Bethany Branch	7,971	2,692	217	35	10,915	11,465	-4.80%
Eiseley Branch	19,700	6,013	795	781	27,289	28,950	-5.74%
Gere Branch	58,292	14,759	1,325	165	74,541	73,590	1.29%
South Branch	9,202	3,031	476	192	12,901	12,522	3.03%
Walt Branch	35,990	9,062	812	298	46,162	47,686	-3.20%
Williams Branch	794	625	40	0	1,459	1,644	-11.25%
Lied Bookmobile	2,080	127	0	1,134	3,341	2,718	22.92%
InterLibrary Loan	209	0	0	0	209	167	25.15%
SUBTOTAL	157,206	48,511	6,244	2,880	214,841	217,285	-1.12%
DownloadStream Audio	29,050	0	0	0	29,050	25,876	12.27%
Download/Stream eBooks	23,818	0	0	0	23,818	25,893	-8.01%
Stream Video	914	0	0	0	914	1,262	-27.58%
Download SUBTOTAL	210,988	48,511	6,244	2,880	268,623	270,316	-0.63%
TOTAL CIRCULATION	210,988	48,511	6,244	2,880	268,623	270,316	-0.63%

Eiseley Branch closed for parking lot resurfacing November 8, 9, 10, 15.

Walt Branch closed for parking lot resurfacing November 15, 16, 17.

WiFi Sessions	97,099	62,246	55.99%
WiFi Users	9,489	6,355	49.32%
Website Users	54,560	46,648	16.96%
Website Sessions	108,929	107,542	1.29%
Database Use	13,580	8,080	68.07%

Holdings Report	PRINT		NON PRINT		Total	Registrations			
	Adult	Youth	Adult	Youth		Total Purged	48	8	500.00%
Owned	371,442	295,490	77,901	33,644	778,477	Active			
Added	2,619	2,234	375	377	5,605	Resident	198,495	193,558	2.55%
Withdrawn	-3,079	-3,565	-396	-147	-7,187	ConnectED	41,695	52,014	-19.84%
Current	370,982	294,159	77,880	33,874	776,895	County	12,953	12,721	1.82%
						NonResident	1,053	1,034	1.84%
						Reciprocal	778	752	3.46%
						Limited Use	10,726	10,555	1.62%
						Total Active	265,700	270,634	-1.82%

**November 2021 Use Compared to November 2020
Lincoln City Libraries**

Location	Print Checkouts			Non-Print Checkouts			Total Checkouts		
	2021	2020	Change	2021	2020	Loan Change	2021	2020	Change
B MPL	10,526	11,012	-4.41%	2,803	3,507	-20.07%	13,329	14,519	-8.20%
Anderson	7,708	8,697	-11.37%	1,931	2,875	-32.83%	9,639	11,572	-16.70%
Bethany	6,929	7,428	-6.72%	1,042	1,268	-17.82%	7,971	8,696	-8.34%
Eiseley	16,976	19,013	-10.71%	2,724	3,271	-16.72%	19,700	22,284	-11.60%
Gere	50,117	51,011	-1.75%	8,175	8,877	-7.91%	58,292	59,888	-2.66%
South	7,811	8,186	-4.58%	1,391	1,471	-5.44%	9,202	9,657	-4.71%
Walt	31,401	32,718	-4.03%	4,589	5,977	-23.22%	35,990	38,695	-6.99%
Williams	645	730	-11.64%	149	243	-38.68%	794	973	-18.40%
Lied Bookmobile	1,966	1,916	2.61%	114	139	-17.99%	2,080	2,055	1.22%
InterLibrary Loan	209	167	25.15%	0	0	0.00%	209	167	25.15%
TOTAL CHECKOUTS	134,288	140,878	-4.68%	22,918	27,628	-17.05%	157,206	168,506	-6.71%
Download/Stream Audio	0	0	0.00%	29,050	25,876	12.27%	29,050	25,876	12.27%
Download/Stream eBook	0	0	0.00%	23,818	25,893	-8.01%	23,818	25,893	-8.01%
Stream Video	0	0	0.00%	914	1,262	-27.58%	914	1,262	-27.58%
TOTAL WITH DOWNLOADS	134,288	140,878	-4.68%	76,700	80,659	-4.91%	210,988	221,537	-4.76%

Location	Youth Checkouts			Adult Checkouts			Visits		Change
	2021	2020	Change	2021	2020	Change	2021	2020	
B MPL	4,742	4,890	-3.03%	8,587	9,629	-10.82%	8,267	6,448	28.21%
Anderson	4,407	5,033	-12.44%	5,232	6,539	-19.99%	3,935	4,081	-3.58%
Bethany	4,690	5,238	-10.46%	3,281	3,458	-5.12%	2,692	2,577	4.46%
Eiseley	13,039	13,951	-6.54%	6,661	8,333	-20.06%	6,013	5,851	2.77%
Gere	32,604	33,391	-2.36%	25,688	26,497	-3.05%	14,759	12,797	15.33%
South	5,207	5,580	-6.68%	3,995	4,077	-2.01%	3,031	2,514	20.56%
Walt	24,546	25,914	-5.28%	11,444	12,781	-10.46%	9,062	8,402	7.86%
Williams	565	644	-12.27%	229	329	-30.40%	625	589	6.11%
Lied Bookmobile	1,247	1,421	-12.24%	833	634	31.39%	127	100	27.00%
InterLibrary Loan	0	0	0.00%	209	167	25.15%	100	100	-100.00%
Subtotal	91,047	96,062	-5.22%	66,159	72,444	-8.68%	48,511	43,459	11.62%
Download/Stream Audio	4,250	4,027	5.54%	24,800	21,849	13.51%	0	0	0.00%
Download/Stream eBook	3,756	4,534	-17.16%	20,062	21,359	-6.07%	0	0	0.00%
Stream Video	0	0	0.00%	914	1,262	-27.58%	0	0	0.00%
TOTAL	99,053	104,623	-5.32%	111,935	116,914	-4.26%	48,511	43,559	11.37%

Location	Program & Outreach Attendance - Youth			Program & Outreach Attendance - Adult			Computer Use		
	2021	2020	Change	2021	2020	Change	2021	2020	Change
B MPL	168	23	630.43%	61	146	-58.22%	1,867	1,280	45.86%
Anderson	46	0	0.00%	0	0	0.00%	712	474	50.21%
Bethany	0	0	0.00%	35	0	0.00%	217	192	13.02%
Eiseley	781	40	1852.50%	0	0	0.00%	795	775	2.58%
Gere	153	0	0.00%	12	9	33.33%	1,325	896	47.88%
South	189	0	0.00%	3	0	0.00%	476	351	35.61%
Walt	238	0	0.00%	60	0	0.00%	812	589	37.86%
Williams	0	39	-100.00%	0	0	0.00%	40	43	-6.98%
Lied Bookmobile	772	510	51.37%	362	53	583.02%	0	0	0.00%
Data Base Use	0	0	0.00%	0	0	0.00%	0	0	0.00%
TOTAL	2,347	612	283.50%	533	208	156.25%	6,244	4,600	35.74%

LINCOLN CITY LIBRARIES

Monthly Categorical Report

November 30, 2021

	Budget Amount	Budgeted Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended
Administration-Div. 1					
Personnel	\$ 841,326.00	\$ 210,331.50	\$ 200,961.90	\$ 640,364.10	\$ 61,275.64
Supplies	29,000.00	7,250.00	9,069.34	19,930.66	2,389.77
Services & Charges	77,638.00	19,409.50	36,721.24	40,916.76	1,847.81
Other	-	-	-	-	-
Total	\$ 947,964.00	\$ 236,991.00	\$ 246,752.48	\$ 701,211.52	\$ 65,513.22
Percent Expended		25.00%	26.03%		
Buildings & Grounds-Div. 2					
Personnel	\$ 114,043.00	\$ 28,510.75	\$ 25,508.10	\$ 88,534.90	\$ 8,579.54
Supplies	22,000.00	5,500.00	6,406.31	15,593.69	2,137.67
Services & Charges	974,069.00	243,517.25	226,607.03	747,461.97	63,543.51
Other	90,900.00	22,725.00	-	90,900.00	-
Total	\$ 1,201,012.00	\$ 300,253.00	\$ 258,521.44	\$ 942,490.56	\$ 74,260.72
Percent Expended		25.00%	21.53%		
Public Service-Div. 3					
Personnel	\$ 5,556,040.00	\$ 1,389,010.00	\$ 1,151,686.42	\$ 4,404,353.58	\$ 388,134.93
Supplies	48,000.00	12,000.00	12,272.21	35,727.79	7,174.15
Services & Charges	63,400.00	15,850.00	7,608.66	55,791.34	1,423.64
Other	-	-	-	-	-
Total	\$ 5,667,440.00	\$ 1,416,860.00	\$ 1,171,567.29	\$ 4,495,872.71	\$ 396,732.72
Percent Expended		25.00%	20.67%		
Support Services-Div. 4					
Personnel	\$ 1,193,177.00	\$ 298,294.25	\$ 257,113.06	\$ 936,063.94	\$ 86,089.18
Supplies	62,000.00	15,500.00	14,892.14	47,107.86	2,801.81
Services & Charges	311,667.00	77,916.75	121,207.96	190,459.04	9,857.32
Other	885,650.00	221,412.50	250,607.96	635,042.04	125,581.09
Total	\$ 2,452,494.00	\$ 613,123.50	\$ 643,821.12	\$ 1,808,672.88	\$ 224,329.40
Percent Expended		25.00%	26.25%		
Total Library Operational					
Personnel	\$ 7,704,586.00	\$ 1,926,146.50	\$ 1,635,269.48	\$ 6,069,316.52	\$ 544,079.29
Supplies	161,000.00	40,250.00	42,640.00	118,360.00	14,503.40
Services & Charges	1,426,774.00	356,693.50	392,144.89	1,034,629.11	76,672.28
Other	976,550.00	244,137.50	250,607.96	725,942.04	125,581.09
Total	\$ 10,268,910.00	\$ 2,567,227.50	\$ 2,320,662.33	\$ 7,948,247.67	\$ 760,836.06
Percent Expended		25.00%	22.60%		
Other Library Fund Appropriations					
	Amount Appropriated		Expended Year-to-Date	Balance	Current Month Expended
FY 2020-21 Encumbrances	\$ 631,886.81		\$ 201,701.31	\$ 430,185.50	\$ 88,560.50
FY 2020-21 Reappropriated	\$ 93,673.00		\$ 18,402.88	\$ 75,270.12	\$ 5,511.00

**LINCOLN CITY LIBRARIES - FUND BALANCES
NOVEMBER 2021**

	Beginning Balance	Receipts	Expended	Ending Balance
<u>GRANT FUNDS</u>				
Net Lender Fund	\$ (62.93)	\$ 1,785.00	\$ -	\$ 1,722.07
NLC NE eReads Grant 2021	15,751.44	-	15,751.44	-
NLC ARPA 2021 eReads	81,074.00	-	2,503.69	78,570.31
NLC ARPA 2021 Website	91,500.00	-	-	91,500.00
State Aid 2019	20,690.00	-	189.00	20,501.00
State Aid 2020	3,222.90	-	1,194.84	2,028.06
State Aid 2021	50,282.00	-	-	50,282.00

DONATED FUNDS

Heritage Room	\$ 100,160.06	\$ -	\$ 2,529.30	\$ 97,630.76
Polley Music Library	166,809.10	109,377.86	6,516.19	269,670.77
Joseph J. Hompes	70,945.99	-	17.25	70,928.74
Misc. Library Donations	486,963.58	23,967.96	9,105.32	501,826.22
Alice Nielsen	79,533.43	-	-	79,533.43
Dorothy Holland	114,405.14	-	-	114,405.14
Glennis Leapley	60,854.93	-	-	60,854.93
Lincoln Cares	13,561.44	-	-	13,561.44

APPROPRIATED FUNDS

	Budget	Expended		Balance
		Nov 2021	Exp-to-Date	
Heritage Room FY 2021-22	\$ 34,927.00	\$ 2,529.30	\$ 7,587.90	\$ 27,339.10
Polley Music Library FY 2021-22	113,417.00	6,516.19	19,635.09	93,781.91
Keno FY 2020-21	233,174.00	-	-	233,174.00
Keno FY 2021-22	952,884.00	7,240.95	9,382.30	943,501.70
Capital Improvement Projects				
FY 2018-19 Anderson Parking Lot	307,100.00	-	303,847.00	3,253.00
FY 2020-21 Eiseley/Walt Parking	332,300.00	-	-	332,300.00
FY 2020-21 Eiseley/Walt Roofs	238,000.00	-	201,078.57	36,921.43
FY 2020-21 Williams	800,000.00	-	-	800,000.00
FY 2021-22 Bookmobile	250,000.00	-	-	250,000.00