

## MEETING NOTICE

**DATE:** April 14, 2023  
**TO:** Library Board, Mayor, City Clerk, and City Attorney  
**FROM:** Ryan Wieber, Library Director  
**SUBJECT:** Library Board Meeting

**DATE AND PLACE OF MEETING:** Tuesday, April 18, 2023  
Eiseley Branch Public Library Meeting Room #2  
136 S. 14<sup>th</sup> St.  
Lincoln, NE 68508

**STARTING TIME OF MEETING:** 6:00 p.m.  
**CHAIRMAN OF MEETING:** Dan Sloan, President  
**PURPOSE OF MEETING:** Monthly Business Meeting

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### AGENDA

1. Call to Order and Announcement of Open Meetings Law
2. Approval of Agenda\*
3. Public Comment on Agenda Items
4. Trustee Development – Jocelyn Golden, Senior Attorney · City Law Department
5. Approval of March 21, 2023, Meeting Minutes\*
6. Standing Committee Reports
  - a. Committee on Administration
    - i. Recommendation for Appointment to the Library Board\*
  - b. Committee on Buildings and Grounds
  - c. Committee on Finance
    - i. Approval of Monthly Recap of Expenditures for February 2023\*
7. Special Committee Reports
  - a. Foundation Executive Director Report
  - b. One Book One Lincoln
8. New Business
  - a. Approval of Surplus Property Report\*
9. President's Report
10. Assistant Library Director's Report
11. Director's Report
12. Public Comment - Anyone wishing to address the board on a matter not on this agenda may do so 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.*

**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 participating 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 Lincoln Commission on Human Rights at 402-441-7624, or the City Ombudsman at 402-441-7511, as soon as possible before the scheduled meeting date in order to make your request. *Open Meetings Act of the State of Nebraska posted in meeting room.*

# LIBRARY BOARD MEETING MINUTES

TUESDAY, March 21, 2023, 8:00 a.m.

BENNETT MARTIN PUBLIC LIBRARY  
LINCOLN, NEBRASKA

## BOARD MEMBERS PRESENT

Dan Sloan, Rhonda Seacrest, Lisa Hale, Christopher Stewart, Donna Marvin, Jackie Ostrowicki, Joe Shaw, Nichole Bogen.

## OTHERS PRESENT

Ryan Wieber, Library Director; Traci Glass, Library Assistant Director; Paul Jones, Accountant; Jocelyn Golden, Senior Attorney; Gail McNair, Executive Director, Foundation for Lincoln City Libraries; LeeAnn Sergeant, Library Coordinator, Vicki Wood, Youth Services Coordinator; LeeAnn Sergeant, Library Coordinator; Kim Shelley, Library Manager; Sarah Dale, Admin Aide; Firas Pirali, Guard.

## CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS ACT

President Dan Sloan noted that a quorum was present and called the meeting to order at 8:03 a.m. He announced the Open Meetings Act was posted and available for review.

## APPROVAL OF AGENDA

President Sloan noted that the Agenda and Meeting Notice were posted according to the Open Meetings Act of the State of Nebraska. Sloan asked for a motion to approve the Agenda. Stewart so moved. Ostrowicki seconded. There was no discussion. **ROLL CALL VOTE:** Stewart, Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan – AYE. Motion carried 7-0.

## PUBLIC COMMENT ON AGENDA ITEMS

President Sloan noted that public comment is welcome and reviewed the public comment process for those attending. There was no public comment.

## APPROVAL OF FEBRUARY 21, 2023 MEETING MINUTES

President Sloan noted the Minutes of the February 21, 2023 meeting had been submitted. Sloan asked for a motion to approve the Minutes. Hale moved approval. Stewart seconded. There was no discussion. **ROLL CALL VOTE:** Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Stewart – AYE. Motion carried 7-0.

## STANDING COMMITTEE REPORTS

### Committee on Administration

Sloan shared that the committee met to determine how to address the two upcoming vacancies. Wieber noted that we need to move quickly to replace Mr. Stewart at the May meeting. The remaining, interested applicants from last fall's pool have been contacted and that group will be used to fill Stewart's opening. The opening for Marvin will be filled using a new pool of applicants. The Committee will meet to discuss and be prepared to make a recommendation to the Board at the April 18<sup>th</sup> Library

Board meeting. The applicant will be introduced to the City Council at the second reading on May 8<sup>th</sup>. The new member's first meeting will be on May 16<sup>th</sup>. The applications will be made available to all board members. The Committee's findings will be released to the Board ahead of the April 20<sup>th</sup> meeting to allow time for review. Sloan shared the wish to move expeditiously but stressed that if the timeline needs to be extended, there's nothing in the bylaws to prevent that. Brief discussion followed.

## Committee on Buildings and Grounds

No Report.

## Committee on Finance

### Approval of Monthly Recap of Expenditures for February 2023

Marvin provided the figures from February: Total operational expenses were \$760,240.77; total expenditures of other funds were \$120,462.97 making total expenditures for February \$880,703.74. Marvin moved approval. Hale seconded. There was no discussion. **ROLL CALL VOTE:** Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Stewart, Hale – AYE. Motion carried 7-0.

## SPECIAL COMMITTEE REPORTS

### Foundation Executive Director

Gail McNair shared materials from the *Wine and Dine* fundraiser scheduled for Thursday, April 27<sup>th</sup>. The silent auction will be held online. You'll need to purchase tickets and bid online. McNair expressed thanks to the Board for donations, memberships and support. Discussion followed.

## NEW BUSINESS

### Approve Frye, Frazey & Assoc Contract Renewal With Increase

Glass noted there's no change in service at this time, however they've asked for \$1.50/hr raise for the guards. This is the first renewal for this contract term, and they have stated this will be the only pay increase requested during this three-year term. The increase puts them in line with other local security companies. Glass also noted the plan to increase the guard presence at Bennett Martin in the evenings to help close. Some of those extra hours will be transferred from the Eiseley guard schedule, others will be additional. Seacrest moved approval. Hale seconded. Discussion followed. Glass confirmed that the company has indicated this \$1.50 per hour will go directly to the guards' pay. Director Wieber commended Firas Pirali, the Bennett Martin Guard in attendance, for his good work. Hale seconded the commendation, having observed his work. **ROLL CALL VOTE:** Ostrowicki, Seacrest, Shaw, Sloan, Stewart, Hale, Marvin – AYE. Motion carried, 7-0.

### 2022 Volunteer Report

Kim Shelley shared that the library is rebuilding the program since the pandemic. There are fewer volunteers now. The number of teens volunteering for Summer Reading has been reduced due to much of the registration and explanation of the program now being completed online. Instead, fewer teen "Volunteens" are doing more focused work. Two volunteers at Gere, Deva Pushkaran and Reema Rida, have been awarded the President's Volunteer Service Award. The Volunteer Appreciation Banquet is

being held on April 16<sup>th</sup> at the Harvest Hall. Food will be served at 2:30, and remarks at 3pm. Discussion followed.

### Approve Proclamation for National Volunteer Week.

President Sloan read aloud the Proclamation: “During National Volunteer Week, we acknowledge the many volunteers who generously give their time and talents to help improve the lives of others. Their acts of kindness help to build a better and brighter future for Lincoln City Libraries and the citizens it serves. The Board of Trustees of Lincoln City Libraries hereby proclaims April 16 to April 22, 2023 VOLUNTEER APPRECIATION WEEK Adopted this day, March 21, 2023.” Hale moved approval. Shaw seconded. Brief discussion followed. **ROLL CALL VOTE:** Seacrest, Shaw, Sloan, Stewart, Hale, Marvin, Ostrowicki – AYE. Motion carried, 7-0.

### Request for Reconsideration Process Review

President Sloan introduced Vicki Wood to review the process in place when a book is brought to LCL staff’s attention for review. Wood shared that every request for reconsideration starts with a conversation. Often a discussion with a customer can resolve their concerns. If the customer wishes to proceed, they are then directed to the Request for Reconsideration form. She shared that the form was updated to cover displays and programs as well as books, noting this communicates to our community that not only are our materials chosen by professional librarians, but our programs and our displays are also part of our professional work.

In addition to stating their concerns, the Request for Reconsideration form asks if the customer has read/listened to/attended the entire work, and what they’d like to see done with it. Some requests are for an item to be moved to a different section of the collection, others ask for it to be removed, all of which is taken into account. The Request then goes to the Committee for review. The Committee is made up of eight members, some rotating, representing different levels of the library system. The members are practiced and consistent in reviewing materials with an understanding of LCL’s Materials Selection and Maintenance Policy.

The form indicates to the customer that LCL has a month to respond. Once received, the Request is forwarded to the committee. At this point, the committee is tasked with reading/viewing the item in question, reading professional reviews of the item, and comparing the item to other, similar items in the collection – the goal being to provide a well-rounded understanding of the item and how it fits into LCL’s collection. Then the committee meets to discuss. In all but one case so far, the committee has been unanimous in their decision. In the event of a tie, the Assistant Director breaks the tie.

Once the committee has decided, Wood writes up a synopsis with their final decision and provides it to the Director. Director Wieber shared that he then reviews the material, reads the committee’s recommendations and formulates his decision based on the recommendations and communicates that decision to the customer. At that point, the customer has the right to request an appeal to the Library Board. The materials are made available for all Board Members to review, and the Committee on Administration makes a recommendation to the full Board for their decision within 60 days of receiving the request. Director Wieber noted that a written overview of the process is being compiled by the Assistant Director for posting to the library’s website. Discussion followed.

## PRESIDENT'S REPORT

No Report.

## ASSISTANT LIBRARY DIRECTOR'S REPORT

Assistant Director Glass shared that the concrete work at Gere Branch Library is complete. It will improve accessibility from the parking lot to the building. The next phase will be the resurfacing of the parking lot. Glass and the website acquisition committee met with the new website designers to preview their new Content Management System (CMS), the platform on which the website will be built. It's built specifically for government entities and being offered at no extra cost. An amendment to the agreement to accept that change is in process. The postings for Summer Interns (sponsored by the Nebraska Library Commission) and for Summer Temporary Workers have gone up – please share. Several hiring process updates have been made based on input from Managers and the new HR leadership. These will speed up the process of making positions open to applicants, to provide Managers with sufficient advance information on applicants, and to update the Supplemental Questions to properly balance the applications between new applicants and existing employees seeking promotion.

## DIRECTOR'S REPORT

Director Wieber shared updates on increasing security at Bennett Martin. Access to the lower (non-public) area will be restricted by an alarmed gate within the next two months. Building Superintendent Miller met with the Fire Marshall to successfully plan the addition. Additional security cameras at stairwells are being sourced. The Oz Black collection of political cartoons originally published in the Lincoln Star in the 1920's has been digitized in a collaboration between Heritage Room Curator, Diane Wilson and UNL Digital Media Librarian, Richard Graham and made available online. See the library webpage for the link. Smaller, non-traditional Book Sales are being planned for the fall. More information will be forthcoming.

## PUBLIC COMMENT

Jackie Ostrowicki shared that the One Book One Lincoln selection committee meets tomorrow to narrow the choices down to the top ten books. From there, each reader will read each book in preparation for narrowing it to three.

## ADJOURNMENT

There being no further business, the meeting was adjourned at 8:53 a.m.

## **Memo to the Library Board**

**April 2023**

**FISCAL YEAR 2022-2023 BUDGET:** The actual percent of budget expended year to date is 56.21%, compared to the budgeted 58.33%. Annual adjusted expenditures to date is 58.28%.

**Trustee Development:** Jocelyn Golden, Senior Attorney, City Law

Jocelyn will be addressing the board with a presentation on the open meetings act, public information/board communications, etc.

### **STANDING COMMITTEE REPORTS**

#### **Committee on Administration**

*\*Approval of Recommendation for Appointment to the Library Board—Action Item*

The committee will report on their meeting of April 5, 2023 and recommend the appointment of Morgan Gerteisen to the board to fill the remainder of Christopher Stewart's term that ends August 31, 2029.

#### **Committee on Finance**

*\*Approval of Monthly Recap of Expenditures—Action Item*

Reports are attached. Treasurer Donna Marvin will bring forward a motion to approve.

### **SPECIAL COMMITTEE REPORTS**

**Foundation Executive Director Report:** Gail McNair

**One Book One Lincoln:** Jackie Ostrowicki

### **NEW BUSINESS**

- a. *\*Approval to declare assorted furnishings and equipment as surplus property— Action Item*

This is necessary when we remove FF&E from library use and before we can dispose or sell through approved procedures.

## **DIRECTOR'S REPORT**

As part of my report, I'll speak to items on the written report.

### **Contracts Filed:**

**GHD Services:** Amendment for software replacement for library website redesign, no cost.

**Dennis Taylor, represented by Rebecca Bramer, Manager:** Solo guitar performance at Polley Music Library at a cost not to exceed \$200.

**SirsiDynix:** Sole source purchase of Integrated Library Services (ILS) For renewal of annual maintenance and subscription for mobile print service, at a cost not to exceed \$76,315.47.

**University of Nebraska State Museum:** Present "Supervolcanoes and Saber-toothed Deer" at Eiseley Branch, no cost.

**Allison Pearce Stevens:** Present "Supervolcanoes and Saber-toothed Deer" at Eiseley Branch, no cost.



# LINCOLN CITY LIBRARIES

136 S. 14th Street

Lincoln, NE 68508-1899

## MEMORANDUM

**TO:** Library Board

**FROM:** Paul E. Jones, Business Office

### RECAP OF EXPENDITURES - MARCH 2023

Library Operational Budget - FY 2022-23	\$ 812,690.46	
Library Enc/Reapp - FY 2021-22	-	
Heritage Room Fund - FY 2022-23	2,797.15	
Polley Music Library - FY 2022-23	8,405.25	
	<hr/>	
<b>Total Operational Expenditures</b>		<b>\$ 823,892.86</b>
Grants	\$ 4,341.40	
Hompes Fund	-	
Keno	102,656.20	
Miscellaneous Library Donations Funds	4,264.25	
Capital Improvements	-	
	<hr/>	
<b>Total Expenditures - Other Funds</b>		<b>111,261.85</b>
		<hr/>
<b>TOTAL EXPENDITURES</b>		<b>\$ 935,154.71</b>



### Director's Report for March 2023

The NLHA's annual **Writer's Write** program where middle schoolers from LPS visit the Heritage Room, meet and mentor with local authors, and produce an essay that gets deposited in the collection was outstanding again this year—with its return to an in-person event the first time since 2019. Many thanks to the NLHA, the Foundation for Lincoln City Libraries, and Heritage Room Librarian Diane Wilson for their coordination.

The message mapping activity regains its momentum with a 2<sup>nd</sup> session set for April 17. Upcoming related work includes hiring a photographer this Spring to help create the necessary photo art stock that reflects the vision and vibrancy of the library's mission and activities, which will be used in digital and print promotions and communications. Also, the library's upcoming strategic planning process will also get underway this spring-summer as we identify potential planning experts to bring the right process to LCL. The goal is to have a completed plan by mid-late Fall.

Stay tuned for upcoming changes in **library card options** for patrons. Several different designs will be available for new cardholders and those seeking card replacement, including a children's design that will be determined by a fun patron-determined contest this summer. The traditional card will continue to be available.

**One Book One Lincoln** – The community will be presented more of a splash of the top 10 titles, leading up to the Memorial Day event at the Mill where the Top 3 are announced. Over the course of the next month, we'll be releasing 2 titles per week via video and social media.

I've held a series of "**Donuts with the Director**" gatherings with the staff members from several library locations over the past couple months—and two branches yet to go—that have been good for introductions, feedback, and ideas. I've assembled the feedback and ideas, and in some instances we're able to put into action some items quickly.

Recent changes to the **PIN numbers** format for ConnectEd have strengthened patron privacy concerns for student cardholders—and we thank LPS for their ability to make those changes. Also, we are now requiring PINS on all self-check machines, again to add a level of security and protect patrons. Those items—and the upcoming online card application (this month)—have required the expert help of Support Services and Virtual Services together to make necessary changes happen rather expeditiously.

I've been asked to serve as board member for a 3-year term on the Wayne State (MI) School of Information Science **Advisory Board**, as the program begins a strategic planning phase in preparation for ALA re-accreditation.

## Monthly Examples of the Strategic Plan in Action

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

#### **Interactions**

- Cal Harman (Gere-South) shared this customer interaction: “One evening at Gere I helped a customer, and her three children check out some books. She had just gotten a replacement library card but didn’t know about the 150-item limit – she thought it would’ve been closer to ten. After I told her it was 150, I also informed her of our new fine-free status. She was very appreciative. After she left with her kids, she came back about five minutes later and checked out another dozen or so items. She left *again* and then came back in *again* with one of her sons and checked out another handful of items. She told me, regarding her son, “I had to beg him to come to the library today but now I can’t get him to leave.”
- Lisa Voss (Eiseley) shared this: I have been helping a patron with LCL's Ancestry database this month. Fred is retired, and he is trying to trace some of his family history while he is still in good health so he can pass it along to his children. This is not the most common use of our Tech Help appointments, but it's definitely one thing we can help folks with if they need it. He has been so excited to see where great grandparents and great GREAT grandparents were born, and where some of his cousins are living now. This is just one of the great electronic resources we can offer patrons through our subscription databases.
- Nancy Peters (BMPL) reports “I had a patron stop and thank us for allowing the tax preparers use our space. And also for assistance printing off extra forms that she needed.” Many people have had positive things about access to tax assistance that VITA provides here during tax season.
- Scott Clark (BMPL) had a memorable interaction, “helping an older gentleman in his late 60s or early 70s, who stopped in with his grand-daughter, and wanted to show her his Lincoln High yearbooks, and his photos in them – he was active in both sports and academic clubs. These books were from back in the early 1970s. We were able to show them two of his years.”

#### **Programming**

- At Gere, Cally O'Brien reported: “Our storytimes continue to be strong with 1,257 attendees at 41 sessions. This is the highest storytime attendance we have seen since the return to in-person programming and is actually the highest March attendance since 2017 when we had 1,392 attendees at 54 sessions.”
- NESU Librarian Karrie Simpson reported, “On March 13, we hosted a Maisy Mouse Family Night at Anderson Branch Library. Seventy-nine (79) people attended for crafts, games, and a chance to get their picture taken with Maisy.” Karrie acknowledges that this event was definitely a team effort, as numerous NESU staff members helped prepare and oversee activities. Special acknowledgement goes to Stephanie Eischeid for wearing the Maisy costume.



- On March 25, Polley Music Library had composer Jeremy Young visit from Montreal, his final stop on a tour of the Midwest. He performed a piece based on using ¼" analog tape loops containing his guitar work. After touring this piece around the world, we may have hosted its last performance, as he handed out some of the tape loops to the audience at the end. Around 20 people attended.
- Nebraska Literary Heritage Association's annual "Writers Write" program returned to the Heritage Room at BMPL on March 23. Over 50 talented LPS middle school students were mentored by local authors and enjoyed a full morning at BMPL.
- Lane Gibson hosted the LGBTQ Book Group on the 29<sup>th</sup>, discussing the book – *Rainbow Rainbow* by Lydia Conklin. There were 5 attending.
- Former Walt LSA Miranda McCown came back to lead a four-day Cosplay Camp which included: Intro, Advanced, Making Armor, and a Cosplay Contest. Everyone attending the third day left with their own forearm armor. For the contest on the fourth day, everyone had 60 minutes to create a cosplay character from the materials they were given. The character had to be a hero, villain or animal sidekick and attendees had to create their backstory. Everyone had So Much Fun.

### Outreach

- "Matt Norsworthy represented NESU at two Pershing Elementary School Conference Nights," reported Librarian Karrie Simpson. "This was an event we participated in last fall, and the School Librarian emailed me asking if we'd come again this spring, as she had heard so many good things about our visit. Matt talked to 455 people about future library events!"
- Greg Welch (Gere/South) visited 11 classes at UNL Daycare this month on four days with 156 attending for story times.
- Vicki Clarke (Walt) represented LCL at the two-day Nebraska Christian Home Educators Conference again this year. The library, as an essential resource for homeschooling families, creates a community bridge in this setting.

### Collaboration

- On March 18 at Anderson Branch Library, LSA Jodi Rethmeier noted, "Conrad Good hosts a music show of old swing music on KZUM 8-10 a.m. Mondays. He praised our staff on always being very helpful in finding music he can play on his radio show."

### Community Engagement

- Longtime volunteers JoAnne Thiele and Judy Smith were recognized along with other volunteers at the Nebraska Library Association's Advocacy Day at the Cornhusker Hotel. Vicki Clarke nominated them as Walt Library's "OG volunteers." While Walt Branch Library opened on 02-02-02, both JoAnne and Judy have volunteer hours dating back to 2001. Collectively they have given 5,493 volunteer hours to the library in the last 21 years – JoAnne, 2,890 hours and Judy 2,603 hours and counting.
- Cait Lombardo (BMPL) provided outreach to Lincoln High School in the form of the LHS Book Club. Small groups were formed to discuss a number of titles

## Technology

- Charlotte McAvoy (BMPL) helped a customer save some money, "A woman needed to send documentation to a company and by fax it would have cost over \$15. I suggested she contact them to see if she could email the info and to get the email address. Then I helped her to scan all those documents and attach them to her email and saved her a bundle of money."
- Tech Time Staff at Gere helped 15 patrons during an equivalent of 23 half-hour appointments. Of those patrons, 7 needed assistance with digital library services.
- Laurie Johnson (Walt) led two Cubelets robotics programs for children in Pre-K through grade 2 and in grade 3-5. She had ten in the first (younger ages) session. The kids each got a set of Cubelets and built their own DIMBOT with the help of their parents. One mother was happy to see her daughter playing with the Cubelets and using all the different blocks to solve the challenges. She explained that she works with artificial intelligence and was happy that the library had a program allowing her daughter to engage with the mother's work at her own level.

## Facilities

- Hillary Umland (Gere) shared this interaction: "A man who comes in with a group every Tuesday morning is wheelchair bound. He came up to the Info desk and right away said, 'Thank you so much for putting that ramp up – it's like you did it just for me.'" Pat Sloan also shared that she heard from a number of library customers who expressed their gratefulness for work on access ramps near the front door of Gere.

## Areas of Excellence and Focus

### Early Childhood

- Garren Hochstetler reported, "We started a six-week session of Prime Time Family Reading at Bennett Martin. This would be the bilingual Spanish/English preschool version. This is in partnership with Humanities Nebraska and grant funded from various sources. In the first two sessions, we've had nine families attending for a meal, storytime and discussion, and activity centers. I'm acting as coordinator while two others who aren't library staff are being paid by the grant to lead the storytime, design activities, and recruit families. This is a great way to get families into the library and talk about what we offer in a way that they can manage on weeknights. Each week, families get to keep a copy of the featured book."
- Read Aloud Advocate Ali Bousquet had a booth at the Lincoln Early Childhood Conference (March 25), where she gave away library info, and spoke on story times and library resources with 76 attendees.

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

### Employment

- Jackie Spackman (BMPL) reported "A patron who was new to the area, came in to get a library card and use the computer. He mentioned wanting help with resumes and I told him that he could definitely use our computers to create a resume. I also mentioned that we would be happy to show him where he could find the different templates on Microsoft Word, or how to search for some online. I then mentioned American

Job Center recently opened next door and how they could more specifically help with that kind of work. I printed off a Community Resource sheet and highlighted that section for him. It's been great to have the resource right across the street. It seems to make people much more likely to go over and see what resources they have."

### **Services to Our Aging Population**

- Cal Harman (Gere-South) worked with Jen Jackson (BMPL) to host an OLLI (Osher Lifelong Learning Institute) program at Gere on the 31<sup>st</sup>. Jen gave a presentation on all of the digital services that library customers have access to with their cards and then Cal helped provide one-on-one tech assistance for those attending. There were 39 total attendees.

### **Building up the Culture of Lincoln**

#### **Reading**

- Bethany BookTalks took place 10:30-11:30 AM every Friday morning at Bethany Branch Library. Guest presenters included Leanne Dynneson from Gere Branch (March 3), Karrie Simpson and Stephanie Eischeid of NESU (March 10), Jodi Rethmeier of NESU (March 17), and Diane Wilson from the Heritage Room (March 24). Stephanie and Karrie shared their reading recommendations with an impressive 18 attendees.
- Members of the LCL OverDrive Support Team assisted at least 43 patrons with OverDrive and Hoopla questions/issues in March.

#### **Refugee and Immigrant**

- Laura Nickel recounted this interaction, "A man came to the computer lab needing some help scanning and emailing. He spoke a little English, mostly Spanish. As I helped him scan his document, we laughed about how each of us knew a little - his little bit of English and my little bit of Spanish. He was unable to get into his email account from the computer, so we went back and forth on Google translate for a bit, but eventually we got the document emailed to himself and another address. He thanked me and took out his wallet to pay. I waved him on, and he thanked me again."

Ryan Wieber, Library Director

April 14, 2023

**Lincoln City Libraries  
March 2023 Circ Report**

Location	Loans	Visits	Computer Reservations	Program & Outreach Attendance	March 2023 Total Use	March 2022 Total Use	CHANGE
Bennett Martin Public Library	13,758	11,703	2,568	733	28,762	27,361	5.12%
Anderson Branch	12,327	5,857	686	918	19,788	17,210	14.98%
Bethany Branch	9,480	3,078	213	278	13,049	12,434	4.95%
Eiseley Branch	26,082	9,952	1,449	1,116	38,599	33,084	16.67%
Gere Branch	68,719	19,208	1,340	1,638	90,905	84,136	8.05%
South Branch	10,638	3,786	478	443	15,345	13,741	11.67%
Walt Branch	44,378	13,357	1,051	1,471	60,257	55,953	7.69%
Williams Branch	890	696	102	71	1,759	1,851	-4.97%
Lied Bookmobile	1,471	481	0	35	1,987	3,289	-39.59%
InterLibrary Loan	240	0	0	0	240	319	-24.76%
<b>SUBTOTAL</b>	<b>187,983</b>	<b>68,118</b>	<b>7,887</b>	<b>6,703</b>	<b>270,691</b>	<b>249,378</b>	<b>8.55%</b>
DownloadStream Audio	38,368	0	0	0	38,368	32,256	18.95%
Download/Stream eBooks	30,403	0	0	0	30,403	26,420	15.08%
Stream Video	815	0	0	0	815	687	18.63%
<b>Download SUBTOTAL</b>	<b>69,586</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>69,586</b>	<b>59,363</b>	<b>17.22%</b>
<b>TOTAL CIRCULATION</b>	<b>257,569</b>	<b>68,118</b>	<b>7,887</b>	<b>6,703</b>	<b>340,277</b>	<b>308,741</b>	<b>10.21%</b>

<b>WiFi Sessions</b>	111,255	105,631	5.32%
<b>WiFi Users</b>	9,736	10,231	-4.84%
<b>Website Users</b>	62,850	64,525	-2.60%
<b>Website Sessions</b>	123,708	126,850	-2.48%
<b>Database Use</b>	10,905	14,957	-27.09%

Holdings Report	PRINT		NON PRINT		Total	REGISTRATIONS	2023	2022	Change
	Adult	Youth	Adult	Youth		Purged			
<b>Owned</b>	360,780	298,928	76,412	32,406	768,526	Active			
<b>Added</b>	2,870	3,293	368	271	6,802	Resident	146,576	200,119	-26.76%
<b>Withdrawn</b>	-1,587	-1,322	-373	-93	-3,375	ConnectED	42,603	44,169	-3.55%
<b>Current</b>	362,063	300,899	76,407	32,584	771,953	County	9,131	13,005	-29.79%
						NonResident	943	1,074	-12.20%
						Reciprocal	482	795	-39.37%
						Limited Use	8,502	10,797	-21.26%
						<b>Total Active</b>	<b>208,237</b>	<b>269,959</b>	<b>-22.86%</b>



**March 2023 Use Compared to March 2022  
Lincoln City Libraries**

Location	Print Checkouts		Print Loan	Non-Print Checkouts		Non-Print	Total Checkouts		Total Loan
	2023	2022	Change	2023	2022	Loan Change	2023	2022	Change
BMPL	10,814	11,175	-3.23%	2,944	3,509	-16.10%	13,758	14,684	-6.31%
Anderson	10,030	9,320	7.62%	2,297	2,322	-1.08%	12,327	11,642	5.88%
Bethany	8,292	7,909	4.84%	1,188	1,279	-7.11%	9,480	9,188	3.18%
Eiseley	22,561	19,924	13.24%	3,521	3,090	13.95%	26,082	23,014	13.33%
Gere	59,986	56,152	6.83%	8,733	8,929	-2.20%	68,719	65,081	5.59%
South	9,118	8,298	9.88%	1,520	1,331	14.20%	10,638	9,629	10.48%
Walt	39,032	37,558	3.92%	5,346	5,442	-1.76%	44,378	43,000	3.20%
Williams	597	733	-18.55%	293	324	-9.57%	890	1,057	-15.80%
Lied Bookmobile	1,239	1,896	-34.65%	232	150	54.67%	1,471	2,046	-28.10%
InterLibrary Loan	240	319	-24.76%	0	0	0.00%	240	319	-24.76%
<b>Subtotal Checkouts</b>	<b>161,909</b>	<b>153,284</b>	<b>5.63%</b>	<b>26,074</b>	<b>26,376</b>	<b>-1.14%</b>	<b>187,983</b>	<b>179,660</b>	<b>4.63%</b>
Download/Stream Audio	0	0	0.00%	38,368	32,256	18.95%	38,368	32,256	18.95%
Download/Stream eBook	0	0	0.00%	30,403	26,420	15.08%	30,403	26,420	15.08%
Stream Video	0	0	0.00%	815	687	18.63%	815	687	18.63%
<b>TOTAL CHECKOUTS</b>	<b>161,909</b>	<b>153,284</b>	<b>5.63%</b>	<b>95,660</b>	<b>85,739</b>	<b>11.57%</b>	<b>257,569</b>	<b>239,023</b>	<b>7.76%</b>

Location	Youth Checkouts		Youth Loan	Adult Checkouts		Adult Loan	Visits	Visits	Visits
	2023	2022	Change	2023	2022	Change	2023	2022	Change
BMPL	5,096	5,188	-1.77%	8,662	9,496	-8.78%	11,703	9,741	20.14%
Anderson	6,359	5,603	13.49%	5,968	6,039	-1.18%	5,857	4,620	26.77%
Bethany	5,953	5,664	5.10%	3,527	3,524	0.09%	3,078	2,830	8.76%
Eiseley	17,860	14,699	21.50%	8,222	8,315	-1.12%	9,952	8,237	20.82%
Gere	40,378	37,132	8.74%	28,341	27,949	1.40%	19,208	17,283	11.14%
South	6,010	5,474	9.79%	4,628	4,155	11.38%	3,786	3,367	12.44%
Walt	30,831	29,532	4.40%	13,547	13,468	0.59%	13,357	11,339	17.80%
Williams	521	709	-26.52%	369	348	6.03%	696	619	12.44%
Lied Bookmobile	892	1,318	-32.32%	579	728	-20.47%	481	132	264.39%
InterLibrary Loan	0	0	0.00%	240	319	-24.76%	0	0	0.00%
<b>Subtotal Checkouts</b>	<b>113,900</b>	<b>105,319</b>	<b>8.15%</b>	<b>74,083</b>	<b>74,341</b>	<b>-0.35%</b>	<b>68,118</b>	<b>58,168</b>	<b>17.11%</b>
Download/Stream Audio	5,349	4,600	16.28%	33,019	27,656	19.39%	0	0	0.00%
Download/Stream eBook	4,820	3,902	23.53%	25,583	22,518	13.61%	0	0	0.00%
Stream Video	0	0	0.00%	815	687	18.63%	0	0	0.00%
<b>TOTAL CHECKOUTS</b>	<b>124,069</b>	<b>113,821</b>	<b>9.00%</b>	<b>133,500</b>	<b>125,202</b>	<b>6.63%</b>	<b>68,118</b>	<b>58,168</b>	<b>17.11%</b>

Location	Program & Outreach Attendance - Youth		P&O Att - Youth	Program & Outreach Attendance - Adult		P&O Att - Adult	Computer Use		Computer
	2023	2022	Change	2023	2022	Change	2023	2022	Change
BMPL	598	615	-2.76%	135	123	9.76%	2,568	2,198	16.83%
Anderson	918	152	503.95%	0	0	0.00%	686	796	-13.82%
Bethany	229	124	84.68%	49	32	53.13%	213	260	-18.08%
Eiseley	1,106	671	64.83%	10	0	0.00%	1,449	1,162	24.70%
Gere	1,597	430	271.40%	41	18	127.78%	1,340	1,324	1.21%
South	436	246	77.24%	7	18	-61.11%	478	481	-0.62%
Walt	1,277	575	122.09%	194	23	743.48%	1,051	1,016	3.44%
Williams	71	66	7.58%	0	0	0.00%	102	109	-6.42%
Lied Bookmobile	0	749	-100.00%	35	362	-90.33%	0	0	0.00%
<b>TOTAL</b>	<b>6,232</b>	<b>3,628</b>	<b>71.78%</b>	<b>471</b>	<b>576</b>	<b>-18.23%</b>	<b>7,887</b>	<b>7,346</b>	<b>7.36%</b>

Prepared by: Tina Queen

**Lincoln City Libraries**  
**March 2023 Fiscal Year To Date Use Report**

Location	Loans			Visits			Computer Reservations			Program & Outreach Attendance			Total Use		
	FY 22-23 YTD	FY 21-22 YTD	YTD Change	FY 22-23 YTD	FY 21-22 YTD	YTD Change	FY 22-23 YTD	FY 21-22 YTD	YTD Change	FY 22-23 YTD	FY 21-22 YTD	YTD Change	FY 22-23 YTD	FY 21-22 YTD	YTD CHANGE
Bennett Martin Public Library	91,156	95,511	-4.56%	74,100	59,392	24.76%	16,807	14,839	13.26%	5,227	3,295	58.63%	187,290	173,037	8.24%
Anderson Branch	79,121	73,579	7.53%	34,014	29,186	16.54%	4,761	5,587	-14.78%	5,048	925	445.73%	122,944	109,277	12.51%
Bethany Branch	58,199	54,855	6.10%	20,276	17,451	16.19%	1,610	1,555	3.54%	1,894	450	320.89%	81,979	74,311	10.32%
Eiseley Branch	165,084	147,202	12.15%	58,925	48,940	20.40%	7,853	7,038	11.58%	10,369	5,608	84.90%	242,231	208,788	16.02%
Gere Branch	432,511	419,347	3.14%	120,976	106,457	13.64%	8,735	8,575	1.87%	8,866	1,657	435.06%	571,088	536,036	6.54%
South Branch	65,311	63,493	2.86%	23,193	21,211	9.34%	3,096	3,380	-8.40%	1,680	1,066	57.60%	93,280	89,150	4.63%
Walt Branch	277,509	268,568	3.33%	80,624	66,680	20.91%	6,814	6,372	6.94%	7,038	1,845	281.46%	371,985	343,465	8.30%
Williams Branch	5,372	4,912	9.36%	4,508	3,376	33.53%	382	335	14.03%	595	66	801.52%	10,857	8,689	24.95%
Lied Bookmobile	11,856	15,493	-23.48%	2,856	1,040	174.62%	0	0	0.00%	1,810	8,745	-79.30%	16,522	25,278	-34.64%
InterLibrary Loan	1,416	1,750	-19.09%	0	0	0.00%	0	0	0.00%	0	0	0.00%	1,416	1,750	-19.09%
<b>SUBTOTAL</b>	<b>1,187,535</b>	<b>1,144,710</b>	<b>3.74%</b>	<b>419,472</b>	<b>353,733</b>	<b>18.58%</b>	<b>50,058</b>	<b>47,681</b>	<b>4.99%</b>	<b>42,527</b>	<b>23,657</b>	<b>79.76%</b>	<b>1,699,592</b>	<b>1,569,781</b>	<b>8.27%</b>
DownloadStream Audio	248,104	210,389	17.93%	0	0	0.00%	0	0	0.00%	0	0	0.00%	248,104	210,389	17.93%
Download/Stream eBooks	197,077	173,647	13.49%	0	0	0.00%	0	0	0.00%	0	0	0.00%	197,077	173,647	13.49%
Stream Video	5,984	5,541	7.99%	0	0	0.00%	0	0	0.00%	0	0	0.00%	5,984	5,541	7.99%
<b>Download SUBTOTAL</b>	<b>451,165</b>	<b>389,577</b>	<b>15.81%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>451,165</b>	<b>389,577</b>	<b>15.81%</b>
<b>TOTAL LOANS</b>	<b>1,638,700</b>	<b>1,534,287</b>	<b>6.81%</b>	<b>419,472</b>	<b>353,733</b>	<b>18.58%</b>	<b>50,058</b>	<b>47,681</b>	<b>4.99%</b>	<b>42,527</b>	<b>23,657</b>	<b>79.76%</b>	<b>2,150,757</b>	<b>1,959,358</b>	<b>9.77%</b>

WiFi Sessions	804,340	816,459	-1.48%
WiFi Users	73,511	77,437	-5.07%
Website Users	424,758	424,818	-0.01%
Website Sessions	827,166	834,836	-0.92%
Database Use	83,421	90,948	-8.28%



# LINCOLN CITY LIBRARIES

## Monthly Categorical Report

March 31, 2023

	Budget Amount	Budgeted Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended
<b>Administration-Div. 1</b>					
Personnel	\$ 855,401.00	\$ 498,983.92	\$ 474,117.65	\$ 381,283.35	\$ 67,204.72
Supplies	30,500.00	17,791.67	15,461.88	15,038.12	1,817.20
Services & Charges	90,645.00	52,876.25	64,045.17	26,599.83	3,735.95
Other	-	-	-	-	-
<b>Total</b>	<b>\$ 976,546.00</b>	<b>\$ 569,651.83</b>	<b>\$ 553,624.70</b>	<b>\$ 422,921.30</b>	<b>\$ 72,757.87</b>
<b>Percent Expended</b>		<b>58.33%</b>	<b>56.69%</b>		
<b>Buildings &amp; Grounds-Div. 2</b>					
Personnel	\$ 119,531.00	\$ 69,726.42	\$ 66,046.43	\$ 53,484.57	\$ 9,261.36
Supplies	24,000.00	14,000.00	11,773.87	12,226.13	2,728.21
Services & Charges	984,185.00	574,107.92	546,772.79	437,412.21	90,471.99
Other	90,900.00	53,025.00	45,415.82	45,484.18	-
<b>Total</b>	<b>\$ 1,218,616.00</b>	<b>\$ 710,859.33</b>	<b>\$ 670,008.91</b>	<b>\$ 548,607.09</b>	<b>\$ 102,461.56</b>
<b>Percent Expended</b>		<b>58.33%</b>	<b>54.98%</b>		
<b>Public Service-Div. 3</b>					
Personnel	\$ 5,622,546.00	\$ 3,279,818.50	\$ 2,986,159.40	\$ 2,636,386.60	\$ 418,895.37
Supplies	61,000.00	35,583.33	25,667.64	35,332.36	4,911.49
Services & Charges	49,750.00	29,020.83	21,002.75	28,747.25	2,247.63
Other	-	-	-	-	-
<b>Total</b>	<b>\$ 5,733,296.00</b>	<b>\$ 3,344,422.67</b>	<b>\$ 3,032,829.79</b>	<b>\$ 2,700,466.21</b>	<b>\$ 426,054.49</b>
<b>Percent Expended</b>		<b>58.33%</b>	<b>52.90%</b>		
<b>Support Services-Div. 4</b>					
Personnel	\$ 1,183,694.00	\$ 690,488.17	\$ 678,633.84	\$ 505,060.16	\$ 86,366.32
Supplies	63,500.00	37,041.67	20,545.91	42,954.09	2,389.35
Services & Charges	440,171.00	256,766.42	317,593.19	122,577.81	79,481.46
Other	900,000.00	525,000.00	637,841.92	262,158.08	43,179.41
<b>Total</b>	<b>\$ 2,587,365.00</b>	<b>\$ 1,509,296.25</b>	<b>\$ 1,654,614.86</b>	<b>\$ 932,750.14</b>	<b>\$ 211,416.54</b>
<b>Percent Expended</b>		<b>58.33%</b>	<b>63.95%</b>		
<b>Total Library Operational</b>					
Personnel	\$ 7,781,172.00	\$ 4,539,017.00	\$ 4,204,957.32	\$ 3,576,214.68	\$ 581,727.77
Supplies	179,000.00	104,416.67	73,449.30	105,550.70	11,846.25
Services & Charges	1,564,751.00	912,771.42	949,413.90	615,337.10	175,937.03
Other	990,900.00	578,025.00	683,257.74	307,642.26	43,179.41
<b>Total</b>	<b>\$ 10,515,823.00</b>	<b>\$ 6,134,230.08</b>	<b>\$ 5,911,078.26</b>	<b>\$ 4,604,744.74</b>	<b>\$ 812,690.46</b>
<b>Percent Expended</b>		<b>58.33%</b>	<b>56.21%</b>		
<b>Other Library Fund Appropriations</b>					
	<b>Amount Appropriated</b>		<b>Expended Year-to-Date</b>	<b>Balance</b>	<b>Current Month Expended</b>
FY 2021-22 Encumbrances	\$ 72,763.70		\$ 40,812.68	\$ 31,951.02	\$ -
FY 2021-22 Reappropriated	\$ 376,359.00		\$ 112,419.82	\$ 263,939.18	\$ -

**LINCOLN CITY LIBRARIES - FUND BALANCES  
MARCH 2023**

	Beginning Balance	Receipts	Expended	Ending Balance
<b><u>GRANT FUNDS</u></b>				
Net Lender Fund	\$ 774.25	\$ -	\$ -	\$ 774.25
NLC Internship Grant 2023	6,000.00	-	-	6,000.00
NLC Youth Grant 2023	951.75	-	-	951.75
State Aid 2021	15,293.86	-	4,341.40	10,952.46
State Aid 2022	51,393.00	-	-	51,393.00

**DONATED FUNDS**

Heritage Room	\$ 102,373.49	\$ 50,616.30	\$ 2,797.15	\$ 150,192.64
Polley Music Library	277,636.64	235.33	8,405.25	269,466.72
Joseph J. Hompes	105,991.84	85.10	-	106,076.94
Misc. Library Donations	556,661.77	171,366.66	4,264.25	723,764.18
Alice Nielsen	80,020.09	65.72	-	80,085.81
Dorothy Holland	115,105.14	94.53	-	115,199.67
Glennis Leapley	61,227.29	50.28	-	61,277.57
Lincoln Cares	21,095.82	406.26	-	21,502.08

**APPROPRIATED FUNDS**

	Budget	Expended		Balance
		Mar 2023	Exp-to-Date	
Heritage Room FY 2022-23	\$ 37,510.00	\$ 2,797.15	\$ 20,966.67	\$ 16,543.33
Polley Music Library FY 2022-23	115,220.00	8,405.25	62,475.69	52,744.31
Keno FY 2021-22	287,565.60	6,519.30	44,149.75	243,415.85
Keno FY 2022-23	981,475.00	96,136.90	306,500.19	674,974.81
<b>Capital Improvement Projects</b>				
FY 2020-21 Williams	913,362.00	-	-	913,362.00
FY 2021-22 Bookmobile	450,000.00	-	-	450,000.00
FY 2022-23 Bennett Martin Elevator 1-4	200,000.00	-	-	200,000.00
FY 2022-23 Gere/Bethany Parking Lot	240,000.00	-	-	240,000.00
FY 2022-23 Branch Improvements	200,000.00	-	-	200,000.00

## **Library Board of Trustees Disruption Procedure**

If a Library Board meeting is disrupted by behavior such as someone speaking outside of the agenda, or making loud noises, the individual will be asked by the Assistant Library Director or designee, to change their behavior to allow the meeting to continue. If there is no change, the individual will be told to leave the meeting. If they refuse, this procedure will be followed:

- 1) Motion to Recess - Calls for a specific time for the recess to begin and a specific time for the meeting to resume. "I move that we recess from now until 9:00 am."  
Debatable, amendable, majority vote required.
- 2) Move the board members to a safe place, which also deprives the offending person of an audience. The Heritage Room on the library's third floor is suggested for when the meeting is held at Bennett Martin Public Library.
- 3) De-escalate and defuse, pulling in library security/police as necessary.
- 4) Reconvene the meeting in the same place. Since it is a public meeting, according to the Open Meetings Act the meeting cannot be convened in a different location in the building.

Reviewed by Committee on Administration  
April 15, 2021

## BOARD TRAINING FOR LIBRARY BOARD

### Board Duties and Details, Lincoln Municipal Code Chapter 4.20

Number of Members: 7

Members Required for a Quorum: 4

Length of Term: 7 years, only one consecutive full term

Meeting Date: Monthly, Third Tuesday of every month

Meeting Location and Time: 8:00 a.m. BMPL; some 6:00 p.m. meetings at various branches

### Opening of Meeting

Each meeting shall begin by stating that the board meeting is called to order, the date of the meeting, and that a copy of the Open Meetings Act is posted in the room. Neb. Rev. Stat. § 84-1412(8).

Meetings shall be in a public place supported by public funds open to the general public per Charter.

### Action on Agenda Items and Motions

Agendas shall be prepared by Lincoln City Libraries staff, which shall determine which items shall be discussed and if the Board shall be asked to take action.

The meeting shall proceed on the printed, posted agenda made available to the public, which shall not be altered later than 24 hours before a meeting. The agenda should be sufficiently descriptive to put the public on notice what will be considered at the meeting. Neb. Rev. Stat. § 84-1411. Minutes must be kept and available to the public within 10 working days. Neb. Rev. Stat. § 84-1413.

For action on agenda items, the president should ask if there a motion on each matter unless motion formality is waived. The president should restate the motion once moved, state if it has been seconded, and then allow for final discussion and vote. Neb. Rev. Stat § 84-1411. Board members may suggest modification of the motion, or the person who made the original motion can amend the motion.

A majority affirmative or negative vote of those present (the quorum) are required to act on any motion before the board. **Any action on any motion must be by a roll call vote** of the public body in open session. Neb. Rev. Stat. § 84-1413(2). The vote should be recorded in the minutes.

### Public Records and Communications

**Any records regarding board business, including communications between board members by email from personal email addresses and text messages from personal phone numbers, are considered a matter of public record** and must be disclosed upon receipt of a valid written public record request, unless subject to one of the limited exceptions provided by law. Neb. Rev. Stat. § 84-712.05. Emails or in-person discussions regarding board business involving a quorum number of board members outside of a scheduled board meeting could violate the Open Meetings Act. **Committees are not subject to the Open Meetings Act**, but should not include a quorum of members or such meetings require public notice and other compliance with the Act. Neb. Rev. Stat. § 84-1409(b).

### Executive/Closed Session (Uncommon)

A member makes a motion stating the purpose for closed session, and after seconded, a majority vote allows a closed session to exclude the public. Closed session is only allowed if it is clearly necessary (1) for the protection of the public interest, or (2) for the prevention of needless injury to an individual (i.e., real estate transactions and personnel matters). Neb. Rev. Stat. § 84-1410. The meeting must be reconvened in open session for any formal action and vote. Neb. Rev. Stat. § 84-1410.

### Abstention and Conflict of Interest

It is the duty of every member who has an opinion on an item to express it by vote, but a member cannot be compelled to vote and may abstain. Abstention may indicate ambivalence towards the item or that the member is not adequately informed. No member should vote on an item in which he or she has a direct personal or pecuniary interest not common to other members.

### Additional Information

If additional information or time is needed to decide an issue, such as from a staff member, or more time is needed for public input, an item may be postponed. This is preferable to voting and later requesting reconsideration, which requires a motion by a member who voted for the prevailing side.

### Additional Information

If additional information or time is needed to decide an issue, such as from a staff member, or more time is needed for public input, an item may be postponed. This is preferable to voting and later requesting reconsideration, which requires a motion by a member who voted for the prevailing side.

### Adjournment

When all of the items on the agenda have been addressed or in the alternative postponed by motion and vote, the chairperson can ask for a motion to adjourn by acclamation or non-roll call vote.

<b>Motion</b>	<b>2<sup>nd</sup>?</b>	<b>Amend?</b>	<b>Debate?</b>	<b>Vote?</b>	<b>Purpose of Motion</b>
Main Motion	Yes	Yes	Yes	Majority	Brings item of business before board
Amend	Yes	Yes	Yes	Majority	Modifies wording of pending motion before item is acted upon
Divide Motion	Yes	Yes	No	Majority	Divides motion into numerous items for vote
Call for Order of Day	No	No	No	None	Requires board to conform to agenda
Lay Question on Table	Yes	No	No	Majority	Temporarily lay item aside or allow for the taking of another matter out of order
Take from Table	Yes	No	No	Majority	Presents item again that was tabled
Previous Question	Yes	No	No	2/3	Used for immediate vote on pending item, close debate
Point of Order	No	No	No	No vote	Indicates question in procedure being followed and asks chair to make ruling
Suspend rules	Yes	No	No	2/3	Suspends regular rules for an item
Rescind	Yes	Yes	Yes	Majority w/ notice	Changes action previously ordered, used to cancel a motion not voted upon?
Reconsider	Yes	No	Yes	Majority	Further consideration on motion already voted upon
Limit Debate	Yes	Yes	No	2/3	Exercises control over debate on item
Postpone	Yes	Yes	Yes	Majority	Postpones item to certain time, can be used when additional information is needed
Postpone Indefinitely	Yes	No	Yes	Majority	Declines to take a position, which kills item
Recess	Yes	Yes	No	Majority	Intermission in meeting
Adjourn	Yes	Yes	No	Majority	Closes meeting

\*\*\*\*\* According to Robert's Rules of Order<sup>®</sup> website and various editions

## LINCOLN CITY LIBRARIES

Purge History (accounts purged after 7 years of no activity)

Date	Number with a Balance	Amount Purged	Number with no Balance	Total Accounts Purged
<b>FY 2017-18 Total</b>	<b>50,891</b>	<b>\$ 1,295,475.45</b>	<b>-</b>	<b>50,891</b>
<b>FY 2018-19 Total</b>	<b>3,694</b>	<b>\$ 785,783.08</b>	<b>-</b>	<b>3,694</b>
<b>FY 2019-20 Total</b>	<b>119</b>	<b>\$ 1,381.51</b>	<b>-</b>	<b>119</b>
<b>FY 2020-21 Total</b>	<b>335</b>	<b>\$ 14,676.63</b>	<b>-</b>	<b>335</b>
10/01/21	50	\$ 2,035.94	-	50
11/01/21	53	\$ 3,390.33	-	53
12/01/21	48	\$ 3,289.25	-	48
01/01/22	57	\$ 3,719.52	-	57
02/01/22	35	\$ 2,015.16	-	35
03/01/22	48	\$ 3,546.17	-	48
04/01/22	74	\$ 5,694.42	-	74
05/01/22	98	\$ 729.60	61,462	61,560
06/01/22	93	\$ 1,099.89	706	799
07/01/22	108	\$ 1,370.98	731	839
08/01/22	120	\$ 1,416.39	497	617
09/01/22	105	\$ 1,431.76	560	665
<b>FY 2021-22 Total</b>	<b>889</b>	<b>\$ 29,739.41</b>	<b>63,956</b>	<b>64,845</b>
10/01/22	16	\$ 183.09	587	603
11/01/22	13	\$ 154.85	548	561
12/01/22	305	\$ 11,577.73	7,197	7,502
01/01/23	24	\$ 585.59	734	758
02/01/23	21	\$ 341.15	605	626
03/01/23	17	\$ 365.17	703	720
<b>04/01/23</b>	<b>20</b>	<b>\$ 289.62</b>	<b>641</b>	<b>661</b>

<- Migration from Koha caused all accounts to reset on that date 7 years ago.

<- ConnectEd Clean-up



## LINCOLN CITY LIBRARIES

136 S. 14th Street  
Lincoln, NE 68508-1899

### **SURPLUS PROPERTY REQUEST**

Date: April 2023

To: Lincoln City Library Board

From: Paul E. Jones, Business Office

The following items have been identified as "surplus property" by the staff of Lincoln City Libraries:

- 24 Chairs
- 1 Display Unit
- 1 Laminator
- 4 Monitors
- 3 Printers
- 1 Scanner
- 2 Desensitizers
- 4 Self Checks

I request Board action to formally declare the above assets as "surplus property".