

MEETING NOTICE

DATE: October 13, 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, October 17, 2023
Williams Branch Library/Air Park Community Center
Meeting to be held in the Air Park Center's meeting room, across the hall from the library.
4900 Mike Scholl St.
Lincoln, NE 68524

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

AGENDA

1. Call to Order and Announcement of Open Meetings Law
2. Approval of Agenda*
3. Public Comment on Agenda Items
4. Approval of September 19, 2023, Meeting Minutes*
5. Standing Committee Reports
 - a. Committee on Administration
 - b. Committee on Finance
 - i. Approval of Monthly Recap of Expenditures for September 2023*
6. Special Committee Reports
 - a. One Book One Lincoln
 - b. Foundation Executive Director Report
7. New Business
 - a. Awarding of a Contract Renewal for courier services with Mail Management Services, Inc not to exceed \$78,000*
 - b. Authorization to Submit an Application for a Nebraska Library Internship Grant*
8. President's Report
9. Assistant Library Director's Report
10. Library Director's Report
 - a. Future Libraries Engagement Update with BVH and MSR Design
11. 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, September 19, 2023
BENNETT MARTIN PUBLIC LIBRARY
LINCOLN, NEBRASKA

BOARD MEMBERS PRESENT

Dan Sloan, Lisa Hale, Rhonda Seacrest, Patty Beutler, Joe Shaw, Morgan Gerteisen, present. Jackie Ostrowicki and Nichole Bogen arrived late.

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 8:05 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. Shaw motioned approval. Hale seconded. **ROLL CALL VOTE:** Gerteisen, Hale, Beutler, Seacrest, Shaw, Sloan – AYE. Ostrowicki absent. Motion carried 6-0.

PUBLIC COMMENT ON AGENDA ITEMS

President Sloan asked if there was any public comment on items on the Agenda. There was no comment.

APPROVAL OF August 15, 2023 MEETING MINUTES

President Sloan called for a motion to approve the minutes. Seacrest moved approval. Gerteisen seconded. There was no discussion. Sloan asked for the vote. **ROLL CALL VOTE:** Hale, Beutler, Seacrest, Shaw, Sloan, Gerteisen – AYE. Ostrowicki absent. Motion carried 6-0.

STANDING COMMITTEE REPORTS

Committee on Administration

No meeting. No report.

Committee on Finance

Approval of Monthly Recap of Expenditures for June 2023

President Sloan asked Vice President Shaw to read the Recap of Expenditures into the record in Treasurer Ostrowicki's absence. Shaw reported that the Total Operational Expenditures for August 2023 were \$716,075.38. The Total Expenditures of Other Funds was \$337,685.76 making Total Expenditures for August 2023 \$1,053,761.14. Shaw moved approval. Hale seconded. There was no discussion. **ROLL CALL VOTE:** Beutler, Seacrest, Shaw, Sloan, Gerteisen, Hale – AYE. Ostrowicki absent. Motion carried 6-0.

SPECIAL COMMITTEE REPORTS

Foundation Executive Director Report

Gail McNair shared that the Foundation secured a grant for a little over \$19,000 for Community Room Improvements, earmarked for easy-to-use Zoom technology. The grant monies came from the Lincoln

Foundation, the Dillon Foundation, and the Rotary Foundation. The first Book Nook Blast – Pop-up Book Sale was held September 9th at Walt Branch Library. Net totals will not be available until November, after the final pop-up sale, as some expenses were spread out over all four sales. Many customers attended and experienced the library and visited the Book Nook as well as attending the sale. Foundation volunteers were happy to once again be participating in the book sale. Thanks to Director Wieber and Board Member Hale for volunteering as well. Ostrowicki arrived at this time.

Gail reminded all to mark their calendars for November 1st for the Annual Spelling Bee at Screammers restaurant at 803 P St. Screammers servers/performers will provide entertainment during cocktail and dinner hours. The event will start at 7:00 p.m. with the awarding of the National Literary Heritage Award to Michael Forsberg and the Spelling Bee will follow. John Baylor will emcee. The cost is \$75 for Friends members, \$80 for non-members, or a Sponsorship covers the entry and meal. The goal is to have around 20 spellers. The event is on a Wednesday night from 6-9pm. Please encourage your friends to attend and spell!

The next pop-up Book Sale will happen on October 7th at Eiseley. Announcements have been limited, appearing only shortly before the sales to prevent overwhelming the smaller rooms. At the Walt sale, children’s programming happening within the library proper spilled over afterwards for a steady customer flow, and the Book Nooks were kept full for shoppers as well. The first sale was a learning experience. McNair anticipates the next sale going even more smoothly and may be advertised a little further in advance.

One Book One Lincoln Report

Librarian Cait Lombardo shared that the agreement with OBOL winning author Shelby Van Pelt, author of *Remarkably Bright Creatures* is in process. The Zoom author event is scheduled to be held on October 15th. She reported, the team is excited to be able to begin sharing the news once the contract is complete. The OBOL Displays have been difficult to keep stocked this year, all copies are getting regularly checked out. At Memorial Day this year, all copies of the top three were checked out or on hold. Displays including the remaining eight of the top 11 titles were substituted until they too were all either checked out or on hold. Lombardo reported that an initial purchase for extra OBOL titles would be approximately 50 each, and Support Services staff have been keeping an eye on hold lists and adjusting as needed. The number of votes for the winner this year was nearly double last year.

NEW BUSINESS

Awarding of Snow Removal Contract with Vasa not to exceed \$55,000.00

Assistant Director Glass reported Vasa’s three renewals have been used, so this year a new contract bidding process was due. Two organizations bid the job, and Vasa’s bid was the only one within our price range based on research of past winters’ expenditures and expectations for this year. This contract is for all branches with the exception of Williams. President Sloan asked how many years we’ve contracted with Vasa, Glass replied the last four. Sloan asked if we’ve been pleased with their performance, Glass affirmed, and shared that they are also used by other City departments. Vice President Shaw moved approval. Hale seconded. There was no further discussion

ROLL CALL VOTE: Ostrowicki, Seacrest, Shaw, Sloan, Gerteisen, Hale, Beutler– AYE. Motion carried 7-0.

PRESIDENT'S REPORT

Announcement of Committee Appointments – President Sloan shared a handout of the new appointments. He provided an overview for the new Board members about the amount of work the various committees entail, and the process he used to make assignments. He encouraged members to review their appointments and see him with any questions or changes.

LIBRARY DIRECTOR'S REPORT

Director Wieber introduced Valerie Calderon from Parlay Consulting, the company with whom LCL is finalizing a contract for the upcoming Strategic Planning process. She shared that prior to joining Parlay three years ago, she spent 15 years with Gallup in research and management consulting. Ms. Calderon gave an overview of the plans, including focusing on priorities, and making and implementing goals. Input will be sought from staff, board members, stakeholders and customers, and the resulting plan will address not only the plans for services, but also workplace culture and needs. Both in-depth interviews and a full-day workshop will be a part of the process. Information will be shared with the Board and any questions can be directed to Dale.

Director Wieber shared the annual Lost Items report, which reflects increased traffic and circulation, thus increasing the opportunity for items to be lost. More specific information reflecting the results of going fine free will be reported on later this fall. President Sloan asked if any trends were evident, Director Wieber responded, not yet. Hale asked about replacement costs for the lost items, Wieber will look into that and report back.

The first future libraries engagement sessions were held yesterday at Anderson. 55-60 folks were in attendance throughout the day. All the sessions sparked good conversation, and the public session was well attended. Much good feedback was received from patrons, and there was a considerable amount of dialogue. Personal phone calls to stakeholders resulted in the greatest number of attendees, please continue to talk to your contacts directly. The architects from BVH and MSR gave a great presentation, and have created a microsite for the process: <https://www.futurelibrarieslcl.org/>. Heat Mapping activities will be available at each branch to elicit community feedback and the surveys will be available online.

ASSISTANT LIBRARY DIRECTOR'S REPORT

Assistant Director Glass shared information about the Bookmobile RFP process. The team has been working on the project since 2021 and is using a consultant who is well regarded and knowledgeable in the field. Goals for new bookmobile(s) include best practices and fuel efficiencies learned from previous experience, resulting in the intent to purchase two vehicles, one gas and one electric. Bids have been received from two well-known suppliers, one of whom did not bid the electric vehicle. Oral interviews are scheduled for tomorrow and will help determine the path forward. There was no further discussion.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:55 a.m.

Memo to the Library Board

October 2023

Please note: this month's Board meeting is at **Williams Branch Library**, 4900 Mike Scholl Street at 6pm. The meeting will take place in one of the bigger activity rooms in the Air Park Rec Center part of the building. Traci Glass and/or a staff person will lead a tour of the new space before or after the meeting.

FISCAL YEAR 2022-2023 BUDGET: The actual percent of budget expended year to date is 7.80%, compared to the budgeted 8.33%. Annual adjusted expenditures to date is 8.44%.

STANDING COMMITTEE REPORTS

Committee on Administration

The Committee did not meet.

Committee on Buildings and Grounds

The Committee did not meet.

Committee on Finance

*Approval of Monthly Recap of Expenditures—Action Item

Reports are attached. A member of the Finance Committee will bring forward a motion to approve.

SPECIAL COMMITTEE REPORTS

Foundation Executive Director Report: Gail McNair

One Book—One Lincoln: Patty Beutler or Cait Lombardo

NEW BUSINESS

Awarding of Courier Services Contract with Mail Management Services, Inc. not to Exceed \$78,000 – Action Item

This is the first renewal of an annual contract (originally awarded Nov 2022) with Mail Management for our 6-day per week interbranch delivery of library materials and supplies. *See a copy of the original contract in your email packet.*

Authorization to Submit Application for Nebraska Library Internship Grant—Action Item

I will seek a motion to authorize Lincoln City Libraries to apply for six interns for 2024 for a total request of \$6,000. There is no match requirement. The interns are helpful during our busy summer season, and the program provides interns an opportunity to see libraries in action and consider librarianship as a potential career choice.

PRESIDENT'S REPORT**ASSISTANT DIRECTOR'S REPORT****DIRECTOR'S REPORT**

I'll provide a report on the "Future Libraries" Initiative, and BVH/MSR will be on hand for the report and any discussion. I'll ask the President to move this particular report to the agenda spot immediately following Standing Committee reports.

Contracts Filed:

| Business Name | Description | Date Received |
|------------------------------|---|----------------------|
| Foundry Community Foundation | For providing an intern who will obtain professional and practical experience in her concentration under the supervision and guidance of Lincoln City Libraries staff pursuant to the Internship Program description attached to the agreement. at a cost not to exceed \$3,000.00. | 9/15/2023 |
| Shelby Van Pelt, Author | for providing an author event via Zoom regarding her novel, "Remarkably Bright Creatures" at the dates and times in the agreement at a cost not to exceed \$2,500.00. | 9/19/2023 |
| Jeff Bockoven, musician | For providing an educational musical performance from the "dream journal" project, teach audience members and practice creating live loops at Polley Music Library within Bennett Martin Public Library, 136 S. 14th, Lincoln, NE 68508, at the time and date listed in the agreement at a cost not to exceed \$200.00. | 9/15/2023 |
| CEDARS Youth Services, Inc. | Cooperative, one-year Agreement between Lincoln City Libraries and CEDARS Youth Services to provide classes to youth associated with CEDARS on the topic of transitioning to independent living per the attached agreement at no cost to either party. | 9/15/2023 |



LINCOLN CITY LIBRARIES

136 S. 14th Street

Lincoln, NE 68508-1899

MEMORANDUM

TO: Library Board

FROM: Paul E. Jones, Business Office

RECAP OF EXPENDITURES - SEPTEMBER 2023

| | | |
|---|---------------|----------------------|
| Library Operational Budget - FY 2023-24 | \$ 854,630.02 | |
| Library Enc/Reapp - From FY 2022-23 | 43,235.20 | |
| Heritage Room Fund - FY 2023-24 | 2,328.86 | |
| Polley Music Library - FY 2023-24 | 8,670.11 | |
| | <hr/> | |
| Total Operational Expenditures | | \$ 908,864.19 |
| Grants | \$ 4,212.05 | |
| Hompes Fund | - | |
| Keno | 4,744.53 | |
| Miscellaneous Library Donations Funds | 7,168.90 | |
| Capital Improvements | - | |
| | <hr/> | |
| Total Expenditures - Other Funds | | 16,125.48 |
| | | <hr/> |
| TOTAL EXPENDITURES | | \$ 924,989.67 |
| | | <hr/> <hr/> |

Library Director's Report for September 2023

The Library's annual Staff In-Service Day on September 22 at UNL- County Extension turned out nicely with a variety of informative and engaging offerings. Brenda Ealey and the committee who planned and executed everything did a great job, and there was a really nice energy level throughout the day. The opportunity to meet off-site and gather together with LCL team members from across the system is always a good thing. Several staff were recognized for their perfect and near-perfect attendance since this event began several decades ago. The day's theme was "We're with the Banned" and included:

- Service award recognitions for staff achieving milestone anniversaries
- A "State of the Library" introduction
- Managing Negative Emotions by a representative from our EAP (Continuum Services)
- "Be Prepared for a First Amendment Audit" presentation
- A book sharing exercise on the topic of challenged books
- A presentation by Caralyn Knapp on Home Delivery Services and Interlibrary Loan changes; an overview of Support Services topics by Rebecca Aracena; a preview of the new website by Traci Glass.
- A "Future Libraries" planning activity led by BVH architects

There's been a noticeable increase in media coverage this past year for library activities, news, and planning efforts—all due to a purposeful plan to inform the public on the library's efforts and positive impact for the community. LCL's Amy Huffman does an outstanding job in this work and she's able to capitalize on the many great things that are happening as a result of our staff's love for what they do.

The target go-live date for the new website is Thursday, November 30.

The "Future Libraries" planning initiative with BVH and MSR Design began with community engagement work in September and into October with events at Anderson, Gere, Walt, BMPL, and upcoming at Eiseley on 10/17. Each day also had time with local branch staff for their participation and feedback. The sessions have produced great conversations and invaluable feedback and ideas. We expect to have a completed report or recommendations from BVH in November. Summaries of the participation/feedback will be included in that document, and participants of the engagement sessions will be provided notification of its completion and availability on the project's microsite at futurelibrarieslcl.org. Please continue to direct people to the site for survey participation and communication updates.

The City of Lincoln and Lancaster County are entering into an agreement for placement of drop-off election boxes (in-ground) at Anderson, Eiseley, Gere, and Walt Branches. These will be maintained and accessible only by Election Commission employees, and they are being fully paid for by the County.

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

- At Streets Alive, Ali B. [BMPL] met a patron who said they do not come downtown to the library due to parking. Ali informed them that the first hour in the parking garage across the street is free. The next week, she saw them here at Bennett Martin.
- On September 21st, Walt Teen Advisory Board (TAB) member and Southwest High School Student, Claire Timperley, was chosen as one of the speakers at a press conference with Mayor Leirion Gaylor Baird. The press conference announced the rebranded OneCard, formerly known as a ConnectED library account. Many library staff and administrators expressed how well Claire spoke. We were all very proud to have her as a member of the Walt TAB.
- Cindy K. [BMPL] had a fun interaction with a young boy at the Latino Festival who was showing her the sign language he'd recently learned from a DVD they had checked out. He showed her the signs for "Thank you" and "Friend" and spelled his name for her. His family talked about getting more DVDs for him to continue learning!

Programming

- Corey G. and Aubrey S. [Gere] hosted a Star Wars-themed Random Fandom on September 11th. There were Build-a-Droid craft sheets and Star Wars themed Mad Libs, as well Play-Doh for youth to make their own fandom. There were 9 attending.
- September brought a return to children's programming after the August hiatus. Most notably was Walt's Bluey Family Night. Although it is an animated series, Bluey's appeal reaches viewers of all ages with their gentle approach to parenting and love of imaginative play. This was evident with the 359-person attendance. Keeping with the theme, family night had many stations throughout the building that recreated these simple moments of connection between adults and youth from Bluey episodes.
- STEAM Storytimes started again this month at Walt Branch. Vicki C. says the children conducted sound experiments with a wire hangar and yarn and then learned balance principles by building apple trees with cardboard tubes, popsicle sticks and pom poms.
- Pat S. [Gere] worked with the Lincoln Community Playhouse in hosting a post-production discussion on the 24th of their play – Little Shop of Horrors – with 25 attending a lively discussion. The cast members talked about their characters and the puppeteering skills learned for working with the tree sizes of the Venus Flytrap plant. Morrie Enders also brought over the prop for "Audrey II" the Venus Flytrap plant as part of the promotion for the play and discussion. Library customers were able to take pictures of family and friends posing inside the mouth of the plant for a week leading up to the performance. Pat also prepared a reading list of books to augment the program which the Playhouse listed on their website.
- The annual Heavy Equipment Encounter (pre-school age) was well attended again with a great turnout at library branches.
- Polley Music Library had an informative session about synthesizers called "Synthtober," led by Omaha synthesist Aaron Gumm. He brought lots of synths to show the basics of how they made sound and how they've developed over time, and fielded lots of questions from the audience of 20.

He ended up staying for an extra hour beyond the originally scheduled hour to continue with addressing questions and allowing people to come up and check out the instruments themselves.

Outreach

- Some recent outreach at Eiseley: Kara G. began providing programming for CLC students on Thursdays afternoons at Arnold. Kara worked with 18 students as part of CLC in September; Susan Steider hosted a School Night for West Lincoln Elementary. Many staff helped out to make this successful, and 250 patrons attended.
- Cally O. [Gere] presented to 17 local area home daycare providers on the 21st. She talked about Every Child Ready to Read and how the 5 activities, Talk, Sing, Read, Write, and Play can be used to support early literacy development in their daycares. She also book-talked a selection of picture books from the last 3 years, along with sharing techniques to use when reading aloud to support early literacy skills.
- Karrie S., Librarian at NESU, reported, "Nancy E. and I attended the Northeast Cultural Diversity fair, entitled: *I am Northeast!* This is a fun event with many different booths, entertainment and food trucks. All ages attend the event, and we talked to 83 people that evening."
- Other outreach events in September included LCL staff at booths and activities at Mid-Autumn Festival, Latino Fest, Harvest Moon Fest, Lincoln Unites, Streets Alive, and at Project Connect staff members Traci G., Sharon S., Jackie S., and LeeAnn took shifts at the LCL booth at Pinnacle Bank Arena. Sharon shared this: "This was a one-day, one-stop event where individuals and families who are homeless or at-risk of homelessness are able to receive a wide variety of immediate, on-site services and support for unmet needs." Jackie relayed, "I had a lot of great conversations with people about what the library offers and signed up several people for library cards. A lot of people came up to us and said how much they loved the library. One woman came up and was worried she couldn't use the library because she had fines on her account. We looked up her account and found that she was under the \$10 limit (a lot of her fines had been for late fees) and I told her she could definitely come check out items. She was so excited to hear that she could check out and didn't have a big fine to pay."

Collaboration

- National Voter Registration Day took place on 09/18/2023. Several LCL facilities, including Anderson Branch Library, served as registration sites for the event. Voter registration was performed by individuals from the Lancaster County Election Commission.
- Ronda H. [Gere] and Brenda E. [Gere] hosted a Lincoln City Libraries table at the Garden Tea on September 16th as a part of the official ribbon cutting for the Community Garden at Gere. There were several other organizations present with activities that included yoga, seeds, and vegetables. At the LCL table we had garden books to check out, pop-up story times, crafts, coloring pages, bubbles, chalk, and an apple tree bean bag toss. There was a great turnout with 200 plus attending.

Community Engagement

- Nancy P. [BMPL] pointed out that the large poster coloring we had available in the adult fiction area for patrons had been quite popular. She suggested we continue providing this as a passive activity for adults, which we have done. Nancy stated, "I have enjoyed seeing that these posters have been replaced when one is finished. I have noticed a couple that regularly come to BMPL, regularly stop and color and talk.
- Gere Library had 132 Book Bundles this month with a total of 330 books, and 1 Bound to Please.
- Gere had 14 adult volunteers that gave 138.5 hours of service this month.

Early Childhood

- Pam C. [Eiseley] provided the first Family Storytime at the new Williams. For the month total, we had 46 patrons participate. We think this is a great start for regular family story time programming at Williams.
- Eiseley kicked off preschool evening storytime with the theme Tail Gate Story Time. Children were encouraged to dress in their favorite Husker gear. Imagine our surprise when Herbie Husker himself showed up – along with several Husker Cheerleaders and members of the Husker Pep Band. Both Tami R. and Susan had tried to get some Huskers to attend the Tail Gate event but had been told no one was available. Well, they showed up anyway and helped us kick off storytime and National Library Card Month all at once!

Technology

- Chery B. [NESU] passed along this story: "Just had a mom and teenager come in at Bethany Branch and pick-up their holds. I complemented them on the YA graphic novels they chose, and Mom said, "Oh, yeah! We use the library app at Barnes & Noble, and we scan the barcodes, and check to see if you have the books in the library. Saves us a ton of money!"
- Anthony V. [BMPL] relayed that he has helped many patrons with computer technology, such as apartment applications, as well as teaching someone how to use our online catalog.
- Cindy K. [BMPL] assisted a patron who is blind on a computer in the lab so he could listen to BBC radio in Arabic.

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

Celebrating the Diversity of our city

- On September 30th Jessica S. [Walt] taught a Mixed Ages storytime to celebrate Hispanic Heritage Month: Tiempos de Cuentos. The entire storytime was very high-energy with Hispanic songs, stories, and action rhymes. They read *Maria had a Little Llama* by Angela Dominguez.

Building up the Culture of Lincoln

Reading

- Bethany BookTalks: The Fall/Winter 2023 series of Bethany BookTalks kicked off on 09/01 with a presentation by Kate K. from Eiseley Branch Library. The next Friday (09/08), Jen J. from Bennett Martin Public Library facilitated. Lisa V. from NESU finished out the month on 09/29.

- Virtual Services staff report there were a record number of Hoopla checkouts in August, exceeding 14,000 for the first time.

Local History & Genealogy

- On 09/12/2023, NESU Manager Kim S. presented *The History of Lincoln City Libraries* to a group of 20 Bethany Women's Club members.
- Gere hosted the Aging Partners Historical lunch program featuring Mary Sauers (Nebraska Library Commission) who gave a presentation on the changing demographics of Lincoln over the years. There were 50 attending.

Services to our Aging Population

- Caralyn K. [BMPL] has been compiling and sending a variety of lists to HOM patrons, including new large type, humorous fiction, and Christian fiction. The lists have created interest and lots of holds have been placed on items from them.
- Yoel Schwartz Taylor held our first monthly session with the Senior Coffee group at Air Park Community Center. Fifteen people participated.

Ryan Wieber, Library Director

October 13, 2023

**Lincoln City Libraries
September 2023 Use Report**

| Location | Loans | Visits | Computer Reservations | Program & Outreach | | CHANGE | |
|-------------------------------|----------------|---------------|--------------------------|------------------------------|-----------------------------|----------------|---------------|
| | | | | September 2023 Attendance | September 2022 Total Use | | |
| Bennett Martin Public Library | 14,246 | 9,783 | 2,191 | 1,520 | 27,740 | 27,401 | 1.24% |
| Anderson Branch | 11,715 | 5,469 | 822 | 216 | 18,222 | 16,967 | 7.40% |
| Bethany Branch | 7,616 | 3,064 | 250 | 247 | 11,177 | 12,030 | -7.09% |
| Eiseley Branch | 23,277 | 8,914 | 1,189 | 1,241 | 34,621 | 34,520 | 0.29% |
| Gere Branch | 59,622 | 17,667 | 1,251 | 1,519 | 80,059 | 81,330 | -1.56% |
| South Branch | 9,528 | 3,552 | 499 | 359 | 13,938 | 13,260 | 5.11% |
| Walt Branch | 38,630 | 11,956 | 998 | 2,139 | 53,723 | 51,508 | 4.30% |
| Williams Branch | 1,115 | 1,325 | 262 | 261 | 2,963 | 1,478 | 100.47% |
| Lied Bookmobile | 1,534 | 372 | 0 | 41 | 1,947 | 2,821 | -30.98% |
| InterLibrary Loan | 193 | 0 | 0 | 0 | 193 | 194 | -0.52% |
| SUBTOTAL | 167,476 | 62,102 | 7,462 | 7,543 | 244,583 | 241,509 | 1.27% |
| DownloadStream Audio | 40,126 | 0 | 0 | 0 | 40,126 | 34,107 | 17.65% |
| Download/Stream eBooks | 32,116 | 0 | 0 | 0 | 32,116 | 26,220 | 22.49% |
| Stream Video | 747 | 0 | 0 | 0 | 747 | 757 | -1.32% |
| Download SUBTOTAL | 72,989 | 0 | 0 | 0 | 72,989 | 61,084 | 19.49% |
| TOTAL CIRCULATION | 240,465 | 62,102 | 7,462 | 7,543 | 317,572 | 302,593 | 4.95% |

| | | | |
|-------------------------|---------|---------|---------|
| WiFi Sessions | 124,904 | 106,376 | 17.42% |
| WiFi Users | 10,502 | 10,451 | 0.49% |
| Website Users | 90,858 | 60,319 | 50.63% |
| Website Sessions | 120,001 | 117,280 | 2.32% |
| Database Use | 9,761 | 12,953 | -24.64% |

| Holdings Report | PRINT | | NON PRINT | | Total | REGISTRATIONS | 2023 | 2022 | Change |
|------------------|---------|---------|-----------|--------|---------|---------------------|----------------|----------------|---------------|
| | Adult | Youth | Adult | Youth | | Purged | | | |
| Owned | 356,935 | 309,557 | 78,196 | 34,189 | 778,877 | Purged | 751 | 603 | 24.54% |
| Added | 2,470 | 1,750 | 471 | 126 | 4,817 | Active | | | |
| Withdrawn | -2,179 | -2,967 | -631 | -858 | -6,635 | Resident | 147,280 | 146,518 | 0.52% |
| Current | 357,226 | 308,340 | 78,036 | 33,457 | 777,059 | ConnectED | 46,802 | 48,473 | -3.45% |
| | | | | | | County | 9,064 | 9,168 | -1.13% |
| | | | | | | NonResident | 935 | 945 | -1.06% |
| | | | | | | Reciprocal | 477 | 477 | 0.00% |
| | | | | | | Limited Use | 9,027 | 8,631 | 4.59% |
| | | | | | | Total Active | 213,585 | 214,212 | -0.29% |

**September 2023 Use Compared to September 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 | 11,491 | 10,686 | 7.53% | 2,755 | 2,730 | 0.92% | 14,246 | 13,416 | 6.19% |
| Anderson | 9,326 | 9,255 | 0.77% | 2,389 | 1,873 | 27.55% | 11,715 | 11,128 | 5.27% |
| Bethany | 6,653 | 7,256 | -8.31% | 963 | 1,170 | -17.69% | 7,616 | 8,426 | -9.61% |
| Eiseley | 20,328 | 20,259 | 0.34% | 2,949 | 3,076 | -4.13% | 23,277 | 23,335 | -0.25% |
| Gere | 52,395 | 54,185 | -3.30% | 7,227 | 7,625 | -5.22% | 59,622 | 61,810 | -3.54% |
| South | 8,295 | 7,947 | 4.38% | 1,233 | 1,234 | -0.08% | 9,528 | 9,181 | 3.78% |
| Walt | 34,124 | 34,404 | -0.81% | 4,506 | 4,387 | 2.71% | 38,630 | 38,791 | -0.42% |
| Williams | 900 | 589 | 52.80% | 215 | 201 | 6.97% | 1,115 | 790 | 41.14% |
| Lied Bookmobile | 1,420 | 1,603 | -11.42% | 114 | 184 | -38.04% | 1,534 | 1,787 | -14.16% |
| InterLibrary Loan | 193 | 194 | -0.52% | 0 | 0 | 0.00% | 193 | 194 | -0.52% |
| Subtotal Checkouts | 145,125 | 146,378 | -0.86% | 22,351 | 22,480 | -0.57% | 167,476 | 168,858 | -0.82% |
| Download/Stream Audio | 0 | 0 | 0.00% | 40,126 | 34,107 | 17.65% | 40,126 | 34,107 | 17.65% |
| Download/Stream eBook | 0 | 0 | 0.00% | 32,116 | 26,220 | 22.49% | 32,116 | 26,220 | 22.49% |
| Stream Video | 0 | 0 | 0.00% | 747 | 757 | -1.32% | 747 | 757 | -1.32% |
| TOTAL CHECKOUTS | 145,125 | 146,378 | -0.86% | 95,340 | 83,564 | 14.09% | 240,465 | 229,942 | 4.58% |

| Location | Youth Checkouts | | Youth Loan | Adult Checkouts | | Adult Loan | Visits | Visits | Visits |
|---------------------------|-----------------|----------------|---------------|-----------------|----------------|---------------|---------------|---------------|--------------|
| | 2023 | 2022 | Change | 2023 | 2022 | Change | 2023 | 2022 | Change |
| BMPL | 5,215 | 5,046 | 3.35% | 9,031 | 8,370 | 7.90% | 9,783 | 10,292 | -4.95% |
| Anderson | 5,564 | 5,486 | 1.42% | 6,151 | 5,642 | 9.02% | 5,469 | 4,759 | 14.92% |
| Bethany | 4,250 | 5,139 | -17.30% | 3,366 | 3,287 | 2.40% | 3,064 | 3,102 | -1.23% |
| Eiseley | 15,559 | 15,511 | 0.31% | 7,718 | 7,824 | -1.35% | 8,914 | 8,422 | 5.84% |
| Gere | 34,704 | 35,567 | -2.43% | 24,918 | 26,243 | -5.05% | 17,667 | 17,228 | 2.55% |
| South | 5,370 | 5,198 | 3.31% | 4,158 | 3,983 | 4.39% | 3,552 | 3,349 | 6.06% |
| Walt | 26,630 | 26,329 | 1.14% | 12,000 | 12,462 | -3.71% | 11,956 | 11,194 | 6.81% |
| Williams | 748 | 560 | 33.57% | 367 | 230 | 59.57% | 1,325 | 604 | 119.37% |
| Lied Bookmobile | 974 | 1,071 | -9.06% | 560 | 716 | -21.79% | 372 | 678 | -45.13% |
| InterLibrary Loan | 0 | 0 | 0.00% | 193 | 194 | -0.52% | 0 | 0 | 0.00% |
| Subtotal Checkouts | 99,014 | 99,907 | -0.89% | 68,462 | 68,951 | -0.71% | 62,102 | 59,628 | 4.15% |
| Download/Stream Audio | 5,584 | 4,509 | 23.84% | 34,542 | 29,598 | 16.70% | 0 | 0 | 0.00% |
| Download/Stream eBook | 7,263 | 3,681 | 97.31% | 24,903 | 22,539 | 10.49% | 0 | 0 | 0.00% |
| Stream Video | 0 | 0 | 0.00% | 747 | 757 | -1.32% | 0 | 0 | 0.00% |
| TOTAL CHECKOUTS | 111,861 | 108,097 | 3.48% | 128,654 | 121,845 | 5.59% | 62,102 | 59,628 | 4.15% |

| 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 | 318 | 208 | 52.88% | 1,202 | 976 | 23.16% | 2,191 | 2,509 | -12.67% |
| Anderson | 216 | 273 | -20.88% | 0 | 0 | 0.00% | 822 | 807 | 1.86% |
| Bethany | 190 | 205 | -7.32% | 57 | 48 | 18.75% | 250 | 249 | 0.40% |
| Eiseley | 968 | 812 | 19.21% | 273 | 865 | -68.44% | 1,189 | 1,086 | 9.48% |
| Gere | 1,267 | 855 | 48.19% | 252 | 224 | 12.50% | 1,251 | 1,213 | 3.13% |
| South | 357 | 257 | 38.91% | 2 | 7 | -71.43% | 499 | 466 | 7.08% |
| Walt | 1,516 | 493 | 207.51% | 623 | 66 | 843.94% | 998 | 964 | 3.53% |
| Williams | 246 | 30 | 720.00% | 15 | 0 | 0.00% | 262 | 54 | 385.19% |
| Lied Bookmobile | 0 | 0 | 0.00% | 41 | 356 | -88.48% | 0 | 0 | 0.00% |
| TOTAL | 5,078 | 3,133 | 62.08% | 2,465 | 2,542 | -3.03% | 7,462 | 7,348 | 1.55% |

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

| Location | Loans | | | Visits | | | Computer Reservations | | | Program & Outreach Attendance | | | Total Use | | |
|-------------------------------|----------------|----------------|---------------|---------------|---------------|---------------|-----------------------|--------------|--------------|-------------------------------|--------------|---------------|----------------|----------------|---------------|
| | FY 23-24 YTD | FY 22-23 YTD | YTD Change | FY 23-24 YTD | FY 22-23 YTD | YTD Change | FY 23-24 YTD | FY 22-23 YTD | YTD Change | FY 23-24 YTD | FY 22-23 YTD | YTD Change | FY 22-23 YTD | FY 21-22 YTD | YTD CHANGE |
| Bennett Martin Public Library | 14,246 | 13,416 | 6.19% | 9,783 | 10,292 | -4.95% | 2,191 | 2,509 | -12.67% | 1,520 | 1,184 | 28.38% | 27,740 | 27,401 | 1.24% |
| Anderson Branch | 11,715 | 11,128 | 5.27% | 5,469 | 4,759 | 14.92% | 822 | 807 | 1.86% | 216 | 273 | -20.88% | 18,222 | 16,967 | 7.40% |
| Bethany Branch | 7,616 | 8,426 | -9.61% | 3,064 | 3,102 | -1.23% | 250 | 249 | 0.40% | 247 | 253 | -2.37% | 11,177 | 12,030 | -7.09% |
| Eiseley Branch | 23,277 | 23,335 | -0.25% | 8,914 | 8,422 | 5.84% | 1,189 | 1,086 | 9.48% | 1,241 | 1,677 | -26.00% | 34,621 | 34,520 | 0.29% |
| Gere Branch | 59,622 | 61,810 | -3.54% | 17,667 | 17,228 | 2.55% | 1,251 | 1,213 | 3.13% | 1,519 | 1,079 | 40.78% | 80,059 | 81,330 | -1.56% |
| South Branch | 9,528 | 9,181 | 3.78% | 3,552 | 3,349 | 6.06% | 499 | 466 | 7.08% | 359 | 264 | 35.98% | 13,938 | 13,260 | 5.11% |
| Walt Branch | 38,630 | 38,791 | -0.42% | 11,956 | 11,194 | 6.81% | 998 | 964 | 3.53% | 2,139 | 559 | 282.65% | 53,723 | 51,508 | 4.30% |
| Williams Branch | 1,115 | 790 | 41.14% | 1,325 | 604 | 119.37% | 262 | 54 | 385.19% | 261 | 30 | 770.00% | 2,963 | 1,478 | 100.47% |
| Lied Bookmobile | 1,534 | 1,787 | -14.16% | 372 | 678 | -45.13% | 0 | 0 | 0.00% | 41 | 356 | -88.48% | 1,947 | 2,821 | -30.98% |
| InterLibrary Loan | 193 | 194 | -0.52% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 193 | 194 | -0.52% |
| SUBTOTAL | 167,476 | 165,813 | 1.00% | 62,102 | 51,437 | 20.73% | 7,462 | 7,269 | 2.66% | 7,543 | 4,274 | 76.49% | 244,583 | 241,509 | 1.27% |
| DownloadStream Audio | 40,126 | 34,107 | 17.65% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 40,126 | 34,107 | 17.65% |
| Download/Stream eBooks | 32,116 | 26,220 | 22.49% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 32,116 | 26,220 | 22.49% |
| Stream Video | 747 | 757 | -1.32% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 747 | 757 | -1.32% |
| Download SUBTOTAL | 72,989 | 53,297 | 36.95% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 72,989 | 61,084 | 19.49% |
| TOTAL LOANS | 240,465 | 219,110 | 9.75% | 62,102 | 51,437 | 20.73% | 7,462 | 7,269 | 2.66% | 7,543 | 4,274 | 76.49% | 317,572 | 302,593 | 4.95% |

| | FY 23-24 YTD | FY 22-23 YTD | YTD Change |
|-----------------------|--------------|--------------|------------|
| Online Registrations | 181 | N/A | 0.00% |
| Overall Registrations | 1296 | 1168 | 10.96% |

| | | | |
|------------------|---------|---------|---------|
| WiFi Sessions | 124,904 | 106,376 | 17.42% |
| WiFi Users | 10,502 | 10,451 | 0.49% |
| Website Users | 90,858 | 60,319 | 50.63% |
| Website Sessions | 120,001 | 117,280 | 2.32% |
| Database Use | 9,761 | 12,953 | -24.64% |

LINCOLN CITY LIBRARIES

Monthly Categorical Report

September 30, 2023

| | Budget Amount | Budgeted Year-to-Date | Expended Year-to-Date | Balance | Current Month Expended |
|--|----------------------------|-----------------------|------------------------------|-------------------------|-------------------------------|
| Administration-Div. 1 | | | | | |
| Personnel | \$ 884,268.00 | \$ 73,689.00 | \$ 68,562.34 | \$ 815,705.66 | \$ 68,562.34 |
| Supplies | 33,000.00 | 2,750.00 | 1,415.98 | 31,584.02 | 1,415.98 |
| Services & Charges | 93,474.00 | 7,789.50 | 4,378.40 | 89,095.60 | 4,378.40 |
| Other | - | - | - | - | - |
| Total | \$ 1,010,742.00 | \$ 84,228.50 | \$ 74,356.72 | \$ 936,385.28 | \$ 74,356.72 |
| Percent Expended | | 8.33% | 7.36% | | |
| Buildings & Grounds-Div. 2 | | | | | |
| Personnel | \$ 125,474.00 | \$ 10,456.17 | \$ 9,474.69 | \$ 115,999.31 | \$ 9,474.69 |
| Supplies | 25,000.00 | 2,083.33 | 2,151.47 | 22,848.53 | 2,151.47 |
| Services & Charges | 1,026,920.00 | 85,576.67 | 107,489.81 | 919,430.19 | 107,489.81 |
| Other | 90,900.00 | 7,575.00 | - | 90,900.00 | - |
| Total | \$ 1,268,294.00 | \$ 105,691.17 | \$ 119,115.97 | \$ 1,149,178.03 | \$ 119,115.97 |
| Percent Expended | | 8.33% | 9.39% | | |
| Public Service-Div. 3 | | | | | |
| Personnel | \$ 5,847,868.00 | \$ 487,322.33 | \$ 436,337.27 | \$ 5,411,530.73 | \$ 436,337.27 |
| Supplies | 65,500.00 | 5,458.33 | 466.42 | 65,033.58 | 466.42 |
| Services & Charges | 46,750.00 | 3,895.83 | 1,781.04 | 44,968.96 | 1,781.04 |
| Other | - | - | - | - | - |
| Total | \$ 5,960,118.00 | \$ 496,676.50 | \$ 438,584.73 | \$ 5,521,533.27 | \$ 438,584.73 |
| Percent Expended | | 8.33% | 7.36% | | |
| Support Services-Div. 4 | | | | | |
| Personnel | \$ 1,222,052.00 | \$ 101,837.67 | \$ 90,856.92 | \$ 1,131,195.08 | \$ 90,856.92 |
| Supplies | 63,500.00 | 5,291.67 | 9,253.92 | 54,246.08 | 9,253.92 |
| Services & Charges | 474,019.00 | 39,501.58 | 8,195.80 | 465,823.20 | 8,195.80 |
| Other | 955,000.00 | 79,583.33 | 114,265.96 | 840,734.04 | 114,265.96 |
| Total | \$ 2,714,571.00 | \$ 226,214.25 | \$ 222,572.60 | \$ 2,491,998.40 | \$ 222,572.60 |
| Percent Expended | | 8.33% | 8.20% | | |
| Total Library Operational | | | | | |
| Personnel | \$ 8,079,662.00 | \$ 673,305.17 | \$ 605,231.22 | \$ 7,474,430.78 | \$ 605,231.22 |
| Supplies | 187,000.00 | 15,583.33 | 13,287.79 | 173,712.21 | 13,287.79 |
| Services & Charges | 1,641,163.00 | 136,763.58 | 121,845.05 | 1,519,317.95 | 121,845.05 |
| Other | 1,045,900.00 | 87,158.33 | 114,265.96 | 931,634.04 | 114,265.96 |
| Total | \$ 10,953,725.00 | \$ 912,810.42 | \$ 854,630.02 | \$ 10,099,094.98 | \$ 854,630.02 |
| Percent Expended | | 8.33% | 7.80% | | |
| Other Library Fund Appropriations | | | | | |
| | Amount Appropriated | | Expended Year-to-Date | Balance | Current Month Expended |
| FY 2022-23 Reappropriated | \$ 431,524.00 | | \$ 43,235.20 | \$ 388,288.80 | \$ 43,235.20 |

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

| | Beginning Balance | Receipts | Expended | Ending Balance |
|---------------------------|------------------------------|-----------------|-----------------|---------------------------|
| <u>GRANT FUNDS</u> | | | | |
| Net Lender Fund | \$ - | \$ - | \$ - | \$ - |
| NLC NE eReads Grant 2023 | - | 47,242.00 | - | 47,242.00 |
| NLC Youth Grant 2023 | 789.35 | - | - | 789.35 |
| State Aid 2021 | 10,638.33 | - | 4,212.05 | 6,426.28 |
| State Aid 2022 | 18,998.05 | - | - | 18,998.05 |
| State Aid 2023 | 52,321.00 | - | - | 52,321.00 |

DONATED FUNDS

| | | | | |
|-------------------------|---------------|-----------|-------------|---------------|
| Heritage Room | \$ 130,322.58 | \$ 406.55 | \$ 2,328.86 | \$ 128,400.27 |
| Polley Music Library | 223,866.98 | 699.57 | 8,670.11 | 215,896.44 |
| Joseph J. Hompes | 105,544.43 | 324.61 | - | 105,869.04 |
| Misc. Library Donations | 638,425.55 | 2,102.58 | 7,168.90 | 633,359.23 |
| Alice Nielsen | 81,303.14 | 242.36 | - | 81,545.50 |
| Dorothy Holland | 116,950.75 | 348.62 | - | 117,299.37 |
| Glennis Leapley | 62,209.00 | 185.44 | - | 62,394.44 |
| Lincoln Cares | 23,764.32 | 449.35 | - | 24,213.67 |

APPROPRIATED FUNDS

| | Budget | Expended | | Balance |
|--|---------------|-----------------|--------------------|----------------|
| | | Sep 2023 | Exp-to-Date | |
| Heritage Room FY 2023-24 | \$ 41,073.00 | \$ 2,328.86 | \$ 2,328.86 | \$ 38,744.14 |
| Polley Music Library FY 2023-24 | 99,169.00 | 8,670.11 | 8,670.11 | 90,498.89 |
| Keno FY 2022-23 | 157,648.00 | - | - | 157,648.00 |
| Keno FY 2023-24 | 1,010,930.00 | 4,744.53 | 4,744.53 | 1,006,185.47 |
| Capital Improvement Projects | | | | |
| FY 2020-21 Williams | 913,362.00 | - | 928,401.64 | (15,039.64) |
| 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 | 360,000.00 | - | 327,906.66 | 32,093.34 |
| FY 2023-24 Bennett Martin Carpet | 75,000.00 | - | - | 75,000.00 |



DO29042

Tracking No. 22100090



DIRECTORIAL ORDER

NO. 29042

BY VIRTUE OF THE AUTHORITY VESTED IN ME BY THE MAYOR OF THE CITY OF LINCOLN, NEBRASKA:

Pursuant to the delegation of authority under Administrative Regulation No. 26 adopted by Executive Order 85049, I hereby execute and approve on behalf of the City of Lincoln, the attached contract Annual Service - Library Van Delivery Services, Bid No. 22-230 for the City of Lincoln Libraries. These services/products are being provided by Mail Management Services, Inc. The expenditure for the term of this contract shall not exceed \$76,865.00 without approval by the City of Lincoln.

City Clerk, please return one copy of the City Signature page back to Purchasing, Attn: Brianne Crooks.

Library Board

Approved as to Form & Legality:

City Attorney

Approved:

Library Business Office

Library Director (Interim)

Interim Purchasing Agent

FILED

NOV 21 2022

CITY CLERK'S OFFICE

CONTRACT DOCUMENTS

**CITY OF LINCOLN
NEBRASKA**

**Annual Service
Library Van Delivery Services
Bid No. 22-230**

**Mail Management Services, Inc.
1919 S. 40th Street Suite 222
Lincoln, NE 68506
(402) 890-2244**

**CITY OF LINCOLN
CONTRACT TERMS**

THIS CONTRACT, made and entered into by and between **Mail Management Services, Inc., 1919 S. 40th Street Suite 222, Lincoln, NE 68506**, hereinafter called "Contractor", and the City of Lincoln, Nebraska, a municipal corporation, hereinafter called "City".

WHEREAS, the City has caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

Library Van Delivery Services, Bid No. 22-230

and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the City, in the manner and at the time specified, a sealed Proposal/Supplier Response in accordance with the terms of said advertisement; and,

WHEREAS, the City, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals/Supplier Responses submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's Proposal/Supplier Responses, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the mutual covenants herein contained, the Contractor and the City has agreed and hereby agree as follows:

1. The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute and complete all Work included in and covered by the City's award of this Contract to the Contractor, such award being based on the acceptance by the City of the Contractor's Proposal, or part thereof, as follows:

Agreement to full proposal

2. The City agrees to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefore, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the City:

The City will pay for products/service, according to the Line Item pricing as listed in Contractors Proposal/Supplier Response, a copy thereof being attached to and made a part of this Contract. The City shall order on an as needed basis for the duration of the contract. The cost of products or services for City departments shall not exceed \$76,865.00 during the contract term without approval.

3. **Equal Employment Opportunity:** In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, disability, age or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.
4. **E-Verify:** In accordance with Neb. Rev. Stat. 4-108 through 4-114, the contractor agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324 a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The Contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A 1324b. The contractor shall require any subcontractor to comply with the provisions of this section.
5. **Termination:** This Contract may be terminated by the following:
 - 5.1) **Termination for Convenience:** Either party may terminate this Contract upon thirty (30) days written notice to the other party for any reason without penalty.
 - 5.2) **Termination for Cause:** The City may terminate the Contract for cause if the Contractor:
 - 5.2.1) Refuses or fails to supply the proper labor, materials and equipment necessary to provide services and/or commodities.
 - 5.2.2) Disregards Federal, State or local laws, ordinances, regulations, resolutions or orders.
 - 5.2.3) Otherwise commits a substantial breach or default of any provision of the Contract Document. In the event of a substantial breach or default the City will provide the Contractor written notice of said breach or default and allow the Contractor ten (10) days from the date of the written notice to cure such breach or default. If said breach or default is not cured within ten (10) days from the date of notice, then the contract shall terminate.
6. **Independent Contractor:** It is the express intent of the parties that this contract shall not create an employer-employee relationship. Employees of the Contractor shall not be deemed to be employees of the City and employees of the City shall not be deemed to be employees of the Contractor. The Contractor and the City shall be responsible to their respective employees for all salary and benefits. Neither the Contractor's employees nor the City's employees shall be entitled to any salary, wages, or benefits from the other party, including but not limited to overtime, vacation, retirement benefits, workers' compensation, sick leave or injury leave. Contractor shall also be responsible for maintaining workers' compensation insurance, unemployment insurance for its employees, and for payment of all federal, state, local and any other payroll taxes with respect to its employees' compensation.

7. Period of Performance: This Contract shall be effective November 29, 2022 through November 28, 2023. The term of the Contract shall be a one (1) year term with the option to renew for three (3) additional one (1) year terms. The City reserves the right to extend the contract beyond the renewal term upon written approval by both parties.

8. Notwithstanding anything contrary to the Contract Terms, the attached documents comprise the Contract, and consist of the following:
 1. Contract Terms
 2. Accepted Proposal/Supplier Response
 3. Insurance Certificate with Endorsements
 4. Special Provisions
 5. Specifications
 6. Instructions to Bidders
 7. Insurance Requirements
 8. Employee Classification Act, Executive Order 83319/ Employee Classification Act Affidavit
 9. Sales Tax Exemption Form 13
(Note: This form cannot be used for the WATER Division of the City of Lincoln. The WATER Division is taxable per Reg. 066.14A or applicable laws.)

The herein above mentioned Contract Documents form this Contract and are a part of the Contract as if hereto attached. Said documents which are not attached to this document may be viewed at: lincoln.ne.gov - Keyword: Bid - Awarded or Closed bids.

The Contractor and the City hereby agree that all the terms and conditions of this Contract shall be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Contractor and the City do hereby execute this contract upon completion of signatures on:

Vendor Signature Page
City of Lincoln Signature Page

Vendor Signature Page

CONTRACT
Annual Service
Library Van Delivery Services
Bid No. 22-230
City of Lincoln
Mail Management Services, Inc.

EXECUTION BY CONTRACTOR

IF A CORPORATION:

Attest:

Secretary

Seal

Mail Management Services, Inc.
Name of Corporation

1919 S. 40th Street, Ste 722
Address

Lincoln, NE

By: Dan Barger 68506
Duly Authorized Official

President
Legal Title of Official

IF OTHER TYPE OF ORGANIZATION:

Name of Organization

Type of Organization

Address

By: _____
Member

By: _____
Member

IF AN INDIVIDUAL:

Name

Address

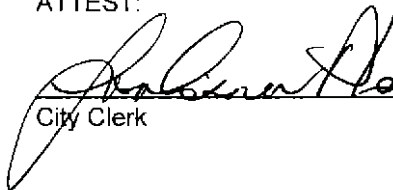
[Signature]
Signature

City of Lincoln Signature Page

CONTRACT
Annual Service
Library Van Delivery Services
Bid No. 22-230
City of Lincoln
Mail Management Services, Inc.


EXECUTION BY THE CITY OF LINCOLN, NEBRASKA

ATTEST:


City Clerk



CITY OF LINCOLN, NEBRASKA


Library Board

Approved by Directorial Order No. 29042

dated NOV 21 2022