

## MEETING NOTICE

**DATE:** January 16, 2024  
**TO:** Library Board, Mayor, City Clerk, and City Attorney  
**FROM:** Ryan Wieber, Library Director  
**SUBJECT:** Library Board Meeting

**DATE AND PLACE OF MEETING:** Tuesday, January 16, 2024  
Bennett Martin Public Library – 4<sup>th</sup> floor  
136 S. 14<sup>th</sup> St.  
Lincoln, NE 68508

**STARTING TIME OF MEETING:** 8:00 a.m.  
**CHAIR 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. Approval of December 19, 2023, Meeting Minutes\*
5. Standing Committee Reports
  - a. Committee on Administration
  - b. Committee on Finance
    - i. Approval of Monthly Recap of Expenditures for December 2023\*
  - c. Committee on Buildings & Grounds
6. Special Committee Reports
  - a. Foundation Executive Director Report
7. New Business
  - a. Approval of a Resolution Recognizing Staff for their role in a Patron Well-Being Incident on December 22, 2023\*
  - b. Approval of Agreement Regarding Cooperative Events Between City Of Lincoln And Lincoln Public Schools\*
8. President's Report
9. Assistant Library Director's Report
10. Library Director's Report
11. Public Comment – Anyone wishing to address the board on a matter not on this agenda may do so at this time.

\*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, DECEMBER 19, 2023, 8:00 a.m.  
BENNETT MARTIN PUBLIC LIBRARY  
LINCOLN, NEBRASKA

## BOARD MEMBERS PRESENT

Dan Sloan, Joe Shaw, Lisa Hale, Jackie Ostrowicki, Morgan Gerteisen, Patty Beutler, Nichole Bogen.  
Absent: Rhonda Seacrest. A quorum was present.

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

President Dan Sloan called the meeting to order at 8:00 a.m. and announced the Open Meetings Law was posted and available for review.

## APPROVAL OF AGENDA

Sloan noted that the Agenda/Meeting Notice was posted according to the Open Meetings Act of the State of Nebraska. Sloan asked for a motion to approve the Agenda as posted. Hale so moved. Shaw seconded. There was no discussion. **ROLL CALL VOTE:** Gerteisen, Hale, Shaw, Sloan – AYE. Motion carried 4-0.

## PUBLIC COMMENT ON AGENDA ITEMS

No Public Comment.

## APPROVAL OF NOVEMBER 21, 2023 MEETING MINUTES

Sloan noted that the November meeting minutes had been distributed and asked for a motion to approve. Hale so moved. Gerteisen seconded. Beutler arrived at this time. There was no discussion. **ROLL CALL VOTE:** Hale, Beutler, Sloan, Gerteisen, Shaw – AYE. Motion carried 5-0.

## STANDING COMMITTEE REPORTS

### Committee on Administration

Sloan reported that the committee’s current project, the Request for Reconsideration Policy, is coming up in New Business and discussion will be deferred until that time. Beyond that there is no further report.

### Committee on Finance

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

In Ostrowicki’s absence, Hale presented the Recap of Expenditures. She reported that the Total Operational Expenditures for November 2023 were \$1,232,070.01. The Total Expenditures of Other Funds were \$22,983.47 for total of \$1,255,053.48. Hale moved approval of the report. Shaw seconded.

There was no discussion. **ROLL CALL VOTE:** Beutler, Shaw, Sloan, Gerteisen, Hale – AYE. Motion carried 5-0.

### Committee on Buildings and Grounds

**Awarding of a Contract Renewal for janitorial services with BMI Janitorial Group not to exceed \$129,500.** Director Wieber reported that this is the same company that has had the contract for many years. The current contract was signed last year and this is the first of three available renewals. Ostrowicki arrived at this time. Glass explained that the Year-to-Date cost has been \$128,880 so the remaining amount will be allocated to any upcoming unplanned or emergency cleaning services needed. She confirmed that their service has been satisfactory. Beutler moved approval. Gerteisen seconded. There was no discussion. **ROLL CALL VOTE:** Ostrowicki, Shaw, Sloan, Gerteisen, Hale, Beutler – AYE. Motion carried 6-0.

## SPECIAL COMMITTEE REPORTS

### Foundation Executive Director Report

Gail McNair thanked everyone on the Board and Staff for making all the Foundation's fall activities possible. She shared a bookmark created to publicize the book sale. She reported that the final financial report for the fall events will be available next month. McNair noted that in addition to the book sale's stated goals of finding homes for new books, making money for the library and providing a community service – this year they served the additional function of creating awareness of the Book Nooks. Further, after the book sales were held, another 24 pallets of book were shipped to ThriftBooks for sale. Thanks to all who attended the Spelling Bee, everyone had a great time and it was a fun event. Screamer is slated to be the location again next year. She reminded all to share the opportunity to become a Friend of the Libraries. She shared sponsorship information for members to share folks with local businesses.

### One Book One Lincoln Annual Report

Librarian Cait Lombardo noted an addition to the printed report, which only reported the circulation of the top three titles. The circulation of the top eleven titles was 10,140. There was an increase in the circulation of the top three titles this year, as well as an increased number of private book groups asking LCL staff to facilitate discussions on the top titles. Librarian Jen Jackson reported an increase in participation in 2023, both in discussion groups and voting. Further, they gathered good feedback from the comments that accompanied the voting, and shared some of the positive comments. Jackson noted positive comments on the winning title, *Remarkably Bright Creatures* saying the lighter, more generally popular style was a breath of fresh air. She also shared positive feedback from a homebound patron to the new-this-year addition of a Young Adult title to the mix. *Punching the Air*, the YA novel in verse was met with delight, "It was so great! I've never heard of a book like that!" She reported it had also been a popular title with the book clubs she facilitated.

Director Wieber asked if there was any change or improvement to be made? Jackson and Lombardo both said they would love to be able to offer an in-person experience with the winning author in upcoming years. The Zoom author interviews are great, but don't draw the same crowds as an in-person visit. The recalled events from past years that had to be held off-site to accommodate the numbers of attendees. Wieber announced that funding for such a visit is in an upcoming budget and sponsorships are being sought. Brief discussion about Zoom vs in-person author visits followed.

Director Wieber also shared that longtime One Book One Lincoln Selection Committee Chair, David Smith, is retiring his post this year. Committee member and Associate Principal of School Middle School, Allysa Diehl, who just stepped off the committee after her three-year term has been invited to take his place and has accepted. Lombardo shared the Steering committee is set to meet January 12<sup>th</sup> to begin the process for the 2024 program. Wieber thanked the team and they were applauded soundly. Wieber also reminded all that a Farewell Party is planned January 10<sup>th</sup> for David, invitations will be forthcoming.

## NEW BUSINESS

Approval of Resolution Recognizing David Smith for his Contributions to One Book One Lincoln  
President Sloan read the following resolution:

### RESOLUTION

#### *Recognizing David Smith for his contributions to One Book One Lincoln*

Whereas David Smith has faithfully served the One Book One Lincoln committee for fifteen years, twelve of those as Chair,  
Whereas through those years he has fairly and even-handedly guided the committee in narrowing down nearly 1,000 titles to thirty-six Top Three Finalists to present to the Lincoln community,  
Whereas he has expertly wordsmithed the descriptions of the Top Three titles for each Memorial Day announcement to pique reader interest,  
Whereas he has skillfully and amiably represented the One Book One Lincoln program in person, on TV, and most recently in specially crafted video spots,  
Whereas he has shaped and guided the committee, keeping them organized, clearly explaining the rules of the exercise, counseling all to put aside personal preferences and think of the community as a whole, and then equably and fair-mindedly hearing and valuing each member's opinions and critiques,  
Whereas he has remained calm in the midst of any storms, keeping the committee afloat and focused in the wake of deadlines, controversies and critical decisions, and  
Whereas he has been the most gracious host, yearly opening his home to the committee for fellowship, feasting, and final threes  
BE IT RESOLVED that that Lincoln City Libraries Board of Trustees expresses its sincere appreciation and gratitude to David Smith and adopts this resolution in tribute and appreciation of his contributions to and support of the Lincoln City Libraries.

Sloan asked for a motion to approve the Resolution. Hale so moved. Ostrowicki seconded. **ROLL CALL VOTE:** Shaw, Sloan, Gerteisen, Hale, Beutler, Ostrowicki – AYE. Motion carried 6-0.

#### Approval of a Contract with BVH Architecture for Phase 1.1 architectural services not to exceed \$389,240

Sloan invited Director Wieber to brief the Board. Wieber noted the change in amount from the agenda from \$389,200 to \$389,240. He asked the Board to consider the continuation of the contract to move into the next phase. This process involves taking all the feedback gleaned from the public process and initial analysis, and compiling options for north, central and south Lincoln library locations. Their pending report will detail exactly what changes are called for in each part of town and what those will cost. The report is expected by February. This report will help guide LCL and the City to the next steps. Wieber

noted this represents a considerable commitment, not just in funds, but in action. This step not only requires Board approval, but also the mayor's signature. Wieber expressed confidence that this use of reappropriated past-years funds will obtain the mayor's approval promptly. It signifies commitment for the next phase and the improvements across the library system.

Wieber also expressed confidence in the handling of the project by BVH and MSR. Their combined local and national expertise and outstanding attention to the project have been impressive. Their communication is well structured, and work with the exploratory committee has been exemplary. Their plan isn't simply for the immediate future but spans the next decade. Ostrowicki expressed her positive impressions of the plans thus far, with well thought-out and flexible options. President Sloan noted that more help will be needed for the next steps, and each Board member will have a role to play. He also voiced approval that the plan is focused on all of Lincoln, its makeup now, and future growth patterns, and considers the best ways to provide service to residents where they live. Hale also commended the wholistic and flexible approach that directly addresses the needs and wants of the community. There was no further discussion. Shaw moved approval of the contract. Ostrowicki seconded. **ROLL CALL VOTE:** Shaw, Sloan, Gerteisen, Hale, Beutler, Ostrowicki – AYE. Motion passed, 6-0.

#### **Approval of Lincoln City Libraries and Foundation for LCL Annual Contract**

Director Wieber noted that this is the agreement the Board reviews each year to establish the relationship between the Library and the Foundation. There are no changes to this contract with the exception of the extension of the date for another year. Hale moved approval. Gerteisen seconded. There was no discussion. **ROLL CALL VOTE:** Sloan, Gerteisen, Hale, Beutler, Ostrowicki, Shaw – AYE. Motion carried, 6—0.

#### **Approval of Lincoln City Libraries and Foundation for LCL Annual Lease Agreement**

Director Wieber explained this agreement sets up the office space for the Foundation within Bennett Martin. All the Foundation agreements were reviewed and revised by Jocelyn Golden in the City Law Department, and again, the only changes to the agreement at this time is to extend the date forward another twelve months. Hale moved approval. Beutler seconded. **ROLL CALL VOTE:** Gerteisen, Hale, Beutler, Ostrowicki, Shaw, Sloan – AYE. Motion carried, 6—0.

#### **Approval of Lincoln City Libraries and Foundation for LCL Book Sale Agreement**

Director Wieber shared that this is the agreement that outlines how books can be sold to benefit the Library, via large sales, pop-up sales, sales to ThriftBooks and the Book Nooks. The Foundation has also had the opportunity to review the agreements. Hale moved approval. Beutler seconded. **ROLL CALL VOTE:** Hale, Beutler, Ostrowicki, Shaw, Sloan, Gerteisen – AYE. Motion carried, 6—0.

#### **Approval of Board Meeting Dates for 2024**

President Sloan noted that those dates were sent out and appeared to reflect the typical mix of morning and evening times at various locations. Ostrowicki moved approval. Gerteisen seconded. **ROLL CALL VOTE:** Beutler, Ostrowicki, Shaw, Sloan, Gerteisen, Hale – AYE. Motion carried, 6—0.

#### **Approval of Request for Reconsideration Policy**

Director Wieber shared the process staff and administrators used to craft the policy, workshopping it at the committee level before presenting it to Management Team and the Law Department for review. It accurately reflects the procedure LCL has been using for Requests for Reconsideration and provides needed transparency of the process to both staff and the community. Procedural rules that describe the

timeline of the process have been added to the Policy. These procedural rules serve to allow sufficient time for the committee to do their required work of acquiring the requested item, reading and reviewing the material and providing their conclusions to the Director, and for the Director to read and review the work and the committee's findings before responding. The limits on the number of requests for reconsideration (three per person per year) accurately reflect the amount of time needed for staff to process the requests without unduly limiting the service LCL is able to provide to other customers concurrently.

Hale expressed her comfort with the fact that the timelines laid out in the policy in no way restrict any community member from sharing their concerns since the public is welcome at any Board Meeting to give public comment. She commended the added transparency of having the procedure codified into a policy. Sloan noted in Seacrest's absence, that the Committee on Administration unanimously supports the policy. Hale moved approval. Beutler seconded. **ROLL CALL VOTE:** Ostrowicki, Shaw, Sloan, Gerteisen, Hale, Beutler – AYE. Motion carried, 6—0.

## PRESIDENT'S REPORT

President Sloan had no formal report, but shared his gratitude for the libraries, staff and board. He noted that the heavier than usual workload recently has been rewarding and fun and he shared his thanks.

## ASSISTANT LIBRARY DIRECTOR'S REPORT

Assistant Director Glass shared that applications had been received for the Youth Services Coordinator position, and interviews held. The hiring team's decision was to not move forward with any of the candidates, and to repost the opening in 2024.

## LIBRARY DIRECTOR'S REPORT

Director Wieber reported on the strategic planning process. Parlay Consulting continues to do an excellent job. The survey they posted to explore what community members want and need from the library received more than 1,000 responses within a week. Two public focus groups met last week in addition to three staff focus groups which provided Parlay with copious data to parse before returning for the all-day session with staff, board members and community members where the final plan will be crafted.

The annual report should be available within the next few weeks, and an affidavit will be provided for the Board to sign. This year's report will be in newsletter format, 16 pages including highlights and stories from the year.

## PUBLIC COMMENT

There was no public comment.

There being no further business, the meeting was adjourned at 8:47 a.m.



# LINCOLN CITY LIBRARIES

136 S. 14th Street

Lincoln, NE 68508-1899

## MEMORANDUM

**TO:** Library Board

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

### **RECAP OF EXPENDITURES - DECEMBER 2023**

Library Operational Budget - FY 2023-24	\$ 809,879.06	
Library Enc/Reapp - From FY 2022-23	138,007.33	
Heritage Room Fund - FY 2023-24	2,328.86	
Polley Music Library - FY 2023-24	8,618.41	
	<hr/>	
<b>Total Operational Expenditures</b>		<b>\$ 958,833.66</b>
Grants	\$ -	
Hompes Fund	-	
Keno	49,174.05	
Miscellaneous Library Donations Funds	19,803.00	
Capital Improvements	-	
	<hr/>	
<b>Total Expenditures - Other Funds</b>		<b>68,977.05</b>
		<hr/>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,027,810.71</b>

## **Library Director's Report for December 2023**

The library is proud of the recent actions of several Bennett Martin staff and contracted security staff for their direct involvement in identifying a patron in distress on December 22, and for their immediate, calm, and unflinching response which resulted in a saving a person's life by their actions. Our staff across the system care immensely for anyone who walks through our doors, and actions big and small to reflect that are demonstrated daily.

Budget instructions for 2024-2026 have been received from the Mayor's Office and admin staff will coordinate its development and completion by the late February submission date. The Board Finance Committee will meet for a review of the projected operating and CIP budgets nearer that point.

The process for One Book One Lincoln 2024 is set to begin with appointment of new selection committee members finalized in January, and the closing of title nominations from the public. The library celebrated longtime committee Chair David Smith's contributions with a reception for him on January 10. Alyssa Diehl is the new Chair this year, and we're looking forward to continued good things from everyone in this 23<sup>rd</sup> year of OBOL.

The new Lancaster County-funded ballot boxes have been installed at the four LCL exterior-locations in convenient drive-up or walk-up locations. Thanks to the Election Commission, City Attorney Jocelyn Golden, Assist Dir. Traci Glass, Branch Managers, and Building Superintendent Dan Miller for this smooth process, which will be a really good improvement for citizen accessibility and also demonstrates the library's important role as an agency for civic matters.

Future Libraries update: Phase 1.1 has begun with BVH Architecture and MSR Design for refining projected needs and costs for facility improvements. We expect the development of this Master Plan to lead to additions to the 2024-2030 Capital Improvement Plan.

Strategic Planning Update: Parlay Consulting very recently delivered a qualitative report derived from the focus group meetings and stakeholder interviews, and forthcoming we'll also receive a quantitative report based upon the community survey data. Our projected timing for the strategic planning workshop is mid to late February.

The Lincoln Police Department has long had a small substation located at Walt Branch Library and has recently vacated that space. We expect to utilize it in the near future for library purposes.

## **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**

- Public Services Coordinator LeeAnn Sergeant related: "A number of Bennett Martin staff worked together to save a patron's life. Sharon S. noticed a man who appeared to be sleeping at the PAC and notified guard, Firas P. (contracted through Frye Frazey and Associates). Firas approached the patron and found him



unresponsive. He notified Cindy K. to call 911. Ali B., supervisor on duty grabbed the cell phone to call and she and Cindy joined Firas with the patron as Firas had assisted him to the floor by that point. Because he wasn't responding, Kim J. retrieved the AED and joined the other staff with the patron. Firas ended up providing chest compressions, and the man came around shortly before LFR arrived on the scene. Sharon provided assistance and assurance to other patrons at the front desk throughout. This is a VERY brief rundown of the incident, but without staff jumping in without any hesitation, the man may have lost his life.

- Lisa W. [Walt] took a call from a customer making study room reservations for his wife. He was making the reservations as a "gift" for his wife so that she could get away for some solo quiet time at the library.
- Pam C. shared this: Two women who live in the Air Park area came into the Williams library Saturday afternoon and asked if it was part of the Lincoln City Libraries. I assured them that it was and they were very excited to look around. They asked if books from other libraries could be sent to this branch and I confirmed that they could. They said they were very happy to know about Williams and it would be very convenient for them to pick up their books. It was fun to see how excited they were!
- Jackie S. at BMPL recalled, "A patron came in wanting help finding information about social security disability for a family member. She specifically wanted books about the subject and I was able to find a couple in our collection that were pretty recent. I also showed her the government website for social security and demonstrated how she might be able to look up information there. I also gave her numbers for DHHS and the social security disability office. I encouraged her to call them with some of her more difficult questions about the subject. She was really grateful for all the resources we were able to provide."
- A mother and young adult daughter came to the circulation desk to get a replacement library card for the daughter. After Jessica S. finished the procedure, the daughter took off into the library proper and Jessica heard the mother shout after her, "I'll be back after a while to get you!" The mother then turned to Jessica with a big smile and said "There's nothing like dropping your college-aged daughter off at the library! She's home for Christmas, just woke up at 1:00 p.m. and wanted to go straight to the library. She prefers to 'shop' here more than anywhere else!"
- Jenae D. at Gere shared this interaction: "A mother and young daughter came in to get her first library card as her reward for reading her first entire chapter book by herself. The mother told me about how she has her own first library card at home with her signature as a young child, and how she was excited to cherish this first card of her daughter's. I asked the daughter what the first book is she was planning to check out on her own card, and she told me she is reading *The Boxcar Children* series. The mother asked if I would be willing to be in a picture with the daughter to commemorate this momentous occasion. I obliged and I love to think about how I got to be a part of the beginning of this young girl's reading journey."

### Programming

- Ronda H. and Diane V. [Gere] hosted Dance & Groove at Gere on the 26<sup>th</sup>. Diane shared: "We had a great turn out for the Dance Party considering it was the day after Christmas and snowing. Having 52 children and adults hopping and bopping around with disco lights, bubbles, parachutes, and scarves was fun for all."
- Laurie J. [Walt] led the Manga/Anime club in a discussion of ways people interact with their favorite stories and characters outside of reading and watching the original work. They also flipped through fan zines while making their own mini-8-page zines.
- NLHA's Lunch at the Library was on December 6<sup>th</sup>, with 33 attendees. Melissa Homestead was the speaker.

- Cally O., Melanie N., Ronda H., and members of the Teen Advisory Board (TAB) hosted Family Fun Night on the 5<sup>th</sup> with the theme Pokemon. There were 125 attending. Teens picked out the activities and ran 8 stations for kids. The TAB kids had a great time and did a super job working with the children – many of which came dressed in Pokémon attire.

### **Outreach**

- On December 14, Arnold CLC held their open house for parents and Kara G. was available to visit with parents about the Build with Books program.
- Ali B. [BMPL] did an Around Town Storytime at Gateway Mall as well as storytimes at UNL Childcare Center. She also gave presentations to Belmont Family Literacy, Randolph/Hartley Family Literacy, McPhee Elementary SNAC (school/neighborhood advisory committee), and Lincoln Housing Authority Reading Matters.
- Jessie A. Gere worked with Cait L. (BMPL) for an Hour of Code event at Nebraska Innovation Campus Conference Center on December 2.

### **Collaboration**

- Lincoln citizens continue to flock to Lincoln City Libraries to obtain free COVID tests. Throughout much of the pandemic, Lincoln City Libraries have served as distribution sites for the tests on behalf of the Lincoln/Lancaster County Health Department. During the winter holidays, there was a resurgence in requests for free COVID tests. Staff at Anderson and Bethany Branch Libraries were restocking the tests several times per day.
- Kim J. [BMPL] said, “A curator from Morrill Hall stopped by at the end of the month to ask about the Elizabeth Dolan painting “Hansel and Gretel.” Elizabeth Dolan was an internationally acclaimed artist who lived and worked in Lincoln Nebraska. The museum had a copy of an article from the 1940s showing that painting hanging up in the old City Library and they were wondering if we still had it. I was able to take her upstairs to third floor and showed her the painting and told her about the Triptych painting of Elizabeth Dolan’s that we have hanging in the Conference Room on fourth floor as well. Morrill Hall is putting together an educational exhibit about the life and art of Elizabeth Dolan for their re-opening in 2024. Our library will be mentioned as one of the locations that the public can go to see other examples of her work.”

### **Early Childhood**

- Yoel S. shared this: At Williams, a Spanish-speaking family came to visit and see the new location. They were very happy that we had Spanish-language children's books (most notably *Llama Llama*), and the children selected a number of English and Spanish-language books for checkout.

### **Facilities**

- Exterior ballot boxes were installed at Gere, Anderson, Eiseley, and Walt branches.
- Saturdays at Gere get the highest gate counts – even with two hours less of public service time. On Saturday the 9<sup>th</sup> Gere’s door count was 962.
- Gere staff discovered a bat resting on a display table in the youth fiction area before opening on the 26<sup>th</sup>. Animal Control was able to retrieve the very much alive bat. We made note that the book the bat was resting by was a youth nonfiction title on bats.

**Technology**

- Nancy P. at BMPL assisted a patron with getting his bus tickets: "I had a patron, who had been using our phone, approach me asking for the libraries' email address so he could have his bus tickets emailed to us so we could print them. I explained that he could not have his tickets sent to us, but that if he had an email address, he could go to our computer lab and receive and print them himself. He spoke again with the person he was phoning, went upstairs and within the hour was back downstairs with his bus tickets in hand and on his way to the depot."
- The Tech Time Staff at Gere helped 10 unique patrons during an equivalent of 16 half-hour appointments. Of these, 4 needed assistance with digital library services, including Ancestry.
- Marie' M. shared this story 12/19/2023 from Bethany Branch Library: "I had a very sweet interaction with a regular Bethany patron. He asked me to show him how to send a YouTube video to his email. I showed him how as he took notes. Upon leaving, he said, "Hey! Have you ever heard the expression, 'If you give a man a fish, you'll feel him for a day, but if you teach a man to fish, you feed him for a lifetime?'" I said, "Yes, I've heard that!" And he said, "Well, you just taught me how to fish!"

**Building up the Culture of Lincoln****All Students**

- At Walt, nine teens attended December's Teen Advisory Board meeting. Jessica Smith led them in a discussion of the ideas they brainstormed last month with Laurie Johnson. They will be doing a Mystery Date with a Book display in February. The remaining part of the meeting was spent creating questions for the Kahoot! Trivia Night for Teens taking place in February.
- NESU Librarian Karrie S. shared: On December 15, we held a Riley School Night after hours at Anderson Branch Library. We served pizza, had a scavenger hunt, two crafts and a door-prize drawing. Ninety-two people attended. Each child got to go home with a free book. We heard lots of good things from families, and the Riley coordinators asked when we could do it again!

**Low-Income Families**

- Cindy K. at BMPL said a couple came into the library before the holiday weekend and said they'd heard we might have some cold weather items available. She gave them hats, socks, gloves and handwarmers. They were very happy to receive them before the snow started. Thanks to the Lincoln Hygiene network for supplying us with hygiene kits and socks for patrons, and staff donations so we can have warm weather items on hand for customers who need it.

**Employment**

- Jade [BMPL] aided a patron in the lab with a resume. They spoke of the importance of cover letters and Jade was able to explain the general idea and give her some examples. She helped the patron edit and format the letter, explaining the reasoning behind what makes a good cover letter for the patron to be able to update her cover letter for any future job applications.

**Maker**

- Cait L. at BMPL scheduled TinkerCAD training with a few of her D&D participants. She taught an introductory session to the youth and their parents, who all enjoyed it so much they've requested another session. By the end of the first session, they each had created a 6-sided die to submit for printing on the 3D printer.
- On December 18, Gyoung K. and Celeste W. [Eiseley] provided an introduction to our makerspace items to a group from West Lincoln Family Literacy group. Thanks to Ali B. for helping set this up. The participants

were very excited about the sewing machine and cricut in particular, but they also were curious about the 3D printer.

### **Refugees and Immigrants Services**

- Anthony V. at BMPL shared that he had assisted a patron (an immigrant who had recently received his documents and papers) on the computer with spellcheck and to make sure sentences flowed correctly. The man returned in December just to shake Anthony's hand and "specifically came to the library to let me know he secured a job at Kawasaki. With a steady stream of income, he's quickly making a living." Anthony expressed what a wonderfully feel-good moment that was for him.
- Charlotte assisted a boy for whom English is a second language who was asking about ebooks on Libby. The boy confirmed he had an iPad at home, so Charlotte took him through the steps, "I carefully showed him the App store and how to search in there for Libby, how to download Libby, enroll in Libby, and search in Libby for his book, and then how to borrow it and return it. He was excited to get home and try the process. I told him if he forgets any part of it, or needs help, to bring in his iPad and I'd help him to use it."

### **Services to our Aging Population**

- Ronda H. at Gere shared this interaction: "I had a woman approach me at the front counter and ask if I could assist her with opening her Libby e-book. As I was helping her, she told me that she wanted an e-book to read on the airplane trip she was taking with her family to celebrate her 94<sup>th</sup> birthday!"
- Jackie at BMPL shared, "Helped several patrons this month find new and exciting materials for their HOM bags in the HOM/ILL department. We had one patron who wanted to start up the service again. It had been a few years since she had been active as a HOM patron, but she had a new living situation and was ready for more bags. I sent her some fun mystery audio books, but also mentioned that if she has a computer or smart device she could access electronic audio books as well. She was very interested in Hoopla and Libby, so I made up an easy sheet for her to follow for setting up the two services and sent it in her first blue bag. She called me back a couple weeks later to get her pin number and said that she was in the process of setting accounts up on both services."

Ryan Wieber, Library Director

January 12, 2023

**Lincoln City Libraries  
December 2023 Use Report**

Location	Loans	Visits	Computer Reservations	Program & Outreach Attendance	December 2023	December 2022	CHANGE
					Total Use	Total Use	
Bennett Martin Public Library	13,735	10,704	2,205	393	27,037	24,368	10.95%
Anderson Branch	10,857	4,749	632	116	16,354	15,164	7.85%
Bethany Branch	6,539	2,631	253	29	9,452	10,019	-5.66%
Eiseley Branch	19,866	7,487	1,220	112	28,685	28,172	1.82%
Gere Branch	51,577	16,433	1,257	580	69,847	71,546	-2.37%
South Branch	8,174	3,246	396	106	11,922	11,537	3.34%
Walt Branch	33,765	10,799	890	333	45,787	44,567	2.74%
Williams Branch	849	841	142	89	1,921	1,181	62.66%
Lied Bookmobile	1,151	257	0	61	1,469	2,515	-41.59%
InterLibrary Loan	178	0	0	0	178	175	1.71%
<b>SUBTOTAL</b>	<b>146,691</b>	<b>57,147</b>	<b>6,995</b>	<b>1,819</b>	<b>212,652</b>	<b>209,244</b>	<b>1.63%</b>
DownloadStream Audio	39,699	0	0	0	39,699	33,545	18.35%
Download/Stream eBooks	30,459	0	0	0	30,459	27,631	10.23%
Stream Video	895	0	0	0	895	819	9.28%
<b>Download SUBTOTAL</b>	<b>71,053</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>71,053</b>	<b>61,995</b>	<b>14.61%</b>
<b>TOTAL CIRCULATION</b>	<b>217,744</b>	<b>57,147</b>	<b>6,995</b>	<b>1,819</b>	<b>283,705</b>	<b>271,239</b>	<b>4.60%</b>

<b>WiFi Sessions</b>	113,051	87,535	29.15%
<b>WiFi Users</b>	8,635	8,094	6.68%
<b>Website Users</b>	94,287	55,136	71.01%
<b>Website Sessions</b>	125,186	107,110	16.88%
<b>Database Use</b>	5,773	19,479	-70.36%

Holdings Report	PRINT		NON PRINT		Total	REGISTRATIONS	2023	2022	Change
	Adult	Youth	Adult	Youth		Purged	535	758	
<b>Owned</b>	353,423	309,994	78,488	32,740	774,645	Active			
<b>Added</b>	2,216	1,990	231	0	4,437	Resident	147,177	146,303	0.60%
<b>Withdrawn</b>	-106	-1	2	0	-105	ConnectED	47,452	42,063	12.81%
<b>Current</b>	355,533	311,983	78,721	32,740	778,977	County	9,056	9,136	-0.88%
						NonResident	932	942	-1.06%
						Reciprocal	484	474	2.11%
						Limited Use	9,321	8,556	8.94%
						<b>Total Active</b>	<b>214,422</b>	<b>207,474</b>	<b>3.35%</b>

**December 2023 Use Compared to December 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	11,068	9,395	17.81%	2,667	2,712	-1.66%	13,735	12,107	13.45%
Anderson	8,627	8,152	5.83%	2,230	2,103	6.04%	10,857	10,255	5.87%
Bethany	5,678	6,260	-9.30%	861	1,070	-19.53%	6,539	7,330	-10.79%
Eiseley	16,882	17,790	-5.10%	2,984	2,665	11.97%	19,866	20,455	-2.88%
Gere	44,507	48,343	-7.93%	7,070	7,475	-5.42%	51,577	55,818	-7.60%
South	7,086	6,873	3.10%	1,088	1,141	-4.65%	8,174	8,014	2.00%
Walt	29,360	30,127	-2.55%	4,405	4,336	1.59%	33,765	34,463	-2.03%
Williams	650	314	107.01%	199	128	55.47%	849	442	92.08%
Lied Bookmobile	1,022	1,596	-35.96%	129	202	-36.14%	1,151	1,798	-35.98%
InterLibrary Loan	178	175	1.71%	0	0	0.00%	178	175	1.71%
<b>Subtotal Checkouts</b>	<b>125,058</b>	<b>129,025</b>	<b>-3.07%</b>	<b>21,633</b>	<b>21,832</b>	<b>-0.91%</b>	<b>146,691</b>	<b>150,857</b>	<b>-2.76%</b>
Download/Stream Audio	0	0	0.00%	39,699	33,545	18.35%	39,699	33,545	18.35%
Download/Stream eBook	0	0	0.00%	30,459	27,631	10.23%	30,459	27,631	10.23%
Stream Video	0	0	0.00%	895	819	9.28%	895	819	9.28%
<b>TOTAL CHECKOUTS</b>	<b>125,058</b>	<b>129,025</b>	<b>-3.07%</b>	<b>92,686</b>	<b>83,827</b>	<b>10.57%</b>	<b>217,744</b>	<b>212,852</b>	<b>2.30%</b>

Location	Youth Checkouts		Youth Loan	Adult Checkouts		Adult Loan	Visits	Visits	Visits
	2023	2022	Change	2023	2022	Change	2023	2022	Change
BMPL	5,039	4,232	19.07%	8,696	7,875	10.43%	10,704	9,748	9.81%
Anderson	5,005	5,044	-0.77%	5,852	5,211	12.30%	4,749	4,137	14.79%
Bethany	3,574	4,162	-14.13%	2,965	3,168	-6.41%	2,631	2,434	8.09%
Eiseley	12,013	13,298	-9.66%	7,853	7,157	9.72%	7,487	6,524	14.76%
Gere	27,977	30,893	-9.44%	23,600	24,925	-5.32%	16,433	13,922	18.04%
South	4,462	4,369	2.13%	3,712	3,645	1.84%	3,246	2,980	8.93%
Walt	22,093	22,850	-3.31%	11,672	11,613	0.51%	10,799	9,088	18.83%
Williams	627	319	96.55%	222	123	80.49%	841	582	44.50%
Lied Bookmobile	618	1,014	-39.05%	533	784	-32.02%	257	257	0.00%
InterLibrary Loan	0	0	0.00%	0	0	0.00%	0	0	0.00%
<b>Subtotal Checkouts</b>	<b>81,408</b>	<b>86,181</b>	<b>-5.54%</b>	<b>65,105</b>	<b>64,501</b>	<b>0.94%</b>	<b>57,147</b>	<b>49,672</b>	<b>15.05%</b>
Download/Stream Audio	5,603	4,677	19.80%	34,096	28,868	18.11%	0	0	0.00%
Download/Stream eBook	4,958	4,142	19.70%	25,501	23,489	8.57%	0	0	0.00%
Stream Video	0	0	0.00%	895	819	9.28%	0	0	0.00%
<b>TOTAL CHECKOUTS</b>	<b>91,969</b>	<b>95,000</b>	<b>-3.19%</b>	<b>125,597</b>	<b>117,677</b>	<b>6.73%</b>	<b>57,147</b>	<b>49,672</b>	<b>15.05%</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	339	113	200.00%	54	57	-5.26%	2,205	2,343	-5.89%
Anderson	116	236	-50.85%	0	0	0.00%	632	536	17.91%
Bethany	0	16	-100.00%	29	35	-17.14%	253	204	24.02%
Eiseley	104	361	-71.19%	8	0	0.00%	1,220	832	46.63%
Gere	580	645	-10.08%	0	11	-100.00%	1,257	1,150	9.30%
South	100	148	-32.43%	6	0	0.00%	396	395	0.25%
Walt	231	132	75.00%	102	22	363.64%	890	862	3.25%
Williams	83	133	-37.59%	6	0	0.00%	142	24	491.67%
Lied Bookmobile	20	124	-83.87%	41	336	-87.80%	0	0	0.00%
<b>TOTAL</b>	<b>1,573</b>	<b>1,908</b>	<b>-17.56%</b>	<b>246</b>	<b>461</b>	<b>-46.64%</b>	<b>6,995</b>	<b>6,346</b>	<b>10.23%</b>

**Lincoln City Libraries  
December 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	54,761	51,664	5.99%	41,771	41,064	1.72%	9,392	9,753	-3.70%	3,102	3,032	2.31%	109,026	105,513	3.33%
Anderson Branch	45,587	44,126	3.31%	21,135	19,242	9.84%	2,971	2,820	5.35%	3,415	3,722	-8.25%	73,108	69,910	4.57%
Bethany Branch	29,010	32,053	-9.49%	11,176	11,412	-2.07%	954	925	3.14%	1,072	1,151	-6.86%	42,212	45,541	-7.31%
Eiseley Branch	89,213	90,793	-1.74%	34,703	31,889	8.82%	4,625	4,142	11.66%	6,789	7,212	-5.87%	135,330	134,036	0.97%
Gere Branch	228,675	240,871	-5.06%	70,296	66,085	6.37%	3,752	4,961	-24.37%	4,064	4,661	-12.81%	306,787	316,578	-3.09%
South Branch	36,982	36,092	2.47%	13,997	13,120	6.68%	1,728	1,766	-2.15%	838	990	-15.35%	53,545	51,968	3.03%
Walt Branch	152,902	151,815	0.72%	46,890	43,914	6.78%	3,783	3,722	1.64%	3,418	2,697	26.73%	206,993	202,148	2.40%
Williams Branch	4,059	2,969	36.71%	4,288	2,461	74.24%	355	182	95.05%	230	191	20.42%	8,932	5,803	53.92%
Lied Bookmobile	5,709	7,239	-21.14%	1,182	1,802	-34.41%	0	0	0.00%	720	1,479	-51.32%	7,611	10,520	-27.65%
InterLibrary Loan	616	708	-12.99%	0	0	0.00%	0	0	0.00%	0	0	0.00%	616	708	-12.99%
<b>SUBTOTAL</b>	<b>647,514</b>	<b>658,330</b>	<b>-1.64%</b>	<b>245,438</b>	<b>230,989</b>	<b>6.26%</b>	<b>27,560</b>	<b>28,271</b>	<b>-2.51%</b>	<b>23,648</b>	<b>25,135</b>	<b>-5.92%</b>	<b>944,160</b>	<b>942,725</b>	<b>0.15%</b>
DownloadStream Audio	161,224	136,244	18.33%	0	0	0.00%	0	0	0.00%	0	0	0.00%	161,224	136,244	18.33%
Download/Stream eBooks	123,165	106,981	15.13%	0	0	0.00%	0	0	0.00%	0	0	0.00%	123,165	106,981	15.13%
Stream Video	3,375	3,443	-1.98%	0	0	0.00%	0	0	0.00%	0	0	0.00%	3,375	3,443	-1.98%
<b>Download SUBTOTAL</b>	<b>287,764</b>	<b>246,668</b>	<b>16.66%</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>287,764</b>	<b>246,668</b>	<b>16.66%</b>
<b>TOTAL LOANS</b>	<b>935,278</b>	<b>904,998</b>	<b>3.35%</b>	<b>245,438</b>	<b>230,989</b>	<b>6.26%</b>	<b>27,560</b>	<b>28,271</b>	<b>-2.51%</b>	<b>23,648</b>	<b>25,135</b>	<b>-5.92%</b>	<b>1,231,924</b>	<b>1,189,393</b>	<b>3.58%</b>

	FY 23-24 YTD	FY 22-23 YTD	YTD Change
Online Registrations	170	0	0.00%
Overall Registrations	3774	3433	9.93%

WiFi Sessions	484,813	500,343	-3.10%
WiFi Users	39,014	46,535	-16.16%
Website Users	266,067	235,556	12.95%
Website Sessions	351,529	456,500	-22.99%
Database Use	32,279	50,888	-36.57%

# LINCOLN CITY LIBRARIES

## Monthly Categorical Report

December 31, 2023

	Budget Amount	Budgeted Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended
<b>Administration-Div. 1</b>					
Personnel	\$ 884,268.00	\$ 294,756.00	\$ 318,752.71	\$ 565,515.29	\$ 69,174.52
Supplies	33,000.00	11,000.00	9,283.42	23,716.58	892.34
Services & Charges	93,474.00	31,158.00	63,582.74	29,891.26	10,053.56
Other	-	-	-	-	-
<b>Total</b>	<b>\$ 1,010,742.00</b>	<b>\$ 336,914.00</b>	<b>\$ 391,618.87</b>	<b>\$ 619,123.13</b>	<b>\$ 80,120.42</b>
<b>Percent Expended</b>		<b>33.33%</b>	<b>38.75%</b>		
<b>Buildings &amp; Grounds-Div. 2</b>					
Personnel	\$ 125,474.00	\$ 41,824.67	\$ 42,421.37	\$ 83,052.63	\$ 9,712.28
Supplies	25,000.00	8,333.33	8,218.59	16,781.41	-
Services & Charges	1,026,920.00	342,306.67	423,879.51	603,040.49	99,181.48
Other	90,900.00	30,300.00	-	90,900.00	-
<b>Total</b>	<b>\$ 1,268,294.00</b>	<b>\$ 422,764.67</b>	<b>\$ 474,519.47</b>	<b>\$ 793,774.53</b>	<b>\$ 108,893.76</b>
<b>Percent Expended</b>		<b>33.33%</b>	<b>37.41%</b>		
<b>Public Service-Div. 3</b>					
Personnel	\$ 5,847,868.00	\$ 1,949,289.33	\$ 1,862,326.42	\$ 3,985,541.58	\$ 415,704.96
Supplies	65,500.00	21,833.33	9,940.68	55,559.32	661.85
Services & Charges	46,750.00	15,583.33	13,074.81	33,675.19	1,817.29
Other	-	-	-	-	-
<b>Total</b>	<b>\$ 5,960,118.00</b>	<b>\$ 1,986,706.00</b>	<b>\$ 1,885,341.91</b>	<b>\$ 4,074,776.09</b>	<b>\$ 418,184.10</b>
<b>Percent Expended</b>		<b>33.33%</b>	<b>31.63%</b>		
<b>Support Services-Div. 4</b>					
Personnel	\$ 1,222,052.00	\$ 407,350.67	\$ 420,703.29	\$ 801,348.71	\$ 88,333.78
Supplies	63,500.00	21,166.67	21,249.99	42,250.01	1,560.60
Services & Charges	474,019.00	158,006.33	193,479.26	280,539.74	15,191.18
Other	955,000.00	318,333.33	525,435.85	429,564.15	97,595.22
<b>Total</b>	<b>\$ 2,714,571.00</b>	<b>\$ 904,857.00</b>	<b>\$ 1,160,868.39</b>	<b>\$ 1,553,702.61</b>	<b>\$ 202,680.78</b>
<b>Percent Expended</b>		<b>33.33%</b>	<b>42.76%</b>		
<b>Total Library Operational</b>					
Personnel	\$ 8,079,662.00	\$ 2,693,220.67	\$ 2,644,203.79	\$ 5,435,458.21	\$ 582,925.54
Supplies	187,000.00	62,333.33	48,692.68	138,307.32	3,114.79
Services & Charges	1,641,163.00	547,054.33	694,016.32	947,146.68	126,243.51
Other	1,045,900.00	348,633.33	525,435.85	520,464.15	97,595.22
<b>Total</b>	<b>\$ 10,953,725.00</b>	<b>\$ 3,651,241.67</b>	<b>\$ 3,912,348.64</b>	<b>\$ 7,041,376.36</b>	<b>\$ 809,879.06</b>
<b>Percent Expended</b>		<b>33.33%</b>	<b>35.72%</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 2022-23 Reappropriated	\$ 898,514.20		\$ 230,384.28	\$ 668,129.92	\$ 138,007.33



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

	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expended</b>	<b>Ending Balance</b>
<b><u>GRANT FUNDS</u></b>				
Net Lender Fund	\$ 391.80	\$ -	\$ -	\$ 391.80
NLC NE eReads Grant 2023	47,242.00	-	-	47,242.00
NLC Youth Grant 2023	789.35	-	-	789.35
State Aid 2022	18,124.09	-	-	18,124.09
State Aid 2023	52,321.00	-	-	52,321.00

**DONATED FUNDS**

Heritage Room	\$ 123,314.95	\$ 514.16	\$ 2,328.86	\$ 121,500.25
Polley Music Library	331,286.15	1,053.42	8,618.41	323,721.16
Joseph J. Hompes	114,519.37	454.72	-	114,974.09
Misc. Library Donations	625,979.97	8,632.85	19,803.00	614,809.82
Alice Nielsen	82,186.62	333.89	-	82,520.51
Dorothy Holland	118,221.58	480.28	-	118,701.86
Glennis Leapley	62,884.99	255.47	-	63,140.46
Lincoln Cares	25,156.12	473.13	-	25,629.25

**APPROPRIATED FUNDS**

	<b>Budget</b>	<b>Expended</b>		<b>Balance</b>
		<b>Dec 2023</b>	<b>Exp-to-Date</b>	
Heritage Room FY 2023-24	\$ 41,073.00	\$ 2,328.86	\$ 10,770.99	\$ 30,302.01
Polley Music Library FY 2023-24	99,169.00	8,618.41	38,912.42	60,256.58
Keno FY 2022-23	157,648.00	10,876.16	23,251.23	134,396.77
Keno FY 2023-24	1,010,930.00	38,297.89	43,451.56	967,478.44
<b>Capital Improvement Projects</b>				
FY 2020-21 Williams	945,455.34	-	928,401.64	17,053.70
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 2023-24 Bennett Martin Carpet	75,000.00	-	-	75,000.00

**AGREEMENT REGARDING COOPERATIVE EVENTS BETWEEN  
CITY OF LINCOLN AND LINCOLN PUBLIC SCHOOLS**

This Agreement (Agreement) is made and entered into by and between LANCASTER COUNTY SCHOOL DISTRICT 001, a political subdivision, commonly known as Lincoln Public Schools (LPS), and CITY OF LINCOLN, NEBRASKA, a municipal corporation, on behalf of the Lincoln City Libraries (City).

WHEREAS, Lancaster County School District 001 is a political subdivision and a Class IV school district that provides educational and extracurricular activities for school age children in the City of Lincoln.

WHEREAS, Lincoln City Libraries is a department of the City of Lincoln that provides and maintains quality libraries the enrichment for all people in the City of Lincoln, in accordance with Chapters 2.25 and 4.20 of the Lincoln Municipal Code and the City Charter.

WHEREAS, City, through Lincoln City Libraries, is the owner of, and operates eight (8) libraries, and Lincoln City Libraries periodically provides events, presentations, and programs that benefit Lincoln Public Schools and their student population.

WHEREAS, LPS is the owner of and operates high school, middle school and elementary school buildings, parking lots and other facilities and use spaces throughout Lincoln, Lancaster County, Nebraska, and LPS periodically provides events, presentations, and programs that benefit Lincoln City Libraries and their customers.

WHEREAS, LPS and City have a lengthy history of partnering for mutual benefit of their populations throughout the school year.

WHEREAS, the parties are desirous of entering into an agreement and therefore set forth in this Agreement the mutual responsibilities and understandings of the parties.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is agreed by the parties hereto as follows:

1. Purpose. The purpose of this Agreement is to create a one (1) year cooperative undertaking between LPS and City for events, presentations, and programs, beginning August 1, 2023, and covering that respective 2023-2024 school year, unless mutually terminated by the parties. Generally, no compensation or exchange of funds shall be required to facilitate this cooperative endeavor between LPS and City.
2. Responsibilities. The parties, through their Program Administrators, agree to cooperate to plan events, presentations, and programs throughout the school year to benefit their respective populations. The parties also agree to cooperate in use of each of their respective facilities for events, presentations, and programs for the improvement of students and library customers. The parties agree to conduct all activities contemplated herein in a lawful manner and comply with any applicable statutes, municipal ordinances, rules, and regulations.

3. Indemnification. Only to the extent permitted by law, each party (Indemnifying Party) shall indemnify, defend and hold harmless the other party (Indemnified Party), its officers, agents and employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of this Agreement, that results in any claim for damage whatsoever, including without limitation, any bodily injury, sickness and disease including COVID-19 or novel coronavirus. death, or any injury to or destruction of tangible or intangible property, including any loss of use resulting therefrom, to the extent caused by the intentional or negligent acts or omissions of Indemnifying Party, or anyone for whose acts any of them may be liable. The parties do not waive their governmental immunity by entering into this Agreement and fully retains all immunities and defenses provided by law. This section survives any termination of this Agreement. These obligations of the parties remain continuous and uninterrupted for the entire term of the Agreement.

4. Program Administrators. Except as otherwise provided herein, the usage cooperative undertaking for the Facilities shall be administered by a program administrator from LPS and a program administrator from City (the Program Administrator(s)). City designates the Director of the Lincoln City Libraries of the City of Lincoln as its Program Administrator, and LPS designates the \_\_\_\_\_ as its Program Administrator. The Program Administrators shall be directly responsible for making decisions, administering, and managing this cooperative undertaking. The Program Administrator may be changed from time to time by any party appointing a successor Program Administrator upon no less than seven (7) days advance written notice to the other party.

5. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties hereto, and their respective heirs, devisees, personal representatives, successors, and assigns.

6. Amendments. This Agreement may only be amended or modified in writing signed by all parties to this Agreement.

7. Further Assurances. Each party will use its best and reasonable efforts to successfully carry out and complete each task, covenant, and obligation as stated herein. Each of the parties shall cooperate in good faith with the other and shall do any and all acts and execute, acknowledge, and deliver any and all documents so requested in order to satisfy the conditions set forth herein and carry out the intent and purposes of this Agreement.

8. Execution in Counterparts. This Agreement may be executed on two or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

9. Governing Law. This Agreement shall be governed by the laws of the State of Nebraska. The invalidity of any portion of this Agreement shall not invalidate the remaining provisions.

10. Entire Agreement, Interpretations, Severability. This Agreement contains the entire agreement of the parties, and all prior or contemporaneous agreements, understandings, representations, warranties and statements, oral or written, are merged herein. Any uncertainty or ambiguity existing herein shall not be interpreted against any party because such party prepared any portion of this Agreement, but shall be interpreted according to the application of rules and interpretation of contracts generally. Each section of this Agreement is hereby declared to be independent of every other section so far as inducement for the acceptance of this Agreement and

invalidity of any section shall not invalidate any other section thereof.

11. Relationship of Parties. None of the provisions contained in this Agreement nor any acts of any party shall be deemed or construed by either party, or by any third person to create the relationship of partnership or of shared venture or of any association between the parties, other than contractual relationships stated in this Agreement. The parties agree that each of them is acting on its own behalf and not as an employee, joint venturer or partner of the other. Each party is interested only in the results obtained from this Agreement, and each party shall be in exclusive charge and control of its own performance according to its own means and methods.

12. Assignment. This Agreement may not be assigned by either party without the other party's consent. Any such assignment shall not terminate the liability of the assignor to perform, unless a specific release in writing is given and signed by the other party to this Agreement.

IN WITNESS WHEREOF, each of the parties hereto have executed and delivered this document by its duly authorized officer the date hereinafter shown.

**LANCASTER COUNTY SCHOOL DISTRICT 001**

BY: \_\_\_\_\_  
Authorized Official Date

**CITY OF LINCOLN, NEBRASKA, on behalf of  
LINCOLN CITY LIBRARIES**

BY: \_\_\_\_\_  
Authorized Official Date