

MEETING NOTICE

DATE: August 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, August 20, 2024
Gere Branch Library
2400 S. 56th St.
Lincoln, NE 68506

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 July 16, 2024, Meeting Minutes*
5. Standing Committee Reports
 - a. Committee on Administration
 - b. Committee on Buildings and Grounds
 - c. Committee on Finance
 - i. Approval of Monthly Recap of Expenditures for July 2024*
 - ii. Update on Year-end Projections and Media Spending
 - d. Committee on Nominations
 - i. Approval of Slate of Library Board Officers*
6. Special Committee Reports
 - a. Foundation for Lincoln City Libraries Executive Director Report
7. New Business
 - a. Approval of a Revision to "Minors in the Library" Policy*
 - b. Approval of a Revision to "Library Rules" Policy*
 - c. Approval of Hompes Revenue Allocation*
 - d. Approval of Allocation of Book Sales Funds*
 - e. Approval of Foundation Allocation*
 - f. Approval of State Aid*
 - g. Approval of Resolution in Honor of Rhonda Seacrest's Service*
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, JULY 16, 2024, 8:00 a.m.
BENNETT MARTIN PUBLIC LIBRARY
LINCOLN, NEBRASKA

BOARD MEMBERS PRESENT

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

CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS ACT

President 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. Shaw so moved. Gerteisen seconded. There was no discussion. **ROLL CALL VOTE:** Gerteisen, Hale, Beutler, Ostrowicki, Seacrest, Shaw, Sloan – AYE. Motion carried 7-0.

PUBLIC COMMENT ON AGENDA ITEMS

No Public Comment.

APPROVAL OF JUNE 18, 2024 MEETING MINUTES

Sloan noted that the June meeting minutes had been distributed and asked for a motion to approve. Beutler so moved. Gerteisen seconded. There was no discussion. **ROLL CALL VOTE:** Hale, Beutler, Ostrowicki, Seacrest, Shaw, Sloan, Gerteisen – AYE. Motion carried 7-0.

STANDING COMMITTEE REPORTS

Committee on Administration

No report

Committee on Buildings and Grounds

Wieber reported that the committee met and reviewed various projects, including elevator replacement and access controls at Bennett Martin, new signage at Anderson, and the mural being planned for South branch. He reported the possibility of new carpet for Bennett Martin’s fourth floor was discussed, he will continue to explore that plan with stakeholders and the City.

Committee on Finance

Approval of Monthly Recap of Expenditures for

Treasurer Ostrowicki shared that expenditures from the Operational budget were \$749,449.05, from the Heritage Room fund were \$3,050.77 and from the Polley Music Library fund were \$8,961.78, totaling \$761,461.60. Expenditures from other funds included \$15,776.07 in grants, \$119,022.72 from Keno funds and \$2,019.68 in miscellaneous library donations, totaling \$136,818.47 for Total Expenditures of \$898,280.07. Ostrowicki moved approval of the report. Hale seconded. There was no discussion. **ROLL CALL VOTE:** Beutler, Ostrowicki, Seacrest, Shaw, Sloan, Gerteisen, Hale – AYE. Motion carried 7-0. Wieber noted the Committee on Finance had met and reviewed the year end line item adjustments and budget projections.

SPECIAL COMMITTEE REPORTS

Foundation Executive Director Report

Gail reported that the Foundation Board is meeting two days hence, and checks to the library will be approved at that time. Memberships have brought in \$800 more this year so far than last, David Smith's \$5,000 gift has been designated to the One Book One Lincoln (OBOL) program, the Memorial Day OBOL announcement party at the Mill brought in \$2,000, and Give to Lincoln donations will provide the library with \$31,414.31 for children's programs and services. Additionally, donor directed moneys will provide \$778 to the book sale, memberships brought in \$4,300, a \$5,000 gift was given for a retired librarian's endowment, and the Heritage Room endowment fund was gifted \$800. A \$9,500 grant for purchasing foreign language materials for youth was written and received. A \$240 gift for Begin with Books was received. Anderson's pop-up book sale netted \$1,700, Walt's netted \$2,500. Book Nook sales and Book Nook Blast sales plus sales to Thriftbooks have brought in approximately \$25,000 so far this year. The next Book Nook Blast sale is August 24 at Eiseley. The final sale for 2024 will be in October at Gere. Spelling Bee plans are in the works for late October.

NEW BUSINESS

Director Wieber introduced Jodene Glaesemann as the new Assistant Director – she officially starts this week. Glaesemann shared how excited she is to get started moving LCL forward.

Year-end Budget Projection – Wieber shared that this annual review examines where the library stands with the existing budget and an analysis of any changes or adjustments to be made. Accountant Allison Larson reported on the review. Considerations included staff vacancies, multiple retirements of long-term staff, deferred maintenance, branch improvements, finding ways to increase funds for increasingly popular electronic media, and carryover funds. Ostrowicki motioned approval of the adjustments. Hale seconded. There was no further discussion. **ROLL CALL VOTE:** Ostrowicki, Seacrest, Shaw, Sloan, Gerteisen, Hale, Beutler – AYE. Motion carried 7-0.

Policy Revision: Use of Common Areas – The addition of Ballot Boxes at Gere, Walt, Eiseley and Anderson, and the newly revised statues governing permissible activities in the immediate vicinity of ballot boxes and polling places, require a change to the Library's "Use of Common Areas in and around Library Facilities" policy. Libraries worked with the Law Department to ensure that the Policy reflects the Law, and is as easily comprehensible as possible for staff and patrons. Petitioners are common at library locations, and it's been challenging for staff and customers to properly follow the new law.

Changes are specifically:

II. ON ELECTION DAY. The following activities are prohibited on election day:

- A. Electioneering, dissemination of information or materials advertising or advocating for or against any ballot measure, and petition signature gathering within two hundred feet (200') of library buildings used as polling places and set up for voters to cast ballots. The exceptions below do not apply.
- B. Petition signature gathering within two hundred feet (200') of secure ballot drop-boxes. The exceptions below do not apply.

Wieber noted, signature gathering will still be permitted on library property on non-election days, which is laid out clearly in the accompanying "Signature Gathering for Petitions" document.

City Senior Attorney, Jocelyn Golden noted, the language was taken directly from [Nebraska LB 32-1524](#). She said, the City Law Department worked directly with the Lancaster County Election Commissioner and the Lancaster County Attorney to ensure compliance.

Wieber noted, it's been a big ask for staff to understand the changes and be the first line of communication with petitioners to make sure everyone follows the law. Conversations will continue to answer any questions and make certain staff understand what to do. Brief discussion followed. Sloan asked for a motion to approve the policy change. Hale so moved. Seacrest seconded. There was no further discussion. **ROLL CALL VOTE:** Seacrest, Shaw, Sloan, Gerteisen, Hale, Beutler, Ostrowicki – AYE. Motion carried 7-0.

PRESIDENT'S REPORT

Sloan welcomed Jodene Glaesemann to her new position and recognized Rhonda Seacrest's good work on the board, as next month is her last meeting.

ASSISTANT LIBRARY DIRECTOR'S REPORT

Assistant Director Glaesemann gave a staffing update. She announced Wyatt Packard's move from Gere to Librarian at Bennett Martin, and that another 20-hour staff person is moving to 40. Second round interviews for the YS Coordinator position are upcoming and there are currently seven other vacancies in the system. She reported that over 15,000 people have signed up for the Summer Reading Challenge and then shared her experiences from the American Library Association Conference in San Diego.

LIBRARY DIRECTOR'S REPORT

Director Wieber introduced Eiseley Manager, Lisa Olivigni to speak about the annual summer intern program. Olivigni shared the interns have had training at Bennett Martin, visiting with Administrative staff, Heritage Room Curator, Coordinators and Support Services staff. They've also been busy at branches involved in customer service and program assistance. This year they launched a new program where each intern creates video content of their experiences that once complete, will be shared on the youth page of the website. Interns introduced themselves and brief discussion followed. Olivigni noted the intern program is made possible by a grant from the Nebraska Library Commission.

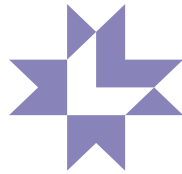
Wieber updated the Board on projects including the new calendaring software (LocalHop) that is being implemented which will allow patrons to sign up for community rooms and meeting rooms online. He reported that the City Council approved the 5-year contract with SirsiDynix and next week the choice for the next Board member, Terri Dunlap, is scheduled to seek approval. He shared that while circulation statistics appear flat, the reality is print circulation is down and digital circulation is up, a common trend in libraries. The exception is the new Williams branch, where print circulation is much higher. Visits, program attendance and room usage numbers are all up, showing that customers are increasingly using Lincoln City Libraries in many ways. Hale reported her great experience at a library storytime, and Wieber shared his participation in a *Splish Splash Storytime* at one of the local pools.

Wieber addressed the topic of Ballot Box video surveillance. While it was reported in the *Lincoln Journal Star* that the Election Commissioner added funds to their budget for placement, cameras are not included in the current agreement with libraries and discussion is underway with the Law Department and City/County Information Services to determine next steps. It's a bigger conversation than just the Library. Law Department is researching precedent. Any changes would have to be approved by all parties first. Discussion followed, touching on location of cameras and access to footage.

PUBLIC COMMENT

There was no public comment.

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



LINCOLN

City Libraries

Memo to the Library Board

August 2024

Please note: this month's Board meeting is at **Gere Branch Library, at 6pm.**

FISCAL YEAR 2022-2023 BUDGET: The actual percent of budget expended year to date is 89.92%, compared to the budgeted 91.67%. Annual adjusted expenditures to date are 89.38%.

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. Treasurer Jackie Ostrowicki will bring forward a motion to approve.

Accountant Ali Larson will also present a brief update on year-end projections and a review of media spending YTD, budgeted vs actual.

Committee on Nominations

Slate of Library Board Officers for 2023-2024 – Action Item

The nominating committee (Dan Sloan, Joe Shaw, Lisa Hale) will present the slate of officers for the 2024-2025 Fiscal Year. FORTHCOMING

SPECIAL COMMITTEE REPORTS

Foundation Executive Director Report: Gail McNair

NEW BUSINESS*Approval of a Revision to the “Library Rules” Policy*

The only recommended change to the policy is to raise the minimum age of children left unattended in the library from 6 years old to 8 years old. The issue was raised by branch managers recently and discussed at a monthly meeting, where the recommendation to increase the age was agreed upon. This change is similar to age requirements at many public libraries.

Approval of a Revision to the “Minors in the Library” Policy

Language surrounding minimum age of children left unattended in the library is also found within this policy and a change is needed here as well.

Approval of Hompes Revenue Allocation—Action Item

I will seek a motion to approve allocation of \$30,000 of funds that result from income from the Hompes Fund, which is a bequest held in trust by the City of Lincoln, restricted for purchase of adult library materials. This money will provide collections support primarily for the Heritage Room and for general materials for adults.

Approval of Allocation of Book Sale Funds—Action Item

These funds represent proceeds from Book Nook and Thrift Book sales totaling \$27,060.28. I will seek a motion to approve designating the full amount to be used for purchase of library materials for customer use.

Allocation of Foundation Distribution—Action Item

The Foundation for Lincoln City Libraries has forwarded to the library annual unrestricted funds in the amount of \$54,088.96. I will seek a motion to approve the following distribution of those funds, \$10,000 for membership in The Urban Libraries Council, \$20,000 for misc. staff furnishing needs, and the remainder, \$24,088.96, for programming and miscellaneous support (outreach events, youth special events and school nights, strategic planning, as examples).

Approval of State Aid Allocation—Action Item

Lincoln City Libraries will receive \$52,993.00 in State Aid to Libraries through the Nebraska Library Commission. I will seek a motion to approve designating \$22,993.00 for purchase of library materials, \$15,000 to technology purchases, and \$15,000 to staff attendance at a conferences.

Approval of Resolution in Honor of Rhonda Seacrest's Service – Action Item

Rhonda has served on the Library Board since 2017, and we will miss her leadership, forthrightness, and wisdom. She has always recognized the important role that a library provides in adding value to community, and more importantly she has understood the importance of her own role as a trustee by demonstrating advocacy, good stewardship, and the determination to protect the rights of library users and to ensure all residents of Lincoln and Lancaster have access to books and the right to read. We will miss her, but we also know she will continue to be a champion for all things Lincoln City Libraries!

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

I'll address items from my written report.

CONTRACTS FILED

<u>Business Name</u>	<u>Description</u>	<u>Date Received</u>
LUX Center for the Arts, and Country Club Neighborhood Assoc, Nebraska nonprofit corporations	Collaboration between Lincoln City Libraries, LUX Center for the Arts, a Nebraska nonprofit corporation, and Country Club Neighborhood Association, Inc. a Nebraska nonprofit corporation, to install a mural on the west-facing wall of South Branch Library at the corner of 27th and South Streets, Lincoln, NE.	7/31/2024
Lincoln's Symphony Orchestra	Amendment of Agreement between City of Lincoln and Lincoln's Symphony Orchestra to revise paragraph 2 as to additional storytimes, which Agreement was approved by Directorial Order No. 31844 dated March 18, 2024 at no cost.	7/29/2024
Larksong Writers Place	To provide 3-5 readers to participate in a performance poetry program at Eiseley branch library on August 22, 2024 at a cost not to exceed \$150.00.	7/18/2024
Lerch Bates Inc.	For modernization consulting services for traction elevator at Bennett Martin downtown library at a cost of no more than \$31,500.	7/1/2024



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

MEMORANDUM

TO: Library Board

FROM: Ali Larson, LCL Business Office

RECAP OF EXPENDITURES - JULY 2024

Library Operational Budget - FY 2023-24	\$ 772,648.98	
Library Enc/Reapp - From FY 2022-23	-	
Heritage Room Fund - FY 2023-24	2,629.96	
Polley Music Library - FY 2023-24	8,809.86	
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Total Operational Expenditures	-	\$ 784,088.80
Grants	\$ 10,836.50	
Hompes Fund	-	
Keno	157,061.19	
Miscellaneous Library Donations Funds	18,964.11	
Capital Improvements	-	
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Total Expenditures - Other Funds		186,861.80
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TOTAL EXPENDITURES		\$ 970,950.60
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LINCOLN

City Libraries

Director's Report for July 2024

Begin with Books is a program where the Library uses donations and grant funds to supply cultural centers and medical facilities with free, 0-5 age-based books for distribution to families. Last month, we supplied Blue Stem Health with 48 boxes (about 1,000 books) and the Indian Center with 400 books to promote early literacy and encourage library use.

LCL will begin producing a bimonthly newsletter (name TBD!) that expands upon the quarterly "Library Lineup" by highlighting programs and services and gives residents a flavor of the depth and breadth of what our staff and library offer the community in terms of value, lifelong learning and positive impact. The first issue will be available by late August and we're confident this will become a great way for people to know what's happening and why libraries are important for great communities.

Along with Andy Peterson of the Lux Center for the Arts, I met recently with the City of Lincoln Historic Preservation Commission to review the South Branch Mural Project. We provided a general overview of the application process and timing for mural installation, and Andy gave details on the nature of the painting and removal method, assuring that the brick surface would not be damaged.

Another Summer Reading Challenge has come and gone, and we have so many library staff to be grateful for their planning, creativity, sweat!, and happiness shown to participants of all ages. This was a year of transition as several positions were being filled along the way, but we're grateful for staff across the system stepping up and pitching in to ensure families experienced the joy of reading during summer break. Newly promoted Ali Bousquet (Youth Services-Outreach Coordinator) will be holding a post-SRC "retreat" with staff involved in summer planning to assess, evaluate and begin adjusting and planning for next year. The SRC wrap-up report will be reported at the September Board meeting.

Recent speaking engagements include talks to several Kiwanis clubs and a very engaged audience at The Landing senior living. At these talks I cover the basics about the library—from funding, staffing, and technology to programs, new initiatives and future library plans. Nearly always, a majority of the attendees currently or have used the Libraries, and they all have their favorite neighborhood branch. These visits are great ways to hear ideas, and explain where libraries are, and where we're headed.

Many staff at LCL perform regular outreach by visiting schools, daycares, cultural centers. I want to call out a couple employees who take regularly demonstrate their passion and

lover for libraries with others. Kim Jorgensen (BMPL) has for years visited Morrill Hall to deliver story times and fun activities for kids and families, and Scott Clark—also at BMPL—recently took a library program outside our walls for part 2 of his Lincoln Cinema History Tour, a walkabout downtown with patrons. It's efforts like these that patrons notice and helps establish a recognition that Lincoln City Libraries goes above and beyond for service and value!

Vision: LCL: Literacy, Community, and Lifelong learning

Mission: Lincoln City Libraries provides access to information, ideas, books and lifelong learning opportunities that inform, enrich and empower every individual in our diverse community.

Priorities:

1. Maximizing Access
2. Communicating our Offerings
3. Strengthening our Potential
4. Growing our Support

Examples of the Library's Vision and Mission in our daily work:

- Maddie O. (Eiseley-Williams) shared this patron encounter: I was checking out to a patron when she told me that this was the first summer that she was retired and that her grandson was staying with her from out of town. She said that she was so appreciative of the library and of all the amazing summer programs that we had to offer and the tickets that we had given out for the summer reading program. She told me that they had come to the library multiple times a week just to make sure that they didn't miss an event and browse through all of the books and DVDs. She ended the conversation by saying that it was a very special summer that she got to spend with her grandson and thanked the library for our hard work and dedication.
- Splish Splash Storytimes in the northeast part of Lincoln proved very popular. On 7/19/2024, Karrie S. presented a storytime at the University Place Aquatic Center to a whopping 60 attendees.
- Walker D. (BMPL) shared: "A patron came in looking for the sheet music for the song "Send in the Clowns" to use in an upcoming audition. We did not have a book of music for that particular show, so I began flipping through the tables of contents for books that were collections of Broadway hits. After some time, I was able to locate the song that she was looking for. The patron was overjoyed and thanked me profusely."
- Caralyn K. at Bennett Martin said she "helped a patron find the death date of a neighbor that she couldn't remember and we were able to find other information

about him and about his wife. She didn't know that she could use Ancestry for free here in the library."

- Ronda H. (Gere-South) had a woman come in and ask for some help finding the Chilton repair books. Ronda showed her how to access them online in the library and also from home. Ronda said she was thrilled to learn that she could access the Chilton database at home.
- The Music exploration events for little ones with Music Studio LNK this month were very popular! We had over 50 attendees on the morning of July 10, and 35 attendees on July 24th. This has been a very successful partnership with the Lincoln Arts Council, and we'll have one more of these events in August.
- There were 4 weekends for Polley radio programs in June, which featured a book about composer/conductor Pierre Boulez and his early surrealist influences, a book about the notebooks of saxophonist Sonny Rollins (an excellent companion to the "Saxophone Colossus" book published last year), and two shows about John Coltrane books, one focusing on his career and long-term influence, and the other a collection of almost every interview he gave during his all-too-short career.
- Meagan M. (Walt) assisted an NDCS employee with registering for a library card. She mentioned she was doing so in order to provide movies for the inmates she works with. After signing up for the card, Meagan assisted her with navigating the catalog and placing holds through her account. She was excited to be able to access the catalog from work to make the requests and happy about being able to provide entertainment for those she works with.
- Ali B.'s Around Town Storytimes saw the following activity last month: Museum of American Speed had 160 attendees for story time; International Quilt Museum saw 138 attendees. In addition, Stroller Stories on 7/10 and 7/24 brought in 30 attendees.
- Ali said: A Mom and young child, who are regular Stroller Stories attendees, had a family member visiting town who attended the event alongside them. She was a super engaged attendee, singing and rhyming along with us. The family member said to me, after the event, "This was so much fun! I wish I had something like this when I was a new mom".
- Anthony V. (BMPL) stated that he's helped a number of people get set up and going to get their food handlers permit for employment, and Walker D. added "I registered a new patron for a limited use library card. The patron had just arrived in Lincoln from Long Island, NY, and needed his library card so that he could access the computers in the lab for the purpose of utilizing them to aid in his search for employment. After registering the patron, I directed him upstairs to the lab and he expressed relief and excitement at being able to get started on his job hunt."

- Diane V. (Gere-South) shared this interaction: "A customer came in to Gere work on signing up for Medicare. She needed to scan and send info to her former employer and wasn't sure how to go about it. She got on computer and I walked her through scanning and attaching to email and she said 'That's it? I was expecting so many more steps, thank you!'"
- LeeAnn Sergeant was helping a gentleman find a copy of the Oxford Picture Dictionary. I took him upstairs to the language collection to show him what we had. He was so delighted and surprised to see we had books in Arabic. He asked how much for the dictionary, so I explained that they can't be purchased here and how a library card works. He told me a few times it was his first time at the library. I took him to the 2nd floor desk and asked Cindy if she could assist getting his card set up for him so I could return to the 1st floor desk. Cindy explained everything to him again in doing so. On the way out, he stopped by the desk and thanked me again. As he was leaving, he told our security guard that it was his first visit to the library. It was so great to see his excitement!
- July 3 – Lincoln Public Schools generously allowed us to use their parking lot for Heavy Equipment Day at Williams. Thirty-four patrons attended, including an area daycare. The parking lot at APCC is one-way traffic only and doesn't allow for space for programs like this. We were glad to use LPS parking lot. We had a majority of very young children attending, and each and everyone of them loved honking the horns on a variety of vehicles.
- July 8 – Wildlife encounter was popular at Eiseley with 68 patrons attending. It was even more popular at Williams on July 10. Eighty-six patrons attended this program at Williams.
- July also marked the close of our summer collaboration with Family Service's program at Hill Elementary and our special summer stop at the Southwood neighborhood clubhouse. Hill was a very successful stop, with between 30-40 kids each visit. This is our second year serving the program, at two different locations. Hopefully we will be able to continue it in the future, depending on their location. Southwood was also a good stop, with customers of all ages from the neighborhood. Southwood board staff was very helpful with providing a place to park and access to the clubhouse if we needed it.
- July 10 – Kara Goddard's Hobbit Field Day brought in 54 aspiring elves, dwarves and other interesting creatures.
- It's so fun to see the use of South Library spaces throughout the day by a diverse mix of customers sharing spaces that serve interests of all ages and needs. These photos were taken the afternoon of the 16th, and included an active chess game, newspaper readers, literacy tutor, children in youth area and on game computer.



- Leanne D. (Gere-South) shared this interaction: “A father and his two sons (ages 11 and 13) came into South Library to get library cards and the boys did not know their birthdays. They were from the Congo and that was not considered a vital piece of information. The sponsor who was with them remarked that in the US it’s important to know your birthday and the father called the mother to get the dates. I did some research and found an NPR article that indicated that many immigrants coming to the US never had birth certificates or left them behind when fleeing conflict. Determining real birth dates gets complicated – certain cultures simply do not celebrate birthdays or they may use completely different calendar systems.
- During June and July 2024, the Cotner Center Condominiums once again allowed Bethany Branch Library to hold its special summer events in their auditorium – at no cost to the library. Three library events were held at the Cotner Center, and the events were promoted to residents via the Cotner Center’s monthly newsletter. On 07/18/2024, Magician Jeff Quinn drew a crowd of 150 attendees to the Cotner Center Condominiums auditorium – TRIPLE the number of people that can legally occupy Bethany Branch Library. Many thanks to this wonderful community partner!
- The Tech Time Staff at Gere helped 9 patrons during an equivalent of 12 half-hour appointments. Of these, four needed assistance with digital library services, including Ancestry.
- Cally O. (Gere-South) provided a tour and spoke to a class of 20 graduate students in education from Doane University on the 9th. Cally provided information on services and useful databases for those attending and their students.
- Wyatt P. (BMPL) was speaking with a customer who is facing housing insecurity and asked him what resources would be most helpful to people in his shoes right now. The customer said the library does a great job helping with resources, and suggested what helps the most right now includes air conditioning to cool down, bottled water, beverages with electrolytes, access to bathrooms, food if folks feel like they might pass out, and Karaoke (the customer is a big fan of country music).

- Araya W. (Gere-South) shared: "A customer approached me at South and told me they were very grateful that they could charge their phone at the library and use the computers for free – they said they are between homes at the moment and it is nice to have a quiet, climate-controlled place to fill out job applications and check their email."
- A patron from out of state came to see the Heritage Room's Dorothy Thomas archives. This is the first time I've had a request to use that particular collection, so it was a hands-on opportunity to learn about it as I assisted the patron. His initial request was too broad; he wanted to see the manuscripts and the letters, which are about 13 boxes of materials. I provided him with a finding aid, which detailed the contents, and that enabled him to select one box at a time for researching.
- A customer at Bethany Branch Library commented "I just love your Book Nook. Almost every time I am here, I buy a couple of books for my grandsons. Then, when they come to my house, they always have new books to read. And sometimes, I put a couple into a large envelope, and I mail books to them. They're kids, and they love to get mail. Thank you for making this service available."
- While the Book Nooks may not provide a core service of Lincoln City Libraries, the Nooks are browsed and appreciated by many library customers. One afternoon at Bethany Branch Library, NESU Manager Kim S. noted, "A woman just walked into Bethany Branch and immediately turned to her right to begin browsing the Book Nook. She did that before looking at anything else in the building!"
- Members of the OverDrive Support Team assisted at least 76 patrons with OverDrive and Hoopla support requests in October.
- During a phone call with an 80-year-old patron, Deanne J. (Walt) told her about BYOB book club, and the patron asked about how the discussion usually goes. She said she was concerned about our political climate and about folks being able to have calm discussions about current issues. Deanne told her the group is small and skews towards fiction, but that they would certainly be respectful of differing views. Deanne also mentioned that sometimes they get off topic and sometimes they get silly. The patron laughed and as they ended the call she thanked Deanne and said she had started her day out "with hope".
- On July 15 at Anderson Branch Library, Kim S. overheard a 3rd-grade girl say to her mother, "Mom. I LOVE this library! They have a puppet show!"
- Family Fun Night at Gere on the 2nd was hosted by Ronda H. and Amanda T. had 97 people attend. Amanda shared: "It was cute to see families building their own

blanket forts. We had a group of kids that got really into it. They had all their snacks and a bunch of books all sprawled out under their tent. The teens did most of the clean up too!

- Jessica S. (Walt) developed a Babysitting Basics for Teens program with Extension Educator Hayley Jackson. It took place on July 17th with a good mix of male and female teen attendees, including young teens from the Malone Center Out-of-School Program and their staff. The kids were put into groups for brainstorming on a child developmental age assignment, worked with some role playing in dispelling temper-tantrums, each of them was tasked with changing a dirty diaper as well as dressing and undressing a life-like baby doll.
- Liz C. (Walt) led 7 Legacy residents in a discussion of *The Tattooist of Auschwitz* by Heather Morris. Three regulars were at appointments, but a new resident attended! The group had a great discussion about personal strength, struggling with morality in the face of extreme situations and the horrors we as people are capable of.

Ryan Wieber
August 16, 2024

**Lincoln City Libraries
July 2024 Use Report**

Location	Loans	Visits	Computer Reservations	Program & Outreach Attendance	July 2024	July 2023	Total Use	CHANGE
					Total Use	Total Use		
Bennett Martin Public Library	15,860	11,726	2,728	2,254	32,568	36,319	-10.33%	
Anderson Branch	14,589	6,716	916	762	22,983	23,531	-2.33%	
Bethany Branch	9,890	3,860	221	400	14,371	14,610	-1.64%	
Eiseley Branch	26,896	11,095	527	1,673	40,191	43,139	-6.83%	
Gere Branch	70,111	25,093	1,320	2,926	99,450	105,338	-5.59%	
South Branch	10,393	4,692	623	646	16,354	16,829	-2.82%	
Walt Branch	52,543	17,669	1,189	4,427	75,828	76,871	-1.36%	
Williams Branch	1,260	1,112	133	371	2,876	665	332.48%	
Lied Bookmobile	1,545	380	0	65	1,990	1,759	13.13%	
InterLibrary Loan	193	0	0	0	193	160	20.63%	
SUBTOTAL	203,280	82,343	7,657	13,524	306,804	319,221	-3.89%	
DownloadStream Audio	46,247	0	0	0	46,247	41,316	11.93%	
Download/Stream eBooks	32,534	0	0	0	32,534	33,670	-3.37%	
Stream Video	1,112	0	0	0	1,112	839	32.54%	
Download SUBTOTAL	79,893	0	0	0	79,893	75,825	5.36%	
TOTAL CIRCULATION	283,173	82,343	7,657	13,524	386,697	395,046	-2.11%	

WiFi Sessions	138,096	127,665	8.17%
WiFi Users	9,243	10,334	-10.56%
Website Users	95,829	100,062	-4.23%
Website Sessions	134,134	97,666	37.34%
Database Use	5,925	8,658	-31.57%

Holdings Report	PRINT		NON PRINT		Total	REGISTRATIONS	2024	2023	Change
	Adult	Youth	Adult	Youth		Purged			
Owned	367,415	323,900	80,274	33,543	805,132	Active			
Added	2,606	2,068	330	196	5,200	Resident	148,193	147,155	0.71%
Withdrawn	62	-2	-5	-3	52	ConnectED	50,667	45,373	11.67%
Current	370,083	325,966	80,599	33,736	810,384	County	8,995	9,119	-1.36%
						NonResident	960	941	2.02%
						Reciprocal	489	476	2.73%
						Limited Use	9,718	8,776	10.73%
						Total Active	219,022	211,840	3.39%

**July 2024 Use Compared to July 2023
Lincoln City Libraries**

Location	Print Checkouts		Print Loan	Non-Print Checkouts		Non-Print	Total Checkouts		Total Loan
	2024	2023	Change	2024	2023	Loan Change	2024	2023	Change
BMPL	13,019	14,491	-10.16%	2,841	3,226	-11.93%	15,860	17,717	-10.48%
Anderson	12,052	12,940	-6.86%	2,537	2,498	1.56%	14,589	15,438	-5.50%
Bethany	8,868	8,750	1.35%	1,022	1,238	-17.45%	9,890	9,988	-0.98%
Eiseley	23,943	25,724	-6.92%	2,953	4,164	-29.08%	26,896	29,888	-10.01%
Gere	61,444	66,640	-7.80%	8,667	9,553	-9.27%	70,111	76,193	-7.98%
South	9,083	9,840	-7.69%	1,310	1,655	-20.85%	10,393	11,495	-9.59%
Walt	46,243	50,160	-7.81%	6,300	6,645	-5.19%	52,543	56,805	-7.50%
Williams	1,130	354	219.21%	130	76	71.05%	1,260	430	193.02%
Lied Bookmobile	1,388	1,183	17.33%	157	126	24.60%	1,545	1,309	18.03%
InterLibrary Loan	193	160	20.63%	0	0	0.00%	193	160	20.63%
Subtotal Checkouts	177,363	190,242	-6.77%	25,917	29,181	-11.19%	203,280	219,423	-7.36%
Download/Stream Audio	0	0	0.00%	46,247	41,316	11.93%	46,247	41,316	11.93%
Download/Stream eBook	0	0	0.00%	32,534	33,670	-3.37%	32,534	33,670	-3.37%
Stream Video	0	0	0.00%	1,112	839	32.54%	1,112	839	32.54%
TOTAL CHECKOUTS	177,363	190,242	-6.77%	105,810	105,006	0.77%	283,173	295,248	-4.09%

Location	Youth Checkouts		Youth Loan	Adult Checkouts		Adult Loan	Visits	Visits	Visits
	2024	2023	Change	2024	2023	Change	2024	2023	Change
BMPL	6,639	7,629	-12.98%	9,221	10,088	-8.59%	11,726	11,974	-2.07%
Anderson	7,760	8,886	-12.67%	6,829	6,552	4.23%	6,716	6,696	0.30%
Bethany	6,357	6,388	-0.49%	3,533	3,600	-1.86%	3,860	4,012	-3.79%
Eiseley	18,730	20,886	-10.32%	8,166	9,002	-9.29%	11,095	10,798	2.75%
Gere	43,248	47,814	-9.55%	26,863	28,379	-5.34%	25,093	24,971	0.49%
South	6,250	7,184	-13.00%	4,143	4,311	-3.90%	4,692	4,302	9.07%
Walt	37,874	41,575	-8.90%	14,669	15,230	-3.68%	17,669	16,842	4.91%
Williams	1,058	290	264.83%	202	140	44.29%	1,112	120	826.67%
Lied Bookmobile	931	862	8.00%	614	447	37.36%	380	409	-7.09%
InterLibrary Loan	0	0	0.00%	193	160	20.63%	0	0	0.00%
Subtotal Checkouts	128,847	141,514	-8.95%	74,433	77,909	-4.46%	82,343	80,124	2.77%
Download/Stream Audio	6,716	5,721	17.39%	39,531	35,595	11.06%	0	0	0.00%
Download/Stream eBook	5,807	5,781	0.45%	26,727	27,889	-4.17%	0	0	0.00%
Stream Video	0	0	0.00%	1,112	839	32.54%	0	0	0.00%
TOTAL CHECKOUTS	141,370	153,016	-7.61%	141,803	142,232	-0.30%	82,343	80,124	2.77%

Location	Program & Outreach Attendance - Youth		P&O Att - Youth	Program & Outreach Attendance - Adult		P&O Att - Adult	Computer Use		Computer
	2024	2023	Change	2024	2023	Change	2024	2023	Change
BMPL	2,145	3,857	-44.39%	109	401	-72.82%	2,728	2,370	15.11%
Anderson	762	621	22.71%	0	63	-100.00%	916	713	28.47%
Bethany	388	312	24.36%	12	25	-52.00%	221	273	-19.05%
Eiseley	1,663	1,159	43.49%	10	25	-60.00%	527	1,269	-58.47%
Gere	2,873	2,558	12.31%	53	73	-27.40%	1,320	1,543	-14.45%
South	639	545	17.25%	7	5	40.00%	623	482	29.25%
Walt	4,077	1,869	118.14%	350	107	227.10%	1,189	1,248	-4.73%
Williams	364	107	240.19%	7	0	0.00%	133	8	1562.50%
Lied Bookmobile	17	0	0.00%	48	41	17.07%	0	0	0.00%
TOTAL	12,928	11,028	17.23%	596	740	-19.46%	7,657	7,906	-3.15%

Lincoln City Libraries
July 2024 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 23-24 YTD	FY 22-23 YTD	YTD CHANGE
Bennett Martin Public Library	157,735	151,402	4.18%	120,732	119,473	1.05%	25,482	26,105	-2.39%	12,240	15,208	-19.52%	316,189	312,188	1.28%
Anderson Branch	131,899	135,310	-2.52%	61,886	59,618	3.80%	8,367	7,697	8.70%	7,632	7,583	0.65%	209,784	210,208	-0.20%
Bethany Branch	87,073	94,601	-7.96%	33,887	34,804	-2.63%	2,683	2,775	-3.32%	2,897	3,218	-9.98%	126,540	135,398	-6.54%
Eiseley Branch	255,166	272,972	-6.52%	105,532	99,824	5.72%	14,043	12,974	8.24%	15,759	16,667	-5.45%	390,500	402,437	-2.97%
Gere Branch	658,933	711,113	-7.34%	216,673	209,762	3.29%	12,442	14,215	-12.47%	19,680	17,923	9.80%	907,728	953,013	-4.75%
South Branch	103,087	107,701	-4.28%	41,110	38,820	5.90%	5,341	4,983	7.18%	3,189	3,790	-15.86%	152,727	155,294	-1.65%
Walt Branch	457,936	474,465	-3.48%	148,776	140,450	5.93%	11,706	11,505	1.75%	21,334	13,526	57.73%	639,752	639,946	-0.03%
Williams Branch	10,985	7,762	41.52%	16,479	6,296	161.74%	1,435	569	152.20%	1,911	1,005	90.15%	30,810	15,632	97.10%
Lied Bookmobile	16,647	17,839	-6.68%	3,688	4,804	-23.23%	0	0	0.00%	1,068	2,701	-60.46%	21,403	25,344	-15.55%
InterLibrary Loan	1,762	2,124	-17.04%	0	0	0.00%	0	0	0.00%	0	0	0.00%	1,762	2,124	-17.04%
SUBTOTAL	1,881,223	1,975,289	-4.76%	748,763	713,851	4.89%	81,499	80,823	0.84%	85,710	81,621	5.01%	2,797,195	2,851,584	-1.91%
DownloadStream Audio	469,819	405,203	15.95%	0	0	0.00%	0	0	0.00%	0	0	0.00%	469,819	405,203	15.95%
Download/Stream eBooks	346,479	320,068	8.25%	0	0	0.00%	0	0	0.00%	0	0	0.00%	346,479	320,068	8.25%
Stream Video	10,687	9,374	14.01%	0	0	0.00%	0	0	0.00%	0	0	0.00%	10,687	9,374	14.01%
Download SUBTOTAL	826,985	734,645	12.57%	0	0	0.00%	0	0	0.00%	0	0	0.00%	826,985	734,645	12.57%
TOTAL LOANS	2,708,208	2,709,934	-0.06%	748,763	713,851	4.89%	81,499	80,823	0.84%	85,710	81,621	5.01%	3,624,180	3,586,229	1.06%

	FY 23-24 YTD	FY 22-23 YTD	YTD Change
Online Registrations	1176	563	108.88%
Overall Registrations	22814	22473	2%

WiFi Sessions	1,369,079	1,049,568	30.44%
WiFi Users	104,345	106,565	-2.08%
Website Users	981,739	679,746	44.43%
Website Sessions	1,329,206	1,337,997	-0.66%
Database Use	86,842	124,104	-30.02%

LINCOLN CITY LIBRARIES

Monthly Categorical Report

July 31, 2024

	Budget Amount	Budgeted Year-to-Date	Expended Year-to-Date	Balance	Current Month Expended
Administration-Div. 1					
Personnel	\$ 884,268.00	\$ 810,579.00	\$ 919,927.12	\$ (35,659.12)	\$ 68,365.13
Supplies	33,000.00	30,250.00	32,714.13	285.87	1,815.77
Services & Charges	93,474.00	85,684.50	88,268.79	5,205.21	3,779.93
Other	-	-	-	-	-
Total	\$ 1,010,742.00	\$ 926,513.50	\$ 1,040,910.04	\$ (30,168.04)	\$ 73,960.83
Percent Expended		91.67%	102.98%		
Buildings & Grounds-Div. 2					
Personnel	\$ 125,474.00	\$ 115,017.83	\$ 115,334.96	\$ 10,139.04	\$ 9,866.71
Supplies	25,000.00	22,916.67	35,596.48	(10,596.48)	6,463.66
Services & Charges	1,788,359.00	1,639,329.08	1,245,926.58	542,432.42	89,351.12
Other	90,900.00	83,325.00	112,828.13	(21,928.13)	45,415.82
Total	\$ 2,029,733.00	\$ 1,860,588.58	\$ 1,509,686.15	\$ 520,046.85	\$ 151,097.31
Percent Expended		91.67%	74.38%		
Public Service-Div. 3					
Personnel	\$ 5,847,868.00	\$ 5,360,545.67	\$ 5,054,462.07	\$ 793,405.93	\$ 416,326.24
Supplies	65,500.00	60,041.67	45,759.40	19,740.60	2,883.99
Services & Charges	146,750.00	134,520.83	58,325.46	88,424.54	9,350.37
Other	-	-	-	-	-
Total	\$ 6,060,118.00	\$ 5,555,108.17	\$ 5,158,546.93	\$ 901,571.07	\$ 428,560.60
Percent Expended		91.67%	85.12%		
Support Services-Div. 4					
Personnel	\$ 1,222,052.00	\$ 1,120,214.33	\$ 1,096,196.23	\$ 125,855.77	\$ 95,996.06
Supplies	63,500.00	58,208.33	43,207.26	20,292.74	4,017.92
Services & Charges	474,019.00	434,517.42	331,127.51	142,891.49	19,160.36
Other	955,000.00	875,416.67	850,030.82	104,969.18	-
Total	\$ 2,714,571.00	\$ 2,488,356.75	\$ 2,320,561.82	\$ 394,009.18	\$ 119,174.34
Percent Expended		91.67%	85.49%		
Total Library Operational					
Personnel	\$ 8,079,662.00	\$ 7,406,356.83	\$ 7,185,920.38	\$ 893,741.62	\$ 590,554.14
Supplies	187,000.00	171,416.67	157,277.27	29,722.73	15,181.34
Services & Charges	2,502,602.00	2,294,051.83	1,723,648.34	778,953.66	121,641.78
Other	1,045,900.00	958,741.67	962,858.95	83,041.05	45,415.82
Total	\$ 11,815,164.00	\$ 10,830,567.00	\$ 10,029,704.94	\$ 1,785,459.06	\$ 772,793.08
Percent Expended		91.67%	84.89%		
Other Library Fund Appropriations					
	Amount Appropriated		Expended Year-to-Date	Balance	Current Month Expended
FY 2022-23 Reappropriated	\$ 898,514.20		\$ 898,514.20	\$ -	\$ -

LINCOLN CITY LIBRARIES - FUND BALANCES
July 2024

	Beginning Balance	Receipts	Expended	Ending Balance
<u>GRANT FUNDS</u>				
Net Lender Fund	\$ 981.60	\$ -	\$ -	\$ 981.60
NLC NE eReads Grant 2023	4,393.80	-	3,465.25	928.55
NLC Youth Grant 2023	789.35	-	-	789.35
State Aid 2022	(0.00)	-	-	(0.00)
State Aid 2023	29,674.00	-	7,371.25	22,302.75
State Aid 2024	52,993.00	-	-	52,993.00

DONATED FUNDS

Heritage Room	\$ 159,810.95	\$ 464.78	\$ 2,629.96	\$ 157,645.77
Polley Music Library	272,404.30	805.70	8,809.86	264,400.14
Joseph J. Hompes	133,049.53	9,421.98	-	142,471.51
Misc. Library Donations	743,688.89	2,128.27	18,964.11	726,853.05
Alice Nielsen	84,146.99	239.90	-	84,386.89
Dorothy Holland	121,041.48	345.08	-	121,386.56
Glennis Leapley	64,384.97	183.56	-	64,568.53
Lincoln Cares	28,352.67	439.80	-	28,792.47

APPROPRIATED FUNDS

	Budget	Expended		Balance
		July 2024	Exp-to-Date	
Heritage Room FY 2023-24	\$ 41,073.00	\$ 2,629.96	\$ 29,695.18	\$ 11,377.82
Polley Music Library FY 2023-24	99,169.00	8,809.86	105,200.13	(6,031.13)
Keno FY 2022-23	157,648.00	-	157,648.00	-
Keno FY 2023-24	1,010,930.00	157,061.19	621,668.93	389,261.07
Capital Improvement Projects				
FY 2020-21 Williams	945,455.34	-	941,175.97	4,279.37
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	-	67,131.00	7,869.00

LIBRARY RULES

The Library Board of Trustees of Lincoln City Libraries has adopted the following rules in order to set a standard of acceptable behavior conducive to maintaining an appropriate public library atmosphere.

1. Customers shall respect the rights of other persons and shall not behave in any manner which can reasonably be expected to disturb other persons. Customers shall not interfere with the use of the library by other customers, nor interfere with staff's performance of their duties. Examples of prohibited behavior include but are not limited to:
 - harassment, engaging in threatening, unwanted speech or behavior
 - noisy or boisterous activities
 - staring at another person
 - following another person about the building
 - singing/talking loudly to others or in monologues
 - audio equipment audible to others
 - loitering in library buildings, entrances and parking lots
 - disregarding staff instructions/requests
 - excessive personal belongings which presence interferes with use of the library by others
2. Customers shall follow staff instructions and posted guidelines relating to addressing public health emergencies.
3. Children under the age of **6 eight** must be supervised by a person age 13 or older.
4. Sleeping is prohibited.
5. Firearms or other dangerous weapons are prohibited. (LMC 9.36.150 defines dangerous weapon as any firearm, stun gun, knife, and switchblade knife, any gun which releases any propelled object by spring mechanism, compressed air or compressed gas, or any other instrument the use of which is intended or likely to cause death or bodily injury.)
6. Engaging in the burning of candles, incense, pyrotechnics or any type of open flame is prohibited.
7. Operation of Unmanned Aircraft Systems (drones) for non-library purposes or events is not allowed in library facilities or on library property.
8. Use of tobacco, electronic smoking devices, alcohol, or drugs is prohibited, as is drunkenness or any form of drug abuse.
9. Persons 4 years of age and older must wear shirts and shoes in the library.
10. Animals are prohibited in library buildings except trained service animals and animals in library sponsored programs. Under the Americans with Disability Act, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. The individual must maintain control of the animal at all times. (See Americans with Disability Act, §35.136 for details.)

11. Persons whose bodily hygiene or odor is so offensive, or whose body or belongings are infested with insects, including but not limited to bed bugs or cockroaches, as to constitute a nuisance to other persons and/or library staff, shall be required to leave the building.
12. The following are prohibited:
 - A. Use of the computer and/or Internet so as to:
 - violate the law;
 - view, transmit or download obscenity ("obscenity" is used here in its legal definition of materials considered outside the bounds of constitutionally protected speech, including child pornography), or materials that encourage others to violate the law;
 - cause harm to others or damage the property of others; jeopardize the security of access of the computer network or other networks on the Internet or elsewhere;
 - compromise the safety and security of others;
 - provide access by a minor to material that is inappropriate for a minor.
 - B. Use of someone else's library card to access the Internet.
13. Selling, bartering, solicitation, signature gathering and leafleting are prohibited in library buildings or any exterior areas that would in any way obstruct, interfere, and/or prevent access to entrances and/or exits of a library building.
14. Library customers may not photograph other customers without permission.

Any customer not abiding by these or other rules and regulations of the library shall be asked to leave the premises. Conduct which constitutes a violation of these rules or the criminal laws of the State of Nebraska or City of Lincoln may result in suspension or banning of the customer from the premises. See Behavior Policy: Inappropriate and/or Illegal Conduct for definitions and information regarding suspension, banning and appeal procedure.

Adopted by Library Board: June 16, 1988

Reviewed by Law: August 2024

Revised by Library Board: May 19, 2020; August 20, 2024

**LINCOLN CITY LIBRARIES
LINCOLN, NEBRASKA**

MINORS IN THE LIBRARY

Staff works to provide a safe environment for young customers. Parents and caregivers are reminded that the library is a public building and common safety practices should be followed.

- Minors¹ **six eight** and older must follow Library Rules & Behavior Policy.
- Minors under the age of **6 eight** must be supervised by someone aged 13 or over while in the library.
- The library cannot assume legal responsibility for minors left unattended. Authorities may be contacted if conditions warrant.
- Parents/Guardians are responsible for picking up minors prior to closing time. Authorities may be contacted if conditions warrant.
- If a minor is told to leave the library for not following library rules, staff must consider issues of the minor's physical safety while waiting for transportation.

¹For purposes of this policy, "minor" shall mean an unmarried person under the age of nineteen.

Adopted by Library Board: January 15, 2008
Reviewed by Law Department: August 2024
Revised by Library Board: August 20, 2024