

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a Regular Meeting of the Library Board of the Morton-James Public Library, Nebraska City, Nebraska, will be held at 4:30 P.M., on Wednesday, August 8, 2018 at the Morton-James Public Library in Nebraska City. The meeting will be open to the public. An agenda for such meeting, kept continuously current, is available for public inspection at the Morton-James Public Library in Nebraska City.

A handwritten signature in cursive script that reads "Donna S. Kruse". The signature is written in dark ink and is positioned above a horizontal line.

Donna S. Kruse
Library Director

Morton-James Public Library
August 8, 2018
Board Meeting Agenda

Call meeting to order 4:30

Signing of Roll Call

Director's Report
Statistical Report

Consent Agenda

Approve Minutes from July 11 Meeting
Approve Budget Report
Approve Financial Report

Approve payment of claims

Business:

Discuss/Take Action - Officer Elections (Tabled from July)
Discuss/Take Action - Closure for NLA Conference Friday, October 5.
Discuss/Take Action – Closure for inventories: January 29 and TBD May.
Discuss/Take Action - Policies (Circulation and Fines)
Discuss Dec 3 or 17th Council Meeting – Awarding of contract for HVAC

Director's Notes on July activity

- IT services started with Spiral and good progress being made
- KPE progress meeting held and RFP/Bid/Contract/Construction schedule distributed
- Budget work session with Council - Public meeting Thursday August 9
- Denise finished census/LUCA project (approx. 175 hours logged for project)
- Compiled HVAC funding research log for Council
- Kruse applied for Leadership Nebraska – interview to be held August 7
- Accreditation work continues
- Summer reading program wrapped with 17 pre-K (320 books), 93 K-5 (1007 books K-2; 692 hours 3-5 grades) and 12 participants from grades 6-8

Fiscal Year 2017-2018

Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	July
Circulation	4837	4804	4443	5099	4610	4899	4587	5347	7182	7043
Technology Center Usage	599	481	449	404	470	473	451	478	492	523
Early Literacy Stations Usage	75	84	82	78	62	72	104	131	111	109
Patrons Visits	4477	3992	3494	3606	3755	3723	3794	3655	4034	3716
New Library Cards	27	26	10	15	12	18	12	25	36	38
Reference Questions Answered	715	639	584	612	678	709	651	775	768	716
Genealogy / History Research	1	1	1	3	5	4	3	2	0	5
Materials Added	332	224	284	264	277	239	270	247	225	291
Website Visits	713	644	660	729	652	666	657	707	807	820
Programs & Exhibits	45	33	25	29	40	51	51	56	36	29
Attendance (Included in Patron Visits)	962	871	790	495	565	546	956	1171	1397	710
Interlibrary Loan Borrowed	14	4	8	3	17	14	8	13	11	NA
Interlibrary Loan Loaned	30	16	26	22	24	38	30	30	24	NA
WiFi Log Ins	1782	1931	1775	1916	1869	1829	2124	2217	1517	1427
Member Amount Saved	90,246	68,660	62,058	67,534	83,125	66,056	62,052	68,627	95,803	114,720

Aug	Sept	TOTAL
		52851
		4820
		908
		38246
		219
		6847
		25
		2653
		7055
		395
		8463
		92
		240
		18387
		778881

	Event, Activity or Statistic	Attendance
4	SRP Monday Preschool Story Time	97
4	SPR Tuesday Special Guests	267
3	SPR Wednesday Activities	121
4	Proctor Tests	4
2	Reading @ Nebraska City Care & Rehab	5
1	Kimmel Gallery - Linda Jones Exhibit	173
1	Library Book Club	10
10	Public Meetings	33
29	TOTALS	710

Morton James Library

Service Provided	July-12	July-13	July-14	July-15	July-16	July-17	July-18	FY 2017-2018
Circulation	9,031	9,363	7,807	7,283	7,597	6,549	7,043	52851
Technology Center Usage	1,710	1,598	1,572	1,161	945	722	523	4820
Early Literacy Stations Usage	330	245	201	181	256	181	109	908
Patrons Visits	6,084	6,066	5,330	5,037	4,802	4,514	3,716	38246
New Library Cards	35	47	32	35	31	31	38	219
Reference Questions Answered	430	402	464	825	678	679	716	6847
Genealogy / History Research	5	5	9	1	1	2	5	25
Materials Added	296	254	321	184	316	231	291	2653
Website Visits	914	1,113	972	1,720	1,127	773	820	7055
Programs & Exhibits	20	26	3	3	29	29	29	395
Attendance	1,152	1,096	287	158	974	890	710	8463
Interlibrary Loan Borrowed	17	22	25	13	14	10	NA	92
Interlibrary Loan Loaned	41	30	29	32	32	25	NA	240
WiFi Log Ins	0	0	0	0	1,584	1,299	1,427	18387
Member Amount Saved	0	0	0	0	106,603	106,952	114,720	778881.41

Service Provided	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018
Circulation	88892	85775	80588	71102	72884	63773	52851
Technology Center Usage	16652	14779	17946	13047	9001	8009	4820
Early Literacy Stations Usage	2056	2139	1684	1861	1681	1582	908
Patrons Visits	62709	61781	61458	57845	52362	54505	38246
New Library Cards	466	408	341	329	297	268	219
Reference Questions Answered	4726	4507	4863	7615	7607	8852	6847
Genealogy / History Research	56	67	63	31	39	27	25
Materials Added	4318	3955	3910	3279	3398	3352	2653
Website Visits	9722	21650	11148	14105	14520	10363	7055
Programs & Exhibits	93	128	217	199	383	386	395
Attendance	6884	7063	7261	9251	10486	8938	8463
Interlibrary Loan Borrowed	225	205	745	158	146	94	92
Interlibrary Loan Loaned	519	444	408	368	240	165	240
WiFi Log Ins	N/A	N/A	N/A	N/A	18360	21141	18387

Morton James Public Library Minutes

July 11, 2018

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm July 11, 2018 at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on July 3, 2018 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: Fletcher, McNeely, Chaney
Board absent: Fox, Patton
Staff present: Beard, Kruse

The meeting was convened in open session at 4:33pm by Brooke Chaney, Library Board President. The board members present signed the roll call.

Directors Report –April activity Reviewed and no questions

June 2018 Activity

- Summer Reading Kick Off with String Beans attendance = 215 !
- Omaha Trans-Mississippi Exposition program 55 in attendance
- Camp Catron Volunteers painted railings and fence. Coordinated by Ted Beilman
- HVAC repair – 6/18 AC out until about 3 pm
- Denise continues Census work
- Secured display shelving for alternate work site
- Kruse volunteered at Community Picnic and Freedom Festival events
- Kruse attended “Leading through Change” training offered by Continuum
- Kruse attended Council meeting to gain approval for Newspaper Digitization Project according to Procurement/Financial Policy

Monthly statistics were reviewed

Consent Agenda (minutes, revenue report, budget report):

Chaney asked if there were any corrections to the June minutes

McNeely made the motion to accept the consent agenda items. Fletcher seconded the motion. The vote was: Vote McNeely Y, Fletcher Y, Chaney Y,

Monthly Claims:

Approval of Claims

Fletcher moved and McNeely seconded the motion to pay the claims
Vote Fletcher Y, Chaney Y, McNeely Y

Business:

Officer Elections: Tabled until next month

Discuss/Take action Policy Review

Security Camera

Interlibrary Loan

Motion was made by McNeely, seconded by Fletcher to accept both policies with the change on the security policy part 4, last line from "a criminal investigation." to "an investigation."

Vote McNeely Y, Fletcher Y, Chaney Y

Donna discussed accreditation topics

Board Points

Accreditation Checklist

Donna will continue to work on checklist and will report in August meeting.

Plan for potential accreditation sub-committee meeting after August board meeting.

Meeting adjourned at 5:13PM

Next meeting will take place on Wednesday, August 8, 2018

Submitted by Christopher Fletcher, with additional remarks D. Kruse

BUDGET REPORT
CALENDAR 7/2018, FISCAL 10/2018

~~Library~~ DSK

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	250,739.88	19,270.50	197,898.18	78.93	52,841.70
10-50-5005	Library - Social Security	19,181.60	1,385.56	14,229.05	74.18	4,952.55
10-50-5010	Library - Group Ins	59,908.87	4,678.75	48,851.89	81.54	11,056.98
10-50-5012	Library - Pension	15,314.79	1,275.86	11,836.19	77.29	3,478.60
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	25,500.00	2,038.00	17,819.67	69.88	7,680.33
10-50-5023	Library - Telephone/Internet	3,000.00	232.75	2,351.56	78.39	648.44
10-50-5024	Library - Garbage/Recycling	330.00	52.00	260.00	78.79	70.00
10-50-5025	Library - Equipment Rent	.00	.00	.00	.00	.00
10-50-5026	Library - Equipment	2,600.00	.00	.00	.00	2,600.00
10-50-5028	Library - Office Supplies	4,000.00	96.71	3,069.64	76.74	930.36
10-50-5029	Library - Postage	2,250.00	100.00	1,413.40	62.82	836.60
10-50-5030	Library - Miscellaneous	400.00	.00	.00	.00	400.00
10-50-5031	Library - Housekeeping Sup/Equ	1,500.00	184.24	1,323.27	88.22	176.73
10-50-5032	Library - Credit Card Fees	1,000.00	62.67	862.01	86.20	137.99
10-50-5036	Library - Refund Charges/Depos	100.00	.00	.00	.00	100.00
10-50-5050	Library - Adv/Printing/Pub/Web	1,700.00	.00	402.60	23.68	1,297.40
10-50-5100	Library - Rep/Maint - Building	26,000.00	597.99	14,530.41	55.89	11,469.59
10-50-5105	Library - Rep/Maint - Grounds	1,800.00	.00	1,529.31	84.96	270.69
10-50-5106	Library - Pest Control	420.00	.00	175.00	41.67	245.00
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	.00	.00	.00	.00
10-50-5210	Library - Computer	5,000.00	20.00	2,693.56	53.87	2,306.44
10-50-5230	Library - Dues/Memberships	1,000.00	106.43	910.43	91.04	89.57
10-50-5250	Library - Training/Conference	3,500.00	102.19	3,434.99	98.14	65.01
10-50-5403	Library - Contract Sup/Sev	8,000.00	2,777.13	9,117.10	113.96	1,117.10
10-50-5409	Library - Prg and Event Sup/Se	200.00	.00	.00	.00	200.00
10-50-5430	Library - Chemicals	.00	.00	.00	.00	.00
10-50-5500	Library - Travel/Meals/Lodging	2,000.00	.00	138.63	6.93	1,861.37
10-50-5600	Library - Capital Outlays	.00	.00	.00	.00	.00
10-50-5601	Library - Capital Improvements	22,000.00	8,524.77	12,891.02	58.60	9,108.98
10-50-5775	Library - Electronic Subscript	7,500.00	.00	5,597.00	74.63	1,903.00
10-50-5776	Library - Aid Purchases	1,333.00	.00	.00	.00	1,333.00
10-50-5777	Library - Materials	40,000.00	1,447.74	29,525.05	73.81	10,474.95
10-50-5800	Library - Donation Purchases	8,148.00	121.36	4,436.41	54.45	3,711.59
10-50-5810	Library - Grant Purchases	20,000.00	.00	.00	.00	20,000.00
10-50-5812	Library - Endowments	30,000.00	9,235.09	29,635.45	98.78	364.55
	TOTAL LIBRARY EXPENSE	564,426.14	52,309.74	414,931.82	73.51	149,494.32

**Morton-James Public Library
Financial Report
July 2018**

Presented: August 8, 2018

City Budget Report

Month to date balance	\$52,309.74
Year to date balance	\$414,931.82
Budget	\$564,426.14
Amount unexpended	<u>\$149,494.32</u>
Percentage used	73.51%

Bank Deposits

July 2, 9, 16, 23, 30

10-07-4131 Library State Aid	\$0.00
10-13-4420 Library Book Fees and Fines	<u>\$1,191.40</u>
Subtotal	\$1,191.40

10-13-4443 Misc - Book Sales	\$0.00
10-21-4685 Grants	\$0.00

10-21-4677 Endowments	
NCCFF/Moller Acc Dolly Parton August 2018	\$310.25
NCCFF/Vantine James Acc HVAC Project	<u>\$1,583.53</u>
Subtotal	\$1,893.78

10-23-4704 Donations	
Miscellaneous	\$307.98
Library Sponsor - Reid & Kummer	\$50.00
Genealogy - Rogers	\$10.00
Children's Library	<u>\$12.00</u>
Subtotal	\$379.98

10-29-4831 Misc. Taxable/Copies	\$345.25
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Total	\$3,810.41
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Petty Cash

Expenditures	\$0.10
Refunds	\$0.00
Total	\$0.10

Cash Drawers

Main Desk	\$53.21
Children's	\$14.10
Total	\$67.31 Long

10-13-4420 Credit Card Charges	
Library Fees & Fines	\$200.70
Copies	\$0.00
Donations	\$24.00
Total Charges	\$224.70

Circulation Rule Policy

1. Library materials may be checked out by members with a valid library card that has no problems on the account or fines over \$5.00. Members must present their library card when checking out. Members may access their accounts via the Library's website to renew or reserve materials.
 - a. When the member does not have their library card with them they must verify their identity by giving their address or phone number or presenting a valid photo ID if we do not have their picture on file.
 - b. Members are allowed one checkout in a 6-month period without their library card.
2. Books and CDs have a checkout period of two weeks. They may be renewed for two (2) additional weeks if there are no reserves on the material. No additional renewals are allowed.
3. Magazines, educational games, and puzzles have a check out period of one (1) week. They may be renewed for an additional week if there are no reserves on the material. No additional renewals are allowed.
4. DVDs have a check out period of one (1) week with no renewals allowed. There is a limit of seven (7) DVDs that can be checked out per library account.
5. GPS units and Watt Detectors have a checkout period of one (1) week. They may be renewed for an additional (7) days if there are no reserves on the item. No additional renewals are allowed.
6. Telescopes may be checked out by a library member at least 18 years of age with a library account that has no problems or fines over \$5.00. The library member is required to sign a borrowing agreement and provide a \$25.00 refundable security deposit. The checkout period is two (2) weeks. They may be renewed for two (2) additional weeks if there are no reserves on the item. No additional renewals are allowed.
7. Library materials may be renewed over the telephone. The member should have their library card number available or verify their address or phone number. Library staff will notify library members of overdue fines at the time of renewal.
8. Reserve materials will be held for the requesting member for three (3) days with a limit of 10 reserves per member. Members will be notified by telephone, email or text messaging when reserves are ready to be picked up.
 - a. Pulling items on reserve will be done daily each morning.
 - b. Materials with a reserve list will be checked out to the member with the earliest request date with no renewal allowed.
 - c. Members who activate the Express Author feature are randomly placed on a reserve list by the computer system.
9. A DVD or CD may be reserved in advance for a specific date by a school, organization or special group.

Fines Policy

1. All efforts will be made to encourage members to return overdue materials. It is more important to recover library materials than to collect fines. Whenever a choice is necessary, the decision should be made to encourage the return of the borrowed materials. Collection of overdue fines may be addressed separately.
2. An overdue fine of 10 cents per day will be charged for late return of books, CD's, magazines, educational games and puzzles with a maximum fine of \$5.00 per item.
3. An overdue fine of 50 cents per day will be charged for late return of DVDs, with a maximum fine of \$5.00 per item.
4. ~~The~~ An overdue fine of \$1.00 per day will be charged for late GPS and Watt Detector units, with a maximum fine of \$5.00 per unit.
5. The overdue fine of \$1.00 per day will be charged for late Telescopes, with no maximum fine limit.
6. As a **courtesy**, members with overdue materials will be notified within 24 hours by email, telephone, text messaging and/or mail.
7. Member accounts with \$5.00 or less overdue fines may continue to check out materials. Any member with overdue fines of more than \$5.00 ~~or more~~ will be denied account access and checkout privileges until overdue fine is ~~paid~~ less than \$5.00.
8. Other members of a family or household living at the same address will be allowed to check out if there ~~accounts are in good standing~~ are no problems on their account or have fines over \$5.00.
9. A member's responsibility for library material does not end until it is determined that the material has not been damaged and there are no parts missing.
10. The following steps are to be followed when library material is returned with insect infestations.
 - a. Library materials returned with signs of insect infestations will be immediately quarantined in large Ziploc bags for evaluation. The condition of the material will be photographed. The library director will evaluate and determine if the material needs to be treated as damaged or destroyed and subject to the appropriate fines or replacement costs.
 - b. Library staff will immediately notify the library member that their library checkout privileges have been temporarily suspended until their place of residence has been treated by a professional exterminator.
 - c. Library checkout privileges will not be reinstated until a receipt from a professional exterminator has been presented to the library director for review.
 - d. Repeat instances of materials being returned with insect infestations may result in more stringent circulation limits, including long-term suspension of checkout privileges.

11. A damage fee, plus overdue fines will be charged for damaged library materials.
12. A replacement fee plus overdue fines, if applicable, will be assessed for lost or destroyed library materials. (Definition of destroyed is the material is ruined and unusable.)
 - a. Library materials that are lost or destroyed should be reported to a librarian at time material is due or checked in.
 - b. The replacement fee for lost or destroyed material will immediately be charged to the patron's account. All check-out privileges will be suspended until the problem is resolved. ~~Payment of the replacement fee and any applicable fines will be expected at the time of notification.~~
 - c. A refund for the replacement fee will be made for the return of lost materials in good condition within thirty (30) days of payment. An overdue fine will not be refunded.
 - d. The member may have the option to replace the material with an exact duplicate of the lost or destroyed material, subject to approval by library staff. Once a duplicate has been accepted, the transaction is final.
13. The replacement fee for library materials returned incomplete ~~i.e. missing parts~~ will be charged to the member's account at the time the material is checked in.
 - a. DVDs, CDs, games, puzzles, educational kits and other materials that have multiple parts are included.
 - b. If the missing part is not returned in 30 days, the 30 day policy will take effect. ~~See items #13 and #14.~~
14. Members, who do not pay their overdue fines, return overdue materials, or pay for library materials, lost, damaged or destroyed will have their checkout privileges suspended until the problem is ~~resolved~~ \$5.00 or less.
15. Members with library materials thirty (30) days overdue will receive a letter with the following: list of materials, date the materials were due, replacement price of materials and overdue fines. This is a request to return the materials and pay all fines as soon as possible or, in the event there is a problem, to contact the library. If the total amount owed at that time exceeds \$50.00, the letter will be sent certified and an additional \$20 administrative fee will be added to the amount owed. If the members have not returned the items or contacted the library sixty (60) days after the original due date, the items will be deleted from the library collection. After this point, the items cannot be returned and the full replacement price will have to be paid by the member.
16. Members failing to return library materials with a value exceeding \$50.00 will have further civil action taken against them by the Otoe County Attorney in county court at the discretion of the Library Board. (See Code of the City of Nebraska City, Sec. 20-7, pg. 1142-1143 and Chapter 51, Section 214 of the laws of Nebraska for authority to take such action.)
17. A library account will be permanently closed if action was taken against the member by the Otoe County Attorney. Any associated library accounts within a household may also be permanently closed by the Library Director.

18. ~~No amnesty day or week will be granted during the year for the return of overdue library materials.~~ The Library Board reserves the right to set an amnesty day for the return of overdue library material.
19. Each member of the staff will be given up to a total of \$20 in vouchers each fiscal year to waive overdue fines or replacement fees at their discretion. The staff will report every waived fine to the Library Director.

STATUTE 51-214:

Penalties; action to recover; disposition of funds collected.

Penalties imposed or accruing by any bylaw or regulation of the library board and any court costs and attorney's fees may be recovered in a civil action before any court having jurisdiction, such action to be instituted in the name of the library board of the city, village, county, or township. Money, other than any court costs and attorney's fees, collected in such actions shall be forthwith placed in the treasury of the city, village, township, or county to the credit of the city, village, township, or county library fund. Attorney's fees collected pursuant to this section shall be placed in the treasury of the city, village, or county and credited to the budget of the city, village, or county attorney's office. All attorneys' fees collected on behalf of a township shall be paid over to the county treasury and credited to the budget of the county attorney's office.

Source:

Laws 1911, c. 73, § 9, p. 317; R.S.1913, § 3800; C.S.1922, § 3193; C.S.1929, § 51-209; R.S.1943, § 51-214; Laws 1972, LB 1032, § 256; Laws 1984, LB 229, § 1.

Code of the City of Nebraska City

Sec. 20-7 Destruction of library property; penalty

Any person who shall willfully and maliciously write upon, injure, deface, tear or destroy any property or thing of value belonging to the public library, shall be deemed guilty of a misdemeanor, and upon conviction, shall be fined in any sum not exceeding fifty dollars (\$50.00) for each offense. (Code 1938, Ch. 9 & 14)

Adopted November 9, 2016

Under Review August 2018