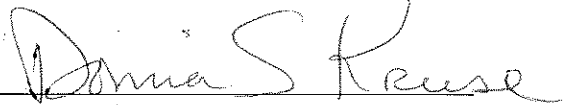


NOTICE OF MEETING

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, February 14, 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 black ink and is positioned above a horizontal line.

Donna S. Kruse
Library Director

Morton-James Public Library
February 14, 2018
Board Meeting Agenda

Call meeting to order 4:30

Signing of Roll Call

Director's Report
Statistical Report

Consent Agenda
Approve Minutes from January 10th Meeting
Approve Budget Report
Approve Financial Report

Approve payment of claims

Business:

Take action Discontinue Coffee Service
Take action Closing early to attend Makerspace training
Discussion/take action HVAC update
Discussion/take action Bylaw changes
 a) officers
 b) claims signatures
Discussion: Bonebreak Trust

Subcommittee Reports:

Accreditation/Tech plan
Capital Improvements
Endowment

Director's Notes for January 2018 activity

- Interviewed and hired PT clerk position
- Presented Annual report to Council and gained approval to apply for CCCFF grant for Building Preservation project
- Issued letter of intent to CCCFF program officer
- KPE contract for HVAC issued
- Met with Jeff Benning, McGill Project Mgr and obtained updated estimate on exterior job
- Met with Chris Fletcher on E-rate matter
- Hosted City Retreat group
- Director attended 2 day training on increasing Rural Civic Engagement
- Staff attended Safe Drivers course
- Started Endowment policy discussions with City Administrator
- Conducted Library inventory

This list reflects direction from the Board for a more streamlined approach.
If you have questions, please ask/dsk

Fiscal Year 2017-2018 Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	July
Circulation	4837	4804	4443	5099						
Technology Center Usage	599	481	449	404						
Early Literacy Stations Usage	75	84	82	40						
Patrons Visits	4477	3992	3494	3606						
New Library Cards	27	26	10	15						
Reference Questions Answered	715	639	584	612						
Genealogy / History Research	1	1	1	3						
Materials Added	332	224	284	264						
Website Visits	713	644	660	729						
Programs & Exhibits	45	33	25	29						
Attendance (Included in Patron Visits)	962	871	790	495						
Interlibrary Loan Borrowed	14	4	8	3						
Interlibrary Loan Loaned	30	16	26	22						
WiFi Log Ins	1782	1931	1775	1916						
Member Amount Saved	90,246	68,660	62,058	67,534						

Aug	Sept	TOTAL
		19183
		1933
		281
		15569
		78
		2550
		6
		1104
		2746
		132
		3118
		29
		94
		7404
		288499

Sessions	Event, Activity or Statistic	Attendance
14	Traveling story time sessions	180
2	Read @ NC Care & Rehab	8
1	Library book club	5
1	Lourdes class research	18
2	Proctor tests	2
1	Home school art exhibit	185
8	Public meetings	97
29	TOTALS	495

Morton James Library

Service Provided	January-12	January-13	January-14	January-15	January-16	January-17	January-18	FY 2017-2018
Circulation	7,012	6,652	6,643	5,411	5,110	4,579	5,099	19183
Technology Center Usage	1,238	1,189	1,384	1,083	604	604	404	1933
Early Literacy Stations Usage	168	124	121	97	110	101	40	281
Patrons Visits	5,049	4,649	4,588	3,907	3,537	3,539	3,606	15569
New Library Cards	36	35	23	23	11	17	15	78
Reference Questions Answered	384	442	315	681	561	722	612	2550
Genealogy / History Research	3	5	4	2	4	1	3	6
Materials Added	296	355	308	247	287	188	264	1104
Website Visits	862	991	1,006	1,020	1,341	1,047	729	2746
Programs & Exhibits	7	22	16	10	27	28	29	132
Attendance	174	558	530	195	364	505	495	3118
Interlibrary Loan Borrowed	12	35	530	15	30	24	3	29
Interlibrary Loan Loaned	46	43	36	32	19	30	22	94
WiFi Log Ins	0	0	0	0	1,474	1,851	1,916	7404
Member Amount Saved	0	0	0	0	75,364	66,156	67,534	288,498.82
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	19183	
Technology Center Usage	16652	14779	17946	13047	9001	8009	1933	
Early Literacy Stations Usage	2056	2139	1684	1861	1681	1582	281	
Patrons Visits	62709	61781	61458	57845	52362	54505	15569	
New Library Cards	466	408	341	329	297	268	78	
Reference Questions Answered	4726	4507	4863	7615	7607	8852	2550	
Genealogy / History Research	56	67	63	31	39	27	6	
Materials Added	4318	3955	3910	3279	3398	3352	1104	
Website Visits	9722	21650	11148	14105	14520	10363	2746	
Programs & Exhibits	93	128	217	199	383	386	132	
Attendance	6884	7063	7261	9251	10486	8938	3118	
Interlibrary Loan Borrowed	225	205	745	158	146	94	29	
Interlibrary Loan Loaned	519	444	408	368	240	165	94	
WiFi Log Ins	N/A	N/A	N/A	N/A	18360	21141	7404	

Morton-James Public Library

January 10, 2018

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm January 10, 2018, 2017 at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on January 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, Fox McNeely and Patton

Staff present: Kruse and Beard

Staff absent: Chaney

The meeting was convened in open session at 4:33 by Molly McNeely, Library Board officer. The board members present signed the roll call.

Director's Notes for December

Board Activity- Brook Chaney coordinated an in-kind office supply donation tree through Girl Scout Troop 20067. Campaign yielded items valued at approx. \$200 retail price, helping stretch our budget dollars further. Special Board meeting needed to be called to pay bills. 12/22.

Director met with three consultants prior to interviews held on 12/21. Consultant selected. Contract negotiations concluding in Jan.

Preventative Maintenance started 12/12. Boiler motor assembly quit 12/13 out until 12/17.

HVAC unit breaks in youth department. 12/27 resulting in big water leak. Fixed for heating purposes 12/28—cooling unit portion still needs repair.

Block Party exhibit closed a highly successful run. Everyone asking what's next? (393)

33 people attended Humanities Nebraska Program on Nebraska landmarks

Part-time clerk position posted and will close January 8, 2018

Consent Agenda:

Consent agenda for this meeting included Minutes from Nov and December, 2017 Board Meetings, Budget report for December 2017 and Financials for November and December 2017.

Patton made the motion to accept the consent agenda items. Fox seconded the motion. The vote was: McNeely, yes; Fletcher, yes; Fox, yes and Patton yes.

Monthly Claims:

Patton moved to approve claims. McNeely seconded the motion.
The vote was: Fox, yes Fletcher, yes; Patton, yes and McNeely, yes.

Business:

CCCCFF letter of intent is due on Jan. 15. Donna will present at Council Meeting and send after getting Mayor's signature.

Lifetime Sponsorship verbiage and amount on newsletter form was discussed. Board agreed to test \$500 and new explanation on form for a year.

HVAC update consultant selected, Council will approve contract on Monday, January 15.

Board Retreat topics were discussed.

Discontinuing coffee service was discussed, but needs to be voted on in February as it was not listed on agenda. Roughly \$900 in donations was spent on coffee service last fiscal year and through November. There is usually coffee left. Staff member suggested stopping service and putting money back into programming. Since Board started the contract, it was suggested it be a Board vote to cancel.

Closing the Library early to allow staff to attend train Makerspace training in Plattsmouth was discussed, but needs to be voted on at February as it was not listed on agenda. Date to be determined.

Meeting adjourned 5:32

Next meeting: February 8 will be Board retreat date from 3-6 pm.
Next regular Board meeting will be February 14 at 4:30 pm.

Danna

GLRPTGRP 2/02/18
LIB 11:25

CITY OF NEBRASKA CITY
BUDGET REPORT
CALENDAR 1/2018, FISCAL 4/2018

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	250,739.88	18,170.04	73,485.89	29.31	177,253.99
10-50-5005	Library - Social Security	19,181.60	1,293.12	5,259.82	27.42	13,921.78
10-50-5010	Library - Group Ins	59,908.87	5,263.04	19,626.73	32.76	40,282.14
10-50-5012	Library - Pension	15,314.79	985.26	3,543.10	23.14	11,771.69
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	25,500.00	1,496.18	7,449.18	29.21	18,050.82
10-50-5023	Library - Telephone/Internet	3,000.00	240.38	957.94	31.93	2,042.06
10-50-5024	Library - Garbage/Recycling	330.00	52.00	104.00	31.52	226.00
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	12.99	655.87	16.40	3,344.13
10-50-5029	Library - Postage	2,250.00	100.00	500.00	22.22	1,750.00
10-50-5030	Library - Miscellaneous	400.00	.00	.00	.00	400.00
10-50-5031	Library - Housekeeping Sup/Equ	1,500.00	50.03	579.18	38.61	920.82
10-50-5032	Library - Credit Card Fees	1,000.00	58.84	375.60	37.56	624.40
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	58.20	58.20	3.42	1,641.80
10-50-5100	Library - Rep/Maint - Building	26,000.00	3,652.14	4,888.12	18.80	21,111.88
10-50-5105	Library - Rep/Maint - Grounds	1,800.00	.00	1,407.84	78.21	392.16
10-50-5106	Library - Pest Control	420.00	35.00	70.00	16.67	350.00
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	.00	.00	.00	.00
10-50-5210	Library - Computer	5,000.00	270.00	1,823.56	36.47	3,176.44
10-50-5230	Library - Dues/Memberships	1,000.00	.00	.00	.00	1,000.00
10-50-5250	Library - Training/Conference	3,500.00	53.50	792.38	22.64	2,707.62
10-50-5403	Library - Contract Sup/Sev	8,000.00	280.90	3,696.48	46.21	4,303.52
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	59.82	2.99	1,940.18
10-50-5600	Library - Capital Outlays	.00	.00	.00	.00	.00
10-50-5601	Library - Capital Improvements	22,000.00	.00	.00	.00	22,000.00
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	2,678.83	12,496.40	31.24	27,503.60
10-50-5800	Library - Donation Purchases	8,148.00	73.51	1,558.98	19.13	6,589.02
10-50-5810	Library - Grant Purchases	20,000.00	.00	.00	.00	20,000.00
10-50-5812	Library - Endowments	30,000.00	2,812.03	11,736.69	39.12	18,263.31
	TOTAL LIBRARY EXPENSE	564,426.14	37,635.99	156,722.78	27.77	407,703.36

APCLAIRP
09.29.17

Fri Feb 2, 2018 9:51 AM

City of Nebraska City
ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

OPER: CRB

PAGE 8

GL ACCT #	VENDOR NAME	REFERENCE	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
		LIBRARY				
10-50-5403	ACCESS SYSTEMS LEASING	Printer Serv/Lease Feb + Usage		15.41		
		Libr 10-50-5403		15.41		
		LIBRARY		15.41		

Approved by Council Person: _____

Approved by Council Person: _____

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

Presented: February 14, 2018

City Budget Report

Month to date balance	\$37,635.99
Year to date balance	\$156,722.78
Budget	\$564,426.14
Amount unexpended	\$407,703.36
Percentage used	27.77%

Bank Deposits

January 8, 10, 16, 22, 29

<u>10-07-4131 Library State Aid</u>	\$0.00
<u>10-13-4420 Library Book Fees and Fines</u>	\$660.36
Subtotal	\$660.36

<u>10-13-4443 Misc - Book Sales</u>	\$10.77
<u>10-21-4685 Grants</u>	
Kropp Charitable Foundation - Building Exterior Restoration Project - 2/17/2018 Commitment	\$8,334.00

<u>10-21-4677 Endowments</u>	
NCCF/Dolly Parton February 2018	\$316.51
Subtotal	\$316.51

<u>10-23-4704 Donations</u>	
Miscellaneous	\$166.90
Library Sponsors - Callen, Kellogg, Rosane	\$150.00
Subtotal	\$316.90

<u>10-29-4831 Misc. Taxable/Copies</u>	\$297.25
Subtotal	\$297.25

Total	\$9,935.79
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Petty Cash

Expenditures	\$18.72
Refunds	\$0.00
Total	\$18.72

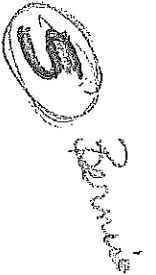
Cash Drawers

Main Desk	\$27.91
Children's	\$16.13
Total	\$44.04 Long

<u>10-13-4420 Credit Card Charges</u>	
Library Fees & Fines	\$55.11
Copies	\$0.00
Donations	\$0.00
Total Charges	\$55.11

Bonebrake Charitable Remainder
 February 1, 2017 - January 31, 2018

Account Number: 56-0003-01-4



Advisor:

Miranda Nielsen
 (402) 602-8763
 mnielsen@fnbi.com

Administrator:

Miranda Nielsen
 (402) 602-8763
 mnielsen@fnbi.com

Investment Manager:

Andy Frahn
 (402) 420-8314
 afrahn@fnbi.com

MORTON-JAMES PUBLIC LIBRARY
 923 FIRST CORSO
 NEBRASKA CITY NE 68410

Account Review

Your Beginning Market Value:	\$ 239,846.77
Earnings :	\$ 5,828.70
Withdrawals :	\$ -23,569.92
Realized Gains/Losses :	\$ 7,269.67
Unrealized Gain/Loss :	\$ 10,141.85
Your Ending Market Value :	\$ 239,517.07

Portfolio Summary

