

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm November 8, 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 November 1, 2017 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: Chaney, Fletcher and McNeely  
Staff present: Kruse and Beard. Grayson Path also was in attendance.  
Staff absent: Fox and Patton

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

**October Director's Notes:**

Truckin' through Nebraska Children's Mobile History Museum  
After a last minute 5 pm move on Thursday, Oct 5 due to heavy rain, it was relocated from Steinhart Park to City Hall parking lot. Friday's class trips were cancelled due to weather. Between Saturday and Sunday, we saw close to 800 people through the exhibit.

Director and Sue Bennett attended Nebraska Library Conference in Kearney. Director met with rep from Advantage Preservation and Sidney Library Director who had a presentation on newspaper digitization project. Kruse also made contact with an academic librarian who had just finished an HVAC project in an historic building. She will follow-up to gain leads on the different projects.

MJPL offered an evening of paranormal investigations with the Fly By Night group. The group limited the number of attendees. We had 2 full sessions with 34 in attendance.

Sen Sasse booked the North room to have his representative available for community input. Sen Deb Fisher's office also booked the North Room.

Director attended Digitally Connected Communities project meeting. Plans will be developed for the participants for social media. Library and other NC organizations will be distributing a survey to gain insight pertinent to Nebraska City specifically.

Prime Communication came to review camera coverage and will provide an estimate for new/different camera coverage.

Prairie Mechanical came to perform Preventative Maintenance service. Repairs are estimated at \$4990 for replacing strainers, valve packages and troubleshooting North Room issues.

Block Party still seeing a great number of repeat visitors and will run through Dec 30.

Director met with Holly Olson (KHN Dir) for a short training on SalesForce. This was to determine if the free version offered could be used for donor and grant management tracking. Looks promising and Kruse also reviewed Lynda.com tutorial on same software.

Louan and Donna met with Commissioner Glover and Crystaphena to fine tune budget definitions for this new fiscal year.

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

Chaney asked if there were any corrections to the October minutes. None were presented. McNeely made the motion to accept the consent agenda items. Fletcher seconded the motion. The vote was: McNeely, yes; Fletcher, yes; Chaney, yes.

**Monthly Claims:**

Following a brief review of the monthly claims Fletcher moved and McNeely seconded the motion to pay the claims without CompuTech. The roll call vote was as follows: Fletcher, yes; Chaney, yes; McNeely, yes.

Fletcher moved to pay the CompuTech claim and McNeely seconded. The vote was: Fletcher, yes; Chaney, abstained; McNeely, yes.

Agenda Items were all discussion items. No further votes were taken.

**Budget:** Kruse distributed a handout showing how the 16-17 budget ended in comparison to the 17-18 budget to answer questions raised by the Board during October's meeting when Kruse was at NLA conference. No categories were reduced due to not spending all the money in the previous budget categories. The Library was not over for total budget for 16-17. The bulk of the discrepancies between budgeted figures and money expensed was due to changes in definitions for line items and had been explained throughout the year. The total 17-18 Budget actually went up.

**Endowment fund plan:** The idea of planning expenditures ahead was discussed briefly and Kruse stated that was a topic she had planned for retreat, when more time could be devoted to the discussion. Endowment money has been spent for staff training, programs, exhibits, databases, Summer Reading and Dollywood program. \$17,500 has been committed already this fiscal year to pay 2<sup>nd</sup> Block Party payment and toward HVAC engineer fees match with City's CIP funds. Board members were asked to think on other projects in advance of January retreat.

Suggested topics included: Newspaper Digitization project, exhibits, Maker Culture programming (in anticipation of 2019 Innovation Studio plans), guest speakers thru Humanities Nebraska program example, Summer Reading theme of music was mentioned and would lend itself to additional live performances. A fundraising event for Building Preservation Project and ongoing staff education/training were included in the discussion.

Newspaper Digitization Project: The quote for the digitization of total newspaper collection came in at \$40,500. This includes a hard drive acting as backup in-house access, website creation and hosting (one time fee), microfilming 2003-2016 papers and digitizing early reels of microfilm with OCR capabilities and indexing services. This project can be broken into smaller chunks as money is assessed toward the project. Digitization is still a hot topic for funding and Kruse plans

to search for additional funding, being sure to balance it with requests and timing of Building Preservation Campaign. Kruse spoke with Advantage Representative at conference and had questions answered. Following this Board Meeting Kruse will be attending Syracuse Public Library's Foundation meeting where the newspaper digitization project will be discussed with a representative from the State Historical Society, who has the working relationship with Advantage.

Database statistics were reviewed. Chaney suggested database info be presented at Hot Topics early next year along with a database open house.

Chaney volunteered to coordinate having a Giving Tree at Library to solicit office supplies, paper products etc. for the Library. Kruse will send a wish list of supplies to Chaney.

The meeting was adjourned at 5:38 pm.

After the meeting, Grayson Path suggested to Kruse the wording of the meeting notice be changed in keeping with what was learned at the Open Meetings and Records training held earlier that same day. This change will be made for the December Board meeting and continued thereafter.

The next Library Board meeting will take place on Wednesday, December 13, 2017.

The following is the minutes of the Morton-James Public Library Board Special meeting held at 3:00 pm December 22, 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 December 19, 2017 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: Fletcher, Fox and Patton

Staff present: Kruse

Staff absent: Chaney and McNeely

The meeting was convened in open session at 3:10 by Cindy Patton, Library Board member. The board members present signed the roll call.

**Consent Agenda: (only Nov budget report):**

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

**Monthly Claims:**

Access Systems notation was explained as being paid through City claims process. Following a brief review of the monthly claims Fletcher moved and Fox seconded the motion to pay the claims. The vote was as follows: Fletcher, yes; Fox, yes and Patton yes.

**Annual Report:**

The Annual Report was reviewed and Alan Fox made the motion to accept the 2016-17 Annual Report as presented. Fletcher seconded the motion. The vote was: Fletcher, yes; Fox, yes and Patton yes.

**Closing for Inventory:**

Closing the Library for Annual Inventory on Tuesday, January 30 was discussed. Fletcher moved and Fox seconded the motion to close for inventory. The vote was as follows: Fletcher, yes; Fox, yes and Patton yes.

The meeting was adjourned at 3:37 pm.

The next regularly scheduled Board Meeting will take place on January 10 at 4:30.

**BUDGET REPORT**  
**CALENDAR 12/2017, FISCAL 3/2018**

*Donna*

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	250,739.88	18,034.54	55,315.85	22.06	195,424.03
10-50-5005	Library - Social Security	19,181.60	1,292.30	3,966.70	20.68	15,214.90
10-50-5010	Library - Group Ins	59,908.87	5,289.99	14,363.69	23.98	45,545.18
10-50-5012	Library - Pension	15,314.79	903.94	2,557.84	16.70	12,756.95
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	25,500.00	1,420.60	5,953.00	23.35	19,547.00
10-50-5023	Library - Telephone/Internet	3,000.00	245.74	717.56	23.92	2,282.44
10-50-5024	Library - Garbage/Recycling	330.00	.00	52.00	15.76	278.00
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	97.63	642.88	16.07	3,357.12
10-50-5029	Library - Postage	2,250.00	100.00	400.00	17.78	1,850.00
10-50-5030	Library - Miscellaneous	400.00	.00	.00	.00	400.00
10-50-5031	Library - Housekeeping Sup/Equ	1,500.00	242.43	529.15	35.28	970.85
10-50-5032	Library - Credit Card Fees	1,000.00	137.63	316.76	31.68	683.24
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	.00	.00	1,700.00
10-50-5100	Library - Rep/Maint - Building	26,000.00	101.98	1,235.98	4.75	24,764.02
10-50-5105	Library - Rep/Maint - Grounds	1,800.00	1,075.84	1,407.84	78.21	392.16
10-50-5106	Library - Pest Control	420.00	.00	35.00	8.33	385.00
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	.00	.00	.00	.00
10-50-5210	Library - Computer	5,000.00	270.00	1,553.56	31.07	3,446.44
10-50-5230	Library - Dues/Memberships	1,000.00	.00	.00	.00	1,000.00
10-50-5250	Library - Training/Conference	3,500.00	243.59	738.88	21.11	2,761.12
10-50-5403	Library - Contract Sup/Sev	8,000.00	227.20	3,415.58	42.69	4,584.42
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	34.51	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	3,273.87	9,817.57	24.54	30,182.43
10-50-5800	Library - Donation Purchases	8,148.00	909.72	1,485.47	18.23	6,662.53
10-50-5810	Library - Grant Purchases	20,000.00	.00	.00	.00	20,000.00
10-50-5812	Library - Endowments	30,000.00	7,817.91	8,924.66	29.75	21,075.34
TOTAL LIBRARY EXPENSE		564,426.14	41,719.42	119,086.79	21.10	445,339.35

**Morton-James Public Library  
Financial Report  
November 2017**

Presented: January 10, 2018

**City Budget Report**

Month to date balance	\$37,638.08
Year to date balance	\$77,367.37
Budget	\$564,426.14
Amount unexpended	<u>\$487,058.77</u>
Percentage used	13.71%

**Bank Deposits**

November 6, 15, 22

10-07-4131 Library State Aid \$0.00

10-13-4420 Library Book Fees and Fines \$376.74

Subtotal \$376.74

10-13-4443 Misc - Book Sales \$11.80

10-21-4685 Grants \$0.00

10-21-4677 Endowments

NCCF/Dolly Parton December \$317.91

NCCF/ 2nd 1/2 BLOCK PARTY \$7,500.00

Subtotal \$7,817.91

10-23-4704 Donations

Miscellaneous \$193.44

Carol Randle for Computers \$500.00

Runza - Great Books for Great Kids \$322.04

Subtotal \$1,015.48

10-29-4831 Misc. Taxable/Copies \$20.20

Subtotal \$20.20

**Total \$9,242.13**

**Petty Cash**

Expenditures \$12.63

Refunds \$0.00

**Total \$12.63**

**Cash Drawers**

Main Desk \$7.12

Children's \$20.45

**Total \$27.57 Long**

10-13-4420 Credit Card Charges

Library Fees & Fines \$4.90

Copies \$0.00

Donations \$0.00

**Total Charges \$4.90**

**Morton-James Public Library  
Financial Report  
December 2017**

Presented: January 10, 2018

**City Budget Report**

Month to date balance	\$41,719.42
Year to date balance	\$119,086.79
Budget	\$564,426.14
Amount unexpended	<u>\$445,339.35</u>
Percentage used	21.10%

**Bank Deposits**

December 4, 11, 18, 27

<u>10-07-4131 Library State Aid</u>	\$0.00
<u>10-13-4420 Library Book Fees and Fines</u>	\$520.34
Subtotal	<u>\$520.34</u>
<u>10-13-4443 Misc - Book Sales</u>	\$29.17
<u>10-21-4685 Grants</u>	\$0.00
<u>10-21-4677 Endowments</u>	
NCCF/Dolly Parton January	\$312.03
NCCF/ Lynda.com Renewal	\$2,500.00
Subtotal	<u>\$2,812.03</u>
<u>10-23-4704 Donations</u>	
Miscellaneous	\$186.31
PSC - Chautauqua Honorarium	\$750.00
Gress	\$100.00
Subtotal	<u>\$1,036.31</u>
<u>10-29-4831 Misc. Taxable/Copies</u>	\$344.80
Subtotal	<u>\$344.80</u>
<b>Total</b>	<b>\$4,742.65</b>

**Petty Cash**

Expenditures	\$8.24
Refunds	\$0.00
<b>Total</b>	<b>\$8.24</b>

**Cash Drawers**

Main Desk	\$34.08
Children's	\$8.76
<b>Total</b>	<b>\$42.84 Long</b>

<u>10-13-4420 Credit Card Charges</u>	
Library Fees & Fines	\$29.20
Copies	\$0.00
Donations	\$0.00
<b>Total Charges</b>	<b>\$29.20</b>