

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, July 11, 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
July 11, 2018
Board Meeting Agenda

Call meeting to order 4:30

Signing of Roll Call

Director's Report
Statistical Report

Consent Agenda

- Approve Minutes from June 13 Meeting
- Approve Budget Report
- Approve Financial Report

Approve payment of claims

Business:

- Officer Elections
- Discuss/Take action Policy review (Security Camera and Interlibrary Loan)
- Accreditation Update

Director's Notes for 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

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

Aug	Sept	TOTAL
		45808
		4297
		799
		34530
		181
		6131
		20
		2362
		6235
		366
		7753
		81
		216
		16960
		664162

Event, Activity or Statistic		Attendance
1	SRP Kickoff Event, String Beans	215
3	SRP Monday Preschool Story Time	87
3	SRP Tuesday Special Guests	544
3	SRP Wednesday Activities	188
11	Proctor Tests	11
1	Trans-Mississippi Exposition Program	55
1	Morton Place Book Club	2
1	Library Book Club	12
1	Kimmel Gallery Randy Miller Exhibit	180
11	Public Meetings	103
36	TOTALS	1397

Morton James Library

Service Provided	June-12	June-13	June-14	June-15	June-16	June-17	June-18	FY 2017-2018
Circulation	9,912	9,267	8,185	7,909	8,359	6,935	7,182	45808
Technology Center Usage	1,676	1,475	1,577	1,074	826	882	492	4297
Early Literacy Stations Usage	275	241	150	226	208	238	111	799
Patrons Visits	6,516	6,159	5,811	5,913	4,939	5,499	4,034	34530
New Library Cards	59	43	47	61	39	57	36	181
Reference Questions Answered	470	354	431	763	780	965	768	6131
Genealogy / History Research	7	8	2	1	6	5	0	20
Materials Added	312	327	293	295	243	368	225	2362
Website Visits	880	1,095	994	1,765	1,285	759	807	6235
Programs & Exhibits	22	28	18	19	31	32	36	366
Attendance	1,694	1,622	1,444	1,543	977	1,484	1,397	7753
Interlibrary Loan Borrowed	16	16	20	13	15	NA	NA	81
Interlibrary Loan Loaned	34	30	27	33	35	NA	NA	216
WiFi Log Ins	0	0	0	0	1,452	1,478	1,517	16960
Member Amount Saved	0	0	0	0	116,327	107,919	95,803	664161.82

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	45808
Technology Center Usage	16652	14779	17946	13047	9001	8009	4297
Early Literacy Stations Usage	2056	2139	1684	1861	1681	1582	799
Patrons Visits	62709	61781	61458	57845	52362	54505	34530
New Library Cards	466	408	341	329	297	268	181
Reference Questions Answered	4726	4507	4863	7615	7607	8852	6131
Genealogy / History Research	56	67	63	31	39	27	20
Materials Added	4318	3955	3910	3279	3398	3352	2362
Website Visits	9722	21650	11148	14105	14520	10363	6235
Programs & Exhibits	93	128	217	199	383	386	366
Attendance	6884	7063	7261	9251	10486	8938	7753
Interlibrary Loan Borrowed	225	205	745	158	146	94	81
Interlibrary Loan Loaned	519	444	408	368	240	165	216
WiFi Log Ins	N/A	N/A	N/A	N/A	18360	21141	16960

Morton James Public Library Minutes

June 13, 2018

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm June 13, 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 June 5, 2018 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: Fletcher, Patton, McNeely, Chaney

Board absent: Fox

Staff present: Beard, Kruse

The meeting was convened in open session at 4:36pm by Brooke Chaney, Library Board President. The board members present signed the roll call.

Directors Report –May activity Reviewed and no questions

Received community underwriting for The String Beans Concert and The Trans-Mississippi Exposition of 1898 Presentation

Acquired the Main Street Historian Collection

All staff attended Training Day for Southeast Library System in Seward

Coordinated CRAKE Training for Library staff and Community members (this ties to Digital Civic Engagement project)

Library was tested for lead paint and asbestos levels

MJPL hosted 14 Library Directors for the May CASTL meeting

Draft budget document submitted

Lobby windows sealed and ceiling repaired and painted

Alternate space search continued with additional meetings for insurance coverage and tech needs

Met with 2 IT service providers for new quote

Conversations with Chris continue regarding security cameras

Coffee service through LaRue ended

Monthly statistics were reviewed

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

Chaney asked if there were any corrections to the May minutes

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

Monthly Claims:

Approval of Claims

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

Business:

Discuss Endowment updates:

Money spent from ½ endowments and ½ CIP for HVAC project. Moving to get Vantine James money for HVAC, Use Moller money for security cameras, database, and digitization. Closing unrestricted account. More HVAC money can come from Vantine James after July 1, this is to finish out the original \$10,000 “pledge” from Library.

Review Budget/CIP:

Discussion on 2018-19 budget and what categories that need to be adjusted. Kruse learned that it is preferred that projects under \$5000 not be included on CIP. Those items under \$5000 are being moved from CIP to budget. Betsy from SEND may help with current and future grants.

Discussed credit card fees. Crystaphena is investigating options.

Discussed digitization project costs. Kruse is going to Council on 18th to request permission to do digitization work during this fiscal year according to Fiscal Policy. This is accomplished by using money from materials, web and endowment for first 80 reels of microfilm and building/hosting website costs.

Discussed expanding contract with Spiral Communications, including adjustments that need to be done during temporary location.

Plan to move money from local mileage to budget for travel to attend trainings.

State aid came in at \$1300.

Final budget will be completed and given to city council in July.

Review/take action Bylaw changes:

Motion to accept changes to bylaws as presented by McNeely, seconded by Patton

Vote Fletcher Y, Chaney Y, Patton Y, McNeely Y

Review/take action Policy changes:

Meeting Room. Social Media and Code of Conduct

- Polices were accepted in May meeting with a review from City Attorney – No action taken

Patron Code of Conduct Policies

- Was amended to specify where food and refreshments are allowed
- Was amended to include drug paraphernalia

McNeely motion and Patton seconded to accept policies as amended

McNeely Y, Patton Y, Fletcher Y, Chaney Y

Update on IT contract – Discussed during budget review

Alternate location:

- Working to get agreement with American National Bank as a temporary location during construction.

Security cameras:

- Received second proposal from Prime communications regarding external cameras. Donna will continue a discussion with member Fletcher for security camera options.
- Looking to perform some security camera work by August
- Looking to move and add internal cameras

Accreditation Committee:

- Discussion from board member Chaney on the committee process
- Discussion on requirements for Accreditation
- Present updated strategic plan to board for review
- Discussion of Teen Board, Foundation and Friends group as it relates to Accreditation

Meeting adjourned at 6:00

Next meeting will take place on Wednesday, July 11, 2018.

Submitted by Christopher Fletcher, with additional remarks D. Kruse

BUDGET REPORT
CALENDAR 6/2018, FISCAL 9/2018

Danna

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	178,627.68	71.24	72,112.20
10-50-5005	Library - Social Security	19,181.60	1,385.56	12,843.49	66.96	6,338.11
10-50-5010	Library - Group Ins	59,908.87	4,678.75	44,173.14	73.73	15,735.73
10-50-5012	Library - Pension	15,314.79	1,275.86	10,560.33	68.96	4,754.46
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	25,500.00	1,311.75	15,781.67	61.89	9,718.33
10-50-5023	Library - Telephone/Internet	3,000.00	231.40	2,118.81	70.63	881.19
10-50-5024	Library - Garbage/Recycling	330.00	.00	208.00	63.03	122.00
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	806.12	2,972.93	74.32	1,027.07
10-50-5029	Library - Postage	2,250.00	100.00	1,313.40	58.37	936.60
10-50-5030	Library - Miscellaneous	400.00	.00	.00	.00	400.00
10-50-5031	Library - Housekeeping Sup/Equ	1,500.00	54.86	1,139.03	75.94	360.97
10-50-5032	Library - Credit Card Fees	1,000.00	63.46	799.34	79.93	200.66
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	282.00	402.60	23.68	1,297.40
10-50-5100	Library - Rep/Maint - Building	26,000.00	2,588.00	13,932.42	53.59	12,067.58
10-50-5105	Library - Rep/Maint - Grounds	1,800.00	51.47	1,529.31	84.96	270.69
10-50-5106	Library - Pest Control	420.00	35.00	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	2,673.56	53.47	2,326.44
10-50-5230	Library - Dues/Memberships	1,000.00	104.00	804.00	80.40	196.00
10-50-5250	Library - Training/Conference	3,500.00	83.39	3,332.80	95.22	167.20
10-50-5403	Library - Contract Sup/Sev	8,000.00	246.92	6,339.97	79.25	1,660.03
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	307.50	4,366.25	19.85	17,633.75
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	3,442.80	28,077.31	70.19	11,922.69
10-50-5800	Library - Donation Purchases	8,148.00	142.53	4,315.05	52.96	3,832.95
10-50-5810	Library - Grant Purchases	20,000.00	.00	.00	.00	20,000.00
10-50-5812	Library - Endowments	30,000.00	2,081.01	20,400.36	68.00	9,599.64
	TOTAL LIBRARY EXPENSE	564,426.14	38,562.88	362,622.08	64.25	201,804.06

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

Presented: July 11, 2018

City Budget Report

Month to date balance	\$38,562.88
Year to date balance	\$362,622.08
Budget	\$564,426.14
Amount unexpended	\$201,804.06
Percentage used	64.25%

Bank Deposits

June 4, 11, 18	
<u>10-07-4131 Library State Aid</u>	\$1,300.00
<u>10-13-4420 Library Book Fees and Fines</u>	\$540.77
Subtotal	\$1,840.77
<u>10-13-4443 Misc - Book Sales</u>	\$0.00
<u>10-21-4685 Grants</u>	\$0.00
<u>10-21-4677 Endowments</u>	
NCCFF/Moller Acc Dolly Parton July 2018	\$306.54
NCCFF/Moller Acc Digitization Project	\$5,000.00
NCCFF/Moller Acc NewsBank Renewal	\$3,295.00
NCCFF/Vantine James Acc HVAC Project	\$5,416.27
Subtotal	\$14,017.81
<u>10-23-4704 Donations</u>	
Miscellaneous	\$334.07
May - Belding Memorial	\$40.00
Gibbs - Digitization Project	\$150.00
Closed Unrestricted NCCFF Account - Security Cameras	\$4,905.91
Subtotal	\$5,429.98
<u>10-29-4831 Misc. Taxable/Copies</u>	\$8.70
Total	\$21,297.26

Petty Cash

Expenditures	\$0.20
Refunds	\$0.00
Total	\$0.20

Cash Drawers

Main Desk	\$41.20
Children's	\$7.39
Total	\$48.59 Long
<u>10-13-4420 Credit Card Charges</u>	
Library Fees & Fines	\$78.20
Copies	\$0.00
Donations	\$0.00
Total Charges	\$78.20

SECURITY CAMERA

1. The Morton-James Public Library employs a video surveillance camera system to monitor activity within the library.
2. The purpose of the video monitoring system is to deter unacceptable behavior, theft or destruction of library property to include all material collections, all electronic equipment, furniture, and the interior of the building. The cameras continuously record 24 hours a day, 7 days a week.
3. Access to the security camera system and the recorded footage is limited to the director and staff of the Morton-James Public Library. All others must have approval from the library director or assistant director. If there is an issue in the library, law enforcement will be allowed to view the video with the library director or assistant director.
4. Information obtained through the security camera system will be used exclusively for security, disciplinary or law enforcement purposes. Video recordings are accumulated for a 30 day period of time. Screen shots will only be retained as part of a criminal investigation.
5. Law enforcement must present a written request to obtain any recorded video. The request must provide that the recorded video is needed by law enforcement for an ongoing criminal investigation. Only the Library Director or Assistant Director may provide the information to the requesting officer. Refer to Nebraska State statute 84-712.05.

84-712.05 Records which may be withheld from the public; enumerated:

The following records, unless publicly disclosed in an open court, open administrative proceeding, or open meeting or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records:

(11) Records or portions of records kept by a publicly funded library which, when examined with or without other records, reveal the identity of any library patron using the library's materials or services;

6. Monitoring of individuals will not be based on characteristics of race, gender, ethnicity, sexual orientation, or disability.
7. Video monitoring is limited to uses that do not violate the standard of a "reasonable expectation to privacy" as defined by law.
8. The Morton-James Public Library has posted signage on the doors of the Morton-James Public Library that states, "Security Cameras in Use".

Adopted November 9, 2016

SERVICES

INTERLIBRARY LOAN

1. An interlibrary loan is a transaction in which library materials or a copy of the material, not owned by the Morton-James Public Library may be borrowed from another library upon request.
2. Interlibrary loan will be available to any member with a library card in good standing.
3. Morton-James Public Library does not charge for interlibrary loan service. However, members are responsible for the return postage. Postage is to be paid when the materials are checked out.
 - a. Once materials have been shipped, a request cannot be terminated. The member is still responsible for the return postage.
 - b. If a member fails to pick up an interlibrary loan request, the return postage will be assessed to their library account.
 - c. Lending periods are determined by the lending library's policies not Morton-James Public Library.
 - d. Overdue fines will be assessed if the due date is missed.
 - e. If materials are damaged, the lending library will assess a damage charge based on their policies.
4. Morton-James Public Library will loan books to other libraries through the interlibrary loan system. A reasonable request for copies is allowed based on the copyright law (Title 17, U.S. CODE) for interlibrary loan services.
 - a. These materials will not be available for loan; reserve books, CDs and DVDs, documents, genealogy or history materials, microfilm or periodicals.
 - b. Ten (10) pages of print material will be copied for free with an additional charge of 10 cents per page.
 - c. Loan periods are for four (4) weeks with one four (4) week renewal.
 - d. Overdue charges will not be assessed to a borrowing library. However, damage charges will be assessed.

OCLC NAME AND ADDRESS DIRECTORY LENDING POLICY (FOR LIBRARIES ONLY)

The Morton-James Public Library OCLC (Online Computer Library Center) policies allow for requests to be received from OCLC. Books will be loaned for four (4) weeks. We do not send documents, genealogy material, microfilm, periodicals or reference materials. Ten (10) pages of material will be copied for free with an additional charge of 10 cents a page.

Adopted November 9, 2016