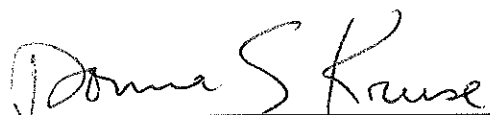


NOTICE OF MEETING

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, March 11, 2020 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 the printed name and title.

Donna S. Kruse
Library Director

Morton-James Public Library
March 11, 2020
Board Meeting Agenda

Call meeting to order 4:30 pm

Signing of Roll Call

Discussion: City & Library MOU with Drew Graham, for approval at April meeting

Director's Report

Statistical Report

Consent Agenda

Approve Minutes from February 19

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Review/Take Action:

Discuss/take action closing for SELS training date Friday May 8, 2020

Open end items

Next Meeting April 8, 2020

Director's Notes
March 2020 for February Activity

- Library Innovation Studio classes continued
- Maintenance on Studio equipment continued
- Traveling Story Times continued, this month reaching 167 (7 visits)
- Denise Davis worked at 3 Census Outreach events (70+) and spoke at 2 more
- MJPL assisted in promotion of NCCFF Arts and Culture program held at Lourdes

Morton James Library

| Service Provided | February-12 | February-13 | February-14 | February-15 | February-16 | February-17 | February-18 | February-19 | February-20 |
|-------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Circulation | 6,776 | 6,512 | 5,723 | 5,368 | 5,605 | 4,772 | 4,610 | 5,080 | 4,828 |
| Technology Center Usage | 1,170 | 1,051 | 1,419 | 1,005 | 716 | 673 | 470 | 458 | 342 |
| Early Literacy Stations Usage | 191 | 162 | 130 | 130 | 132 | 164 | 62 | 38 | 33 |
| Patrons Visits | 4,555 | 4,637 | 4,549 | 4,173 | 4,101 | 4,660 | 3,755 | 3,028 | 3,214 |
| New Library Cards | 35 | 35 | 22 | 24 | 29 | 21 | 12 | 17 | 23 |
| Reference Questions Answered | 376 | 411 | 349 | 599 | 684 | 773 | 678 | 665 | 676 |
| Genealogy / History Research | 5 | 6 | 6 | 3 | 7 | 1 | 5 | 5 | 5 |
| Materials Added | 411 | 325 | 242 | 344 | 249 | 266 | 277 | 214 | 280 |
| Website Visits | 788 | 3,806 | 916 | 888 | 1,192 | 872 | 652 | 792 | 706 |
| Programs & Exhibits | 2 | 6 | 18 | 13 | 33 | 39 | 40 | 30 | 36 |
| Attendance | 181 | 375 | 227 | 423 | 465 | 574 | 565 | 889 | 414 |
| Interlibrary Loan Borrowed | 18 | 18 | 11 | 10 | 28 | 12 | NA | 14 | NA |
| Interlibrary Loan Loaned | 54 | 37 | 36 | 25 | 12 | 27 | NA | 19 | NA |
| WiFi Log Ins | 0 | 0 | 0 | 0 | 1,531 | 1,981 | 1,869 | 1,895 | 1,538 |
| Member Amount Saved | 0 | 0 | 0 | 0 | 84,269 | 68,439 | 83,125 | 53,403 | 51,525 |

| Service Provided | FY 2011-2012 | FY 2012-2013 | FY 2013-2014 | FY 2014-2015 | FY 2015-2016 | FY 2016-2017 | FY 2017-2018 | FY 2018-2019 | FY 2019-2020 |
|-------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Circulation | 88892 | 85775 | 80588 | 71102 | 72884 | 63773 | 62950 | 66044 | 25689 |
| Technology Center Usage | 16652 | 14779 | 17946 | 13047 | 9001 | 8009 | 5884 | 4775 | 1818 |
| Early Literacy Stations Usage | 2056 | 2139 | 1684 | 1861 | 1681 | 1582 | 1035 | 563 | 157 |
| Patrons Visits | 62709 | 61781 | 61458 | 57845 | 52362 | 54505 | 45922 | 34278 | 15347 |
| New Library Cards | 466 | 408 | 341 | 329 | 297 | 268 | 257 | 217 | 81 |
| Reference Questions Answered | 4726 | 4507 | 4863 | 7615 | 7607 | 8852 | 8340 | 7951 | 3346 |
| Genealogy / History Research | 56 | 67 | 63 | 31 | 39 | 27 | 29 | 28 | 11 |
| Materials Added | 4318 | 3955 | 3910 | 3279 | 3398 | 3352 | 3230 | 2975 | 1204 |
| Website Visits | 9722 | 21650 | 11148 | 14105 | 14520 | 10363 | 8609 | 8686 | 3465 |
| Programs & Exhibits | 93 | 128 | 217 | 199 | 383 | 386 | 452 | 391 | 145 |
| Attendance | 6884 | 7063 | 7261 | 9251 | 10486 | 8938 | 9595 | 7960 | 2331 |
| Interlibrary Loan Borrowed | 225 | 205 | 745 | 158 | 146 | 94 | 3 | 198 | 82 |
| Interlibrary Loan Loaned | 519 | 444 | 408 | 368 | 240 | 165 | 22 | 245 | 85 |
| WiFi Log Ins | N/A | N/A | N/A | N/A | 18360 | 21141 | 22347 | 20426 | 7490 |
| Member Amount Saved | N/A | N/A | N/A | N/A | 1040085 | 970535.11 | 913417.41 | 734992.14 | 270061.14 |

Morton James Public Library Minutes

February 19, 2020

The following is the minutes of the Morton-James Public Library Board meeting held at 1:03 pm February 19, 2020 in the north basement room at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on February 12, 2020 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: Patton, Chaney, McNeely, Fletcher

Board absent: Fox

Staff present: Kruse, Beard, Harris

Others Present: Grayson Path, Drew Graham - City Attorney, Scott Childers - SE Library System

The meeting was convened in open session at 1:03 pm by Brooke Chaney, Library Board President. The board members present signed the roll call.

MOU Discussion with City

Brook began by explaining issues (duties or responsibilities) that the city and library board share. The library board desires to create a clear relationship with the city. To define (duties or responsibilities) with the city and have a written agreement.

Path: Have good relationships and hope to continue to work as a team

Chaney: Some processes have been done differently over time as people have changed.

Graham: The library board has some mandatory rights as written by state and city statutes. There are many rights that the library board may perform. Some responsibilities can be delegated if necessary.

Path: City currently performs many of the roles for the Library because they are services that are already performed for other departments by the city.

Kruse: Do we need to formalize our working agreement?

Childers: The library in Wahoo created an agreement with the City of Wahoo that may serve as a good model for a potential agreement.

Graham: City and library board currently have a good relationship and it is an opportune time to create an agreement. It should be the responsibility of the board to decide what roles are delegated.

Graham: I will reach out to Wahoo to get a copy of their agreement, then come back to the library board to begin defining the library board and city responsibilities.

Board members discussed previous situations with respect to budget, tax levies and foundations.

Statutes cover endowment money being controlled by the Library. The other areas that the City currently handles for MJPL include, but not limited to payroll, insurance, taxes, hiring paperwork and Director's evaluation.

Grayson Path, Drew Graham and Scott Childers left the meeting at 1:54 pm.

Directors Report:

- Library closed 8 hours while staff attended Verbal Judo De-escalation training from Nebraska Safety Council
- Library closed 9.5 hours due to weather
- Library closed 10 hours for heat issue
- Library Innovation Studio training classes continue
- Rotary Group toured LIS
- Annual AARP tax appts started

Discussed items relating to verbal judo training. They provided security related suggestions for facility. Donna has spoken with Prime Communications to get quotes and input on potentially adding or updating security cameras, as well as a few other security items like door chimes, panic buttons and security access points.

Statistical Report:

- Door count is reflective of the Maker Space attendance, but programming numbers will be submitted for March (April meeting) statistics.

Consent Agenda:

Minutes: January 8, 2020 Meeting

Corrections or Additions: None

Budget Report:

- Snow melt should fall under CHEMICALS, but there is no amount budgeted for CHEMICALS so there will be a negative balance on that line. Donna will check with Gloria regarding this issue.
- New book drop has been installed. The expense will go under CAPITAL OUTLAYS and EQUIPMENT. Money has been received from insurance payment. There is now only one book drop box instead of two. The new box has different slots for books and media.

Financial Report:

Patton motioned to approve the consent agenda, Patton seconded.

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

Monthly Claims:

- Book drop as previously discussed
- Loan/lease payment of \$51,815.77 set up to be paid in March once a year.
- Advantage Archives is the digitization of newspapers. Newspapers up to 1994 have been digitized. This payment was made from materials budget.

McNeely made a motion to pay the presented claims. Patton seconded the motion.

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

Business:

Policy Review:

Patron Code of Conduct

Policy sent to Drew Graham, City Attorney. Drew responded: With regards to the addition of "offensive body odor." There is nothing to inherently wrong with such a policy, as the courts have already determined, but it is vital that the policy "must be reasonable, fairly applied and impinge as little as possible on the right of access to information."

With respect to body odor a lot of perfume or cologne can also be an issue.

Chaney: Discussed visiting Kansas City library. She learned about city policy and seeing signs with respect to loitering. Brooke also spoke about feedback she has received from patrons with respect to the Library not being a family friendly environment due to noise and distracting behavior. Staff are working to address issues and certain situations.

Member McNeely left the meeting 2:35 pm

Application for Library Card

1. Staff will give out cards in person rather than mailing.
2. Remove the limitation on checking out two items until the library card is received in the mail.

Interlibrary Loan Policy

The change allows the library to loan items besides books, such as media, to other libraries through the Interlibrary Loan program.

Materials Return Box Policy

Policy updated to reflect one drop box with two slots, one for books and one for DVDs and CDs.

Request for Reconsideration of Library Materials Form

Discussed removing Requested by at the top of the form and the last line that states "You will be contacted as soon as possible" and add a reference to #5 of the policy that lists the procedures for reconsideration of library materials from the RECONSIDERATION OF LIBRARY MATERIALS FORM.

Patton made a motion to accept the changes made to the Reconsideration of Library Materials Form. Fletcher seconded the motion.

Vote: Patton: Y, Chaney: Y, Fletcher: Y

Review/Take Action for Inventory

Request to close for inventory on March 31, 2020. Inventory is later this year, due to not wanting to be closed because of the makerspace exhibit and already being closed for training a day in January.

Patton made a motion to close on March 31st for inventory. Fletcher seconded the motion.

Vote: Chaney: Y, Fletcher: Y, Patton: Y,

Patton motioned to adjourn. Fletcher seconded. Meeting was adjourned at 2:42 pm.

Submitted by Christopher Fletcher, Louan Beard and D. Kruse

BUDGET REPORT
CALENDAR 2/2020, FISCAL 5/2020

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT USED | AMOUNT UNEXPENDED |
|----------------|--------------------------------|---------------------|-------------------|-------------------|--------------|-------------------|
| 10-50-5000 | Library - Salaries | 282,983.74 | 21,625.79 | 113,503.44 | 40.11 | 169,480.30 |
| 10-50-5005 | Library - Social Security | 21,649.39 | 1,578.01 | 8,333.35 | 38.49 | 13,316.04 |
| 10-50-5010 | Library - Group Ins | 66,744.98 | 5,433.47 | 27,157.50 | 40.69 | 39,587.48 |
| 10-50-5012 | Library - Pension | 17,010.61 | 1,176.46 | 6,392.32 | 37.58 | 10,618.29 |
| 10-50-5014 | Library - Unemp Comp | .00 | .00 | .00 | .00 | .00 |
| 10-50-5020 | Library - Utilities | 25,000.00 | 2,300.47 | 8,657.43 | 34.63 | 16,342.57 |
| 10-50-5023 | Library - Telephone/Internet | 3,000.00 | 227.48 | 1,140.31 | 38.01 | 1,859.69 |
| 10-50-5024 | Library - Garbage/Recycling | 312.00 | .00 | 121.02 | 38.79 | 190.98 |
| 10-50-5025 | Library - Equipment Rent | .00 | .00 | .00 | .00 | .00 |
| 10-50-5026 | Library - Equipment | 3,000.00 | 1,816.60 | 1,816.60 | 60.55 | 1,183.40 |
| 10-50-5028 | Library - Office Supplies | 3,500.00 | 166.12 | 1,190.82 | 34.02 | 2,309.18 |
| 10-50-5029 | Library - Postage | 1,800.00 | .00 | 500.00 | 27.78 | 1,300.00 |
| 10-50-5030 | Library - Miscellaneous | 400.00 | .00 | .00 | .00 | 400.00 |
| 10-50-5031 | Library - Housekeeping Sup/Equ | 1,800.00 | 108.05 | 682.38 | 37.91 | 1,117.62 |
| 10-50-5032 | Library - Credit Card Fees | 1,000.00 | 212.57 | 591.66 | 59.17 | 408.34 |
| 10-50-5036 | Library - Refund Charges/Depos | .00 | .00 | .00 | .00 | .00 |
| 10-50-5050 | Library - Adv/Printing/Pub/Web | 1,400.00 | .00 | 206.13 | 14.72 | 1,193.87 |
| 10-50-5100 | Library - Rep/Maint - Building | 18,000.00 | 81.78 | 1,794.87 | 9.97 | 16,205.13 |
| 10-50-5105 | Library - Rep/Maint - Grounds | 1,500.00 | .00 | 1,277.87 | 85.19 | 222.13 |
| 10-50-5106 | Library - Pest Control | 120.00 | 36.00 | 122.00 | 101.67 | 2.00- |
| 10-50-5110 | Library - Rep/Maint - Equip/Ve | .00 | .00 | .00 | .00 | .00 |
| 10-50-5210 | Library - Computer | 7,000.00 | 502.50 | 2,882.95 | 41.19 | 4,117.05 |
| 10-50-5230 | Library - Dues/Memberships | 1,000.00 | .00 | 30.00 | 3.00 | 970.00 |
| 10-50-5250 | Library - Training/Conference | 5,500.00 | .00 | 1,454.55 | 26.45 | 4,045.45 |
| 10-50-5403 | Library - Contract Sup/Sev | 10,000.00 | 1,248.89 | 3,069.19 | 30.69 | 6,930.81 |
| 10-50-5409 | Library - Prg and Event Sup/Se | 200.00 | .00 | .00 | .00 | 200.00 |
| 10-50-5430 | Library - Chemicals | .00 | 43.05 | 54.74 | .00 | 54.74- |
| 10-50-5500 | Library - Travel/Meals/Lodging | 200.00 | 17.94 | 102.12 | 51.06 | 97.88 |
| 10-50-5600 | Library - Capital Outlays | .00 | 3,398.40 | 3,398.40 | .00 | 3,398.40- |
| 10-50-5601 | Library - Capital Improvements | .00 | .00 | .00 | .00 | .00 |
| 10-50-5605 | Library - Loan/Lease Payment | 51,816.00 | 51,815.77 | 51,815.77 | 100.00 | .23 |
| 10-50-5775 | Library - Electronic Subscript | 7,500.00 | .00 | 2,639.00 | 35.19 | 4,861.00 |
| 10-50-5776 | Library - Aid Purchases | 1,206.00 | .00 | .00 | .00 | 1,206.00 |
| 10-50-5777 | Library - Materials | 45,000.00 | 7,086.79 | 19,444.62 | 43.21 | 25,555.38 |
| 10-50-5800 | Library - Donation Purchases | 15,687.00 | 350.00 | 3,551.32 | 22.64 | 12,135.68 |
| 10-50-5810 | Library - Grant Purchases | 350,000.00 | 6,950.00 | 12,200.00 | 3.49 | 337,800.00 |
| 10-50-5812 | Library - Endowments | 62,937.00 | 4,147.94 | 5,855.93 | 9.30 | 57,081.07 |
| | TOTAL LIBRARY EXPENSE | 1,007,266.72 | 110,324.08 | 279,986.29 | 27.80 | 727,280.43 |

Morton-James Public Library

Financial Report

February 2020

Presented: March 11, 2020

| | |
|-----------------------|---------------------|
| - | |
| Month to date balance | \$110,324.08 |
| Year to date balance | \$279,986.29 |
| Budget | \$1,007,266.72 |
| Amount unexpended | <u>\$727,280.43</u> |
| Percentage used | 27.80% |

Bank Deposits

February 5, 12, 20, 28

10-02-2000 City Liability Account

Innovation Studio Consumables \$295.69

10-07-4131 Library State Aid \$0.00

10-13-4420 Library Book Fees and Fines \$335.67

10-13-4443 Misc - Book Sales \$4.91

10-21-4685 Grants

American Library Association Census Grant \$2,000.00

Subtotal \$2,000.00

10-21-4677 Endowments

NCCFF/Moller Dollywood March 2020 \$281.45

Subtotal \$281.45

10-23-4704 Donations

Miscellaneous \$191.41

Genealogy - Liversedge \$10.00

Library Sponsors Smith and Martin \$75.00

Subtotal \$276.41

10-29-4831 Misc. Taxable/Copies \$256.20

Total \$3,450.33

Petty Cash

Expenditures \$0.00

Refunds \$0.00

Total \$0.00

Cash Drawers

Children's Library \$22.41

Main Level \$15.75

Total \$38.16 Long

10-13-4420 Credit Card Charges

Library Fees & Fines \$58.70

Copies \$0.00

Donations \$0.00

Total Charges \$58.70