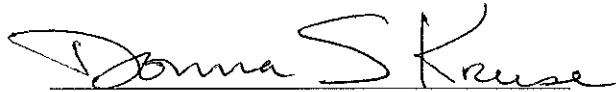


NOTICE OF MEETING

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, November 8, 2017 at the Morton-James Public Library in Nebraska City. The meeting will be open to the public. An agenda for such meetings kept continuously current, is available for public inspection at the Morton-James Public Library in Nebraska City, but the agenda may be modified at such meeting.



Donna S. Kruse
Library Director

11/1/17

Morton-James Public Library
November 8, 2017

Announcements by Brooke Chaney, President

Call meeting to order 4:30

Signing of Roll Call

Director's Report

 Activities Report

 Statistical Report

Consent Agenda

 Approve Minutes from October 11, 2017 Meeting

 Approve Budget Report

 Approve Financial Report

Approve payment of claims

Business:

 Discussion: 2016-17 and 2017-18 budget

 Discussion: Endowment fund plan

 Discussion/Take action: Digitization update

 Discussion: Database statistics

Director's Notes for October 2017

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. (See separate document.)

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.

Fiscal Year 2017-2018 Monthly Reporting

Morton-James Library

	October	November	December	January	February	March	April	May	June	July
Circulation	4837									
Technology Center Usage	599									
Early Literacy Stations Usage	75									
Patrons Visits	4477									
New Library Cards	27									
Reference Questions Answered	715									
Genealogy / History Research	1									
Materials Added	332									
Website Visits	713									
Programs & Exhibits	45									
Attendance (Included in Patron Visits)	962									
Interlibrary Loan Borrowed	NA									
Interlibrary Loan Loaned	NA									
WiFi Log Ins	1782									
Member Amount Saved	90,246									

Aug	Sept	TOTAL
		4837
		599
		75
		4477
		27
		715
		1
		332
		713
		45
		962
		0
		0
		1782
		90246

Event, Activity or Statistic	Attendance
15 Traveling Story Time Sessions	201
5 Adult Reading Sessions at NC Care & Rehab	11
1 NCECBVI Tour	9
1 Morton Place Book Club	2
2 Paranormal Program Sessions	34
1 Library Book Club	10
1 Lourdes 8th Grade History Research Class	32
1 Kimmel Gallery Exhibit - BLOCK PARTY	550
18 Public Meetings	113
45 TOTALS	962

Morton James Library

FY 2017-18

Service Provided	October-11	October-12	October-13	October-14	October-15	October-16	October-17	FY 2016-2017
Circulation	7,779	6,731	6,746	6,061	5,582	5,485	4,837	4837
Technology Center Usage	1,521	1,446	1,817	1,633	992	618	599	599
Early Literacy Stations Usage	122	245	124	188	112	104	75	75
Patrons Visits	5,354	5,339	5,594	5,479	4,565	4,276	4,477	4477
New Library Cards	35	16	30	27	20	17	27	27
Reference Questions Answered	350	413	399	552	560	662	715	715
Genealogy / History Research	4	3	4	5	3	0	1	1
Materials Added	469	311	264	343	265	216	332	332
Website Visits	786	808	853	869	1,000	1,068	713	713
Programs & Exhibits	5	9	19	24	13	28	45	45
Attendance	365	470	689	668	849	338	962	962
Interlibrary Loan Borrowed	18	20	11	15	21	14	NA	0
Interlibrary Loan Loaned	62	32	40	21	39	29	NA	0
WiFi Log Ins	0	0	0	0	1,206	1,603	1,782	1782
Member Amount Saved	0	0	0	0	79,480	76,831	90,246	90246.47

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	4837
Technology Center Usage	16652	14779	17946	13047	9001	8009	599
Early Literacy Stations Usage	2056	2139	1684	1861	1681	1582	75
Patrons Visits	62709	61781	61458	57845	52362	54505	4477
New Library Cards	466	408	341	329	297	268	27
Reference Questions Answered	4726	4507	4863	7615	7607	8852	715
Genealogy / History Research	56	67	63	31	39	27	1
Materials Added	4318	3955	3910	3279	3398	3352	332
Website Visits	9722	21650	11148	14105	14520	10363	713
Programs & Exhibits	93	128	217	199	383	386	45
Attendance	6884	7063	7261	9251	10486	8938	962
Interlibrary Loan Borrowed	225	205	745	158	146	94	0
Interlibrary Loan Loaned	519	444	408	368	240	165	0
WiFi Log Ins	N/A	N/A	N/A	N/A	18360	21141	1782

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm October 11, 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 October 4, 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, McNeely, Fox and Patton
Staff present: Beard
Staff absent: Kruse

The meeting was convened in open session at 4:31 by Brooke Chaney, Library Board President. The board members present signed the roll call.

September Director's Notes:

Louan Beard, Assistant Director read through the report compiled by the Library Director, Donna Kruse.

Block Party and NE150 Quilt Display opened. Quilt display ended September 30 and Block Party will continue through December 30. AppleJack attendance helped our Block Party exhibit stats for the month. We are seeing a lot of repeat visitors and our photo gallery of creations is growing.

Denise and Louan attended Association of Rural and Small Libraries conference in Utah. As time allows, they have been sharing information at staff meetings collected from the programs.

NET paid a visit to Nebraska City and showed a new episode of Daniel the Tiger, made crowns and scepters and Katerina Kitty cat was a popular guest with the children. 160 in attendance.

Continue to experience fire alarm false "ground fault errors" Company finally thinks it is now a panel issue, but we still must wait for the system not to reset before confirmation can be made and repairs made to panel.

Held meeting with City Administrator, Finance Commissioner, Board president with Doug Friedli representing Nebraska City Community Foundation regarding structure and policies of Endowment account and the possibility of starting a new sinking fund account to hold monies collected for building preservation project. Also discussed changing the language of the donation/grant policy to include a description of endowments and how policy applies. Commissioner Glover agreed that could be created. Later Director and Doug had conference call with Nebraska Community Foundation to see if that fund can be set up. It can and agreement is being drafted. Will meet with City Administrator when draft is ready.

Director visited Lincoln to participate in set up of the Mobile Museum on the Capitol steps and to re-visit the Innovation Studio on UNL campus. Morton-James received notice earlier this summer that it was awarded one of 30 grants to place a temporary Innovation studio (makerspace) at the Library. MJPL selected 2019 for a variety of reasons and will receive equipment for about 5 months.

Received the first of three \$8,334 checks (2016-17) from the Kropp Foundation. There will be 2 more for the same amount in 2017-18 and 2018-2019. This was the for the building restoration/preservation project.

Beard reviewed the Statistical Report. Chaney called for a vote to approve the Director's Report and the Statistical Report. Chris Fletcher made the motion to approve and Alan Fox seconded. The vote was: McNeely, yes; Fox, yes; Fletcher, yes; Chaney, yes; Patton, yes.

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

Chaney asked if there were any correction to the September 13 minutes. The following corrections in red were presented: Corrections to the first paragraph are as follows: The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm September 13, 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 September 6, 2017 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Under Agenda item #5: The vote was: Fletcher, yes; Chaney, yes; Patton, yes; McNeely, yes.

In regard to the Budget Report, discussion was held concerning the year end totals of the 2016-2017 versus the 2017-2018 budget. Beard did not have the information to answer the budget questions. It was requested by the Library Board that the new 2017-2018 Budget be presented at the November meeting with details as to the projected expenses per line item.

Fox made the motion to accept the consent agenda items with the noted corrections to the minutes. Fletcher seconded the motion. The vote was: Fox, yes; Fletcher, yes; Chaney, yes; Patton, yes; McNeely, yes.

Monthly Claims:

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

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

Agenda Item #1

Following a discussion the Library Board scheduled a retreat for January 10, 2018 from 2:30 to 4:30 to be followed by the regular monthly Library Board meeting at 4:30.

The meeting was adjourned at 5:07 pm.

The next Library Board meeting will take place on Wednesday, November 8, 2017.

CITY OF NEBRASKA CITY
BUDGET REPORT
CALENDAR 10/2017, FISCAL 1/2018

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
10-50-5000	Library - Salaries	250,739.88	18,803.40	18,803.40	7.50	231,936.48
10-50-5005	Library - Social Security	19,181.60	1,349.65	1,349.65	7.04	17,831.95
10-50-5010	Library - Group Ins	59,908.87	4,536.85	4,536.85	7.57	55,372.02
10-50-5012	Library - Pension	15,314.79	831.28	831.28	5.43	14,483.51
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	25,500.00	2,696.45	2,696.45	10.57	22,803.55
10-50-5023	Library - Telephone/Internet	3,000.00	227.48	227.48	7.58	2,772.52
10-50-5024	Library - Garbage/Recycling	330.00	.00	.00	.00	330.00
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	416.27	416.27	10.41	3,583.73
10-50-5029	Library - Postage	2,250.00	100.00	100.00	4.44	2,150.00
10-50-5030	Library - Miscellaneous	400.00	.00	.00	.00	400.00
10-50-5031	Library - Housekeeping Sup/Equ	1,500.00	264.33	264.33	17.62	1,235.67
10-50-5032	Library - Credit Card Fees	1,000.00	59.39	59.39	5.94	940.61
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	1,110.00	1,110.00	4.27	24,890.00
10-50-5105	Library - Rep/Maint - Grounds	1,800.00	332.00	332.00	18.44	1,468.00
10-50-5106	Library - Pest Control	420.00	35.00	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	1,013.56	1,013.56	20.27	3,986.44
10-50-5230	Library - Dues/Memberships	1,000.00	.00	.00	.00	1,000.00
10-50-5250	Library - Training/Conference	3,500.00	.00	.00	.00	3,500.00
10-50-5403	Library - Contract Sup/Sev	8,000.00	518.78	518.78	6.48	7,481.22
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	13.11	13.11	.66	1,986.89
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	3,097.00	3,097.00	41.29	4,403.00
10-50-5776	Library - Aid Purchases	1,333.00	.00	.00	.00	1,333.00
10-50-5777	Library - Materials	40,000.00	3,320.41	3,320.41	8.30	36,679.59
10-50-5800	Library - Donation Purchases	8,148.00	233.71	233.71	2.87	7,914.29
10-50-5810	Library - Grant Purchases	20,000.00	.00	.00	.00	20,000.00
10-50-5812	Library - Endowments	30,000.00	770.62	770.62	2.57	29,229.38
	DIFFERENCE	564,426.14	39,729.29	39,729.29	7.04	524,696.85
	PROOF	564,426.14	39,729.29	39,729.29	7.04	524,696.85

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

Presented: November 8, 2017

City Budget Report

Month to date balance	\$39,729.29
Year to date balance	\$39,729.29
Budget	\$564,426.14
Amount unexpended	<u>\$524,696.85</u>
Percentage used	7.04%

Bank Deposits

October 5, 16, 23, 30

10-07-4131 Library State Aid

<u>10-13-4420 Library Book Fees and Fines</u>	\$606.29
Subtotal	<u>\$606.29</u>

<u>10-13-4443 Misc - Book Sales</u>	\$8.62
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<u>10-21-4685 Grants</u>	\$0.00
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10-21-4677 Endowments

NCCF/Dolly Parton November	\$336.13
Subtotal	<u>\$336.13</u>

10-23-4704 Donations

Miscellaneous	\$302.35
Lions Donation for Computers	\$500.00
NCTC Reimbursement for NE-150 Quilt Racks	\$119.20
Subtotal	<u>\$921.55</u>

<u>10-29-4831 Misc. Taxable/Copies</u>	\$150.55
Subtotal	<u>\$150.55</u>

Total	\$2,023.14
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Petty Cash

Expenditures	\$8.00
Refunds	\$0.00
Total	\$8.00

Cash Drawers

Main Desk	\$36.45
Children's	\$17.51
Total	\$53.96 Long

<u>10-13-4420 Credit Card Charges</u>	
Library Fees & Fines	\$62.10
Copies	\$11.90
Donations	\$0.00
Total Charges	\$74.00

From Rex Nelson, Extension Educator
Business Development - Regional Food Systems
University of Nebraska-Lincoln
Kimmel Education and Research Center

Abstract

There are 21st century challenges and opportunities for urban and rural communities. This rapidly changing environment makes it critical to more effectively engage residents and respond to community issues and needs. This project seeks to increase civic engagement in three rural communities – helping to change the mindsets of how people engage in online space and leverage digital platforms through teaching, research and outreach. A cross-disciplinary team of faculty, undergraduate and graduate students will implement innovative strategies of community readiness through bonding, bridging, and leadership networks. Social network analysis systematically measures online reach and centrality of online thought leadership. Developing new ways of engaging in conversations online and social media training will help rural communities increase and improve engagement. The evaluation strategy will consist of pre/post measurement and knowledge. The objectives are to: (1) build more responsive rural communities leading to stronger, sustainable, more vibrant engagement and (2) replicate the model in other rural communities by disseminating best practices and lessons learned.

Digitally connected Communities Project

Nebraska City, Ashland and Ravenna are the three communities involved. It just so happens that these three towns were also awarded the Library Innovation Studios grant.

I would like to invite interested city departments along with a few other civic organizations in in Nebraska City to participate in a unique opportunity. Nebraska City has been included in a group of three Nebraska cities to engage in a grant funded project through UNL and UNO, that seeks to increase civic communication and engagement using social media tools. The goals are to:

- 1) Build more responsive rural communities, stronger, sustainable, more vibrant engagement and increased levels of trust.
- 2) Replicate the model in other rural communities by disseminating best practices.

There is a research component as well that will measure results as the project plays out over the next two years.

The win for your organization would be that there will be an assessment of current practices and strategy development for increased engagement. Someone from your organization will be invited to participate, free of charge, in a two day training event on using social media to engage the public. University of Nebraska interns will be helping with the effort as well.

This program has been successfully used in Mississippi, and as Dr. Robert Gallardo (newly moved from U of Mississippi to Perdue, and part of the team for this project) describes it, the demands on the local organizations are not difficult, and you will have plenty of leeway to set your level of engagement.

Sample Press Release

Title: Grant Project on Increasing Rural Civic Engagement in the Digital Age comes to Nebraska City

Nebraska City will be participating in a pilot research project for a Rural Futures Institute grant that focuses on increasing civic engagement in the digital age. Increasing technology can offer opportunities to make government more responsive to its citizens' needs.

This project will identify leadership and civic engagement needs in the pilot communities, design and implement training or programs to meet those needs and then disseminate best practices and lessons learned to other communities. Ultimately, the goal of the project is to leverage broadband applications to improve leadership skills and increase civic engagement so communities can better respond to 21st century issues.

[insert possible quote from a steering committee member about why the community has elected to participate in the project]

An online survey will be conducted in November to determine current levels of civic engagement and trust in the community. It is important to get as many responses from community residents as possible for the survey to truly represent Nebraska City. These responses will help determine community needs. The online survey will be open for responses through November 14. To access the survey, go to <http://go.unl.edu/civicengage>

Students from a University of Nebraska at Omaha class will also be working with the communities and presenting community communication plans at the end of November.

For more information about this project, contact Rex Nelson, Extension Educator at the Kimmel Education and Research Center.