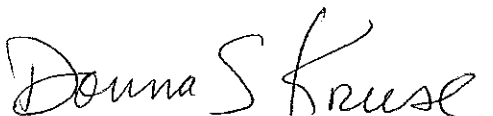


## NOTICE OF MEETING

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 13, 2019 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**  
**November 13, 2019**  
**Board Meeting Agenda**

Call meeting to order 4:30

Signing of Roll Call

Director's Report  
Statistical Report

Consent Agenda

Approve Minutes from October 9  
Approve Budget Report  
Approve Financial Report

Approve payment of claims

**Business:**

Discussion/Take Action of complaints regarding presentations and erotica themed materials  
Discussion/Take Action: Afterhours Wi-Fi issue follow-up  
Review/Take Action: Community Needs Assessment Objective #2

Reminder that the Library will be closed on November 28 and 29 for Thanksgiving holiday.

## Director's Notes November 2019

### October Activity

- Staff attends Nebraska Library Association/Iowa Library Association Joint Conference
- Two staff attend Mountain Plains Library Association Library Conference
- Staff attends Library Innovation Studio (LIS) Training in Lincoln
- Hosted 3 days of LIS training for 20 community volunteers
- Leaking drip pan in North Room fixed
- Met with JEO to do building walkaround gathering details for exterior project
- Halloween party had 104 in attendance
- Hosted Business After Hours for the Library Innovation Studio with 28 attending

# Fiscal Year 2019-2020 Monthly Reporting

Morton James Library

|  | October | November | December | January | February | March | April | May | June |
|--|---------|----------|----------|---------|----------|-------|-------|-----|------|
| Circulation                            | 5726    |          |          |         |          |       |       |     |      |
| Technology Center Usage                | 434     |          |          |         |          |       |       |     |      |
| Early Literacy Stations Usage          | 39      |          |          |         |          |       |       |     |      |
| Patrons Visits                         | 3517    |          |          |         |          |       |       |     |      |
| New Library Cards                      | 15      |          |          |         |          |       |       |     |      |
| Reference Questions Answered           | 689     |          |          |         |          |       |       |     |      |
| Genealogy / History Research           | 1       |          |          |         |          |       |       |     |      |
| Materials Added                        | 276     |          |          |         |          |       |       |     |      |
| Website Visits                         | 748     |          |          |         |          |       |       |     |      |
| Programs & Exhibits                    | 37      |          |          |         |          |       |       |     |      |
| Attendance (Included in Patron Visits) | 714     |          |          |         |          |       |       |     |      |
| Interlibrary Loan Borrowed             | NA      |          |          |         |          |       |       |     |      |
| Interlibrary Loan Loaned               | NA      |          |          |         |          |       |       |     |      |
| WiFi Log Ins                           | 1662    |          |          |         |          |       |       |     |      |
| Member Amount Saved                    | 61,654  |          |          |         |          |       |       |     |      |

| Sessions | Event, Activity or Statistic | Attendance |
|----------|------------------------------|------------|
| 9        | Geri-Fit                     | 30         |
| 2        | Read at Hayward              | 62         |
| 2        | Traveling Story Time         | 177        |
| 2        | Story Time                   | 32         |
| 1        | Teen Night                   | 2          |
| 1        | Library Book Club            | 13         |
| 2        | Maker Monday                 | 23         |
| 1        | Makerspace Open House/BAH    | 28         |
| 1        | Halloween Party              | 104        |
| 1        | Kimmel Gallery Exhibit       | 124        |
| 15       | Public Meetings              | 119        |
|          |                              |            |
|          |                              |            |
| 37       | <b>TOTALS</b>                | <b>714</b> |

Morton James Library

| Service Provided              | October-11 | October-12 | October-13 | October-14 | October-15 | October-16 | October-17 | October-18 | October-19 |
|-------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Circulation                   | 7,779      | 6,731      | 6,746      | 6,061      | 5,582      | 5,485      | 4,837      | 5,434      | 5,726      |
| Technology Center Usage       | 1,521      | 1,446      | 1,817      | 1,633      | 992        | 618        | 599        | 507        | 434        |
| Early Literacy Stations Usage | 122        | 245        | 124        | 188        | 112        | 104        | 75         | 67         | 39         |
| Patrons Visits                | 5,354      | 5,339      | 5,594      | 5,479      | 4,565      | 4,276      | 4,477      | 3,366      | 3,517      |
| New Library Cards             | 35         | 16         | 30         | 27         | 20         | 17         | 27         | 17         | 15         |
| Reference Questions Answered  | 350        | 413        | 399        | 552        | 560        | 662        | 715        | 757        | 689        |
| Genealogy / History Research  | 4          | 3          | 4          | 5          | 3          | 0          | 1          | 6          | 1          |
| Materials Added               | 469        | 311        | 264        | 343        | 265        | 216        | 332        | 305        | 276        |
| Website Visits                | 786        | 808        | 853        | 869        | 1,000      | 1,068      | 713        | 753        | 748        |
| Programs & Exhibits           | 5          | 9          | 19         | 24         | 13         | 28         | 45         | 41         | 37         |
| Attendance                    | 365        | 470        | 689        | 668        | 849        | 338        | 962        | 783        | 714        |
| Interlibrary Loan Borrowed    | 18         | 20         | 11         | 15         | 21         | 14         | NA         | 28         | NA         |
| Interlibrary Loan Loaned      | 62         | 32         | 40         | 21         | 39         | 29         | NA         | 24         | NA         |
| WiFi Log Ins                  | 0          | 0          | 0          | 0          | 1,206      | 1,603      | 1,782      | 2,302      | 1,662      |
| Member Amount Saved           | 0          | 0          | 0          | 0          | 79,480     | 76,831     | 90,246     | 66,198     | 61,654     |

| 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                   | 8892         | 8575         | 8058         | 71102        | 72884        | 63773        | 62950        | 66044        | 5726         |
| Technology Center Usage       | 16652        | 14779        | 17946        | 13047        | 9001         | 8009         | 5884         | 4775         | 434          |
| Early Literacy Stations Usage | 2056         | 2139         | 1684         | 1861         | 1681         | 1582         | 1035         | 563          | 39           |
| Patrons Visits                | 62709        | 61781        | 61458        | 57845        | 52362        | 54505        | 45922        | 34278        | 3517         |
| New Library Cards             | 466          | 408          | 341          | 329          | 297          | 268          | 257          | 217          | 15           |
| Reference Questions Answered  | 4726         | 4507         | 4863         | 7615         | 7607         | 8852         | 8340         | 7951         | 689          |
| Genealogy / History Research  | 56           | 67           | 63           | 31           | 39           | 27           | 29           | 28           | 1            |
| Materials Added               | 4318         | 3955         | 3910         | 3279         | 3398         | 3352         | 3230         | 2975         | 276          |
| Website Visits                | 9722         | 21650        | 11148        | 14105        | 14520        | 10363        | 8609         | 8686         | 748          |
| Programs & Exhibits           | 93           | 128          | 217          | 199          | 383          | 386          | 452          | 391          | 37           |
| Attendance                    | 6884         | 7063         | 7261         | 9251         | 10486        | 8938         | 9595         | 7960         | 714          |
| Interlibrary Loan Borrowed    | 225          | 205          | 745          | 158          | 146          | 94           | 3            | 198          | 0            |
| Interlibrary Loan Loaned      | 519          | 444          | 408          | 368          | 240          | 165          | 22           | 245          | 0            |
| WiFi Log Ins                  | N/A          | N/A          | N/A          | N/A          | 18360        | 21141        | 22347        | 20426        | 1662         |
| Member Amount Saved           | N/A          | N/A          | N/A          | N/A          | 1040085      | 970535.11    | 913417.41    | 734992.14    | 61654        |

## Morton James Public Library Minutes

October 9, 2019

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm October 9, 2019 at Morton-James Public Library in Nebraska City. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on October 3, 2019 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: Fletcher, Patton, Chaney, McNeely

Board absent: Fox

Staff present: Beard, Kruse

Others Present: Grayson Path, Clayton Keller

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

4:31pm: Donna Kruse stepped out to make copies

**Statistical Report:** July circulation up as patrons return to the library after moving back from the temporary location.

### **Consent Agenda:**

**Minutes:** Reviewed minutes from July 10th board meeting. No minutes from August. Chaney asked if there were any questions or corrections to the July 10<sup>th</sup> meeting minutes.

**4:35 - City Manager Grayson Path and Clayton Keller entered the meeting**

**4:36 - Donna Kruse returned to the meeting**

**Budget Report:** Discussed how the budget percentage was tracked and how close we are to using the entirety of the budget.

**Financial Report:** Reviewed Financial Report. Discussed the number of books sold during AppleJack

McNeely made the motion to accept the consent agenda items. Patton seconded the motion.

The vote was: McNeely: Y, Fletcher: Y, Chaney: Y, Patton: Y

### **Directors Report:**

Reviewed September library activity

Submitted grant to Steinhart foundation for the exterior/restoration project

A workforce class/workshop was held and helped patrons with resumes and other work related documents

The AppleJack book sale returned \$2018. The library staff also held storytimes during AppleJack weekend.

Had a fence installed around the new HVAC unit.

**Monthly Claims:** Reviewed monthly claims for July and August.

Because of early meeting date, the library is still waiting for the monthly statement. Payment of claims will be signed by Molly and Brooke after a statement is received.

McNeely made a motion to approve the payment of claims with the total being the same as shown, but the distribution being adjusted when the statement was received. Chaney and McNeely will sign finalized list of invoice. Patton seconded the motion.

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

**Business:**

**Discuss/Take Action: Charge for Library card for renters**

Discussed the guidelines and historical practices who is eligible for library cards without a charge. No action was taken on the discussion. The library will continue to follow the current policy.

**Discuss/Take Action: Wifi during open hours only**

Library staff has not received any complaints from patrons after the change in wifi hours. Library board will not take action at this time. Discussion tabled until next board meeting.

**Discuss/Take Action: Library Innovation Studio Agreement form and Policy Information:**

Discussed and suggested;

- To remove “and used” under page 1, bullet 6 where it refunds on consumables are discussed.
- Page 1, bullet 10, will change timeline from 6 months to one year.
- Page 2, bullet 6: Delete “front desk” in favor of “children’s library desk”
- Delete “considering adding limits...” from page 2, bullet 7
- Discussed the items available in the innovation studio and whether items should be checked out. Allow the Camera, kit, Audio kit and soldering kit to be checked out with; a policy similar to telescope kit, \$25 deposit, and time limited to 3 days, age of 18 years old or to be checked out by a parent/guardian. Staff will work on this procedure.
- Discussed two minimum ages in item columns. First column is unsupervised, second column is supervised.

McNeely made a motion to approve the innovation studio policy as edited and user agreement. Patton Seconded.

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

**5:25pm - Grayson Path and Clayton Keller leave meeting**

**Review/Take Action: Community Needs Assessment**

Discuss the goals and objectives of the community needs assessment.

Smart Goals Comments:

#1: New library cards increased by a fewer number this year, than last year. While new cardholders is down, circulation is up after moving back to the main library. Discussed how to reach new cardholders and promote services. Library staff will be promoting innovation studio and hope that the library can promote other services when individuals come for this new exhibit.

**5:46pm - Member McNeely leaves meeting**

Board members agreed to change increase in library card in document from 5% to 2% and designate plans that align the goal with reasonable expectations. Continued discussion about goal 1, objective B. Discussed activities that library staff have been involved in community activities promoting the library.

Meeting adjourned at 6:00pm

Submitted by Christopher Fletcher, with additional remarks D. Kruse



**BUDGET REPORT**  
**CALENDAR 10/2019, FISCAL 1/2020**

| ACCOUNT NUMBER | ACCOUNT TITLE                  | TOTAL BUDGET        | MTD BALANCE      | YTD BALANCE      | PERCENT USED | AMOUNT UNEXPENDED |
|----------------|--------------------------------|---------------------|------------------|------------------|--------------|-------------------|
| 10-50-5000     | Library - Salaries             | 282,983.74          | 20,116.88        | 20,116.88        | 7.11         | 262,866.86        |
| 10-50-5005     | Library - Social Security      | 21,649.39           | 1,462.55         | 1,462.55         | 6.76         | 20,186.84         |
| 10-50-5010     | Library - Group Ins            | 66,744.98           | 5,431.27         | 5,431.27         | 8.14         | 61,313.71         |
| 10-50-5012     | Library - Pension              | 17,010.61           | 1,148.80         | 1,148.80         | 6.75         | 15,861.81         |
| 10-50-5014     | Library - Unemp Comp           | .00                 | .00              | .00              | .00          | .00               |
| 10-50-5020     | Library - Utilities            | 25,000.00           | 1,619.68         | 1,619.68         | 6.48         | 23,380.32         |
| 10-50-5023     | Library - Telephone/Internet   | 3,000.00            | 230.39           | 230.39           | 7.68         | 2,769.61          |
| 10-50-5024     | Library - Garbage/Recycling    | 312.00              | .00              | .00              | .00          | 312.00            |
| 10-50-5025     | Library - Equipment Rent       | .00                 | .00              | .00              | .00          | .00               |
| 10-50-5026     | Library - Equipment            | 3,000.00            | .00              | .00              | .00          | 3,000.00          |
| 10-50-5028     | Library - Office Supplies      | 3,500.00            | 739.63           | 739.63           | 21.13        | 2,760.37          |
| 10-50-5029     | Library - Postage              | 1,800.00            | .00              | .00              | .00          | 1,800.00          |
| 10-50-5030     | Library - Miscellaneous        | 400.00              | .00              | .00              | .00          | 400.00            |
| 10-50-5031     | Library - Housekeeping Sup/Equ | 1,800.00            | 157.03           | 157.03           | 8.72         | 1,642.97          |
| 10-50-5032     | Library - Credit Card Fees     | 1,000.00            | 63.03            | 63.03            | 6.30         | 936.97            |
| 10-50-5036     | Library - Refund Charges/Depos | .00                 | .00              | .00              | .00          | .00               |
| 10-50-5050     | Library - Adv/Printing/Pub/Web | 1,400.00            | .00              | .00              | .00          | 1,400.00          |
| 10-50-5100     | Library - Rep/Maint - Building | 18,000.00           | 125.39           | 125.39           | .70          | 17,874.61         |
| 10-50-5105     | Library - Rep/Maint - Grounds  | 1,500.00            | 73.80            | 73.80            | 4.92         | 1,426.20          |
| 10-50-5106     | Library - Pest Control         | 120.00              | 36.00            | 36.00            | 30.00        | 84.00             |
| 10-50-5110     | Library - Rep/Maint - Equip/Ve | .00                 | .00              | .00              | .00          | .00               |
| 10-50-5210     | Library - Computer             | 7,000.00            | 445.00           | 445.00           | 6.36         | 6,555.00          |
| 10-50-5230     | Library - Dues/Memberships     | 1,000.00            | 30.00            | 30.00            | 3.00         | 970.00            |
| 10-50-5250     | Library - Training/Conference  | 5,500.00            | 1,070.18         | 1,070.18         | 19.46        | 4,429.82          |
| 10-50-5403     | Library - Contract Sup/Sev     | 10,000.00           | 420.36           | 420.36           | 4.20         | 9,579.64          |
| 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 | 200.00              | .00              | .00              | .00          | 200.00            |
| 10-50-5600     | Library - Capital Outlays      | .00                 | .00              | .00              | .00          | .00               |
| 10-50-5601     | Library - Capital Improvements | .00                 | 700.00           | 700.00           | .00          | 700.00            |
| 10-50-5605     | Library - Loan/Lease Payment   | 51,816.00           | .00              | .00              | .00          | 51,816.00         |
| 10-50-5775     | Library - Electronic Subscript | 7,500.00            | .00              | .00              | .00          | 7,500.00          |
| 10-50-5776     | Library - Aid Purchases        | 1,206.00            | .00              | .00              | .00          | 1,206.00          |
| 10-50-5777     | Library - Materials            | 45,000.00           | 3,736.45         | 3,736.45         | 8.30         | 41,263.55         |
| 10-50-5800     | Library - Donation Purchases   | 15,687.00           | 1,087.04         | 1,087.04         | 6.93         | 14,599.96         |
| 10-50-5810     | Library - Grant Purchases      | 350,000.00          | .00              | .00              | .00          | 350,000.00        |
| 10-50-5812     | Library - Endowments           | 62,937.00           | 878.59           | 878.59           | 1.40         | 62,058.41         |
|                | <b>TOTAL LIBRARY EXPENSE</b>   | <b>1,007,266.72</b> | <b>39,572.07</b> | <b>39,572.07</b> | <b>3.93</b>  | <b>967,694.65</b> |

Morton-James Public Library

Financial Report

October 2019

Presented: November 13, 2019

**City Budget Report**

|                       |                     |
|-----------------------|---------------------|
| Month to date balance | \$39,572.07         |
| Year to date balance  | \$39,572.07         |
| Budget                | \$1,007,266.72      |
| Amount unexpended     | <u>\$967,694.65</u> |
| Percentage used       | 3.93%               |

Bank Deposits

October 2, 17, 25

|   |                 |
|---|-----------------|
| <u>10-07-4131 Library State Aid</u>           | \$0.00          |
| <u>10-13-4420 Library Book Fees and Fines</u> | \$510.96        |
| Subtotal                                      | <u>\$510.96</u> |
| <u>10-13-4443 Misc - Book Sales</u>           | \$37.75         |
| <u>10-21-4685 Grants</u>                      | \$0.00          |
| Subtotal                                      | <u>\$0.00</u>   |
| <u>10-21-4677 Endowments</u>                  |                 |
| NCCFF/Moller Dollywood November 2019          | \$272.95        |
| Subtotal                                      | <u>\$272.95</u> |
| <u>10-23-4704 Donations</u>                   |                 |
| Miscellaneous                                 | \$278.56        |
| Callen - Children's Library                   | \$500.00        |
| Subtotal                                      | <u>\$778.56</u> |
| <u>10-29-4831 Misc. Taxable/Copies</u>        | \$273.32        |

**Total** **\$1,873.54**

**Petty Cash**

|              |                        |
|--------------|------------------------|
| Expenditures | \$4.20 printing issues |
| Refunds      | \$0.00                 |
| Total        | <b>\$4.20</b>          |

**Cash Drawers**

|                    |                     |
|--------------------|---------------------|
| Children's Library | \$16.50             |
| Main Level         | \$29.16             |
| Total              | <b>\$45.66</b> Long |

10-13-4420 Credit Card Charges

|                      |          |
|----------------------|----------|
| Library Fees & Fines | \$127.00 |
| Copies               | \$0.00   |
| Donations            | \$0.00   |

**Total Charges** **\$127.00**