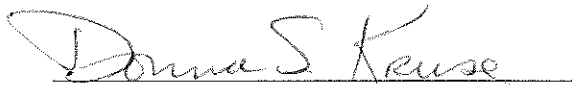


NOTICE OF MEETING

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, October 11, 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.

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
October 11, 2017

Announcements by Brooke Chaney, President

Call meeting to order 4:30

Signing of Roll Call

Director's Report presented by Louan Beard

Activities Report

Statistical Report

Consent Agenda

Approve Minutes from September 13, 2017 Meeting

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion/Take Action: Board Retreat – 11-19, 12/3, 12/10? (Sundays)

Director's Report
Morton-James Public Library
September 2017 Highlights

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.

Fiscal Year 2016-2017

Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	July	Aug	Sept	TOTAL
Circulation	5485	5137	4379	4579	4772	5302	4514	5321	6935	6549	5671	5129	63773
Technology Center Usage	618	666	621	604	673	728	631	725	882	722	611	528	8009
Early Literacy Stations Usage	104	86	100	84	95	125	131	156	238	181	103	93	1496
Patrons Visits	4276	4026	3463	3539	4560	5202	4601	4941	5499	4514	4362	5422	54505
New Library Cards	17	23	5	17	21	25	11	34	57	31	21	6	268
Reference Questions Answered	662	658	565	722	773	791	737	801	965	679	827	672	8852
Genealogy / History Research	0	2	2	1	1	2	3	3	5	2	4	2	27
Materials Added	216	318	231	188	266	289	301	208	368	231	502	234	3352
Website Visits	1068	1063	851	1047	872	912	665	736	759	773	750	867	10363
Programs & Exhibits	28	37	27	28	39	50	39	20	32	29	24	33	386
Attendance (Included in Patron Visits)	338	517	470	505	574	737	701	1073	1484	890	197	1452	8938
Interlibrary Loan Borrowed	14	16	3	24	12	14	14	14	4	10	NA	NA	125
Interlibrary Loan Loaned	29	12	20	30	27	41	24	26	27	25	NA	NA	261
WiFi Log Ins	1603	1479	1473	1851	1981	2283	2007	2121	1478	1299	1675	1881	21141
Member Amount Saved	76,831	69,989	59,730	66,156	68,439	79,037	60,408	84,235	107,919	106,952	102,637	88,203	1,970,535

Event, Activity, or Statistic	Attendance
3 Adult Reading Sessions at NC Care & Rehab	10
1 PBS Kids Family Event	180
1 Monton Place Book Club	2
10 Traveling Story Time Sessions	119
1 Library Book Club	8
1 BLOCK PARTY Exhibit Opening Event	29
4 In-House Story Time Sessions	75
1 Proctor Test	1
1 Kimmel Gallery Exhibit - BLOCK PARTY	763
1 NE Quilt Exhibit	249
9 Public Meetings	36
33 TOTALS	1452

Administration

Narrative

Morton James Library

Service Provided	September-12	September-13	September-14	September-15	September-16	September-17	FY 2016-2017
Circulation	6,379	6,679	6,000	4,497	5,745	5,129	63773
Technology Center Usage	1,093	1,385	1,359	865	587	528	8009
Early Literacy Stations Usage	176	133	131	138	100	93	1496
Patrons Visits	5,043	5,501	5,289	5,743	4,953	5,422	54505
New Library Cards	27	27	24	22	28	6	268
Reference Questions Answered	387	329	471	472	686	672	8852
Genealogy / History Research	8	6	2	1	1	2	27
Materials Added	323	341	299	167	349	234	3352
Website Visits	791	976	805	1,066	1,183	867	10363
Programs & Exhibits	5	4	19	27	35	33	386
Attendance	1,010	645	881	3,408	1,519	1,452	8938
Interlibrary Loan Borrowed	18	17	15	7	NA	NA	125
Interlibrary Loan Loaned	39	40	41	35	NA	NA	261
WiFi Log Ins					2,022	1,881	21141
Member Amount Saved					79,414	88,203	970535

Service Provided	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017
Circulation	88892	85775	80588	71102	72884	63773
Technology Center Usage	16652	14779	17946	13047	9001	8009
Early Literacy Stations Usage	2056	2139	1684	1861	1681	1496
Patrons Visits	62709	61781	61458	57845	52362	54505
New Library Cards	466	408	341	329	297	268
Reference Questions Answered	4726	4507	4863	7615	7607	8852
Genealogy / History Research	56	67	63	31	39	27
Materials Added	4318	3955	3910	3279	3398	3352
Website Visits	9722	21650	11148	14105	14520	10363
Programs & Exhibits	93	128	217	199	383	386
Attendance	6884	7063	7261	9251	10486	8938
Interlibrary Loan Borrowed	225	205	745	158	146	125
Interlibrary Loan Loaned	519	444	408	368	240	261
WiFi Log Ins	N/A	N/A	N/A	N/A	18360	21141

Morton-James Public Library
September 13, 2017 Board Meeting Minutes

The following is the minutes of the Morton-James Public Library Board meeting held at 4 pm August 9, 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 August 2, 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 and Patton
Board absent: Fox
Staff present: Kruse, Beard

The meeting was convened in open session at 4:37 pm by Brooke Chaney. The Board members present signed the roll call.

Director's Notes August:

A new non-smoking policy was implemented August 1. The policy prohibited smoking on all the Library grounds. Patrons have been very receptive to change and smokers are obeying the new policy.

Denise Davis received praise for her work at the Hispanic Outreach event held by Nebraska City schools. She was also accepted in the current Leadership Nebraska City class.

MJPL hosted two groups of NC school teachers for tours and information sharing session

Runza hosted a fundraising event with the Library as beneficiary. The total donation is still to be announced.

MJPL hosted the last Farmers Market of the season and launched Library Card signup month at the event.

Budget work was finalized.

Long distance billing charges went into effect mid-August. Neither MJPL nor the City was given notice. We have not had time to investigate the impact this will have on notification systems we have in place.

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

Chaney asked if there were any corrections to the August minutes. None were presented.

Fletcher made the motion to accept the consent agenda items as presented
Patton seconded. Vote was: Mc Neely, yes; Fletcher, yes; Chaney, yes; Patton, yes.

Monthly Claims:

A motion was made by McNeely to approve claims without CompuTech. Patton seconded the motion. The vote was: Fletcher, yes; Chaney, yes; Patton, yes; McNeely, yes.

A motion was made by Patton to approve CompuTech claim. Fletcher seconded the motion. The vote was: Fletcher, yes; Chaney, abstain; Patton, yes; McNeely, yes.

Agenda item #1

Discussion of newspaper digitization project with Dale Haverty.

Agenda item #2

Kruse and Chaney discussed meeting that was held regarding endowment funds and the new Donation and Grants policy. Commissioner Glover had her questions answered and agreed that the term endowment could be worked into policy verbiage. No date set for that.

Agenda item #3

Discussion on Kruse being at conference during October Board meeting. Agreed not to change date.

Agenda item #4

Kruse reminded the Board of need for volunteer recruitment for Mobile Children's Museum.

Agenda item #5

Board Elections were held. Patton made the motion to elect McNeely as Vice President and Chaney as President. Fletcher seconded.

Agenda item #6

Kruse offered 10/29, 11/5 or 11/12 as potential dates for Board retreat. A date was not selected due to conflicts. More dates will be discussed at next meeting.

Chaney made motion to adjourn and Patton seconded. Meeting adjourned at 5:56 pm. The next Library Board meeting will take place on Wednesday, October 11, 2017.

CITY OF NEBRASKA CITY
BUDGET REPORT
CALENDAR 9/2017, FISCAL 12/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
10-50-5000	Library - Salaries	252,270.69	18,748.23	234,082.22	92.79	18,188.47
10-50-5005	Library - Social Security	19,298.71	1,345.42	16,920.72	87.68	2,377.99
10-50-5010	Library - Group Ins	71,598.61	4,536.85	51,240.00	71.57	20,358.61
10-50-5012	Library - Pension	16,576.96	811.12	10,966.53	66.16	5,610.43
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	28,700.00	1,993.06	18,704.36	65.17	9,995.64
10-50-5023	Library - Telephone/Internet	2,600.00	227.48	2,729.76	104.99	129.76-
10-50-5024	Library - Garbage/Recycling	330.00	52.00	312.00	94.55	18.00
10-50-5025	Library - Equipment Rent	.00	.00	.00	.00	.00
10-50-5026	Library - Equipment	2,600.00	.00	299.98	11.54	2,300.02
10-50-5028	Library - Office Supplies	4,500.00	37.99	3,607.23	80.16	892.77
10-50-5029	Library - Postage	2,500.00	200.00	1,749.86	69.99	750.14
10-50-5030	Library - Miscellaneous	750.00	307.99	307.99	41.07	442.01
10-50-5031	Library - Housekeeping Sup/Equ	1,200.00	148.67	1,799.26	149.94	599.26-
10-50-5032	Library - Credit Card Fees	600.00	31.34	711.73	118.62	111.73-
10-50-5036	Library - Refund Charges/Depos	100.00	.00	.00	.00	100.00
10-50-5050	Library - Adv/Printing/Pub/web	1,200.00	.00	1,465.18	122.10	265.18-
10-50-5100	Library - Rep/Maint - Building	26,940.00	10,534.45	25,063.91	93.04	1,876.09
10-50-5105	Library - Rep/Maint - Grounds	2,000.00	1,554.85	4,019.89	200.99	2,019.89-
10-50-5106	Library - Pest Control	300.00	35.00	175.00	58.33	125.00
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	426.03	466.38	.00	466.38-
10-50-5210	Library - Computer	3,500.00	500.00	4,275.93	122.17	775.93-
10-50-5230	Library - Dues/Memberships	650.00	29.00	862.43	132.68	212.43-
10-50-5250	Library - Training/Conference	1,050.00	364.08	1,639.20	156.11	589.20-
10-50-5403	Library - Contract Sup/Sev	860.00	1,374.13	9,204.07	1,070.24	8,344.07-
10-50-5409	Library - Prg and Event Sup/Se	.00	.00	127.64	.00	127.64-
10-50-5430	Library - Chemicals	.00	.00	.00	.00	.00
10-50-5500	Library - Travel/Meals/Lodging	2,000.00	12.31	1,001.24	50.06	998.76
10-50-5600	Library - Capital Outlays	11,643.00	.00	.00	.00	11,643.00
10-50-5601	Library - Capital Improvements	.00	.00	10,453.67	.00	10,453.67-
10-50-5775	Library - Electronic Subscript	7,000.00	.00	6,571.50	93.88	428.50
10-50-5776	Library - Aid Purchases	1,333.00	.00	1,295.00	97.15	38.00
10-50-5777	Library - Materials	40,000.00	6,796.46	39,813.46	99.53	186.54
10-50-5800	Library - Donation Purchases	19,400.00	328.92	5,992.37	30.89	13,407.63
10-50-5810	Library - Grant Purchases	20,000.00	8,843.38	22,120.01	110.60	2,120.01-
10-50-5812	Library - Endowments	.00	.00	.00	.00	.00
	DIFFERENCE	541,500.97	59,238.76	477,978.52	88.27	63,522.45
	PROOF	541,500.97	59,238.76	477,978.52	88.27	63,522.45

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

Presented: October 11, 2017

City Budget Report

Month to date balance	\$59,238.76
Year to date balance	\$477,978.52
Budget	\$541,500.97
Amount unexpended	<u>\$63,522.45</u>
Percentage used	88.27%

Bank Deposits

August 14, 18, 25

10-07-4131 Library State Aid

<u>10-13-4420 Library Book Fees and Fines</u>	\$614.87
Subtotal	<u>\$614.87</u>

<u>10-13-4443 Misc - Book Sales</u>	\$54.27
-------------------------------------	---------

10-21-4685 Grants

Kropp Charitable Foundation 16/17

Commitment for Exterior Restoration Grant	\$8,334.00
---	------------

<u>NCCF/Dolly Parton September</u>	\$335.96
Subtotal	<u>\$8,669.96</u>

10-23-4704 Donations

Miscellaneous	\$348.30
Subtotal	<u>\$348.30</u>

<u>10-29-4831 Misc. Taxable/Copies</u>	\$244.10
Subtotal	<u>\$244.10</u>

Total	\$9,931.50
--------------	-------------------

Petty Cash

Expenditures	\$20.86
Refunds	\$21.94
Total	\$42.80

Cash Drawers

Main Desk	\$31.23
Children's	\$11.74
Total	\$42.97 Long

<u>10-13-4420 Credit Card Charges</u>	
Library Fees & Fines	\$52.10
Donations	\$0.00
Total Charges	\$52.10