

## 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 10, 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**  
**October, 2018**  
**Board Meeting Agenda**

Call meeting to order 4:30

Signing of Roll Call

Director's Report  
Statistical Report

Consent Agenda

Approve Minutes from September 12 Meeting  
Approve Budget Report  
Approve Financial Report

Approve payment of claims

Business:

Discuss: NC Community foundation meeting  
Accreditation plan  
October Programs  
Conference

## Director's Notes September 2018 Activity

New leak discovered in Non Fiction section. Investigation of roof company and check if warranty is still in place.

Twitter Town Hall held and Kruse provided promotion and follow through on behalf of her work with NC Digitally Connected Communities committee.

Completed Accreditation application and submitted Community Response Plan. Review by Nebraska Library Commission will take place through December.

Beard and Davis attended Association of Small and Rural Libraries Conference in Springfield, IL. They have already started sharing conference material through staff meetings.

AppleJack door count equaled 845, includes attendance at two origami workshops held at Library.

New series of American Sign Language offered, taught by Amanda Winkler. Strong attendance at first classes offered.

SRO crowd of 60 at Jesse James program with Jeff Barnes.

Library staff was personally invited by NC Communities Foundation staff to meet with 2 different consultants. One topic was Asset Based Community Management (Kruse & Beard) and the other was a project team studying Education topics in NC (Davis & Kruse). I believe these were great opportunities to keep the Library more visible in the community. Looking forward to seeing the developments to come with the Education team.

Kruse elected as Vice-Chair/Chair elect for Nebraska Library Association's New Member Round Table (3 year term) and attended first LNC class.

# 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	7043
Technology Center Usage	599	481	449	404	470	473	451	478	492	523
Early Literacy Stations Usage	75	84	82	78	62	72	104	131	111	109
Patrons Visits	4477	3992	3494	3606	3755	3723	3794	3655	4034	3716
New Library Cards	27	26	10	15	12	18	12	25	36	38
Reference Questions Answered	715	639	584	612	678	709	651	775	768	716
Genealogy / History Research	1	1	1	3	5	4	3	2	0	5
Materials Added	332	224	284	264	277	239	270	247	225	291
Website Visits	713	644	660	729	652	666	657	707	807	820
Programs & Exhibits	45	33	25	29	40	51	51	56	36	29
Attendance (Included in Patron Visits)	962	871	790	495	565	546	956	1171	1397	710
Interlibrary Loan Borrowed	14	4	8	3	17	14	8	13	11	12
Interlibrary Loan Loaned	30	16	26	22	24	38	30	30	24	22
WiFi Log Ins	1782	1931	1775	1916	1869	1829	2124	2217	1517	1427
Member Amount Saved	90,246	68,660	62,058	67,534	83,125	66,056	62,052	68,627	95,803	114,720

Aug	Sept	TOTAL
5806	4293	62950
574	490	5884
82	45	1035
3863	3813	45922
32	6	257
821	672	8340
3	1	29
284	293	3230
810	744	8609
26	31	452
403	729	9595
30	NA	134
26	NA	288
1925	2035	22347
79,899	54,637	913417

Sessions	Event, Activity or Statistic	Attendance
13	Traveling Story Time	181
1	Library Book Club	13
2	Proctor Exam	2
1	Jeff Barnes - Jesse James Program	60
2	Origami Workshops	71
1	Star Wars Photo Op	30
2	American Sign Language Classes	30
1	Kimmel Gallery Exhibit	234
9	Public Meetings	109
<b>32</b>	<b>TOTALS</b>	<b>730</b>

Morton James Library

Service Provided	September-12	September-13	September-14	September-15	September-16	September-17	September-18	FY 2017-2018
Circulation	6,379	6,679	6,000	4,497	5,745	5,129	4,293	62950
Technology Center Usage	1,093	1,385	1,359	865	587	528	490	5884
Early Literacy Stations Usage	176	133	131	138	100	93	45	1035
Patrons Visits	5,043	5,501	5,289	5,743	4,953	5,422	3,813	45922
New Library Cards	27	27	24	22	28	6	6	257
Reference Questions Answered	387	329	471	472	686	672	672	8340
Genealogy / History Research	8	6	2	1	1	2	1	29
Materials Added	323	341	299	167	349	234	293	3230
Website Visits	791	976	805	1,066	1,183	867	744	8609
Programs & Exhibits	5	4	19	27	35	33	31	452
Attendance	1,010	645	881	3,408	1,519	1,452	729	9595
Interlibrary Loan Borrowed	18	17	15	7	NA	NA	NA	134
Interlibrary Loan Loaned	39	40	41	35	NA	NA	NA	288
WiFi Log Ins	0	0	0	0	2,022	1,881	2,035	22347
Member Amount Saved	0	0	0	0	79,414	88,203	54,637	913417.41

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	62950
Technology Center Usage	16652	14779	17946	13047	9001	8009	5884
Early Literacy Stations Usage	2056	2139	1684	1861	1681	1582	1035
Patrons Visits	62709	61781	61458	57845	52362	54505	45922
New Library Cards	466	408	341	329	297	268	257
Reference Questions Answered	4726	4507	4863	7615	7607	8852	8340
Genealogy / History Research	56	67	63	31	39	27	29
Materials Added	4318	3955	3910	3279	3398	3352	3230
Website Visits	9722	21650	11148	14105	14520	10363	8609
Programs & Exhibits	93	128	217	199	383	386	452
Attendance	6884	7063	7261	9251	10486	8938	9595
Interlibrary Loan Borrowed	225	205	745	158	146	94	134
Interlibrary Loan Loaned	519	444	408	368	240	165	288
WiFi Log Ins	N/A	N/A	N/A	N/A	18360	21141	22347

## Morton James Public Library Minutes

September 12, 2018

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm September 12, 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 September 4, 2018 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: McNeely, Fox, Patton, Fletcher  
Board absent: Chaney  
Staff present: Kruse

The meeting was convened in open session at 4:33 pm by Molly McNeely, Library Board Vice- President. The board members present signed the roll call. Fletcher arrived at 4:34pm

**Directors Report** –August activity Reviewed and no questions

- Staff attended CPR/First Aid training
- Kruse was accepted into Leadership Nebraska class #14
- Staff worked at 4 different school open houses (simultaneously)
- MJPL hosted last Farmer's Market for the season
- Kruse provided content for CASTL meeting on grant writing
- Held a Twitter for Beginners class in support of upcoming Twitter Town Hall
- Denise Davis is again serving on retirement committee.
- Kruse was elected to serve as Vice-Chair/Chair Elect of the New Member Round Table Committee for Nebraska Library Association.

Monthly statistics were reviewed

Programs: Donna updated the board on upcoming event dates

Reviewed minutes from August 8<sup>th</sup> meeting

McNeely asked if there were any corrections to the August minutes

Reviewed Budget Report

Reviewed Financial Report

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

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

**Monthly Claims:**

**Approval of Claims**

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

**Business:**

Discuss/Take action Policy Review

Bulk Loan

Circulation Rule

McNeely moved and Patton seconded the motion to accept changes to Bulk Loan and Circulation policy as presented.

Vote: Fletcher Y, Patton Y, McNeely Y, Fox Y

Discussion: Twitter Town Hall

Discussion: Roof issues

Discussion: Community foundation invitation to speak with committee that approve requests

Discussion: Opportunities to promote Lynda and work with local businesses to determine their needs

Meeting adjourned at 5:33PM

Next meeting will take place on Wednesday, October 10, 2018

Submitted by Christopher Fletcher, with additional remarks D. Kruse

**BUDGET REPORT**  
**CALENDAR 9/2018, FISCAL 12/2018**

*Danna*

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	250,739.88	19,270.52	246,004.73	98.11	4,735.15
10-50-5005	Library - Social Security	19,181.60	1,385.56	17,731.96	92.44	1,449.64
10-50-5010	Library - Group Ins	59,908.87	4,640.11	58,170.75	97.10	1,738.12
10-50-5012	Library - Pension	15,314.79	1,275.86	15,025.84	98.11	288.95
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	25,500.00	3,215.30	24,653.85	96.68	846.15
10-50-5023	Library - Telephone/Internet	3,000.00	228.38	2,811.27	93.71	188.73
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	2,600.00	2,600.00	100.00	.00
10-50-5028	Library - Office Supplies	4,000.00	360.23	3,505.61	87.64	494.39
10-50-5029	Library - Postage	2,250.00	100.00	1,713.40	76.15	536.60
10-50-5030	Library - Miscellaneous	400.00	300.00	400.00	100.00	.00
10-50-5031	Library - Housekeeping Sup/Equ	1,500.00	258.41	1,650.52	110.03	150.52-
10-50-5032	Library - Credit Card Fees	1,000.00	65.61	1,064.02	106.40	64.02-
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	1,015.00	1,417.60	83.39	282.40
10-50-5100	Library - Rep/Maint - Building	26,000.00	1,380.00	18,320.41	70.46	7,679.59
10-50-5105	Library - Rep/Maint - Grounds	1,800.00	8.69	1,538.00	85.44	262.00
10-50-5106	Library - Pest Control	420.00	.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	445.00	3,781.89	75.64	1,218.11
10-50-5230	Library - Dues/Memberships	1,000.00	29.00	968.43	96.84	31.57
10-50-5250	Library - Training/Conference	3,500.00	652.93	4,217.92	120.51	717.92-
10-50-5403	Library - Contract Sup/Sev	8,000.00	223.27	9,820.19	122.75	1,820.19-
10-50-5409	Library - Prg and Event Sup/Se	200.00	150.00	150.00	75.00	50.00
10-50-5430	Library - Chemicals	.00	.00	.00	.00	.00
10-50-5500	Library - Travel/Meals/Lodging	2,000.00	.00	155.20	7.76	1,844.80
10-50-5600	Library - Capital Outlays	.00	.00	.00	.00	.00
10-50-5601	Library - Capital Improvements	22,000.00	36,983.83	56,571.10	257.14	34,571.10-
10-50-5605	Library - Loan/Lease Payment	.00	.00	.00	.00	.00
10-50-5775	Library - Electronic Subscript	7,500.00	.00	8,128.60	108.38	628.60-
10-50-5776	Library - Aid Purchases	1,333.00	1,300.00	1,300.00	97.52	33.00
10-50-5777	Library - Materials	40,000.00	7,548.03	40,000.00	100.00	.00
10-50-5800	Library - Donation Purchases	8,148.00	6,050.06	10,917.43	133.99	2,769.43-
10-50-5810	Library - Grant Purchases	20,000.00	.00	.00	.00	20,000.00
10-50-5812	Library - Endowments	30,000.00	5,330.07	35,275.77	117.59	5,275.77-
	<b>TOTAL LIBRARY EXPENSE</b>	<b>564,426.14</b>	<b>94,867.86</b>	<b>568,381.49</b>	<b>100.70</b>	<b>3,955.35-</b>



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

Presented: October 10, 2018

**City Budget Report**

Month to date balance	\$94,867.86
Year to date balance	\$568,381.49
Budget	\$564,426.14
Amount unexpended	<u>-\$3,955.35</u>
Percentage used	100.70%

**Bank Deposits**

September 5, 11, 17, 26

<u>10-07-4131 Library State Aid</u>	\$0.00
<u>10-13-4420 Library Book Fees and Fines</u>	<u>\$445.38</u>
Subtotal	\$445.38

<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 October 2018	\$332.35
Subtotal	\$332.35

<u>10-23-4704 Donations</u>	
Miscellaneous	\$1,312.52
Kousek Meeting Room Donation	\$40.00
Genealogy - Patron & McNeely	\$14.00
Subtotal	\$1,366.52

<u>10-29-4831 Misc. Taxable/Copies</u>	\$17.40
--	---------

<b>Total</b>	<b>\$2,161.65</b>
--------------	-------------------

**Petty Cash**

Expenditures	\$0.10
Refunds	\$32.00 2 returned books
<b>Total</b>	<b>\$32.10</b>

**Cash Drawers**

Main Desk	\$11.09
Children's	\$13.00
<b>Total</b>	<b>\$24.09 Long</b>

<u>10-13-4420 Credit Card Charges</u>	
Library Fees & Fines	\$174.70
Copies	\$0.00
Donations	\$100.00 Digitization Project
<b>Total Charges</b>	<b>\$274.70</b>