

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, September 12, 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 the printed name and title.

Donna S. Kruse
Library Director

**Morton-James Public Library
September 12, 2018
Board Meeting Agenda**

Call meeting to order 4:30

Signing of Roll Call

Director's Report
Statistical Report

Consent Agenda

Approve Minutes from August 8th Meeting
Approve Budget Report
Approve Financial Report

Approve payment of claims-end of fiscal year

Business:

Discuss/Take action Policy Review:
Bulk Loan Policy
Circulation Rule Policy
Discuss: Twitter Town Hall

Next MJPL Board Meeting: October 10, 2018

Director's Notes of August 2018 Activity

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.

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		58657
574		5394
82		990
3863		42109
32		251
821		7668
3		28
284		2937
810		7865
26		421
403		8866
NA		104
NA		262
1925		20312
79,899		858780

Event, Activity or Statistic		Attendance
1	Kimmel Gallery Exhibit	164
1	Library Book Club	11
1	Back to School Night at the Library	11
1	Hayward Open House Library Table	15
1	Northside Open House Library Table	15
1	Middle School Open House Library Table	8
1	Twitter Class	13
1	Farmers Market	20
18	Public Meetings	146
26	TOTALS	403

Morton James Library

Service Provided	August-12	August-13	August-14	August-15	August-16	August-17	August-18	FY 2017-2018
Circulation	7,332	7,704	6,783	6,107	6,792	5,671	5,806	58657
Technology Center Usage	1,583	1,614	1,511	821	1,030	611	574	5394
Early Literacy Stations Usage	105	200	187	177	144	103	82	990
Patrons Visits	5,396	5,343	5,048	5,109	4,306	4,362	3,863	42109
New Library Cards	38	60	31	26	25	21	32	251
Reference Questions Answered	389	372	470	785	733	827	821	7668
Genealogy / History Research	4	12	4	3	3	4	3	28
Materials Added	337	439	502	385	340	502	284	2937
Website Visits	804	1,142	920	1,283	1,178	750	810	7865
Programs & Exhibits	3	4	4	6	22	24	26	421
Attendance	419	338	213	515	280	197	403	8866
Interlibrary Loan Borrowed	15	7	20	14	8	NA	NA	104
Interlibrary Loan Loaned	42	41	44	41	19	NA	NA	262
WiFi Log Ins	0	0	0	0	1,689	1,675	1,925	20312
Member Amount Saved	0	0	0	0	94,603	102,637	79,899	858780.41

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	58657
Technology Center Usage	16652	14779	17946	13047	9001	8009	5394
Early Literacy Stations Usage	2056	2139	1684	1861	1681	1582	990
Patrons Visits	62709	61781	61458	57845	52362	54505	42109
New Library Cards	466	408	341	329	297	268	251
Reference Questions Answered	4726	4507	4863	7615	7607	8852	7668
Genealogy / History Research	56	67	63	31	39	27	28
Materials Added	4318	3955	3910	3279	3398	3352	2937
Website Visits	9722	21650	11148	14105	14520	10363	7865
Programs & Exhibits	93	128	217	199	383	386	421
Attendance	6884	7063	7261	9251	10486	8938	8866
Interlibrary Loan Borrowed	225	205	745	158	146	94	104
Interlibrary Loan Loaned	519	444	408	368	240	165	262
WiFi Log Ins	N/A	N/A	N/A	N/A	18360	21141	20312

Morton James Public Library Minutes

August 8, 2018

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm August 8, 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 August 1, 2018 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

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

The meeting was convened in open session at 4:33pm by Brooke Chaney, Library Board President. The board members present signed the roll call.

Directors Report –July activity Reviewed and no questions

Monthly statistics were reviewed

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

McNeely asked if there were any corrections to the July minutes

July Minutes: April activity under Director's report was changed to June

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

Monthly Claims:

McNeely made the motion to accept the monthly claims. Patton seconded the motion.
The vote was: McNeely: Y, Fletcher: Y , Patton:Y

Approval of Claims

Fletcher moved and McNeely seconded the motion to pay the claims
The vote was: Fletcher: Y , Patton:Y, McNeely: Y

Business:

Officer Elections:

McNeely motioned, Patton Seconded to leave as currently

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

Discuss/Take Action Closure for NLA conference:

McNeely motioned, Patton Seconded to approve closer for conference

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

Discuss/Take Action for inventory dates in 2019:

The board discussed issues relating to doing inventory before and after temporary move to bank and any work that could be done during that time. Staff operations during the temporary move were also discussed.

McNeely motioned, Fletcher Seconded to approve January 29, 2019 and a date to be determined in May 2019 to close for pre and post move inventory.

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

Discuss/Take action Policy Review:

Board discussed changes made to circulation and fine policies.

The board decided to change \$50.00 in section 15, the line that states "exceeds \$50.00, the letter" to \$150, changed to Section 10 regarding insect infestation. Director will submit to county attorney for review.

McNeely motioned, Patton seconded to approve Circulation and Fine policy changes pending legal approval by city attorney and to review if major changes were deemed necessary.

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

Board discussed awarding contract for HVAC work at one of December Council Meetings (December 3rd or 17th).

D. Kruse discussed options for funding HVAC project including municipal finance corporation (MFC) option, which is to be determined by Council at a later date.

Meeting adjourned at 5:45 PM

Next meeting will take place on Wednesday, September 12, 2018

Submitted by Christopher Fletcher, with additional remarks D. Kruse

BUDGET REPORT
CALENDAR 8/2018, FISCAL 11/2018

Donna

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	250,739.88	28,836.03	226,734.21	90.43	24,005.67
10-50-5005	Library - Social Security	19,181.60	2,117.35	16,346.40	85.22	2,835.20
10-50-5010	Library - Group Ins	59,908.87	4,678.75	53,530.64	89.35	6,378.23
10-50-5012	Library - Pension	15,314.79	1,913.79	13,749.98	89.78	1,564.81
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	25,500.00	3,618.88	21,438.55	84.07	4,061.45
10-50-5023	Library - Telephone/Internet	3,000.00	231.33	2,582.89	86.10	417.11
10-50-5024	Library - Garbage/Recycling	330.00	.00	260.00	78.79	70.00
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	75.74	3,145.38	78.63	854.62
10-50-5029	Library - Postage	2,250.00	200.00	1,613.40	71.71	636.60
10-50-5030	Library - Miscellaneous	400.00	100.00	100.00	25.00	300.00
10-50-5031	Library - Housekeeping Sup/Equ	1,500.00	68.84	1,392.11	92.81	107.89
10-50-5032	Library - Credit Card Fees	1,000.00	136.40	998.41	99.84	1.59
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	402.60	23.68	1,297.40
10-50-5100	Library - Rep/Maint - Building	26,000.00	2,410.00	16,940.41	65.16	9,059.59
10-50-5105	Library - Rep/Maint - Grounds	1,800.00	.00	1,529.31	84.96	270.69
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	643.33	3,336.89	66.74	1,663.11
10-50-5230	Library - Dues/Memberships	1,000.00	29.00	939.43	93.94	60.57
10-50-5250	Library - Training/Conference	3,500.00	130.00	3,564.99	101.86	64.99
10-50-5403	Library - Contract Sup/Sev	8,000.00	479.82	9,596.92	119.96	1,596.92
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	16.57	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	6,696.25	19,587.27	89.03	2,412.73
10-50-5605	Library - Loan/Lease Payment	.00	.00	.00	.00	.00
10-50-5775	Library - Electronic Subscript	7,500.00	2,531.60	8,128.60	108.38	628.60
10-50-5776	Library - Aid Purchases	1,333.00	.00	.00	.00	1,333.00
10-50-5777	Library - Materials	40,000.00	2,926.92	32,451.97	81.13	7,548.03
10-50-5800	Library - Donation Purchases	8,148.00	430.96	4,867.37	59.74	3,280.63
10-50-5810	Library - Grant Purchases	20,000.00	.00	.00	.00	20,000.00
10-50-5812	Library - Endowments	30,000.00	310.25	29,945.70	99.82	54.30
	TOTAL LIBRARY EXPENSE	564,426.14	58,581.81	473,513.63	83.89	90,912.51

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

Presented: September 12, 2018

City Budget Report

Month to date balance	\$58,581.81
Year to date balance	\$473,513.63
Budget	\$564,426.14
Amount unexpended	<u>\$90,912.51</u>
Percentage used	83.89%

Bank Deposits

August 6, 13, 20, 27

<u>10-07-4131 Library State Aid</u>	\$0.00
<u>10-13-4420 Library Book Fees and Fines</u>	\$664.66
Subtotal	<u>\$664.66</u>

<u>10-13-4443 Misc - Book Sales</u>	\$96.82
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<u>10-21-4685 Grants</u>	\$0.00
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10-21-4677 Endowments

NCCFF/Moller Acc Dolly Parton September 2018	\$360.07
NCCFF/Moller Acc 208 ARSL Conference	\$953.42
Subtotal	<u>\$1,313.49</u>

10-23-4704 Donations

Miscellaneous	\$227.28
Sequel Youth Services Meeting Room Donation	\$75.00
Genealogy - Shafer	\$10.00
Belding Memorial	\$20.00
Subtotal	<u>\$332.28</u>

<u>10-29-4831 Misc. Taxable/Copies</u>	\$272.50
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Total	\$2,679.75
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Petty Cash

Expenditures	\$0.80
Refunds	\$0.00
Total	\$0.80

Cash Drawers

Main Desk	\$20.43
Children's	\$6.25
Total	\$26.68 Long

10-13-4420 Credit Card Charges

Library Fees & Fines	\$166.24
Copies	\$0.00
Donations	\$1.00

Total Charges	\$167.24
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Bulk Loans Policy

1. Bulk loans of large print books will be available to other public libraries. The loans will consist of ten (10) to twenty (20) volumes. Reserve books or new books in the library less than six (6) months will not be available for loan.
2. The length of the loan period will be 36 days with one (1) renewal. Titles that have been placed on reserve will not be renewed. The borrowing library will be asked to return material placed on reserve. ~~The entire collection may not be renewed. However, if a limited part of the collection is still in use by the borrowing library, and the title has not been requested and placed on reserve, they may be renewed once.~~
3. Borrowing libraries will be charged postage or delivery fees to and from their library if free postage for the blind and physically handicapped is not available.
4. Library books that have been lost should be reported to a staff member of the Morton-James Public Library as soon as possible. The cost of the lost item will be assessed to the borrowing library immediately according to the Fine Policy.

Adopted November 9, 2016
UNDER REVIEW September 2018

Circulation Rule Policy

1. Library materials may be checked out by members with a valid library card that has no problems on the account or fines over \$5.00. Members must present their library card when checking out. Members may access their accounts via the Library's website to renew or reserve materials.
 - a. When the member does not have their library card with them they must verify their identity by giving their address or phone number or presenting a valid photo ID if we do not have their picture on file.
 - b. Members are allowed one checkout in a 6-month period without their library card.
2. Books and CDs have a checkout period of two weeks. They may be renewed for two (2) additional weeks if there are no reserves on the material. No additional renewals are allowed.
3. Magazines, educational games, and puzzles have a check out period of one (1) week. They may be renewed for an additional week if there are no reserves on the material. No additional renewals are allowed.
4. DVDs have a check out period of one (1) week. **They may be renewed for an additional week if there are no reserves on the material.** There is a limit of seven (7) DVDs that can be checked out per library account.
5. GPS units and Watt Detectors have a checkout period of one (1) week. They may be renewed for an additional (7) days if there are no reserves on the item. No additional renewals are allowed.
6. Telescopes may be checked out by a library member at least 18 years of age with a library account that has no problems or fines over \$5.00. The library member is required to sign a borrowing agreement and provide a \$25.00 refundable security deposit. The checkout period is two (2) weeks. They may be renewed for two (2) additional weeks if there are no reserves on the item. No additional renewals are allowed.
7. Library materials may be renewed over the telephone. The member should have their library card number available or verify their address or phone number. Library staff will notify library members of overdue fines at the time of renewal.
8. **Extended loans and renewals may be made at the discretion of the Library Director.**
9. Reserve materials will be held for the requesting member for three (3) days with a limit of 10 reserves per member. Members will be notified by telephone, email or text messaging when reserves are ready to be picked up.
 - a. Pulling items on reserve will be done daily each morning.
 - b. Materials with a reserve list will be checked out to the member with the earliest request date with no renewal allowed.
 - c. Members who activate the Express Author feature are randomly placed on a reserve list by the computer system.
10. A DVD or CD may be reserved in advance for a specific date by a school, organization or special group.