

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, March 14, 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.



Donna S. Kruse
Library Director

Morton-James Public Library
March 14, 2018
Board Meeting Agenda

Call meeting to order 4:30

Signing of Roll Call

Director's Report
Statistical Report

Consent Agenda
Approve Minutes from February 14th Meeting
Approve Budget Report
Approve Financial Report

Approve payment of claims

Business:

Discussion/take action Bylaw changes
a) officers
b) claims signatures

Subcommittee Reports:
Tech plan-Chris
Accreditation
Capital Improvements
Endowment

Discussion –which policies to review for next meeting

Director's Notes

February 2018 Activities:

Donna and Louan attended Drug and Alcohol for Supervisors

Staff attended Workplace Violence training

Amanda Winkler started as our new PT position. Previously worked at MJPL and needed very little additional training.

Held Board retreat. Sub-committees formed.

Applied for CCCFF grant

Submitted Bibliostat Annual Report

Toured Blind school VRF project with Marty and KPE

Donna met with Michael S. to update him on Digitally Connected Communities/Civic Engagement project to assist with social media plan

Fiscal Year 2017-2018 Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	July	TOTAL
Circulation	4837	4804	4443	5099	4610						23793
Technology Center Usage	599	481	449	404	470						2403
Early Literacy Stations Usage	75	84	82	40	27						308
Patrons Visits	4477	3992	3494	3606	3755						19324
New Library Cards	27	26	10	15	12						90
Reference Questions Answered	715	639	584	612	678						3228
Genealogy / History Research	1	1	1	3	5						11
Materials Added	332	224	284	264	277						1381
Website Visits	713	644	660	729	652						3398
Programs & Exhibits	45	33	25	29	40						172
Attendance (Included in Patron Visits)	962	871	790	495	565						3683
Interlibrary Loan Borrowed	14	4	8	3	NA						29
Interlibrary Loan Loaned	30	16	26	22	NA						94
WiFi Log Ins	1782	1931	1775	1916	1869						9273
Member Amount Saved	90,246	68,660	62,058	67,534	83,125						371624

Event, Activity or Statistic	Attendance
4 Proctor tests	4
1 Read @ NC Care & Rehab	4
17 Traveling Story Time	227
1 Valentine cookie decorating	31
1 Library book club	8
1 Morton Place book club	3
1 Homeschool art exhibit	160
14 Public meetings	128

40 TOTALS 565

Morton James Library	February-12	February-13	February-14	February-15	February-16	February-17	February-18	FY 2017-2018
Service Provided	February-12	February-13	February-14	February-15	February-16	February-17	February-18	FY 2017-2018
Circulation	6,776	6,512	5,723	5,368	5,605	4,772	4,610	23793
Technology Center Usage	1,170	1,051	1,419	1,005	716	673	470	2403
Early Literacy Stations Usage	191	162	130	130	132	164	27	308
Patrons Visits	4,555	4,637	4,549	4,173	4,101	4,660	3,755	19324
New Library Cards	35	35	22	24	29	21	12	90
Reference Questions Answered	376	411	349	599	684	773	678	3228
Genealogy / History Research	5	6	6	3	7	1	5	11
Materials Added	411	325	242	344	249	266	277	1381
Website Visits	788	3,806	916	888	1,192	872	652	3398
Programs & Exhibits	2	6	18	13	33	39	40	172
Attendance	181	375	227	423	465	574	565	3683
Interlibrary Loan Borrowed	18	18	11	10	28	12	NA	29
Interlibrary Loan Loaned	54	37	36	25	12	27	NA	94
WiFi Log Ins	0	0	0	0	1,531	1,981	1,869	9273
Member Amount Saved	0	0	0	0	84,269	68,439	83,125	371623.82
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	23793	
Technology Center Usage	16652	14779	17946	13047	9001	8009	2403	
Early Literacy Stations Usage	2056	2139	1684	1861	1681	1582	308	
Patrons Visits	62709	61781	61458	57845	52362	54505	19324	
New Library Cards	466	408	341	329	297	268	90	
Reference Questions Answered	4726	4507	4863	7615	7607	8852	3228	
Genealogy / History Research	56	67	63	31	39	27	11	
Materials Added	4318	3955	3910	3279	3398	3352	1381	
Website Visits	9722	21650	11148	14105	14520	10363	3398	
Programs & Exhibits	93	128	217	199	383	386	172	
Attendance	6884	7063	7261	9251	10486	8938	3683	
Interlibrary Loan Borrowed	225	205	745	158	146	94	29	
Interlibrary Loan Loaned	519	444	408	368	240	165	94	
WiFi Log Ins	N/A	N/A	N/A	N/A	18360	21141	9273	

Morton James Public Library Minutes

February 14, 2018

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm February 14, 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 February 7, 2018 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

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

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

Directors Report –January activity Reviewed and no questions

- Interviewed and hired PT clerk position
- Presented Annual report to Council and gained approval to apply for CCCFF grant for Building Preservation project
- Issued letter of intent to CCCFF program officer
- KPE contract for HVAC issued
- Met with Jeff Benning, McGill Project Mgr and obtained updated estimate on exterior job
- Met with Chris Fletcher on E-rate matter
- Hosted City Retreat group
- Director attended 2 day training on increasing Rural Civic Engagement
- Staff attended Safe Drivers course
- Started Endowment policy discussions with City Administrator
- Conducted Library inventory

This list reflects direction from the Board for a more streamlined approach. Monthly statistics were reviewed

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

Chaney asked if there were any corrections to the January minutes

- Discussed that subscription services were at 75 percent, but that is based on renewal dates.
- Library switching to city for lawn care.
- Discussion about snow removal of library parking lot, who is responsible, city or NCPS.
- Also discussed briefly who is allowed to park where in the lot, no consensus.

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

Monthly Claims:

Approval of Claims except Computech

Fletcher moved and McNeely seconded the motion to pay the claims without CompuTech.

Vote Fletcher Y, Chaney Y, McNeely Y

Approval of Computech

Vote: Fletcher Y, McNeely Y Chaney abstained

Business:

Fletcher made motion to discontinue **coffee service** with McNeely seconding.
Vote: McNeely Y, Fletcher Y, Chaney Y

Makers Space Training approval for closing the library early to go to Plattsmouth location.
Board approved closing in the future per staff scheduling
Fletcher made motion and McNeely seconded it
Vote: McNeely Y, Fletcher Y, Chaney Y

HVAC replacement Discussion

Donna has been in contact with KPE Engineering Option 2 is recommended. VRF which is a new system, can use existing pipework. Due to several existing building issues, Option 1 is not recommended.
\$733,468 is estimate for Option 2. This plan has three phases, so that the library can remain open throughout this process. Cost for phasing included in estimate

Action plan to ask for further funds, via grants, other family foundations in and around the area including NC, fundraising etc. to help finance this HVAC replacement.

More Moeller funds may be requested. Board members available were asked to attend the city council meeting February 19, 2018

Donna explained different options for financing, time frame for process including starting the process in 2019, and options for closing down the library for a few (2-3) months. Starting work March/April 2019. One option is to close the library for a couple of months in 2019 in order to save some money and make the process shorter. We would have to find an alternate location to operate the library out of while it is closed. Options discussed included Premier Bank, old U Save pharmacy building.

Approved recommendation for Option 2 to city council at the council meeting to proceed with pursuing this project
Fletcher made motion and McNeely seconded
Vote: Fletcher Y, Chaney Y, McNeely Y
5:28 McNeeley leaves. Fletcher takes over recording minutes

Grayson Path enters to check if questions on HVA- Further clarification of HVAC Project
Discussion on Bonebrake account- money not available yet. We are one of several beneficiaries listed to split estate.

Discussion/Take action on Bylaw changes was pushed to March Meeting.
No subcommittee reports were given.

Meeting adjourned at 5:56pm

Next meeting will take place on Wednesday, March 14.

Submitted by Molly McNeely, with additional remarks D. Kruse

GLRPTGRP 3/02/18
LIB 10:06

CITY OF NEBRASKA CITY
BUDGET REPORT
CALENDAR 2/2018, FISCAL 5/2018

Page 1
OPER: CRB

Donna

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	250,739.88	18,487.51	91,973.40	36.68	158,766.48
10-50-5005	Library - Social Security	19,181.60	1,317.40	6,577.22	34.29	12,604.38
10-50-5010	Library - Group Ins	59,908.87	5,255.08	24,881.81	41.53	35,027.06
10-50-5012	Library - Pension	15,314.79	1,275.86	4,818.96	31.47	10,495.83
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	25,500.00	2,117.10	9,566.28	37.51	15,933.72
10-50-5023	Library - Telephone/Internet	3,000.00	227.84	1,185.78	39.53	1,814.22
10-50-5024	Library - Garbage/Recycling	330.00	.00	104.00	31.52	226.00
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	50.62	706.49	17.66	3,293.51
10-50-5029	Library - Postage	2,250.00	200.00	700.00	31.11	1,550.00
10-50-5030	Library - Miscellaneous	400.00	.00	.00	.00	400.00
10-50-5031	Library - Housekeeping Sup/Equ	1,500.00	151.40	730.58	48.71	769.42
10-50-5032	Library - Credit Card Fees	1,000.00	117.49	493.09	49.31	506.91
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	59.40	117.60	6.92	1,582.40
10-50-5100	Library - Rep/Maint - Building	26,000.00	5,065.00	9,953.12	38.28	16,046.88
10-50-5105	Library - Rep/Maint - Grounds	1,800.00	.00	1,407.84	78.21	392.16
10-50-5106	Library - Pest Control	420.00	.00	70.00	16.67	350.00
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	.00	.00	.00	.00
10-50-5210	Library - Computer	5,000.00	270.00	2,093.56	41.87	2,906.44
10-50-5230	Library - Dues/Memberships	1,000.00	350.00	350.00	35.00	650.00
10-50-5250	Library - Training/Conference	3,500.00	.00	792.38	22.64	2,707.62
10-50-5403	Library - Contract Sup/Sev	8,000.00	329.45	4,025.93	50.32	3,974.07
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	26.92	86.74	4.34	1,913.26
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	.00	5,597.00	74.63	1,903.00
10-50-5776	Library - Aid Purchases	1,333.00	.00	.00	.00	1,333.00
10-50-5777	Library - Materials	40,000.00	3,319.05	15,815.45	39.54	24,184.55
10-50-5800	Library - Donation Purchases	8,148.00	76.85	1,635.83	20.08	6,512.17
10-50-5810	Library - Grant Purchases	20,000.00	.00	.00	.00	20,000.00
10-50-5812	Library - Endowments	30,000.00	316.51	12,053.20	40.18	17,946.80
	TOTAL LIBRARY EXPENSE	564,426.14	39,013.48	195,736.26	34.68	368,689.88

132-52

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

Presented: March 14, 2018

City Budget Report

Month to date balance	\$39,013.48
Year to date balance	\$195,736.26
Budget	\$564,426.14
Amount unexpended	<u>\$368,689.88</u>
Percentage used	34.68%

Bank Deposits

February 5, 12, 20, 26

10-07-4131 Library State Aid \$0.00

10-13-4420 Library Book Fees and Fines \$485.49

Subtotal \$485.49

10-13-4443 Misc - Book Sales \$17.22

10-21-4685 Grants

Nelson Family Foundation - Building Exterior
Restoration Project - 2018 Commitment \$10,000.00

10-21-4677 Endowments

NCCF/Dolly Parton March 2018 \$324.95

NCCF/Ancestry Library Edition - Renewal \$1,250.00

Subtotal \$1,574.95

10-23-4704 Donations

Miscellaneous \$233.41

Library Sponsors - Berger, Hersemann, Silcox \$145.00

Genealogy Donations - Hodkins, Mogis \$40.00

Subtotal \$418.41

10-29-4831 Misc. Taxable/Copies \$154.70

Subtotal \$154.70

Total **\$12,650.77**

Petty Cash

Expenditures \$9.50

Refunds \$0.00

Total **\$9.50**

Cash Drawers

Main Desk \$14.31

Children's \$9.00

Total **\$23.31 Long**

10-13-4420 Credit Card Charges

Library Fees & Fines \$50.10

Copies \$0.00

Donations \$0.00

Total Charges **\$50.10**