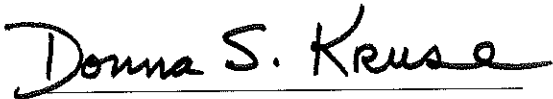


NOTICE OF MEETING

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, May 9, 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 black ink that reads "Donna S. Kruse". The signature is written in a cursive style with a horizontal line underneath the name.

Donna S. Kruse
Library Director

May Director's Report for April Activity

Lunch with former Children's Museum of Omaha contact regarding new exhibit ideas partnering with Lincoln Children's Museum

Web page close to launch

Hosted Barreda Hills Exhibit opening and Digital Preservation program

Spoke about Spring and Summer Programs at April's Hot Topics

Met with Jim Kuhn about acquiring Main Street Historians Collection

Conducted two walk-throughs with asbestos testing vendors

Met with S-Systems rep to discuss IT contract services

Denise continues Census Project with Grayson

Called Pharmacy contact to start looking for alternate service location-call back in 30 days

Met with 2 USDA reps regarding loan and grant application for HVAC money

Locked down Library during school incidents 4/26

Received funding for String Beans Concert from Alpha XI Chapter of NC Beta Sigma Phi Sorority (\$800)

Fiscal Year 2017-2018

Monthly Reporting

	Morton James Library											
	October	November	December	January	February	March	April	May	June	July	Aug	
Circulation	4837	4804	4443	5099	4610	4899	4587					
Technology Center Usage	599	481	449	404	470	473	451					
Early Literacy Stations Usage	75	84	82	78	62	72	104					
Patrons Visits	4477	3992	3494	3606	3755	3723	3794					
New Library Cards	27	26	10	15	12	18	12					
Reference Questions Answered	715	639	584	612	678	709	651					
Genealogy / History Research	1	1	1	3	5	4	3					
Materials Added	332	224	284	264	277	239	270					
Website Visits	713	644	660	729	652	666	657					
Programs & Exhibits	45	33	25	29	40	51	51					
Attendance (included in Patron Visits)	962	871	790	495	565	546	956					
Interlibrary Loan Borrowed	14	4	8	3	17	14	NA					
Interlibrary Loan Loaned	30	16	26	22	24	38	NA					
WiFi Log Ins	1782	1931	1775	1916	1869	1829	2124					
Member Amount Saved	90,246	68,660	62,058	67,534	83,125	66,056	62,052					

Sept	TOTAL	Event, Activity or Statistic	Attendance
	33279	2 Read at NC Care & Rehab	9
	3327	4 Toddler Story Time	126
	557	1 Poetry & Pickin'	22
	26841	6 Proctor test	6
	120	14 Traveling Story Time	181
	4588	1 Morton Place Book Club	4
	18	1 Library Book Club	11
	1890	1 Caring for Personal Digital Archives	25
	4721	1 York College Theater play	137
	274	1 Barada Hills of Nebraska exhibit	254
	5185	19 Public meetings	181
	60	51 TOTALS	956
	156		
	13226		
	499732		

Morton James Library	April-12	April-13	April-14	April-15	April-16	April-17	April-18	FY 2017-2018
Service Provided	April-12	April-13	April-14	April-15	April-16	April-17	April-18	FY 2017-2018
Circulation	6,477	6,441	6,357	5,117	5,290	4,514	4,587	33,279
Technology Center Usage	1,121	905	1,435	1,019	546	631	451	3,327
Early Literacy Stations Usage	128	121	139	165	122	131	104	557
Patrons Visits	4,636	4,945	5,077	4,758	4,746	4,601	3,794	26,841
New Library Cards	39	16	17	21	19	11	12	120
Reference Questions Answered	312	373	405	564	601	737	651	4,588
Genealogy / History Research	5	2	4	2	2	3	3	18
Materials Added	333	328	303	247	250	301	270	1,890
Website Visits	858	5,645	964	942	1,160	665	657	4,721
Programs & Exhibits	7	8	32	27	58	39	51	274
Attendance	474	858	793	760	1,457	701	956	5,185
Interlibrary Loan Borrowed	16	13	19	12	12	NA	NA	60
Interlibrary Loan Loaned	45	47	33	27	23	NA	NA	156
WiFi Log Ins	0	0	0	0	1,697	2,007	2,124	13,226
Member Amount Saved	0	0	0	0	76,969	60,408	62,052	499,731.82
Service Provided	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	
Circulation	88,892	85,775	80,888	71,102	72,884	63,773	33,279	
Technology Center Usage	16,652	14,779	17,946	13,047	9,001	8,009	3,327	
Early Literacy Stations Usage	2,056	2,139	1,684	1,861	1,681	1,582	557	
Patrons Visits	62,709	61,781	61,458	57,845	52,362	54,505	26,841	
New Library Cards	466	408	341	329	297	268	120	
Reference Questions Answered	4,726	4,507	4,863	7,615	7,607	8,852	4,588	
Genealogy / History Research	56	67	63	31	39	27	18	
Materials Added	4,318	3,955	3,910	3,279	3,398	3,352	1,890	
Website Visits	9,722	21,650	11,148	14,105	14,520	10,363	4,721	
Programs & Exhibits	93	128	217	199	383	386	274	
Attendance	6,884	7,063	7,261	9,251	10,486	8,938	5,185	
Interlibrary Loan Borrowed	225	205	745	158	146	94	60	
Interlibrary Loan Loaned	519	444	408	368	240	165	156	
WiFi Log Ins	N/A	N/A	N/A	N/A	18,360	21,141	13,226	

Morton James Public Library Minutes

April 11, 2018

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm April 11, 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 April 4, 2018 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

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

The meeting was convened in open session at 4:37 by Molly McNeely, Library Board Secretary. The board members present signed the roll call.

Directors Report –March Activity

Director's Notes –March 2018 Activity

Wrong Director's Notes were included in emailed packet. Correct one was distributed at meeting and follows here:

- Director met with Dale Haverty regarding digitization project and he may have lead on potential donor
- Hosted CDBG community focus group meeting
- Met with KPE and Grayson to finalize design scope document
- Longtime genealogy volunteer Bert Belding passes
- Director attends Public Library Association Conference and staff attend Makerspace training at Plattsmouth Library
- Director met with Dan Mauk regarding small businesses in town that might be Makers partners
- Research continues to find HVAC funders
- CCCFF deadline passes with no notice of award or change to its website listing

Monthly statistics were reviewed

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

McNeely asked if there were any corrections to the March minutes

Tabled Bylaw review for next month: Art 3 sect 4 to be possibly changed to in the absence of one officer, any other officer may sign, and consideration of three officers vs. two

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

Monthly Claims:

Approval of Claims

Fletcher moved and Patton seconded the motion to pay the claims.

Vote Fletcher Y, Patton Y, McNeely Y

Business:

Approval for closing of library for May 11 for staff to attend Extravaganza in Seward

Fletcher made motion and Patton seconded it

Vote: McNeely Y, Fletcher Y, Patton Y

Approval for opening one hour late for CRAKE Training on Tuesday May 15.
Fletcher made motion, Patton seconded it
Vote: Patton Y, Fletcher Y, McNeely Y

Tabled Bylaw Review for next month

Reviewed policy changes for library. Volunteer policy changed to more appropriately match verbiage from city form

Library card policy changed/ additions made to more accurately reflect current procedures.

Fletcher made motion to make policy changes as above, Patton seconded.
Vote Patton Y, McNeely Y, Fletcher Y

Discussed policies for meeting room usage:

1. remove Class A & B terminology throughout

4. encourage to make a free will donation. Replaces refundable deposit.

11. No sales statement remains as is.

13. change verbiage to reflect that the patrons will sign that they acknowledge they have read and agree to this policy. Question brought up how to do this on website form or over the phone.

Change the form to be completed by patrons wishing to use the rooms.

Tabled this policy change for next month, Donna will change these and we will revisit.

Subcommittee reports by Technology committee
Report by Endowment committee

Meeting adjourned at 6:10

Next meeting will take place on Wednesday, May 9.

Submitted by Molly McNeely, with additional remarks D. Kruse

CITY OF NEBRASKA CITY
BUDGET REPORT
CALENDAR 4/2018, FISCAL 7/2018

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
10-50-5000	Library - Salaries	250,739.88	150.00-	140,149.67	55.89	110,590.21
10-50-5005	Library - Social Security	19,181.60	.00	10,077.18	52.54	9,104.42
10-50-5010	Library - Group Ins	59,908.87	.00	34,815.64	58.11	25,093.23
10-50-5012	Library - Pension	15,314.79	.00	8,008.61	52.29	7,306.18
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	25,500.00	.00	12,973.76	50.88	12,526.24
10-50-5023	Library - Telephone/Internet	3,000.00	.00	1,652.96	55.10	1,347.04
10-50-5024	Library - Garbage/Recycling	330.00	.00	156.00	47.27	174.00
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	.00	797.82	19.95	3,202.18
10-50-5029	Library - Postage	2,250.00	.00	1,000.00	44.44	1,250.00
10-50-5030	Library - Miscellaneous	400.00	.00	.00	.00	400.00
10-50-5031	Library - Housekeeping Sup/Equ	1,500.00	.00	986.16	65.74	513.84
10-50-5032	Library - Credit Card Fees	1,000.00	.00	614.07	61.41	385.93
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	117.60	6.92	1,582.40
10-50-5100	Library - Rep/Maint - Building	26,000.00	.00	10,964.12	42.17	15,035.88
10-50-5105	Library - Rep/Maint - Grounds	1,800.00	.00	1,477.84	82.10	322.16
10-50-5106	Library - Pest Control	420.00	.00	105.00	25.00	315.00
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	.00	.00	.00	.00
10-50-5210	Library - Computer	5,000.00	.00	2,633.56	52.67	2,366.44
10-50-5230	Library - Dues/Memberships	1,000.00	.00	700.00	70.00	300.00
10-50-5250	Library - Training/Conference	3,500.00	.00	2,974.41	84.98	525.59
10-50-5403	Library - Contract Sup/Sev	8,000.00	.00	5,791.15	72.39	2,208.85
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	.00	131.44	6.57	1,868.56
10-50-5600	Library - Capital Outlays	.00	.00	.00	.00	.00
10-50-5601	Library - Capital Improvements	22,000.00	.00	3,000.00	13.64	19,000.00
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	.00	21,765.04	54.41	18,234.96
10-50-5800	Library - Donation Purchases	8,148.00	150.00	2,192.38	26.91	5,955.62
10-50-5810	Library - Grant Purchases	20,000.00	.00	.00	.00	20,000.00
10-50-5812	Library - Endowments	30,000.00	.00	16,947.85	56.49	13,052.15
	DIFFERENCE	564,426.14	.00	285,629.26	50.61	278,796.88
	PROOF	564,426.14	.00	285,629.26	50.61	278,796.88

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

Presented: May 9, 2018

City Budget Report

Month to date balance	\$36,055.54
Year to date balance	\$285,629.26
Budget	\$564,426.14
Amount unexpended	<u>\$278,796.88</u>
Percentage used	50.61%

Bank Deposits

April 2, 9, 16, 23, 30

<u>10-07-4131 Library State Aid</u>	<u>\$0.00</u>
<u>10-13-4420 Library Book Fees and Fines</u>	<u>\$522.69</u>
Subtotal	\$522.69
<u>10-13-4443 Misc - Book Sales</u>	<u>\$21.27</u>
<u>10-21-4685 Grants</u>	<u>\$0.00</u>
<u>10-21-4677 Endowments</u> NCCF/Dolly Parton May 2018	<u>\$312.75</u>
Subtotal	\$312.75
<u>10-23-4704 Donations</u> Miscellaneous	\$205.62
Alpha Xi Beta Sigma Phi-Summer Program Kickoff Sponsor	\$800.00
Library Sponsor - Schaffer	\$50.00
Genealogy Donations - Gleave and Graul	<u>\$20.00</u>
Subtotal	\$1,075.62
<u>10-29-4831 Misc. Taxable/Copies</u>	<u>\$215.50</u>
Subtotal	\$215.50
Total	\$2,147.83

Petty Cash

Expenditures	\$0.00
Refunds	\$10.00
Total	\$10.00

Cash Drawers

Main Desk	\$12.94
Children's	\$6.20
Total	\$19.14 Long

10-13-4420 Credit Card Charges	
Library Fees & Fines	\$188.51
Copies	\$0.00
Donations	\$10.00
Total Charges	\$198.51

Social Media Policy

The Morton-James Public Library selects carefully chosen social media tools as an important enhancement to communication, collaboration and information exchange between The Morton-James Public Library staff, library users and the general public. The Morton-James Public Library recognizes that new tools will emerge which have useful application in the library setting; thus, this policy addresses social media in general.

- The Morton-James Public Library uses social media to increase awareness of and accessibility to its programs, resources and services.
- The Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited public forum for discussing Library programs, events and materials.
- The Library does not make its social media accounts available for general public debate, but rather reserves and limits the topics that may be discussed on social media accounts.

Library Sponsored Social Media

- Only those employees responsible for the Library's social media sites should be actively participating on those sites during work hours.
- Employees who contribute to the Library's social media should present content in a professional manner and should check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors and check grammar and spelling before posting.
- Employees should not discuss confidential, work-related matters through social media.
- Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.

Posting on Social Media

- The purpose of the Library's social media sites is to inform Library users about educational opportunities, library programs, events (including those co-sponsored with other organizations) and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials.
- The Library permits patrons to comment on Library posts and patrons are invited to share opinions about Library-related subjects, resources and programs.
- While the Library encourages dialogue, it respectfully requests that commenters be mindful that its social media sites are open to the public and that commenters be courteous and civil toward one another.
- Patrons should be aware that they may be held personally liable for commentary that is defamatory, obscene, proprietary or libelous by any offended party, not just the Library.
- Postings do not indicate Library endorsement of the ideas, issues, or opinions expressed in posts on its social media sites.
- The Library reserves the right to restrict or remove any content that is deemed to be in violation of this policy or any applicable law.

- Content and comments on the Library's social media accounts containing any of the following forms of content and postings shall not be allowed:
 - ❖ Obscenity
 - ❖ Imagery or promotion of any illegal substances or activities
 - ❖ Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, marital status, religion, national origin, physical or mental disability, sexual orientation, ancestry or any other protected category
 - ❖ Slanderous, libelous, threatening or defamatory statements
 - ❖ Infringement of copyrighted or trademarked material
 - ❖ Spam
 - ❖ Content not related to Library business, programs, events, resources and materials
 - ❖ Advertising or sale of merchandise or services not benefiting the Library.
 - ❖ Charitable solicitations or political campaigning

- The Library, its employees, agents and officials assume no responsibility for any damages, direct or indirect, arising from participation in Library-sponsored social media. Violations of this policy by employees may result in discipline, up to and including termination of employment.

**Capital Improvement Projects
Morton-James Public Library**

Project Title	Description	Estimated Cost)	Projected Year of Completion	Budget Year - Payment
Exterior masonry repair and restoration project <i>already collected</i> \$36,668 + \$8,332 due	Extensive removal and installation of engineered stone (or other suitable material) to repair and replace the deteriorating sandstone and brick façade. This project should include brick tuck point and sealing, as well as repairing the interior entry area on the north. <i>2018 costs</i>	\$179,985 old facade repair 104,215 new maintenance area \$284,200		
West glass entrance into Bookstore	Project needs an engineering review for removal and replacement options. JEO has provided an initial review. <i>2017 costs</i>	14-18K removal no design 10-15K design 20-25K construction		
Mohler Computer Lab - upgrade or repurpose <i>marked</i> \$1750	Depending on the future purpose of this room, replacement of furnishings and equipment (computer/software) for this room. <i>comptech Quote 8/2017</i>	Lab & staff upgrade \$5,000 + \$3,500		for 15-25 stations
Art hanging system and wall restoration for Kimmel Gallery. Includes art hanging system for other areas in the main library as determined.	This project should include bids for the replacement of the wall material and the purchase and installation of a hanging system suitable for museum quality art display. This project will need further discussion regarding wall restoration (drywall and wall fabric, hardwood or some other medium appropriate surface for displaying art) and the consultation of a gallery specialist.	Price will depend on scope of this project - to be determined. <i>2017 costs</i>	Hang system no wall repair \$3,000 aluminum + 1700 install Add in shipping & wall work	
Carpet replacement - throughout	The carpet in the Children's and Teen area, the Kimmel Gallery, and throughout the main upper level. This project may be done in segments for cost and facility availability purposes. Cost will include furniture and shelving/stack moving.	\$35,000(est)		
Lighting Replacement	Update all lighting fixtures to use LED bulbs, especially the lighting in the Kimmel Gallery.	\$10,000(est)	replacing as we go	Gallery needed more
Additional Security Cameras	Gaps in camera coverage in the upper library area as well as in the Teen and Children's areas. <i>11/2017</i>	5786 \$12,000(est)	Prime Comm., 200tise camera upgrade Left rental 1000	
Audio Visual Screen Replacement - Kimmel Gallery	The AV screen in the Kimmel Gallery works intermittently. A replacement will be needed at some point.	have company names to research \$5,000(est)?		
Window Replacement	Survey windows to determine if replacement is needed. Return on investment - reduced heat/cooling loss potential.	\$30,000+/-?		
Furniture	Replace the furniture in the teen area. Reupholster fabric on mission style chairs upstairs. Add upholstered padding to wooden circular benches upstairs and in the children's area. May be handled as a normal budget line and refurbished/replaced over time.	\$5,000+/- (est) for entire inventory replacement	looking for files	
<i>wrote in</i>	BOOK DROP REPLACEMENT	4500		

Additional Items (not capital) to be included in annual general maintenance budget:

Interior paint (high traffic areas) and repair of furnishings.	Includes painting walls as needed, repairing furnishing, upholstery and other hard surfaces as needed. This budget line should include refurbishing the shelving in the lower level meeting room.	\$4,000 (first year, \$2,500 following years)		
Window Washing	Semi-annual professional cleaning - budget line item	TBD		
Floors, fabric and tile repair and maintenance	Semi-annual professional cleaning for tile, carpeting and upholstered surfaces - budget line item.	\$4,000	<i>mayam ongoing</i>	
Annual Inspection Services	Roof and masonry inspection (including brick joint and mortar sealing every 2-3 years) - budget line item			