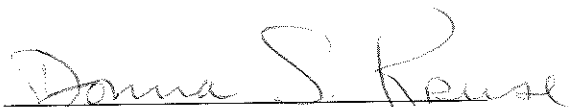


NOTICE OF MEETING

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, June 12, 2019 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
June 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 May 8 Meeting

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discuss HVAC update

Discuss CCCFF update

Discuss Kanopy

Review 2019-20 draft budget

Director's Notes

June Report of May 2019 Activity

Story Times held in community locations (Wildwood Park, Nuckoll's Square and Titan's Gifts)

Amanda Winkler read to all the third grade classes at Hayward

New part-time clerk hired, Alyssa Harris

Kruse completed Leadership Nebraska City course

All Staff attended Southeast Library System training day in Seward

Building windows and carpets were cleaned before Library moved back into building

Leak into break room/North room after heavy rain followed by leak out of new HVAC vent in North room from condensation build up

Post-move inventory completed

Morton James Library

Service Provided	May-12	May-13	May-14	May-15	May-16	May-17	May-18	May-19
Circulation	8,125	7,378	6,869	6,349	6,175	5,321	5,347	4,495
Technology Center Usage	1,608	953	1,405	910	689	725	478	281
Early Literacy Stations Usage	97	150	97	157	132	156	131	29
Patrons Visits	5,630	5,298	5,393	4,422	4,389	4,941	3,655	2,127
New Library Cards	81	34	44	22	37	34	25	28
Reference Questions Answered	471	354	519	572	620	801	775	587
Genealogy / History Research	4	3	8	3	2	3	2	0
Materials Added	294	282	337	284	312	208	247	219
Website Visits	879	573	944	1,569	1,386	736	707	723
Programs & Exhibits	3	6	8	5	25	20	56	14
Attendance	463	345	466	340	1,507	1,073	1,171	425
Interlibrary Loan Borrowed	8	15	26	18	10	14	NA	NA
Interlibrary Loan Loaned	49	27	34	28	22	26	NA	NA
WiFi Log Ins	0	0	0	0	1,649	2,121	2,217	1,486
Member Amount Saved	0	0	0	0	92,104	84,235	68,627	46,973

Service Provided	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019
Circulation	88892	85775	80588	71102	72884	63773	62950	38517
Technology Center Usage	16652	14779	17946	13047	9001	8009	5884	3044
Early Literacy Stations Usage	2056	2139	1684	1861	1681	1582	1035	257
Patrons Visits	62709	61781	61458	57845	52362	54505	45922	20678
New Library Cards	466	408	341	329	297	268	257	106
Reference Questions Answered	4726	4507	4863	7615	7607	8852	8340	4675
Genealogy / History Research	56	67	63	31	39	27	29	14
Materials Added	4318	3955	3910	3279	3398	3352	3230	1865
Website Visits	9722	21650	11148	14105	14520	10363	8609	5952
Programs & Exhibits	93	128	217	199	383	386	452	257
Attendance	6884	7063	7261	9251	10486	8938	9595	4823
Interlibrary Loan Borrowed	225	205	745	158	146	94	3	115
Interlibrary Loan Loaned	519	444	408	368	240	165	22	167
WiFi Log Ins	N/A	N/A	N/A	N/A	18360	21141	22347	14110
Member Amount Saved	N/A	N/A	N/A	N/A	1040085	970535.11	913417.41	433932.14

Fiscal Year 2018-2019 Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	July	TOTAL
Circulation	5434	5049	4808	5495	5080	4003	4153	4495			38517
Technology Center Usage	507	413	406	424	458	280	275	281			3044
Early Literacy Stations Usage	67	55	39	29	38	0	0	29			257
Patrons Visits	3366	3146	3206	2828	3028	1428	1549	2127			20678
New Library Cards	17	14	10	10	17	3	7	28			106
Reference Questions Answered	757	587	531	618	665	515	415	587			4675
Genealogy / History Research	6	2	0	0	5	0	1	0			14
Materials Added	305	285	169	201	214	265	207	219			1865
Website Visits	753	659	687	1013	792	649	676	723			5952
Programs & Exhibits	41	46	29	36	30	22	39	14			257
Attendance (Included in Patron Visits)	783	734	590	537	889	333	532	425			4823
Interlibrary Loan Borrowed	28	10	14	15	14	11	23	NA			115
Interlibrary Loan Loaned	24	30	16	17	19	28	33	NA			167
WiFi Log Ins	2302	2261	1851	1801	1895	1198	1316	1486			14110
Member Amount Saved	66,198	62,693	52,313	77,665	53,403	34,803	39,884	46,973			433932

Sessions	Event, Activity or Statistic	Attendance
1	Morning Reading at Hayward	23
1	Story Time at Wildwood	5
1	Library Book Club	8
8	Hayward Library Tours	344
1	Hayward EL Students	24
1	Story Time at Nuckoll's Square	20
1	Public Meeting	1
14	TOTALS	425

Morton James Public Library Minutes

May 8, 2019

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm April 10, 2019 at temporary location of Morton-James Public Library in the basement of American National Bank. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on April 3, 2019 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

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

The meeting was convened in open session at 4: 34 pm by Brooke Chaney, Library Board President. The board members present signed the roll call.

Directors Report:

April Activity Reviewed:

- Continued monitoring HVAC project
- Ran part-time clerk ad, interviewed and hired clerk, Alissa Harris.
- Received official notice we received CCCFF grant
- During National Library Week, staff conducted Story Times and Book Talks out in the community partnering with Nebraska City News Press, Chocolate Dreams and Sweet Things, and Moser's U-SAVE Pharmacy.
- Director participated in group garden project at Wildwood Historic Home as part of Leadership Nebraska City Class #14.
- Library hosted a teen talk on suicide and depression with 24 in attendance.
- Hosted Mobile Digitization lab for 2 days. While only had a few patrons, we did get some of the MJPL institutional documents digitized.

Installation of the HVAC system is almost complete. Training should happen in the next week or two. Contractor should be providing details for schematics, list of filters, warranty and preventive maintenance.

Fox arrived at 4:39pm

Statistical Report: Discussed attendance of recent events and temporary location.

Consent Agenda:

Minutes: Chaney asked if there were any questions or corrections to the April 10th meeting minutes.

Budget Report: Reviewed Budget report.

Financial Report: Reviewed Financial Report

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

Monthly Claims: Donna discussed specifics of monthly payments. Ahern is related to fire alarm system which includes a leak in system and fix any issues found in the 3 and 5 year inspection.

Patton made the motion to pay the presented claims. Fox seconded the motion.

Vote: Fox: Y, Fletcher: Y, Chaney: Y, Patton: Y

Business:

Discuss HVAC Update: Discussed additional information regarding the temporary move.

Discuss Computer upgrade package: Louan presented a plan to purchase 15 new desktop computers. Eight of the desktops will replace current staff computers, 6 will go into the computer lab and 1 will be used as a print server station.

Discuss/take action on Application for Library Card Policy and Equipment Policy:

The board discussed the updated application for library card policy. Donna and Louan reviewed the guidelines of the new policy and the process that will take place if the policy is accepted.

Board discussed the updated equipment policy.

Patton made the motion to accept the application for library card policy and equipment policy. Fox seconded the motion.

Fletcher: Y, Chaney: Y, Patton: Y, Fox: Y

Review May closure dates:

The library will be closed for the following dates: May 10: HVAC Training, May 20: moving to building, May 21: Inventory, May 27: Memorial Day.

Discuss/Take action on Bethel's Pastor Venezuela meeting room request:

The board discussed the request to allow Pastor Venezuela to use the Kimmel Gallery to read the bible for roughly 14 minutes once a week for the next three months. The board discussed how this event pertained to current board policies.

Fletcher made the motion to allow the request to use the Kimmel Gallery for the time period requested with the stipulation that a meeting location and time may be adjusted to accommodate future events. Fox seconded the motion.

Patton: Y, Fox: Y, Fletcher: Y, Chaney: Y

Discuss the Lib Innovation Studio releases:

The board discussed the details of the innovation studio agreement. The exhibit will be available to the public from October 21st thru March 15th. There was discussion on potential issues including that users meet requirements of each station and the need to have a signed waiver.

Discuss missing DVDs:

The board discussed the missing DVDs. Some of the missing DVDs have returned on the shelf or through the media drop. An update of DVD inventory will be done again later this month. The process of storing DVDs on the shelves will continue at this time.

Meeting was adjourned at 5:55pm.

Submitted by Christopher Fletcher, with additional remarks D. Kruse

BUDGET REPORT
CALENDAR 5/2019, FISCAL 8/2019

Donna

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	267,275.49	19,333.19	173,711.03	64.99	93,564.46
10-50-5005	Library - Social Security	20,446.58	1,400.33	12,657.18	61.90	7,789.40
10-50-5010	Library - Group Ins	61,497.61	5,547.13	39,918.80	64.91	21,578.81
10-50-5012	Library - Pension	17,732.85	1,122.94	11,062.98	62.39	6,669.87
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	24,000.00	1,665.63	15,263.95	63.60	8,736.05
10-50-5023	Library - Telephone/Internet	3,000.00	231.03	1,857.70	61.92	1,142.30
10-50-5024	Library - Garbage/Recycling	300.00	52.00	156.00	52.00	144.00
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	5,800.00	979.11	2,174.87	37.50	3,625.13
10-50-5029	Library - Postage	2,200.00	.00	1,300.00	59.09	900.00
10-50-5030	Library - Miscellaneous	400.00	.00	.00	.00	400.00
10-50-5031	Library - Housekeeping Sup/Equ	2,200.00	52.72	874.68	39.76	1,325.32
10-50-5032	Library - Credit Card Fees	1,000.00	116.56	737.71	73.77	262.29
10-50-5036	Library - Refund Charges/Depos	100.00	.00	.00	.00	100.00
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	.00	199.72	14.27	1,200.28
10-50-5100	Library - Rep/Maint - Building	30,000.00	2,366.43	5,495.78	18.32	24,504.22
10-50-5105	Library - Rep/Maint - Grounds	1,900.00	.00	861.29	45.33	1,038.71
10-50-5106	Library - Pest Control	250.00	.00	36.00	14.40	214.00
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	.00	.00	.00	.00
10-50-5210	Library - Computer	13,000.00	445.00	4,033.00	31.02	8,967.00
10-50-5230	Library - Dues/Memberships	1,100.00	27.50	602.50	54.77	497.50
10-50-5250	Library - Training/Conference	5,500.00	575.00	1,340.62	24.37	4,159.38
10-50-5403	Library - Contract Sup/Sev	10,000.00	198.62	6,419.42	64.19	3,580.58
10-50-5409	Library - Prg and Event Sup/Se	200.00	.00	157.00	78.50	43.00
10-50-5430	Library - Chemicals	.00	.00	.00	.00	.00
10-50-5500	Library - Travel/Meals/Lodging	250.00	.00	101.16	40.46	148.84
10-50-5600	Library - Capital Outlays	.00	.00	.00	.00	.00
10-50-5601	Library - Capital Improvements	720,000.00	115,694.85	254,813.92	35.39	465,186.08
10-50-5605	Library - Loan/Lease Payment	50,939.00	.00	.00	.00	50,939.00
10-50-5775	Library - Electronic Subscript	8,500.00	.00	3,432.50	40.38	5,067.50
10-50-5776	Library - Aid Purchases	1,300.00	.00	.00	.00	1,300.00
10-50-5777	Library - Materials	40,000.00	2,870.12	28,854.47	72.14	11,145.53
10-50-5800	Library - Donation Purchases	11,964.04	310.99	3,468.18	28.99	8,495.86
10-50-5810	Library - Grant Purchases	60,168.00	.00	400.00	.66	59,768.00
10-50-5812	Library - Endowments	44,000.00	308.20	8,509.40	19.34	35,490.60
	TOTAL LIBRARY EXPENSE	1,409,023.57	153,297.35	578,439.86	41.05	830,583.71

**Morton-James Public Library
Financial Report
May 2019**

Presented: June 12, 2019

City Budget Report

Month to date balance	\$153,297.35
Year to date balance	\$578,439.86
Budget	\$1,409,023.57
Amount unexpended	\$830,583.71
Percentage used	41.05%

Bank Deposits

May 3, 16, 22, 31

<u>10-07-4131 Library State Aid</u>	\$0.00
<u>10-13-4420 Library Book Fees and Fines</u>	\$394.83
Subtotal	\$394.83

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

10-21-4677 Endowments

NCCFF/Moller Dollywood June 2019	\$301.40
NCCFF/Moller Mango Languages Renewal and NewsBank Renewal	\$4,922.71
Subtotal	\$5,224.11

10-23-4704 Donations

Miscellaneous	\$292.22
Library Sponsors - Kummer	\$25.00
Genealogy - Visitor	\$20.00
Subtotal	\$337.22

<u>10-29-4831 Misc. Taxable/Copies</u>	\$129.30
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Total	\$6,085.46
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Petty Cash

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

Cash Drawers

Children's Library	\$0.05
Main Level	\$33.10
Total	\$33.15 Long

<u>10-13-4420 Credit Card Charges</u>	
Library Fees & Fines	\$118.00
Copies	\$5.10
Donations	\$5.00

Total Charges	\$128.10
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