

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 9, 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
October 9, 2019
Board Meeting Agenda

Call meeting to order 4:30

Signing of Roll Call

Director's Report
Statistical Report

Consent Agenda

Approve Minutes from September 25
Approve Budget Report
Approve Financial Report

Approve payment of claims

Business:

Discussion: Afterhours Wi-Fi issue

Discuss/Take Action: Library Innovation Studio Agreement form and Policy Information

Review/Take Action: Community Needs Assessment

October 2019 Director's Notes
September activity

- Submitted Steinhart grant for exterior restoration/ preservation grant
- Held workforce classes
- Rescheduled Board meeting
- Submitted Youth Grant for Excellence final report
- Held Book Sale (\$2018) and storytimes for AppleJack
- Had fence installed around the HVAC unit

Morton James Library

Service Provided	September-12	September-13	September-14	September-15	September-16	September-17	September-18	September-19
Circulation	6,379	6,679	6,000	4,497	5,745	5,129	4,293	5,089
Technology Center Usage	1,093	1,385	1,359	865	587	528	490	400
Early Literacy Stations Usage	176	133	131	138	100	93	45	47
Patrons Visits	5,043	5,501	5,289	5,743	4,953	5,422	3,813	3,623
New Library Cards	27	27	24	22	28	6	6	14
Reference Questions Answered	387	329	471	472	686	672	672	889
Genealogy / History Research	8	6	2	1	1	2	1	0
Materials Added	323	341	299	167	349	234	293	265
Website Visits	791	976	805	1,066	1,183	867	744	663
Programs & Exhibits	5	4	19	27	35	33	31	49
Attendance	1,010	645	881	3,408	1,519	1,452	729	1,429
Interlibrary Loan Borrowed	18	17	15	7	NA	NA	NA	NA
Interlibrary Loan Loaned	39	40	41	35	NA	NA	NA	NA
WiFi Log Ins	0	0	0	0	2,022	1,881	2,035	1,815
Member Amount Saved	0	0	0	0	79,414	88,203	54,637	70,656

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	66044
Technology Center Usage	16652	14779	17946	13047	9001	8009	5884	4775
Early Literacy Stations Usage	2056	2139	1684	1861	1681	1582	1035	563
Patrons Visits	62709	61781	61458	57845	52362	54505	45922	34278
New Library Cards	466	408	341	329	297	268	257	217
Reference Questions Answered	4726	4507	4863	7615	7607	8852	8340	7951
Genealogy / History Research	56	67	63	31	39	27	29	28
Materials Added	4318	3955	3910	3279	3398	3352	3230	2975
Website Visits	9722	21650	11148	14105	14520	10363	8609	8686
Programs & Exhibits	93	128	217	199	383	386	452	391
Attendance	6884	7063	7261	9251	10486	8938	9595	7960
Interlibrary Loan Borrowed	225	205	745	158	146	94	3	198
Interlibrary Loan Loaned	519	444	408	368	240	165	22	245
WiFi Log Ins	N/A	N/A	N/A	N/A	18360	21141	22347	20426
Member Amount Saved	N/A	N/A	N/A	N/A	1040085	970535.11	913417.41	734992.27

September 2019 Highlights

Fiscal Year 2018-2019 Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	July
Circulation	5434	5049	4808	5495	5080	4003	4153	4495	8175	7944
Technology Center Usage	507	413	406	424	458	280	275	281	462	447
Early Literacy Stations Usage	67	55	39	29	38	0	0	29	112	83
Patrons Visits	3366	3146	3206	2828	3028	1428	1549	2127	3397	3062
New Library Cards	17	14	10	10	17	3	7	28	41	28
Reference Questions Answered	757	587	531	618	665	515	415	587	914	699
Genealogy / History Research	6	2	0	0	5	0	1	0	6	4
Materials Added	305	285	169	201	214	265	207	219	272	211
Website Visits	753	659	687	1013	792	649	676	723	662	647
Programs & Exhibits	41	46	29	36	30	22	39	14	26	23
Attendance (Included In Patron Visits)	783	734	590	537	889	333	532	425	692	354
Interlibrary Loan Borrowed	28	10	14	15	14	11	23	11	12	35
Interlibrary Loan Loaned	24	30	16	17	19	28	33	16	22	17
WiFi Log Ins	2302	2261	1851	1801	1895	1198	1316	1486	1434	1324
Member Amount Saved	66,198	62,693	52,313	77,665	53,403	34,803	39,884	46,973	82,442	79,097

Aug	Sept	TOTAL
6319	5089	66044
422	400	4775
64	47	563
3518	3623	34278
28	14	217
774	889	7951
4	0	28
362	265	2975
762	663	8686
36	49	391
662	1429	7960
25	NA	198
23	NA	245
1743	1815	20426
68,865	70,656	734992

Sessions	Event, Activity or Statistic	Attendance
9	Gen-Fit	28
5	Traveling Story Time	162
2	Story Time	31
4	AppleJack Story Time	31
2	Read @Hayward	64
1	Library Book Club	9
2	AppleJack Used Book Event	509
1	AppleJack Tailgate Story Time	10
1	Kimmel Gallery Exhibit	321
22	Public Meetings	264
49	TOTALS	1429

Morton James Public Library Minutes

September 25, 2019

The following is the minutes of the Morton-James Public Library Board meeting held at 2 pm September 25 at Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this re-scheduled meeting was sent out on September 23, 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
Staff present: Beard, Kruse
Others Present: Grayson Path, Clayton Keller

The meeting was convened in open session at 2:10 pm by Brooke Chaney, Library Board President. The board members present signed the roll call.

Directors Report:

Reviewed the August and September director's report.

August director's report – July Activity:

- Best July circ stats since July 2013 and 2nd highest this fiscal year
- HVAC training held
- Director attended Nebraska Library Association Board Meeting as Vice-Chair of New Members Round Table
- Budget meeting with Council held
- Submitted LOI to Kimmel Foundation for exterior project
- Prepped & submitted Wirth Foundation grant (ext. project) for August 1 deadline
- MJPL Board finished education requirements and for certification until July 2022

September director's report -August activity:

- Gained Council approval to submit LOI to Kimmel Foundation and Wirth Foundation application
- Museum of Nebraska Arts Exhibit opened subject the Platte River
- Supplied information to American Libraries Magazine (professional journal) for future article on Police Chief and Mayor's participation in Escape Room project
- Launched Kanopy (a free film streaming service) to Library patrons
- Staff participated in back to school night at Middle School and English Language Learners picnic
- Started the computer tech center upgrade work
- Hosted Farmers' Market to kick off the start of Library Card Sign up month
- First preventative maintenance service on new HVAC system (only took a few hours compared to three days with old system)

Statistical Report: High July circulation noted as patrons return to the library after moving back from the temporary location.

Consent Agenda:

Minutes: Reviewed minutes from July 10th board meeting. No minutes from August. Chaney asked if there were any questions or corrections to the Julyth meeting minutes. None. The August 14th Agenda has an incorrect date under Consent Item "Approve Minutes from July 12 Meeting", date should be July 10.

Budget Report: Discussed how the budget percentage was tracked and how close we are to using the entirety of the budget. The percentage of totals used skewed a little as the report still has the higher budgeted figure for HVAC project than actual total.

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: Reviewed monthly claims for July and August.

Discussion regarding charge card practices and the impact on library business practices.

Fox made the motion to pay the presented claims for July and August. Patton seconded the motion.
Vote: Fox: Y, Fletcher: Y, Chaney: Y, Patton: Y

Business:

From August:

Discuss: August and Sept meeting claims sheets -incorrect one sent in board packet. Correct August meeting (July) claims sheet distributed.

Discuss/Take Action for close for Nebraska Library Association on October 3, 2019

Patton made the motion to close library for NLA on October 3, 2019. Fox seconded the motion.
Vote: Fletcher: Y, Chaney: Y, Patton: Y, Fox: Y

Updates:

Dead Tree Conversation: Dead tree by atrium on west side cut down. Two trees were moved due to new fence.

Kanopy: Program up and running

Library Innovation: Looking for volunteers for learning different stations. See registration form. Innovation studio will be open during normal library hours. Working with extension to bring others in for related sessions. Studio open from October 28th, 2019 thru early March 2020. Volunteer forms due October 1, 2019. Business After Hours set for October 28 5-6:30.

Grayson Path and Clayton Keller left at 2:58pm

Moller Tech Center: Six new desks were installed. In the process of installing new hardware. Using old monitors. Circulation computers are being replaced. Issue with receipt printer with Windows 10 and a resolution is being investigated.

Workforce Sessions:

The sessions are meant to help people get setup on the Nebraska Works website and help with filling out applications and creating resumes as part of our community needs plan.

From September:**Discuss/Take Action: Wifi during open hours only**

Discussed issues with wifi being used, Police request and individuals on premises after hours.

Patton made the motion to close wifi during non-business hours as determined by library staff to be revisited at the next board meeting. Fletcher seconded the motion. Staff will request wifi to be turned off 8pm to 8 am and report results back at October 9 meeting.

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

Updates:

Grant Applications: Donna in the process of getting updated drawing of the building. JEO is in the process of preparing project guidelines. The CCCFF 6 month's Progress Report is due Monday.

ARSL Conference Report: not discussed

Review for next meeting: Community Assessment Plan and Library Innovation Studio documents. Asked to review documents for next meeting. The Library Innovation Studio documents will be submitted to the Nebraska Library Commission.

Question by Cheney on the replacement price of the current drop box. The price was roughly \$5000. Discussed potentially replacing the drop box in the future.

Discussed fence around HVAC unit.
Meeting adjourned at 3:39pm

Submitted by Christopher Fletcher, with additional remarks D. Kruse

BUDGET REPORT
CALENDAR 9/2019, FISCAL 12/2019

Donna

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	267,275.49	19,757.85	262,217.90	98.11	5,057.59
10-50-5005	Library - Social Security	20,446.58	1,435.12	19,115.64	93.49	1,330.94
10-50-5010	Library - Group Ins	61,497.61	5,420.37	61,980.56	100.79	482.95-
10-50-5012	Library - Pension	17,732.85	1,122.94	16,116.21	90.88	1,616.64
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	24,000.00	1,848.11	21,379.47	89.08	2,620.53
10-50-5023	Library - Telephone/Internet	3,000.00	235.95	2,794.71	93.16	205.29
10-50-5024	Library - Garbage/Recycling	300.00	72.46	280.46	93.49	19.54
10-50-5025	Library - Equipment Rent	.00	.00	.00	.00	.00
10-50-5026	Library - Equipment	2,600.00	1,107.00	1,160.23	44.62	1,439.77
10-50-5028	Library - Office Supplies	5,800.00	1,816.29	4,118.49	71.01	1,681.51
10-50-5029	Library - Postage	2,200.00	200.00	1,900.00	86.36	300.00
10-50-5030	Library - Miscellaneous	400.00	.00	168.16	42.04	231.84
10-50-5031	Library - Housekeeping Sup/Equ	2,200.00	158.75	1,302.18	59.19	897.82
10-50-5032	Library - Credit Card Fees	1,000.00	62.57	1,066.49	106.65	66.49-
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	642.24	45.87	757.76
10-50-5100	Library - Rep/Maint - Building	30,000.00	613.68	12,953.49	43.18	17,046.51
10-50-5105	Library - Rep/Maint - Grounds	1,900.00	126.40	1,140.64	60.03	759.36
10-50-5106	Library - Pest Control	250.00	.00	211.00	84.40	39.00
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	.00	.00	.00	.00
10-50-5210	Library - Computer	13,000.00	445.00	6,736.10	51.82	6,263.90
10-50-5230	Library - Dues/Memberships	1,100.00	20.00	729.50	66.32	370.50
10-50-5250	Library - Training/Conference	5,500.00	176.43	5,364.38	97.53	135.62
10-50-5403	Library - Contract Sup/Sev	10,000.00	214.45	8,665.51	86.66	1,334.49
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	67.39	211.88	84.75	38.12
10-50-5600	Library - Capital Outlays	.00	.00	.00	.00	.00
10-50-5601	Library - Capital Improvements	720,000.00	41,638.54	413,547.34	57.44	306,452.66
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	6,269.95	73.76	2,230.05
10-50-5776	Library - Aid Purchases	1,300.00	.00	1,206.00	92.77	94.00
10-50-5777	Library - Materials	40,000.00	1,647.95	39,494.84	98.74	505.16
10-50-5800	Library - Donation Purchases	11,964.04	49.21	6,088.19	50.89	5,875.85
10-50-5810	Library - Grant Purchases	60,168.00	.00	400.00	.66	59,768.00
10-50-5812	Library - Endowments	44,000.00	1,775.67	37,525.63	85.29	6,474.37
	TOTAL LIBRARY EXPENSE	1,409,023.57	80,012.13	934,944.19	66.35	474,079.38

Morton-James Public Library

Financial Report

September 2019

Presented: October 9, 2019

City Budget Report

Month to date balance	\$80,012.23
Year to date balance	\$934,944.19
Budget	\$1,409,023.57
Amount unexpended	<u>\$474,079.38</u>
Percentage used	66.35%

Bank Deposits

September 13, 24

<u>10-07-4131 Library State Aid</u>	\$0.00
<u>10-13-4420 Library Book Fees and Fines</u>	\$294.32
Subtotal	<u>\$294.32</u>
<u>10-13-4443 Misc - Book Sales</u>	\$128.44
<u>10-21-4685 Grants</u>	\$0.00
Subtotal	<u>\$0.00</u>
<u>10-21-4677 Endowments</u>	
NCCFF/Moller World Book Online Renewal	\$1,179.35
NCCFF/Moller Dollywood October 2019	\$271.47
Subtotal	<u>\$1,450.82</u>
<u>10-23-4704 Donations</u>	
Miscellaneous	\$2,111.56
Parks - Meeting Room Donation	\$25.00
Donovan - Genealogy	\$20.00
Subtotal	<u>\$2,156.56</u>
<u>10-29-4831 Misc. Taxable/Copies</u>	\$13.40
Total	\$4,043.54

Petty Cash

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

Cash Drawers

Children's Library	\$11.11
Main Level	\$12.70
Total	\$23.81 Long

<u>10-13-4420 Credit Card Charges</u>	
Library Fees & Fines	\$116.10
Copies	\$0.00
Donations	\$0.00
Total Charges	\$116.10

Morton-James Public Library

Bills paid for the month of July

14-Aug-19

Account or Invoice #	Vendor	Acct #10-50	Account Title	Amount
L-Invoice #20265	Access Elevator & Lifts	5403	Contract Supplies/Services	\$294.00
L-ID #51926 & #026140	Association for Rural & Small Libraries	5230	Dues/Memberships \$	\$58.00
L-Acct# L0336882	Baker & Taylor	5777	Library Materials	\$1,978.99
L-Invoice # 341140	Bryant	5403	Contract Supplies/Services	\$646.63
L-Invoice #904958	Capital Business Systems	5403	Contract Supplies/Services	\$112.05
L-Invoice #1711426	Center Point Large Print	5777	Library Materials	\$220.50
L- #4246311936726238	Chase			\$12,879.74
		5777	Library Materials \$430.36	
		5210	Computers \$445.00	
		5023	Telephone/Internet \$232.05	
		5029	Postage \$200.00	
		5601	Capital Improvements \$5,000.00	
		5230	Dues/Memberships \$20.00	
		5031	Housekeeping Supplies \$2.97	
		5800	Donations \$264.83	
		5776	State Aid \$1,206.00	
		5026	Equipment \$53.23	
		5812	Endowments - Moller \$4,152.50	
		5250	Training/Conference \$872.80	
L-Payer # 15392984	Cintas	5403	Contract Supplies/Services	\$82.95
L-Invoice #8191012	Dollywood Foundation	5812	Endowments - Moller	\$284.40
L-Acct # 867199	Eakes Office solution			\$128.63
		5028	Office Supplies \$76.57	
		5031	Housekeeping Supplies \$52.06	
L-Receipt #17561	Grimm's Gardens	5100	Repair/Maintenance-Grounds	\$19.99
L-Invoice #6256, 6423	KPE	5601	Capital Improvements	\$6,844.64
L-Invoice #1000141	Midwest Alarm System	5403	Contract Supplies/Services	\$296.04
L-Acct. #1789-7	Nebraska City Utilities	5020	Utilities	\$1,707.77
L-Invoice #29503	Nebraska Library Commission	5775	Electronic Subscriptions	\$734.70
L-Acc #103115-22	Nebraska City News Press	5050	Adv/Printing/Pub/Web	\$280.00
L-Invoice #676253	OCLC	5775	Electronic Subscriptions	\$518.75
L-Customer ID #501	RiverView Pest	5106	Pest Control	\$140.00
L-SELS	Southeast Library System	5250	Training/Conference	\$130.00
L-Invoice #7158,7159	Schneider Electric	5100	Repair/Maintenance-Building	\$1,150.50
L-Inv #10222055	Westlake Ace Hardware	5100	Repair/Maintenance-Building	\$12.59
L-Winkler	Amanda Winkler			\$77.72
		5250	Training/Conference \$59.16	
		5500	Travel/Meals/Lodging \$18.56	

TOTAL \$28,598.59

*No Quorum
No meeting*

Chris & Brooke signed

Morton-James Public Library

Bills paid for the month of August

11-Sep-19

Account or Invoice #	Vendor	Acct #10-50	Account Title	Amount
L-112951	American Recycling	5024	Garbage/Recycling	\$72.46
L-Acct #L0336882	Baker & Taylor	5777	Library Materials	\$618.26
L-Beard	Louan Beard			\$204.64
		5250	Training/Conference	\$116.46
		5812	Endowments-Moller	\$88.18
L-Client ID 34003	Bryant Air Conditioning	5601	Capital Improvements	\$38,524.83
L-Invoice #913583	Capital Business Systems	5403	Contract Supplies/Services	\$131.50
L-Invoice #1719547	Center Point Large Print	5777	Library Materials	\$220.50
L-246 3119 3672 6238	Chase Card Services			\$2,972.46
		5777	Library Materials	\$809.19
		5210	Computers	\$445.00
		5023	Telephone/Internet	\$235.95
		5028	Office Supplies	\$55.88
		5230	Dues/Membership	\$20.00
		5031	Housekeeping Supplies	\$24.91
		5029	Postage	\$200.00
		5800	Donations	\$49.21
		5812	Endowments - Moller	\$239.08
		5026	Equipment	\$893.24
L-Invoice #4028243749	Cintas	5403	Contract Supplies/Services	\$82.95
L-Inv #6670598, 6667991	Demco	5028	Office Supplies	\$892.50
L-Invoice #09191012	Dollywood Foundation	5812	Endowments-Moller	\$269.06
L-Acct #867199	Eakes			\$192.82
		5028	Office Supplies	\$58.98
		5031	Housekeeping Supplies	\$133.84
L-Kruse	Donna S. Kruse			\$1,219.41
		5028	Office Supplies	\$808.93
		5026	Equipment	\$213.76
		5100	Repair/Maintenance-Building	\$7.68
		5105	Repair/Maintenance-Grounds	\$126.40
		5500	Travel/Meals/Lodging	\$62.64 60.43
L-Customer # 1789-7	Nebraska City Utilities	5020	Utilities	\$1,848.11
L-Invoice #17446	NE State Fire Marshall Agency	5100	Repair/Maintenance-Building	\$120.00
L-Invoice 5-20-2019	Schneider Electric	5100	Repair/Maintenance-Building	\$486.00
L-Sunflower Sales	Sunflower Sales	5601	Capital Improvements	\$3,113.71
L-Winkler	Amanda Winkler			\$66.12
		5250	Training/Conference	\$59.16 59.97
		5500	Travel/Meals/Lodging	\$6.96
L-Invoice #1598064	World Book Inc	5812	Endowments-Moller	\$1,179.35

TOTAL \$52,214.68

\$ 52,213.28