

Morton-James Public Library
May 13, 2020
Board Meeting Agenda

Call meeting to order 4:30 pm

Signing of Roll Call

Director's Report

Statistical Report

Consent Agenda

Approve Minutes from April 8 Board Meeting and April 15 Special Meeting

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion/Take Action:

Amanda requested by Southeast Library System to present

Budget & CIP work

Update on Restoration Project

Next Meeting June 10, 2020

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 13, 2020 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

Director's Notes

May 2020 for April Activity

Small gas leak detected and fixed in mechanical room

Director continued attending Board of Health meetings

Advertised Exterior Project and held pre-bid meeting

Discontinued computer access 4/8

Held Special Board meeting due to Covid issues 4/15

Implemented Saturday closures 4/18 and a 14-day quarantine on returned materials

Book Club held by Zoom meeting

Overdrive circulation statistics jump from 822 in March to 1069 in April

Strong Online promotion continues for all electronic access resources

Director staying current with Covid reports, webinars and library specific reporting when available.

Served on hiring panel for Mary Ann's position

Fiscal Year 2019-2020 Monthly Reporting

Morton James Library

| | October | November | December | January | February | March | April | May | June | TOTAL |
|--|---------|----------|----------|---------|----------|--------|--------|-----|------|--------|
| Circulation | 5726 | 5452 | 4698 | 4985 | 4828 | 4553 | 3292 | | | 33534 |
| Technology Center Usage | 434 | 347 | 331 | 364 | 342 | 235 | 15 | | | 2068 |
| Early Literacy Stations Usage | 39 | 36 | 34 | 15 | 33 | 10 | 0 | | | 167 |
| Patrons Visits | 3517 | 2848 | 2929 | 2839 | 3214 | 2360 | 910 | | | 18617 |
| New Library Cards | 15 | 15 | 11 | 17 | 23 | 5 | 2 | | | 88 |
| Reference Questions Answered | 689 | 642 | 577 | 762 | 676 | 700 | 349 | | | 4395 |
| Genealogy / History Research | 1 | 4 | 0 | 1 | 5 | 1 | 0 | | | 12 |
| Materials Added | 276 | 205 | 225 | 218 | 280 | 176 | 251 | | | 1631 |
| Website Visits | 748 | 749 | 517 | 745 | 706 | 927 | 990 | | | 5382 |
| Programs & Exhibits | 37 | 33 | 19 | 20 | 36 | 21 | 1 | | | 167 |
| Attendance (Included in Patron Visits) | 714 | 553 | 370 | 280 | 414 | 312 | 6 | | | 2649 |
| Interlibrary Loan Borrowed | 18 | 21 | 13 | 30 | 28 | 15 | NA | | | 125 |
| Interlibrary Loan Loaned | 25 | 18 | 19 | 23 | 32 | 21 | NA | | | 138 |
| WiFi Log Ins | 1662 | 1494 | 1435 | 1361 | 1538 | 1345 | 579 | | | 9414 |
| Member Amount Saved | 61,654 | 55,507 | 48,178 | 53,197 | 51,525 | 46,739 | 24,971 | | | 341771 |

Note: Alternate Service Model in place since 3/18/20

| Sessions | Event, Activity or Statistic | Attendance |
|----------|---|------------|
| 1 | Book Club Zoom Meeting | 6 |
| | Alternative Service Model All Month | |
| | April 8 Last Day For Laptop Use | |
| | OverDrive Checkouts Increased from 822 in March to 1,069 in April | |
| | Patron Visits = Reserve Pickup | |
| 1 | TOTALS | 6 |

| 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 | 734992.14 |

Morton James Public Library Minutes

April 8, 2020

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm April 8, 2020 at the Morton-James Public Library via Zoom. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on April 1, 2020 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: *Chaney, *McNeely, *Fletcher, Fox*, Patton*

Staff present: Donna Kruse, Louan Beard, Amanda Winkler*

* Specifies those who attended through Zoom/Online

Directors Report:

- Drawings and bid document for restoration project have been reviewed
- Director attends Board of Health meetings starting in March
- Library Innovation Studio Showcase held
- LIS equipment returned to Nebraska Library Commission
- AARP tax appointments and Library Programming end the week of 3/17
- Alternate service model starts 3/18
- Special Board meeting held 3/20
- CCCFF progress report submitted 3/30

Statistical Report:

- Statistics have changed due to COVID-19.
- Footnote should be added to statistics history page, for March-May of 2019 to note that the library services were temporarily moved to the bank.

Consent Agenda:

Minutes: March 11th and 20th, 2020 Meetings

Corrections or Additions:

- None

Budget Report:

- Program supplies are typically used toward closer to the end of year.
- Discussion whether cleaning costs have gone/will go up and whether the library qualified for federal & state reimbursement funds.

Financial Report:

McNeely motioned to approve the consent agenda, Patton seconded.

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

Monthly Claims:

McNeely made a motion to pay the presented claims. Fox seconded.

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

Business:

Library Services and COVID-19: Moving forward, change schedule, closing?

Donna discusses the current operation of the library

- Inventory finished
- More cleaning and resizing of dvd and audio cases being done
- Material returns using drop box only and contact free pick up from lobby

Staff would like to make the following changes.

- Discontinue computers in Kimmel Gallery starting April 9th
- Discontinue taking money starting April 9th
- Discontinue printing
- Change to Monday thru Friday schedule
- Implement cloth masks & gloves for staff

McNeely made a motion to accept proposed changes to library operations. Fletcher seconded the motion.

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

Discussion/Take Action: City & Library MOU

Reviewed the third revision of the MOU sent out on April 7th

Need to update spelling of Member Chaney's name on page 10

Need to clarify item Article IV.2 with respect to the Library Director being appointed

City council will have to approve

McNeely made a motion to accept the MOU and enable Chaney to sign as Amended. Fox seconded the motion.

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

Future Budget & CIP work

Grayson sent out blank forms for CIP.

Randy will be working on budgets with Gloria and CIP.

Discuss building and personnel committees. When do we need to assign these committees.

Let Donna know if anyone expects to leave the board at the end of their term. It was requested that those terms be added to the website.

Partial list of items on the CIP list include: Carpet, Gallery hanging system. Entire list will be sent out to board.

Need to give the city a list of items by May 15.

Discussion of replacing the windows and whether this should be added to CIP

Update on Restoration Project

JEO has posted job specs to local paper and will be posting to other trade outlets.

Current money towards the restoration project from area foundations \$282,500:

\$137,500 from Wirth

\$50,000 Steinhart

\$50,000 Kimmel

\$25,000 from Kropp

\$20,000 Nelson

\$202,500 from CCCFF (not to exceed more than half project costs)

Pre-bid meeting will be held May 5 at the library, and should be a small enough group not to go over 10 limit restriction.

Construction ending date is no later than November 15th, based on weather conditions

JEO's estimated project will cost \$280-\$322,000

Plan is to spend all grant match money CCCFF proportionally. If overage remains, we will go back to donors with request to create sinking fund for exterior maintenance. It was earlier suggested that sealing be re-done in 7-10 years.

Update on Census Work Being Recognized

Census projects started and stopped due to COVID-19. MJPL was recognized by American Libraries twice for its census work. Also recognized by Smart Cities Dive blog.

Contacted by Library Journal on what MJPL has been working to support the census.

Mayor did city proclamation for National Libraries Week

Other Items

Door Count

1st half of March 1774

2nd half of March 586

First week of April 260

WiFi

1st Half of March 945
2nd half of March 447

Computer Usage

1st half of March 176
2nd half of March 59
1st week April 15

Website

March 927
1st week of April 253

Circ by the week (no Overdrive totals included)

3.1-7 960
3.8-14 976
3.15-21 925 3.18= first day of alternate service model
3.22-28 619
3.29-4.4 578 4.2 first confirmed case in Otoe county
4.5-8 266

Next meeting May 13th @ 4pm. Zoom or in person TBD

Meeting was adjourned at 5:34 pm.

Submitted by Christopher Fletcher, with additional remarks D. Kruse

Morton James Public Library Minutes

April 15, 2020

The following is the minutes of the Morton-James Public Library Board special meeting held at 4:00 pm April 15, 2020 at the Morton-James Public Library via Zoom. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on April 14, 2020 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: *Chaney, *McNeely, *Fletcher, Patton*

Staff present: Donna Kruse, Louan Beard, Amanda Winkler*, Dr. Brad Vasa*, Marty Stovall*

* Specifies those who attended through Zoom/Online at <https://zoom.us/j/6716198405>

President Chaney opened the meeting and read the public notice at 4:00pm.

Agenda:

Discuss/take action regarding continuing library service to the public:

Patron was identified, who had been in the library on March 10, later hospitalized, tested positive for COVID-19, and was hoping to be released the day of his call to library.

Donna discussed current procedures to minimize risk to library staff and patrons.

- Continued cleaning of returned materials
- Masks and gloves in use
- Handling book checkout and return
- Computer access stopped as of April 10 due to social distancing dhm.

Dr. Vasa believed the Library was taking the correct precautions.

Proposed options

- Close to the public
- Continue to be open and enact other processes to protect staff and public, including quarantine processes of returned materials.
- Only checkout items and set a very extended due date. Lock book drop until returning items become viable.

Issues

- Collection of material in book drop is necessary every day due to limited space.
- Potential of transmission of virus

Other libraries:

- Lincoln libraries - home delivery in protective gear and pickup of reserved materials, due dates extended until June 1.
- Omaha Libraries - Closed until further notice

Recommendations from Dr. Vasa

- Follow regional libraries practices
- Keep items separated for a period of time after being removed from the book drop.

Discussion of work for staff during closure. Email was sent out containing a list of ideas on April 13th. Discuss examples of work currently being done by staff. Donna discusses a list of work that could be done when closed.

From a board perspective, staff safety is a priority.

Marty Stovall joined the meeting at 4:33pm

Brenda expressed she felt better by not having to collect items until a later day.

Louann expressed concern about continuing to check out items without a known due date and then how would the public know it was time to return library material. She did not want the Library to be a part of spreading the virus.

Other issues include losing materials during extended checkout time or patrons dropping off materials at the door when faced with a locked book drop.

McNeely motioned effective immediately to extend due date to June 1 and lock drop box, Patton Seconded.

Discussion of restricting the number of items for checkout, concern from staff on loss of materials during that time continued. Decision was made to implement a quarantine of materials for 14 days upon return, all other processes remaining the same.

Member McNeely withdrew her motion.

Meeting was adjourned at 4:59 pm.

Submitted by Christopher Fletcher, with additional remarks D. Kruse

BUDGET REPORT
CALENDAR 4/2020, FISCAL 7/2020

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT USED | AMOUNT UNEXPENDED |
|----------------|--------------------------------|-----------------|----------------|----------------|-----------------|----------------------|
| 10-50-5000 | Library - Salaries | 282,983.74 | 20,543.67 | 155,213.79 | 54.85 | 127,769.95 |
| 10-50-5005 | Library - Social Security | 21,649.39 | 1,495.23 | 11,371.46 | 52.53 | 10,277.93 |
| 10-50-5010 | Library - Group Ins | 66,744.98 | 5,433.47 | 38,024.44 | 56.97 | 28,720.54 |
| 10-50-5012 | Library - Pension | 17,010.61 | 1,379.62 | 9,354.73 | 54.99 | 7,655.88 |
| 10-50-5014 | Library - Unemp Comp | .00 | .00 | .00 | .00 | .00 |
| 10-50-5020 | Library - Utilities | 25,000.00 | 1,943.96 | 13,321.16 | 53.28 | 11,678.84 |
| 10-50-5023 | Library - Telephone/Internet | 3,000.00 | 235.24 | 1,603.03 | 53.43 | 1,396.97 |
| 10-50-5024 | Library - Garbage/Recycling | 312.00 | .00 | 174.58 | 55.96 | 137.42 |
| 10-50-5025 | Library - Equipment Rent | .00 | .00 | .00 | .00 | .00 |
| 10-50-5026 | Library - Equipment | 3,000.00 | .00 | 1,816.60 | 60.55 | 1,183.40 |
| 10-50-5028 | Library - Office Supplies | 3,500.00 | 48.65 | 1,634.35 | 46.70 | 1,865.65 |
| 10-50-5029 | Library - Postage | 1,800.00 | .00 | 800.00 | 44.44 | 1,000.00 |
| 10-50-5030 | Library - Miscellaneous | 400.00 | .00 | .00 | .00 | 400.00 |
| 10-50-5031 | Library - Housekeeping Sup/Equ | 1,800.00 | 223.16 | 997.16 | 55.40 | 802.84 |
| 10-50-5032 | Library - Credit Card Fees | 1,000.00 | 184.08 | 959.47 | 95.95 | 40.53 |
| 10-50-5036 | Library - Refund Charges/Depos | .00 | .00 | .00 | .00 | .00 |
| 10-50-5050 | Library - Adv/Printing/Pub/Web | 1,400.00 | .00 | 206.13 | 14.72 | 1,193.87 |
| 10-50-5100 | Library - Rep/Maint - Building | 18,000.00 | 552.38 | 2,566.25 | 14.26 | 15,433.75 |
| 10-50-5105 | Library - Rep/Maint - Grounds | 1,500.00 | .00 | 1,289.87 | 85.99 | 210.13 |
| 10-50-5106 | Library - Pest Control | 120.00 | .00 | 122.00 | 101.67 | 2.00 |
| 10-50-5110 | Library - Rep/Maint - Equip/Ve | .00 | .00 | .00 | .00 | .00 |
| 10-50-5210 | Library - Computer | 7,000.00 | 445.00 | 3,772.95 | 53.90 | 3,227.05 |
| 10-50-5230 | Library - Dues/Memberships | 1,000.00 | 550.00 | 580.00 | 58.00 | 420.00 |
| 10-50-5250 | Library - Training/Conference | 5,500.00 | .00 | 1,454.55 | 26.45 | 4,045.45 |
| 10-50-5403 | Library - Contract Sup/Sev | 10,000.00 | 437.89 | 3,875.32 | 38.75 | 6,124.68 |
| 10-50-5409 | Library - Prg and Event Sup/Se | 200.00 | .00 | .00 | .00 | 200.00 |
| 10-50-5430 | Library - Chemicals | .00 | .00 | 54.74 | .00 | 54.74 |
| 10-50-5500 | Library - Travel/Meals/Lodging | 200.00 | .00 | 102.12 | 51.06 | 97.88 |
| 10-50-5600 | Library - Capital Outlays | .00 | .00 | 3,398.40 | .00 | 3,398.40 |
| 10-50-5601 | Library - Capital Improvements | .00 | .00 | .00 | .00 | .00 |
| 10-50-5605 | Library - Loan/Lease Payment | 51,816.00 | .00 | 51,815.77 | 100.00 | .23 |
| 10-50-5775 | Library - Electronic Subscript | 7,500.00 | .00 | 2,639.00 | 35.19 | 4,861.00 |
| 10-50-5776 | Library - Aid Purchases | 1,206.00 | .00 | .00 | .00 | 1,206.00 |
| 10-50-5777 | Library - Materials | 45,000.00 | 2,816.18 | 25,635.30 | 56.97 | 19,364.70 |
| 10-50-5800 | Library - Donation Purchases | 15,687.00 | 35.88 | 3,656.56 | 23.31 | 12,030.44 |
| 10-50-5810 | Library - Grant Purchases | 350,000.00 | 9,434.69 | 27,463.18 | 7.85 | 322,536.82 |
| 10-50-5812 | Library - Endowments | 62,937.00 | 276.73 | 6,414.11 | 10.19 | 56,522.89 |
| | TOTAL LIBRARY EXPENSE | 1,007,266.72 | 46,035.83 | 370,317.02 | 36.76 | 636,949.70 |

**Morton-James Public Library
Financial Report
April 2020**

Presented: May 13, 2020

| | |
|-----------------------|----------------|
| Month to date balance | \$46,035.83 |
| Year to date balance | \$370,317.02 |
| Budget | \$1,007,266.72 |
| Amount unexpended | \$636,949.70 |
| Percentage used | 36.76% |

Bank Deposits

April 16, 30

10-07-4131 Library State Aid \$0.00

10-13-4420 Library Book Fees and Fines \$44.30

10-13-4443 Misc - Book Sales \$0.00

10-21-4685 Grants \$0.00

Subtotal \$0.00

10-21-4677 Endowments

NCCFF/Moller Dollywood May 2020 \$265.65

Subtotal \$265.65

10-23-4704 Donations

Miscellaneous \$2.90

Jeff Sikora aka Jeff Quinn Returned Magic Show fee \$350.00

Subtotal \$352.90

10-29-4831 Misc. Taxable/Copies \$4.10

Total **\$666.95**

Petty Cash

Expenditures \$0.00

Refunds \$0.00

Total **\$0.00**

Cash Drawers

Children's Library \$3.10 long

Main Level \$0.00

Total **\$3.10 long**

10-13-4420 Credit Card Charges

Library Fees & Fines \$0.00

Copies \$0.00

Donations \$0.00

Total Charges **\$0.00**

Usage Statistics for Morton-James Public Library - NewsBank Report: Searches By Month

1.1. All Products - Searches

| Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2020 | 73 | 18 | 46 | 43 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 180 |
| 2019 | 33 | 60 | 24 | 36 | 7 | 98 | 11 | 48 | 11 | 33 | 103 | 10 | 474 |
| 2018 | 63 | 80 | 41 | 27 | 36 | 30 | 21 | 18 | 54 | 80 | 6 | 62 | 518 |
| 2017 | 130 | 111 | 154 | 91 | 140 | 153 | 44 | 235 | 78 | 104 | 304 | 91 | 1635 |
| 2016 | 67 | 61 | 60 | 257 | 240 | 61 | 10 | 57 | 78 | 89 | 33 | 48 | 1061 |
| 2015 | 119 | 15 | 209 | 73 | 101 | 57 | 97 | 29 | 76 | 54 | 24 | 53 | 907 |

NEWSBANK (current)

1.2. Full-Text News - Searches

| Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2020 | 37 | 0 | 43 | 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 97 |
| 2019 | 5 | 41 | 8 | 6 | 7 | 70 | 5 | 47 | 11 | 2 | 103 | 2 | 307 |
| 2018 | 31 | 46 | 4 | 6 | 24 | 8 | 12 | 9 | 15 | 22 | 2 | 0 | 179 |
| 2017 | 33 | 49 | 43 | 21 | 60 | 24 | 22 | 132 | 41 | 41 | 9 | 6 | 481 |
| 2016 | 17 | 37 | 17 | 44 | 76 | 27 | 8 | 29 | 61 | 45 | 3 | 21 | 385 |
| 2015 | 16 | 1 | 146 | 31 | 73 | 7 | 16 | 0 | 31 | 41 | 8 | 31 | 401 |

3. GenealogyBank - Searches

(historic)

| Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2020 | 36 | 18 | 3 | 26 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 83 |
| 2019 | 28 | 19 | 16 | 30 | 0 | 28 | 6 | 1 | 0 | 31 | 0 | 8 | 167 |
| 2018 | 32 | 34 | 37 | 21 | 12 | 22 | 9 | 9 | 39 | 58 | 4 | 62 | 339 |
| 2017 | 97 | 62 | 111 | 70 | 80 | 129 | 22 | 103 | 37 | 63 | 295 | 85 | 1154 |
| 2016 | 50 | 24 | 43 | 213 | 164 | 34 | 2 | 28 | 17 | 44 | 30 | 27 | 676 |
| 2015 | 103 | 14 | 63 | 42 | 28 | 50 | 81 | 29 | 45 | 13 | 16 | 22 | 506 |

Mango Language Statistics 2020

Note: March is split into two reports.

January 2020

MANGO Morton-James Public Library Help Profile Logout

Start Date: 01/01/2020 12:00 am End Date: 01/31/2020 11:59 pm Update

Summary

- 61 Total Sessions*
- 1 Mobile Session
- 11.80 Average Learning Time (mins)

[Download as Excel file](#)

* Each session may include visits to several different resources. Adding up the numbers for each resource may lead to a larger number than displayed in Total Sessions.

February 2020

MANGO Morton-James Public Library Help Profile Logout

Start Date: 02/01/2020 12:00 am End Date: 02/29/2020 11:59 pm Update

Summary

- 11 Total Sessions*
- 7 Mobile Sessions
- 6.10 Average Learning Time (mins)

[Download as Excel file](#)

* Each session may include visits to several different resources. Adding up the numbers for each resource may lead to a larger number than displayed in Total Sessions.

March 1-17
2020

MANGO Morton-James Public Library Help Profile Logout

Start Date: 03/01/2020 12:00 am End Date: 03/17/2020 11:59 pm Update

Summary

- 4 Total Sessions*
- 2 Mobile Sessions
- 2.28 Average Learning Time (mins)

[Download as Excel file](#)

* Each session may include visits to several different resources. Adding up the numbers for each resource may lead to a larger number than displayed in Total Sessions.

March 18-31
2020

MANGO Morton-James Public Library Help Profile Logout

Start Date: 03/18/2020 12:00 am End Date: 03/31/2020 11:59 pm Update

Summary

- 4 Total Sessions*
- 3 Mobile Sessions
- 26.11 Average Learning Time (mins)

[Download as Excel file](#)

* Each session may include visits to several different resources. Adding up the numbers for each resource may lead to a larger number than displayed in Total Sessions.

April 2020

MANGO Morton-James Public Library Help Profile Logout

Start Date: 04/01/2020 12:00 am End Date: 04/30/2020 11:59 pm Update

Summary

- 6 Total Sessions*
- 2 Mobile Sessions
- 11.62 Average Learning Time (mins)

[Download as Excel file](#)

* Each session may include visits to several different resources. Adding up the numbers for each resource may lead to a larger number than displayed in Total Sessions.

Main Account View - MORTON JAMES PUBLIC LIBRARY

Usage Overview - All products

| Main Account View - MORTON JAMES PUBLIC LIBRARY | | | | |
|---|----------------|------------------|---------------|----------|
| Month * | Estimated Hits | Product Sessions | Content Views | Searches |
| May 2019 | 0 | 0 | 0 | 0 |
| Jun 2019 | 0 | 0 | 0 | 0 |
| Jul 2019 | 0 | 0 | 0 | 0 |
| Aug 2019 | 0 | 0 | 0 | 0 |
| Sep 2019 | 200 | 2 | 7 | 1 |
| Oct 2019 | 0 | 0 | 0 | 0 |
| Nov 2019 | 0 | 0 | 0 | 0 |
| Dec 2019 | 0 | 0 | 0 | 0 |
| Jan 2020 | 0 | 0 | 0 | 0 |
| Feb 2020 | 220 | 4 | 5 | 2 |
| Mar 2020 | 1,220 | 6 | 55 | 0 |
| Apr 2020 | 0 | 0 | 0 | 0 |
| May 2020 | 0 | 0 | 0 | 0 |
| 12 Months Total | 1,640 | 12 | 67 | 3 |

Please Note: Cells in the first row are not included in the 12 months total.

* Sorted Column.



Time Frame - Jan 2020 to Jan 2020
Client 6177 - MORTON JAMES PUBLIC LIBRARY

| Searches | Database | Citation Image | Text | Total |
|-----------------|--|---------------------------|-------------|--------------|
| 107 | Ancestry Library Edition all databases | 43 | 121 | 164 |
| 107 | Grand Total | 43 | 121 | 164 |
| 107 | Total Unique Searches (Search Button Pressed) | | | |

Time Frame - Feb 2020 to Feb 2020
Client 6177 - MORTON JAMES PUBLIC LIBRARY

| Searches | Database | Citation Image | Text | Total |
|-----------------|--|---------------------------|-------------|--------------|
| 48 | Ancestry Library Edition all databases | 20 | 85 | 105 |
| 48 | Grand Total | 20 | 85 | 105 |
| 48 | Total Unique Searches (Search Button Pressed) | | | |

Time Frame - Mar 2020 to Mar 2020
Client 6177 - MORTON JAMES PUBLIC LIBRARY

| Searches | Database | Citation Image | Text | Total |
|-----------------|--|---------------------------|-------------|--------------|
| 44 | Ancestry Library Edition all databases | 26 | 35 | 61 |
| 44 | Grand Total | 26 | 35 | 61 |
| 44 | Total Unique Searches (Search Button Pressed) | | | |

Time Frame - Apr 2020 to Apr 2020
Client 6177 - MORTON JAMES PUBLIC LIBRARY

| Searches | Database | Citation Image | Text | Total |
|-----------------|--|---------------------------|-------------|--------------|
| 952 | Ancestry Library Edition all databases | 325 | 414 | 739 |
| 952 | Grand Total | 325 | 414 | 739 |
| 952 | Total Unique Searches (Search Button Pressed) | | | |

Lynda / Lynda.com Learning

Last 3 Months

Summary for Last 3 Months

Course Ranking

Total Hours of Video Viewed

- Time Management Fundamentals
- Excel 2010: Advanced Formatting Techniques
- Managing Projects with Microsoft Teams
- Excel: Tips and Tricks
- Microsoft Teams Essential Training

10 h 37 min

Hours Viewed

Certificate of Completion

Average Viewing Time Per Login

1

35 min

Courses

Average time per login

TOTAL USAGE

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|---|------------|--------------|------------|--------------|----------|-------------|--------|-------------|--------------|------------|-------------|------------|------------|------------|--------------|
| 1 | Month/Year | Active Users | New Active | Unregistered | Archived | Total users | Logins | Distinct co | Distinct vic | Total view | Exercise fi | Hours view | Video view | Hours view | Hours viewer |
| 2 | 02/20 | 69 | 1 | 0 | 0 | 2 | 4 | 2 | 57 | 58 | 1 | 3.34 | 29 | 1.67 | 0.83 |
| 3 | 03/20 | 69 | 0 | 0 | 0 | 5 | 11 | 5 | 66 | 67 | 0 | 4.16 | 13.4 | 0.83 | 0.38 |
| 4 | 04/20 | 69 | 0 | 0 | 0 | 2 | 3 | 4 | 47 | 47 | 0 | 3.13 | 23.5 | 1.56 | 1.04 |
| 5 | 05/20 | 69 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | | | | | | | | | | | | | | | |

| A | B | C | E | F | G | H | I | J | K |
|------|---|------|----------|------------|-----------|------------|------|-----------|---|
| Rank | Course | Lang | Duration | Total view | Unique us | Hours view | # us | Course ID | |
| 1 | Time Management Fundamentals | Eng | 2h 59m | 51 | 1 | 2.95 | 0 # | | |
| 2 | Excel 2010: Advanced Formatting Techniques | Eng | 3h 3m | 28 | 1 | 2 | 0 # | | |
| 3 | Managing Projects with Microsoft Teams | Eng | 1h 36m | 24 | 1 | 1.25 | 0 # | | |
| 4 | Excel: Tips and Tricks | Eng | 4h 19m | 15 | 1 | 1.02 | 0 # | | |
| 5 | Microsoft Teams Essential Training | Eng | 2h 0m | 11 | 1 | 0.65 | 1 # | | |
| 6 | Vlogging for Business | Eng | 1h 38m | 10 | 1 | 1.07 | 0 # | | |
| 7 | Learning Zoom | Eng | 45m 0s | 9 | 1 | 0.45 | 0 # | | |
| 7 | Learning Salesforce | Eng | 1h 40m | 9 | 1 | 0.46 | 0 # | | |
| 8 | PowerPoint 2010 Essential Training | Eng | 3h 24m | 7 | 1 | 0.39 | 0 # | | |
| 9 | Microsoft Collaboration: SharePoint, Teams, | Eng | 45m 0s | 6 | 1 | 0.23 | 0 # | | |
| 10 | Google Sheets Essential Training | Eng | 3h 25m | 2 | 1 | 0.15 | 0 # | | |

Facebook

| Date | Lifetime | | 28 Days | | Daily | | Weekly | | 28 Days | | Daily | | 28 Days | | 28 Days | | 28 Days | | 28 Days | |
|---------|-------------|--------------------|-------------|-------------|-------------|------------|---------------------|------------|---------------------|-------------|---------------------|---------------------|------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|--------------------------|
| | Total Likes | Page Engaged Users | Total Reach | Total Reach | Total Reach | Page Views | Reach Of Page Posts | Page Views | Reach Of Page Posts | Total Reach | Reach Of Page Posts | Reach Of Page Posts | Page Posts | Total Video Views | Video Repeats | Total Video Views | Video Repeats | Total Video Views | Video Repeats | Total Unique Video Views |
| 4/7/20 | 776 | 174 | 175 | 650 | 1462 | 179 | 175 | 1456 | 11 | 2 | 9 | | | | | | | | | |
| 4/8/20 | 776 | 175 | 136 | 621 | 1460 | 157 | 136 | 1454 | 13 | 4 | 9 | | | | | | | | | |
| 4/9/20 | 776 | 195 | 430 | 726 | 1573 | 171 | 430 | 1567 | 12 | 4 | 8 | | | | | | | | | |
| 4/10/20 | 776 | 198 | 192 | 704 | 1588 | 204 | 192 | 1582 | 11 | 3 | 8 | | | | | | | | | |
| 4/11/20 | 776 | 201 | 68 | 681 | 1608 | 166 | 67 | 1601 | 11 | 3 | 8 | | | | | | | | | |
| 4/12/20 | 776 | 203 | 47 | 665 | 1621 | 167 | 46 | 1615 | 11 | 3 | 8 | | | | | | | | | |
| 4/13/20 | 776 | 205 | 204 | 695 | 1630 | 176 | 203 | 1623 | 11 | 3 | 8 | | | | | | | | | |
| 4/14/20 | 776 | 212 | 235 | 695 | 1643 | 176 | 235 | 1637 | 10 | 3 | 7 | | | | | | | | | |
| 4/15/20 | 775 | 199 | 251 | 744 | 1362 | 179 | 251 | 1357 | 8 | 3 | 5 | | | | | | | | | |
| 4/16/20 | 774 | 194 | 179 | 535 | 1303 | 150 | 179 | 1297 | 9 | 4 | 5 | | | | | | | | | |
| 4/17/20 | 775 | 197 | 194 | 537 | 1297 | 146 | 194 | 1292 | 9 | 4 | 5 | | | | | | | | | |
| 4/18/20 | 775 | 198 | 127 | 534 | 1282 | 144 | 127 | 1277 | 10 | 5 | 5 | | | | | | | | | |
| 4/19/20 | 775 | 206 | 268 | 587 | 1314 | 146 | 268 | 1309 | 10 | 5 | 5 | | | | | | | | | |
| 4/20/20 | 776 | 203 | 213 | 555 | 1262 | 151 | 210 | 1254 | 9 | 5 | 4 | | | | | | | | | |
| 4/21/20 | 776 | 199 | 277 | 569 | 1264 | 168 | 277 | 1258 | 10 | 6 | 4 | | | | | | | | | |
| 4/22/20 | 776 | 199 | 170 | 547 | 1271 | 164 | 170 | 1266 | 11 | 7 | 4 | | | | | | | | | |
| 4/23/20 | 776 | 202 | 250 | 584 | 1266 | 169 | 250 | 1260 | 12 | 9 | 3 | | | | | | | | | |
| 4/24/20 | 776 | 215 | 262 | 593 | 1279 | 162 | 261 | 1271 | 14 | 11 | 3 | | | | | | | | | |
| 4/25/20 | 776 | 219 | 167 | 599 | 1282 | 162 | 166 | 1277 | 14 | 11 | 3 | | | | | | | | | |
| 4/26/20 | 776 | 223 | 136 | 563 | 1286 | 161 | 135 | 1280 | 14 | 11 | 3 | | | | | | | | | |
| 4/27/20 | 776 | 222 | 147 | 556 | 1284 | 157 | 147 | 1279 | 17 | 14 | 3 | | | | | | | | | |
| 4/28/20 | 775 | 220 | 132 | 511 | 1288 | 140 | 132 | 1282 | 16 | 14 | 2 | | | | | | | | | |
| 4/29/20 | 775 | 218 | 204 | 500 | 1275 | 154 | 204 | 1269 | 19 | 16 | 3 | | | | | | | | | |
| 4/30/20 | 775 | 224 | 259 | 542 | 1243 | 145 | 259 | 1240 | 21 | 18 | 3 | | | | | | | | | |
| 5/1/20 | 775 | 237 | 307 | 604 | 1280 | 139 | 306 | 1275 | 24 | 21 | 3 | | | | | | | | | |
| 5/2/20 | 775 | 227 | 135 | 600 | 1267 | 139 | 135 | 1262 | 24 | 21 | 3 | | | | | | | | | |
| 5/3/20 | 775 | 233 | 172 | 647 | 1282 | 140 | 171 | 1275 | 23 | 21 | 2 | | | | | | | | | |
| 5/4/20 | 774 | 227 | 239 | 686 | 1299 | 239 | 239 | 1292 | 22 | 20 | 2 | | | | | | | | | |