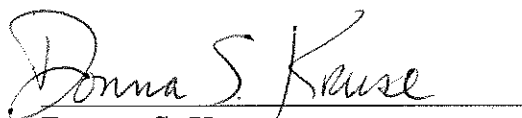


NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a Regular Meeting of the Library Board of the Morton-James Public Library, will be held at 4:00 P.M., on Wednesday, December 9, 2020 at the Morton-James Public Library, 923 1st Corso, Nebraska City, Nebraska. 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 cursive script that reads "Donna S. Kruse". The signature is written in black ink and is positioned above a horizontal line.

Donna S. Kruse
Library Director

Morton-James Public Library
December 9, 2020
Board Meeting Agenda

Call meeting to order 4:00 pm

Signing of Roll Call

Director's Report

Statistical Report

Consent Agenda

Approve Minutes from November 5, 2020

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion and/or Take Action:

Final Board vote on accepting JSM statue

Updates:

Covid

Restoration Project

125th Anniversary Celebration

Next Meeting: January 8, 2021

Director's Notes
December 9, 2020
November Activity

- Director spoke to Rotary Group via zoom and LNC class in person, stressing electronic databases and online services
- Made plans for reverting back to lobby pickup service only for December 1 (no browsing or computer access)
- Denise Davis attended Nebraska Community Foundation Training to aid in outreach efforts and community networking
- Amanda Winkler invited Board members to sign up to act as Guest Readers for holiday storytimes to run in December
- Director continues attending construction meetings, Board of Health, Civic Engagement and CASTL meetings. City Council Meetings when needed.
- Virtual Book Club & Story Times, Homebound Service, filling reserve requests and phone reference continues.

Fiscal Year 2020-2021 Monthly Reporting

Morton James Library

| | October | November | December | January | February | March | April | May | June | July | Aug | Sept | TOTAL |
|--|---------|----------|----------|---------|----------|-------|-------|-----|------|------|-----|------|-------|
| Circulation | 2532 | 2813 | | | | | | | | | | | 5345 |
| Technology Center Usage | 36 | 27 | | | | | | | | | | | 63 |
| Early Literacy Stations Usage | 0 | 0 | | | | | | | | | | | 0 |
| Patrons Visits | 1074 | 843 | | | | | | | | | | | 1917 |
| New Library Cards | 8 | 6 | | | | | | | | | | | 14 |
| Reference Questions Answered | 357 | 267 | | | | | | | | | | | 624 |
| Genealogy / History Research | 2 | 1 | | | | | | | | | | | 3 |
| Materials Added | 273 | 178 | | | | | | | | | | | 451 |
| Website Visits | 708 | 723 | | | | | | | | | | | 1431 |
| Programs & Exhibits | 1 | 3 | | | | | | | | | | | 4 |
| Attendance (Included in Patron Visits) | 8 | 30 | | | | | | | | | | | 38 |
| Interlibrary Loan Borrowed | 16 | NA | | | | | | | | | | | 16 |
| Interlibrary Loan Loaned | 18 | NA | | | | | | | | | | | 18 |
| WiFi Log Ins | 996 | 750 | | | | | | | | | | | 1746 |
| Member Amount Saved | 26,593 | 24,281 | | | | | | | | | | | 50874 |

Patrons Visits = Reserve Pickup
7/20/20 to 11/30/20 Browsing New Material and 1 Computer in Kimmel Gallery

| Sessions | Event, Activity or Statistic | Attendance |
|----------|-------------------------------------|------------|
| 1 | Rotary | 14 |
| 1 | Leadership Nebraska City | 9 |
| 1 | Book Club Zoom Meeting | 7 |
| | | |
| | Alternative Service Model All Month | |
| 3 | TOTALS | 30 |

November Online Story Time:
Page Hits for the month - 43
Craft kits:
18 delivered to Head Start full day
35 delivered to Head Start part-day
16 picked up in the Library lobby

Morton James Public Library Minutes

November 5, 2020

The following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm November 5, 2020 at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on October 29, 2020 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: Nikki Johnson, Sue Little, Claudette Wielechowski, Molly McNeely, Cindy Patton

Members Absent:

Staff present: Donna S. Kruse

Directors Report for October, 2020 activity

- Hot water heater replaced (under warranty)
- Elevator light replaced and State certificate reissued
- Provided appreciation treats in Patron's materials delivery bags during Halloween week
- Exterior job slowed due to delay in materials delivery by sub and additional repair needed due to damage during 2nd stair demo
- Team Development Facilitation training held
- No mask patron encountered. City Attorney consulted. Patron told about future visits need to be masked and understood.
- Received permission to use all or partial text/images created by Arbor Day Farms for proposed statue project
- Radio promotion run for Halloween virtual event
- Director attended CASTLE and Mountain Plains Library Association virtual meetings to learn latest thoughts on programming and services during COVID
- Virtual Book Club & Story Times, Homebound Service, filling reserve requests and phone reference continues.

Statistical Report:

This month is the first month for the fiscal year 2020-2021.

Additional handout of statistics from FY 2018-19 was distributed so a comparison could be made to the FY 2019-20 that just ended. Makerspace attendance was added into the Program attendance figure for the year.

Consent Agenda:

Minutes: Make change to indicate NCTC apple jack spread out over 4 weekends saw an approximately 50% down from previous years.

Statistical Report: High numbers of website activity showed a "bot" that was increasing our general library website hits. Amanda noticed activity quickly and blocked address. 91 Hits on the Halloween event.

Budget Report:

- Reviewed the first month of Fiscal Year 2020-2021. New year budget was approved by City Council as recommended
- Requested slight budget increases in certain categories in advance of the upcoming 150th Anniversary in 2021 (example: Repair & Maintenance for Grounds and postage for special event mailing)
- Capital Improvement package was for additions to the security system.

Financial Report:

Donna reported that memorial donations are up. Reported on receiving a kind note and a check for \$350 to be used for something that the staff will appreciate. Another check was received for a memorial, that was blank. Donna contacted the donor and discussed how to fill in the check.

Johnson made motion to approve Consent Agenda items and Little seconded.

Vote: Little, Johnson, Wielechowski, McNeely, Patton all in favor

Monthly Claims:

Wielechowski made a motion to pay the presented claims and for McNeely/Patton to approve for payment, any additional invoices that are received by next Tuesday. Johnson seconded.

Vote: Little, Johnson and Wielechowski, McNeely, Patton all in favor

Business:

Update COVID: Donna said she is not sure what the indicators are for re-opening the whole building. With the school system numbers elevated, it is unsure at this time. We are allowing printing and computer access, with cleaning in between patrons, our numbers are up in computer use. Staff is all wearing/using PPE and utilizing social distancing. Comments regarding Saturday hours was discussed with the decision to remain at the reduced hours at this time based on public demand and need.

Exterior Restoration Project:

- Donna reported that the project is slowing down. Unfortunately, the contractor has had to return stone to the sub-contractor stone cutter because of discrepancies in the stone measurements and surface texture. The front steps are new and completed and much improved. The brick wall damaged during the demo of first set of new stairs was repaired. Now just waiting for the new railing and sill work. A color enhancer was used on some of the sill(s) and the wrong color was used and is to be corrected. Donna/Marty will follow up on this with the contractor. Original contract finish date in 11/15/2020 and liquidated damages will potentially be applied if work slips past that date. Additional work/change order may be approved based on aesthetics with approval by Donna/Marty. The budget should remain intact since some work on the east side of the building may not be needed. Donna has been pleased with the various McGill crews that have worked on the project, especially the masons, who have provided many extra touches on the job.

125th Anniversary Celebration: Give Donna ideas and be thinking of celebration opportunities, possibly a dining event. Library hopes to have new e-marketing system in place to help with additional email communications for potential quarterly events (archives exhibit, speaker etc.). Donna suggested a fundraiser mailing possibly to benefit on-going expenses for maintaining the exterior as just one idea. Humanities Nebraska might have a performer appropriate to the time period of Library's first days. Sue Little spoke with Clyde Schroeder – construction teacher at Pioneer Academy for a Story Walk possibly at a park or even in downtown store windows. Possible partners for Story Walk could include EDGE and Keep Nebraska City Beautiful.

Date for next Board meeting: The next board meeting will be December 9, 2020. Final vote on statue to be held.

Meeting was adjourned at 5:20 pm

Submitted by C. Patton

BUDGET REPORT
CALENDAR 11/2020, FISCAL 2/2021

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT USED | AMOUNT UNEXPENDED |
|----------------|--------------------------------|-------------------|------------------|-------------------|--------------|-------------------|
| 10-50-5000 | Library - Salaries | 296,839.00 | 20,687.97 | 41,504.19 | 13.98 | 255,334.81 |
| 10-50-5005 | Library - Social Security | 22,708.00 | 1,504.27 | 3,018.33 | 13.29 | 19,689.67 |
| 10-50-5010 | Library - Group Ins | 67,126.00 | 5,589.55 | 11,187.52 | 16.67 | 55,938.48 |
| 10-50-5012 | Library - Pension | 17,883.00 | 1,417.30 | 2,834.60 | 15.85 | 15,048.40 |
| 10-50-5014 | Library - Unemp Comp | .00 | .00 | .00 | .00 | .00 |
| 10-50-5020 | Library - Utilities | 23,000.00 | 1,086.09 | 2,515.87 | 10.94 | 20,484.13 |
| 10-50-5023 | Library - Telephone/Internet | 3,000.00 | 232.56 | 469.00 | 15.63 | 2,531.00 |
| 10-50-5024 | Library - Garbage/Recycling | 312.00 | 53.56 | 53.56 | 17.17 | 258.44 |
| 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 | 3,800.00 | 297.21 | 1,915.22 | 50.40 | 1,884.78 |
| 10-50-5029 | Library - Postage | 1,900.00 | .00 | 200.00 | 10.53 | 1,700.00 |
| 10-50-5030 | Library - Miscellaneous | 400.00 | 47.64 | 47.64 | 11.91 | 352.36 |
| 10-50-5031 | Library - Housekeeping Sup/Equ | 1,800.00 | 82.58 | 155.07 | 8.62 | 1,644.93 |
| 10-50-5032 | Library - Credit Card Fees | 1,000.00 | .00 | .00 | .00 | 1,000.00 |
| 10-50-5036 | Library - Refund Charges/Depos | .00 | .00 | .00 | .00 | .00 |
| 10-50-5050 | Library - Adv/Printing/Pub/Web | 1,400.00 | .00 | 309.00 | 22.07 | 1,091.00 |
| 10-50-5100 | Library - Rep/Maint - Building | 13,000.00 | 275.57 | 275.57 | 2.12 | 12,724.43 |
| 10-50-5105 | Library - Rep/Maint - Grounds | 1,900.00 | .00 | .00 | .00 | 1,900.00 |
| 10-50-5106 | Library - Pest Control | 314.00 | .00 | 36.00 | 11.46 | 278.00 |
| 10-50-5110 | Library - Rep/Maint - Equip/Ve | .00 | .00 | .00 | .00 | .00 |
| 10-50-5210 | Library - Computer | 6,800.00 | 445.00 | 1,005.00 | 14.78 | 5,795.00 |
| 10-50-5230 | Library - Dues/Memberships | 900.00 | .00 | 29.00 | 3.22 | 871.00 |
| 10-50-5250 | Library - Training/Conference | 5,000.00 | 350.00 | 450.00 | 9.00 | 4,550.00 |
| 10-50-5403 | Library - Contract Sup/Sev | 11,000.00 | 350.11 | 1,138.80 | 10.35 | 9,861.20 |
| 10-50-5409 | Library - Prg and Event Sup/Se | 200.00 | .00 | .00 | .00 | 200.00 |
| 10-50-5430 | Library - Chemicals | 75.00 | 48.75 | 48.75 | 65.00 | 26.25 |
| 10-50-5500 | Library - Travel/Meals/Lodging | 200.00 | .00 | .00 | .00 | 200.00 |
| 10-50-5600 | Library - Capital Outlays | .00 | .00 | .00 | .00 | .00 |
| 10-50-5601 | Library - Capital Improvements | 28,000.00 | .00 | .00 | .00 | 28,000.00 |
| 10-50-5605 | Library - Loan/Lease Payment | 51,816.00 | .00 | .00 | .00 | 51,816.00 |
| 10-50-5775 | Library - Electronic Subscript | 6,500.00 | 2,700.00 | 2,700.00 | 41.54 | 3,800.00 |
| 10-50-5776 | Library - Aid Purchases | 1,496.00 | .00 | .00 | .00 | 1,496.00 |
| 10-50-5777 | Library - Materials | 45,000.00 | 4,703.92 | 8,849.82 | 19.67 | 36,150.18 |
| 10-50-5800 | Library - Donation Purchases | 10,462.00 | 86.53 | 274.41 | 2.62 | 10,187.59 |
| 10-50-5810 | Library - Grant Purchases | 298,825.00 | 49,892.85 | 159,029.05 | 53.22 | 139,795.95 |
| 10-50-5812 | Library - Endowments | 37,000.00 | 234.12 | 472.96 | 1.28 | 36,527.04 |
| | TOTAL LIBRARY EXPENSE | 962,256.00 | 90,085.58 | 238,519.36 | 24.79 | 723,736.64 |

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

Presented: December 9, 2020

| | |
|-----------------------|---------------------|
| Month to date balance | \$90,085.58 |
| Year to date balance | \$238,519.36 |
| Budget | \$962,256.00 |
| Amount unexpended | <u>\$723,736.64</u> |
| Percentage used | 24.79% |

| | |
|---|-------------------|
| Bank Deposits | |
| November 18 | |
| 10-07-4131 Library State Aid | \$0.00 |
| 10-13-4420 Library Book Fees and Fines | \$27.66 |
| 10-13-4443 Misc - Book Sales | \$7.15 |
| 10-21-4685 Grants | \$0.00 |
| Subtotal | <u>\$0.00</u> |
| 10-21-4677 Endowments | |
| NCCFF/Moller Endowment Dollywood December 2020 | \$223.15 |
| NCCFF/Moller Endowment Lynda Library Renewal 2021 | \$2,500.00 |
| Subtotal | <u>\$2,723.15</u> |
| 10-23-4704 Donations | |
| Miscellaneous | \$350.00 |
| Supernaw Memorial | \$100.00 |
| Stahlhut Memorial | \$40.00 |
| Subtotal | <u>\$490.00</u> |
| 10-29-4831 Misc. Taxable/Copies | \$0.00 |

| | |
|--------------|-------------------|
| Total | \$3,247.96 |
|--------------|-------------------|

| | |
|-------------------|---------------|
| Petty Cash | |
| Expenditures | \$0.00 |
| Refunds | \$0.00 |
| Total | \$0.00 |

| | |
|---------------------|---------------|
| Cash Drawers | |
| Children's Library | \$0.00 |
| Main Level | \$0.00 |
| Total | \$0.00 |

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