

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, February 9, 2022 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.

*Please contact the Director at 402-873-5609 at least 48 hours prior to the meeting if any accommodations are necessary.

The Library Board may hold a closed session if necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting.



Donna S. Kruse, Director
Morton-James Public Library
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402-873-5609

**Morton-James Public Library
February 9, 2022
Board Meeting Agenda**

Call meeting to order 4:00 pm

Signing of Roll Call

Guest Speaker: Scott Childers, Executive Director, Southeast Library System
“Board Responsibilities and State Statutes” Each Board member will receive training credit.

Director’s Report

Statistical Report

Consent Agenda

Approve Minutes from January 12, 2022

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion and/or Take Action:

Open end

Next Meeting: March 9, 2022

Director's Notes

February 9, 2022

January activity

- Many building maintenance issues were handled in January:
- Fire alarm system, sprinkler system & fire extinguishers all were inspected
- ADA (South) door access plate mechanism repaired
- Westside atrium door repaired
- Additional caulk applied to North entryway windows
- Circulation stats are building up
- Library closed for its Annual Inventory January 25

Fiscal Year 2021-2022 Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	July	Aug	Sept	TOTAL	Sessions	Event, Activity or Statistic	Attendance
Circulation	3283	3429	3315	3532									13,559	2	Library story time	6
Technology Center Usage	106	115	81	85									387	1	Bd. Mtg. high school attendees	6
Early Literacy Stations Usage	0	0	0	0									0	1	Library book club	12
Patrons Visits	1773	1730	2199	1755									7,457	1	Kimmel Gallery exhibit	134
New Library Cards	14	83	18	16									131	3	Community conversation	19
Reference Questions Answered	493	526	487	597									2,103	8	Public meetings	72
Genealogy / History Research	2	1	2	2									7			
Materials Added	157	269	238	198									862			
Website Visits	720	781	693	808									3,002			
Programs & Exhibits	32	27	18	16									93			
Attendance (Included in Patron Visits)	1057	452	591	249									2,349			
Interlibrary Loan Borrowed	12	7	18	NA									37			
Interlibrary Loan Loaned	15	19	18	NA									52			
WiFi Log Ins	1122	1052	1034	948									4,156			
Member Amount Saved	33,283	33,295	31,470	35,969									134,017	16	TOTALS	249

49 Craft packages given out

11 Coloring page packets given out

6 1 book 1 comm. pkgs. given out

Morton-James Public Library Minutes

January 12, 2022

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm January 12, 2022 at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on January 4, 2022 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board Present: Nikki Johnson, Claudette Wielechowski, Teresa Frields, Molly McNeely

Board Absent: Sue Little

Staff Present: Donna S. Kruse, Chelsea Foust
American History class of Maryanne Leismeyer present of 6 Seniors.

Roll call was signed.

Directors Report for December 2021 Activity:

- Louan Beard retirement reception held
- Chelsea Foust started as new Assistant Director
- Winter Palooza saw 376 people in 2 sessions
 - Thank you to Nikki who volunteered and Teresa for photos
- Robotics group met on Saturday December 4 to make up for holiday closure, will no longer be meeting at library due to health reasons
- Elevator check and HVAC preventative maintenance service held
- Kruse submitted her self-evaluation documents to city administrator no appointment set yet. Work Anniversary date is January 3.
- Library closed 12/23-24 for City holidays
- Story Times, Homebound & Chess Club meetings continue

Statistical Report:

Website was updated by staff. We continue to give out take and make kits as well as coloring pages. We will be holding off on putting out puzzles and toys due to Covid.

Consent Agenda:

Minutes: There were no corrections to the December meeting minutes.

Budget Report: Kruse reminded Library Board members that the advertising was high due to the Assistant director search.

McNeely wanted to know if our subscriptions were reviewed yearly on databases and was assured they were.

Financial Report: It was noted that the Library received some higher end of year donations.

McNeely called for a motion to approve the consent agenda. Frields moved and Wielechowski seconded.

Vote: Johnson, Wielechowski, Frields, McNeely all voted to approve.

Payment of Claims:

McNeely asked for questions regarding the payment of claims. There were no questions.

McNeely called for a motion to approve the payment of claims Frields moved and Wielechowski seconded.

Vote: Frields, Wielechowski, Johnson, McNeely all voted yes

Business:**Discussion and/or Take Action:**

StoryWalk has been changed and new book put out in Steinhart Park. A Polar Bear in the Snow is the new title by Mac Barnett.

A heads up on future claim was given. HVAC loan is paid once a year and will be a large claim in February.

ARPA funds were discussed. Kruse mentioned the library will spend some of the money on new plastic tables and carts. Curtain rods were purchased for the DVD shelves, and more would need to be purchased in the future. Also, a heavy duty vacuum for cleaning and more reserve bags are on the ARPA list for purchases. Staff had spoken about starting Saturday hours from 9-1 in February, however with the higher COVID numbers, the plan will be discussed for potential March reopening instead.

The MOU between the Library and the City was discussed and a few highlights were pointed out. Teresa Frields asked about faxing which the library doesn't have due to the digital phone lines. No Smoking on property was discussed. The main points were that the city continued to write checks, do payroll, have insurance, and provide HR Support. Kruse will talk to Drew about possible changes and updates for February meeting.

Annual Report for 2020-2021 was discussed and will be presented to city council before second Monday in February. It was pointed out that volunteer hours more than doubled for the year. Bibliostat (state required) report was discussed and needs to be completed next month. It requires more analysis of more/different statistics than are reported on the Annual Report. The board was reminded of upcoming events at the library and invited to attend. Library will be taking on One Book One Community for 2023. Wielechowski attended multiple meetings including the SELS Annual meeting and mentioned that accreditation may need to be updated in 2022 Kruse will double check and believes the date was extended due to Covid.

The board was asked about closing for inventory January 25th McNeely called for a motion to approve being closed to the public on that date. Johnson moved and Frields seconded.

Vote: Wielechowski, Frields, Johnson, McNeely all in favor.

Meeting adjourned at 5:15.

Next Meeting: February 9, 2022

Submitted by Chelsea Foust with additional notes by Donna Kruse

BUDGET REPORT
CALENDAR 1/2022, FISCAL 4/2022

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	300,596.92	30,603.90	108,979.76	36.25	191,617.16
10-50-5005	Library - Social Security	22,995.66	2,271.16	8,088.02	35.17	14,907.64
10-50-5010	Library - Group Ins	73,090.78	5,026.12	20,808.11	28.47	52,282.67
10-50-5012	Library - Pension	19,151.17	1,870.99	7,119.49	37.18	12,031.68
10-50-5020	Library - Utilities	26,000.00	2,204.09	5,999.91	23.08	20,000.09
10-50-5023	Library - Telephone/Internet	3,000.00	227.48	909.92	30.33	2,090.08
10-50-5024	Library - Garbage/Recycling	325.00	65.18	120.36	37.03	204.64
10-50-5026	Library - Equipment	2,600.00		27.29	1.05	2,572.71
10-50-5028	Library - Office Supplies	6,000.00	854.17	2,387.53	39.79	3,612.47
10-50-5029	Library - Postage	1,900.00	200.00	600.00	31.58	1,300.00
10-50-5030	Library - Miscellaneous	400.00		67.45	16.86	332.55
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	59.13	173.28	9.63	1,626.72
10-50-5032	Library - Credit Card Fees	200.00	4.25	16.04	8.02	183.96
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	13.15	641.16	45.80	758.84
10-50-5100	Library - Rep/Maint - Building	13,000.00	338.54	364.59	2.80	12,635.41
10-50-5105	Library - Rep/Maint - Grounds	1,200.00		598.76	49.90	601.24
10-50-5106	Library - Pest Control	325.00	36.00	36.00	11.08	289.00
10-50-5210	Library - Computer	6,800.00	865.50	2,200.50	32.36	4,599.50
10-50-5230	Library - Dues/Memberships	1,000.00				1,000.00
10-50-5250	Library - Training/Conference	6,000.00		50.00	.83	5,950.00
10-50-5403	Library - Contract Sup/Sev	13,000.00	955.73	2,937.80	22.60	10,062.20
10-50-5409	Library - Prg and Event Sup/Se	200.00				200.00
10-50-5430	Library - Chemicals	60.00				60.00
10-50-5500	Library - Travel/Meals/Lodging	200.00		88.48	44.24	111.52
10-50-5601	Library - Capital Improvements	18,000.00				18,000.00
10-50-5605	Library - Loan/Lease Payment	51,816.00				51,816.00
10-50-5775	Library - Electronic Subscript	6,750.00		2,833.15	41.97	3,916.85
10-50-5776	Library - Aid Purchases	1,496.00				1,496.00
10-50-5777	Library - Materials	45,000.00	3,231.84	13,036.19	28.97	31,963.81
10-50-5800	Library - Donation Purchases	12,306.00	176.82	3,783.59	30.75	8,522.41
10-50-5810	Library - Grant Purchases	87,327.00	385.82	704.21	.81	86,622.79
10-50-5812	Library - Endowments	46,124.00	2,054.51	7,051.48	15.29	39,072.52
	TOTAL LIBRARY EXPENSE	770,063.53	51,444.38	189,623.07	24.62	580,440.46

Morton-James Public Library Financial Report

January 2022

Presented: February 9, 2022

Month to date balance	\$51,444.38
Year to date balance	\$189,623.07
Budget	\$770,063.53
Amount unexpended	<u>\$580,440.46</u>
Percentage used	24.62%

Bank Deposits January 11, 26

10-07-4131 Library State Aid

10-13-4420 Library Book Fees and Fines \$75.78

10-13-4443 Misc - Book Sales \$24.31

10-21-4685 Grants

Subtotal \$0.00

10-21-4677 Endowments

NCFE Grombacher & Ancestry \$1,803.27

Subtotal \$1,803.27

10-23-4704 Donations

Miscellaneous 67.16

Cheryl Hill Library Sponsor \$50.00

Mary Causgrove Library Sponsor \$10.00

Dave & Sandy Silcox Library Sponsor \$25.00

Sharon Hersemann Library Sponsor \$20.00

Nichi & John Barton Library Sponsor \$100.00

Claudette Wielechowski Library Sponsor \$100.00

Edgar or Gail Wurtele Library Sponsor \$10.00

Subtotal \$382.16

10-29-4831 Misc. Taxable/Copies \$162.95

Total **\$2,448.47**

Petty Cash

Expenditures

Refunds \$0.00

Total \$0.00

Cash Drawers

Lower Level \$1.45 long

Main Level -\$0.62 short

Total \$0.83

Credit Card Charges Less Fees

10-13-4420 Library Fees & Fines 97.00-3.13 \$93.87

10-29-4831 Copies 26.60-1.12 \$25.48

10-23-4704 Donations

Total Charges 107.6-3.73 **\$119.35**