

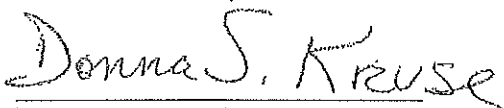
NOTICE OF MEETING

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, January 12, 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
dkruse@nebraskacity.com
402-873-5609

**Morton-James Public Library
January 12, 2022
Board Meeting Agenda**

Call meeting to order 4:00 pm

Signing of Roll Call

Director's Report

Statistical Report

Consent Agenda

Approve Minutes from December 8, 2021

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion and/or Take Action:

Review draft Annual Report 2020-2021

Review/(Update if needed) Memo of Understanding between Library Board and City of
Nebraska City

Reminder: Library closed 25, 2022 Annual Inventory

Next Meeting: February 9, 2022

Director's Notes
January 12, 2022
December Activity

- Louan Beard retirement reception held
- Chelsea Foust started as new Assistant Director
- Winter Palooza saw 376 people in 2 sessions
- Robotics group met on Saturday December 4 to make up for future holiday closure
- Elevator Check and HVAC Preventive Maintenance Service held
- Kruse submitted self-evaluation documents to City Administrator
- Library closed 1/23-24 & 12/31 for City holidays
- Homebound delivery, Story Time, & Chess Club continues to be held

Fiscal Year 2021-2022

Monthly Reporting

	Morton James Library												Sessions	Event, Activity or Status	Attendance	
	October	November	December	January	February	March	April	May	June	July	Aug	Sept	TOTAL			
Circulation	3283	3429	3315										10,027	2	Library story time	7
Technology Center Usage	106	115	81										302	2	Traveling story time	49
Early Literacy Stations Usage	0	0	0										0	1	Louard's retirement reception	40
Patrons Visits	1773	1730	2199										5,702	1	Kimmel Gallery exhibit	39
New Library Cards	14	83	18										115	2	Winterpalooza	376
Reference Questions Answered	493	526	487										1,506	10	Public meetings	80
Genealogy / History Research	2	1	2										5			
Materials Added	157	269	238										664			
Website Visits	720	781	693										2,194			
Programs & Exhibits	32	27	18										77			
Visits	1057	452	591										2,100			
Interlibrary Loan Borrowed	12	7	NA										19			
Interlibrary Loan Loaned	15	19	NA										34			
WFL Log Ins	1122	1052	1034										3,208			
Member Amount Saved	33,283	33,295	31,470										98,048	18	TOTALS	591

91 Craft packages given out

42 Coloring page packets given out

Morton-James Public Library Minutes

December 8, 2021

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm December 8, 2021 at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on December 3, 2021 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, Teresa Frields, Molly McNeely

Staff Present: Donna S. Kruse, Louan Beard
Amanda Winkler briefly joined the meeting for discussion on provisional cards.

Roll call was signed.

Directors Report for November 2021 Activity:

- Part-time clerk Sadie Boeche started
- Held 4 interviews for Assistant Director position
- Four 4th grade class visits (almost 100) held as arranged by Sue Little-most received new library cards
- Amanda partnered with NCTC to provide craft activities at the Tree Lighting at the Courthouse
- Last Community Conversation for 2021 was held
- Library was closed for Veterans Day
- Offer made to Chelsea Foust for Assistant Director position, contingent upon background reports
- Story Times, classroom visits, Book club meeting continue

Statistical Report:

Circulation statistics were up for November. There was a large increase in the number of new library cards for the month due to the 4th grade students who did not already have a card signing up for a provisional card.

Consent Agenda:

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

Budget Report: Kruse reminded Library Board members that the difference between last year's total budget bottom line and this year's total budget bottom line was due to the size of last year's grant dollars for the restoration project and not a cut in city funding.

Financial Report: It was noted that the Library received the \$5,755.00 American Rescue Plan Act check. Following a discussion with the Library staff, the first items for purchase with the funding include replacement tables for the Kimmel Gallery and a commercial vacuum.

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

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

Payment of Claims:

McNeely asked for questions regarding the payment of claims. Little asked what the claim for photography was for. Kruse explained that donation funds will be used to cover the cost of photos with Santa at the upcoming Winterpalooza Party on December 18.

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

Vote: Frields, Wielechowski, Little, Nikki, McNeely

Business:

Discussion and/or Take Action:

Kruse reported that Chelsea Foust has been hired as the Assistant Director. She is from Ogallala, Nebraska and was serving at the Youth Services Librarian at the Kathleen Lute Public Library before accepting the position. Chelsea will start work on Monday, December 20.

Discussion was held on changes to the Application for Library Card Policy to increase the limit from 2 to 4 items checked out on a provisional card at one time. Amanda Winkler, Youth Services Manager explained that when provisional cardholders bring back their two items they want to immediately checkout two more. Due to COVID-19 prodigals in place for cleaning material, the turnaround time of a day prohibits access to additional material for some children. The purpose of the provisional card is to provide children that may not have parental support to access the Library. Eliminating barriers so children can access Library material is very important, even if it means Library staff will need to budget for replacing lost material. Item 5 of the Application for Library Card policy suggested changes are as follows:

5. A student provisional card will be offered to school aged children under the age of 16 who need or would like to obtain a library account without a parent/guardian's signature.
 - Students must be able to give their full name and all other required account information.
 - A student provisional card ~~has a two (2) item check out limit.~~ cardholder can check out two (2) items at a time, limited to a maximum of four (4) items on a card at one time.
 - The account can be changed to an account with full privileges, once the parent presents a photo ID and signs a statement of responsibility. Rural and out-of-state fees will apply for accounts with full privileges.
 - A replacement fee will be assessed for lost, destroyed, or damaged material.
 - If library material is not returned the student will not be allowed to use their student provisional card for one (1) year from the date the replacement fee was assessed unless replacement fee is paid.

- Library material replacement fees will be forgiven on student provisional cards after one (1) year.

Amended ~~May 12, 2021~~ December 8, 2021

Discussion was held on changes to the BY-LAWS OF THE MORTON-JAMES PUBLIC LIBRARY BOARD ARTICLE III: OFFICERS AND THEIR DUTIES. The proposed changes are as follows:

AMENDED BY-LAWS OF THE
MORTON-JAMES PUBLIC LIBRARY BOARD

ARTICLE III: OFFICERS AND THEIR DUTIES

- Section 1: The officers of the Board shall be ~~a President, a Vice President and~~ Secretary and such other officers as may be deemed necessary who shall be elected from among the appointed Directors. (Amended ~~6/18 12/21~~ December 2021)
- Section 2: It shall be the duty of the President to preside at all meetings of the Board, to appoint Board members to standing committees, subject to the approval of the Board and to carry out such other duties as the Board or these By-Laws may impose.
- Section 3: The ~~Vice President~~ Secretary shall preside at all meetings of the board in the absence of the president, and carry out such other duties as the Board or these By-Laws may impose. (Amended ~~6/18 12/21~~ December 2021)
- Section 4: Secretary or Library staff duties include taking minutes during monthly Board meetings and submitting such minutes to Library Director to distribute. (Amended ~~6/18 12/21~~ December 2021)
- Section 5: All funds set apart for the use of the Library shall be drawn upon and paid out by the Treasurer of the City of Nebraska City upon a written voucher list signed by the President and the ~~Vice President~~ Secretary of the Board. A list of such vouchers shall be reviewed by the Board at the monthly meeting following the request for payment. (Amended ~~6/18 12/21~~ December 2021)
- Section 6: Should both the President and the ~~Vice President~~ Secretary be absent from any meeting of the Board, the ~~Secretary~~ longest serving Board Member shall be selected to preside at the meeting and another member or Library staff shall take minutes. (Amended ~~6/18 12/21~~ December 2021)
- Section 7: In the event of the death, resignation, or disability of the President, the ~~Vice President~~ Secretary shall assume the duties of the office of President until a new President is elected. The ~~Secretary~~ longest serving Board Member shall be appointed to act as ~~Vice President~~ Secretary until another member is elected. (Amended ~~6/18 12/21~~ December 2021.)

McNeely called for a vote on the proposed changes to the Application for Library Card and ARTICLE III of the BY-LAWS OF THE MORTON-JAMES PUBLIC LIBRARY BOARD. Johnson moved that the proposed changes be accepted with any additional changes per the City Attorney and Frields seconded the motion.

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

Meeting adjourned at 4:55.

Next Meeting: January 12, 2022

Submitted by Louan Beard with additional notes by Donna Kruse

CITY OF NEBRASKA CITY
BUDGET REPORT
CALENDAR 12/2021, FISCAL 3/2022

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	300,596.92	34,590.34	78,375.86	26.07	222,221.06
10-50-5005	Library - Social Security	22,995.66	2,632.93	5,816.86	25.30	17,178.80
10-50-5010	Library - Group Ins	73,090.78	4,340.33	15,781.99	21.59	57,308.79
10-50-5012	Library - Pension	19,151.17	2,256.98	5,248.50	27.41	13,902.67
10-50-5020	Library - Utilities	26,000.00	1,394.91	3,795.82	14.60	22,204.18
10-50-5023	Library - Telephone/Internet	3,000.00	227.48	682.44	22.75	2,317.56
10-50-5024	Library - Garbage/Recycling	325.00		55.18	16.98	269.82
10-50-5026	Library - Equipment	2,600.00		27.29	1.05	2,572.71
10-50-5028	Library - Office Supplies	6,000.00	179.84	1,533.36	25.56	4,466.64
10-50-5029	Library - Postage	1,900.00	200.00	400.00	21.05	1,500.00
10-50-5030	Library - Miscellaneous	400.00	50.00	67.45	16.86	332.55
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	88.19	114.15	6.34	1,685.85
10-50-5032	Library - Credit Card Fees	200.00	2.45	11.79	5.90	188.21
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	203.15	628.01	44.86	771.99
10-50-5100	Library - Rep/Maint - Building	13,000.00		26.05	.20	12,973.95
10-50-5105	Library - Rep/Maint - Grounds	1,200.00	598.76	598.76	49.90	601.24
10-50-5106	Library - Pest Control	325.00				325.00
10-50-5210	Library - Computer	6,800.00	445.00	1,335.00	19.63	5,465.00
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	269.25	1,982.07	15.25	11,017.93
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	2,431.88	9,804.35	21.79	35,195.65
10-50-5800	Library - Donation Purchases	12,306.00	834.55	3,606.77	29.31	8,699.23
10-50-5810	Library - Grant Purchases	87,327.00	25.25	318.39	.36	87,008.61
10-50-5812	Library - Endowments	46,124.00	2,942.67	4,996.97	10.83	41,127.03
	TOTAL LIBRARY EXPENSE	770,063.53	53,713.96	138,178.69	17.94	631,884.84

Morton-James Public Library Financial Report

December 2021

Presented: January 12, 2022

Month to date balance	\$53,713.96
Year to date balance	\$138,178.69
Budget	\$770,063.53
Amount unexpended	\$631,884.84
Percentage used	17.94%

<u>Bank Deposits December 3,13,27</u>	
<u>10-07-4131 Library State Aid</u>	
<u>10-13-4420 Library Book Fees and Fines</u>	\$135.87
<u>10-13-4443 Misc - Book Sales</u>	\$0.00
<u>10-21-4685 Grants</u>	
	\$135.87
Subtotal	\$135.87
<u>10-21-4677 Endowments</u>	
NCCF Moller Endowment Dec- Dollywood	\$237.70
NCCF Moller Endowment Linked in	\$2,500.00
NCCF Moller Endowment Jan Dollywood	\$235.20
Subtotal	\$2,972.90
<u>10-23-4704 Donations</u>	
Miscellaneous	98.32
Krenk Library Sponsor	\$100.00
Carol Randle	\$1,000.00
Mary & Edward Moyer	\$500.00
S Lybarger Library Sponsor	\$100.00
P. Friedli-honorarium L. Beard	\$25.00
Christina Webster	\$10.00
Gary & Martha Schaffer Library Sponsor	\$500.00
Stephanie Shrader (Anon)	\$50.00
Judith Schwab	\$4,469.00
Sandy Juilfs Library Sponsor	\$50.00
Subtotal	\$6,902.32
<u>10-29-4831 Misc. Taxable/Copies</u>	\$76.10

Total	\$10,223.06
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<u>Petty Cash</u>	
Expenditures	
Refunds	\$0.00
Total	\$0.00

<u>Cash Drawers</u>	
Lower Level	
Main Level	\$4.85 long
Total	\$4.85

<u>Credit Card Charges Less Fees</u>			
	10-13-4420 Library Fees & Fines	\$65.16-2.09	\$63.07
	10-29-4831 Copies		
	10-23-4704 Donations	10.00-.36	\$9.64
Total Charges		75.16-2.45	\$72.71