

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, April 14, 2021 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
April 14, 2021
Board Meeting Agenda

Call meeting to order 4:00 pm

Signing of Roll Call

Director's Report

Statistical Report

Consent Agenda

Approve Minutes from March 10, 2021

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion and/or Take Action:

Fine Free (continuation)

New Board member Search

Summer Reading Program - Amanda Winkler 5 pm

Updates:

Re-opening April 5

Story Walk Project

125th Anniversary Celebration

Open End

Next Meeting: May 12, 2021

Director's Notes
April 14, 2021
For March activity

- Launched Niche Academy, a product that will allow us to offer more instructional videos (on our web pages) as well as host our virtual programs and oral histories when they are developed
- Submitted Libraries Transform Communities Grant (\$3000) for the community conversation project and made Council aware
- Accepted National Libraries Week proclamation from Mayor
- Little, Kruse, Beard and Winkler met to discuss StoryWalk project and selected preliminary path for Nuckolls Square location. Will confirm sign locations in coordination with Parks
- Revamped opening the building to meet April 5 deadline in keeping with National Library Week
- New leaks in North Room and Teen Center. Added drain spout extension on drain by North
- Door Seemed to work to curtail further leaks when rain occurred after initial problem appeared
- Beard, Davis and Kruse attended Stop the Bleed training.
- Winkler has been recording Summer Reading Program virtual tours in the community
- Submitted final report for reimbursement of remaining CCCFF funds
- Staff trained on charge card equipment (Square)

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	2778	2616	2428	2683							15,850
Technology Center Usage	36	27	0	0	17	36							116
Early Literacy Stations Usage	0	0	0	0	0	0							0
Patrons Visits	1074	843	767	760	755	1087							5,286
New Library Cards	8	6	4	4	4	6							32
Reference Questions Answered	357	267	281	324	353	391							1,973
Genealogy / History Research	2	1	0	0	0	7							10
Materials Added	273	178	193	196	220	298							1,358
Website Visits	708	723	792	760	880	1125							4,988
Programs & Exhibits	1	3	0	1	1	1							7
Attendance (Included in Patron Visits)	8	30	0	9	11	8							66
Interlibrary Loan Borrowed	16	9	15	42	6	NA							88
Interlibrary Loan Loaned	18	16	11	19	28	NA							92
WiFi Log Ins	996	750	699	745	725	827							4,742
Member Amount Saved	26,593	24,281	21,055	20,418	19,358	23,579							135,283

Patrons Visits = Reserve Pickup starting 3/18/20
2/1/21 Laptop Available, New Material Browsing in Kimmel Gallery 3/1/21

March Online Story Time:

Posted March 1-31 Page Hits: 73

Craft Kits:

18 delivered to Head Start full day

38 delivered to Head Start part-day

70 picked up in the Library lobby

Building Program

Posted March 25 Page Hits: 65 between 3/25 and 3/31

One Book One Community

Prize Packages: 10

Sessions Event, Activity or Statistic	Attendance
1 Book Club Zoom Meeting	8
Alternative Service Model All Month	
1 TOTALS	8

Morton James Public Library Minutes

March 10, 2021

The following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm, March 10, 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 March 4, 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 Louan Beard

Directors Report for February 2021 activity

- Reinstated one laptop, available by appt only in Kimmel on February 1.
- Submitted Bibliostat Report to Nebraska Library Commission
- Closed due to heat issue February 16 & 17
- Davis and Beard virtually attended Big Talk from Small Libraries sessions and Boeche and Knickman virtually attended Customer Service Workshop
- Director continues attending 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

Statistical Report:

Materials added and website visits were the highest in five months. Reference question statistics – up.

Consent Agenda: Approved as presented.

Minutes: No corrections

Budget Report: Kruse mentioned it was 5th month of fiscal year, most accts seemed on track.

Financial Report:

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

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

Monthly Claims:

Little made a motion to pay monthly claims Johnson seconded.

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

Business:

May 1 is target to open building per the discussion from staff meetings in February and March. May 1 due to lead-time for materials and tech support. Good support from Spiral, additional work needs to be done in preparation. Continue to use the south entrance for entry and exit. The north entrance will be unlocked and used as an emergency exit, but normal traffic will be directed to the south entrance. Materials will continue to be quarantined for 7 days in the north room and disinfected. A circulation station will be added in the Fireplace Room. Masks and sanitizer will be provided. Chairs will be stored to allow for social distance parameters at tables. Used Book Store will be open for sales only at this time. Children's library will function as normal, minus the toys and puzzles. Teen Room will be open with social parameters in place. City Attorney said there are recent DHM does not set legal parameters, but social distancing should be supported through signage as suggested. No administration of this parameter will be managed by library staff.

South entrance will have an additional circulation desk for greeting and checking in/out. Credit card machine for fees/fines will be at this station. Cleaning protocols will be in affect for all areas, which will include closing the Tech Center .5 hour prior to closing for cleaning. City Attorney reviewed volunteer forms based on new COVID protocols and approved to go forward with no additional verbiage per City Attorney. Donna reported on health care restrictions and limits and COVID PPE costs. DHM capacity will be reviewed, along with cleaning list and schedule. Staff looking into providing picnic tables on the south side of the Library for public.

Reviewed the chart listing data provided from other like-sized libraries in Nebraska in relation to fines, fees, staff cleaning, masks and building open policies. Molly has fielded several comments about the library opening and believes that all effort should be made to open as soon as possible, with a tentative date earlier than May 1. Some discussion was held on staffing multiple areas to meet the needs of the public. Opening will be in accordance and in-line with City policy. Going forward, the Library will remain closed on Saturdays, but this will be reviewed in the future based on staffing.

Deferred 2020 membership fees for non-residents, and apply membership fee beginning 3/1/2021. McNeely motion to waive non-resident membership fees for **2020**, Little second. Yes - Little, Johnson, Wielechowski, McNeely, Patton. Motion carried.

Fees and fines going forward, as long as we are quarantining items, fines are deferred. Topic will be tabled until materials are no longer quarantined. Damage and replacement fees will remain in place.

Claudette Wielechowski attended the SELs meeting. Money being requested to upgrade the nation's library infrastructure, etc., including capital improvements. Bill must be passed first, before funds would be made available to apply for. One Book/One Nebraska selected "Prairie Forge: The Extraordinary Story of the Nebraska Scrap Metal Drive of World War II by James J. Kimble. Claudette said it was a good read.

Sue Little discussed the Story Walk project, visiting Crete and Fairbury. She reported on how the stories are placed on stations and how each library has engaged the community. Funding will be discussed in April, for implementation June, 2021.

Molly read a thank-you from Denise for the staff gift-certificates from the Board.

The discussion on the 125th event to be tabled until the April meeting.

Adjourned at 6:05 p.m.

Date for next Board meeting: The next board meeting date will be April 14, 2021.

Submitted by C. Patton, with additional notes by L. Beard and D. Kruse.

BUDGET REPORT
CALENDAR 3/2021, FISCAL 6/2021

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	296,839.00	21,332.37	135,693.00	45.71	161,146.00
10-50-5005	Library - Social Security	22,708.00	1,551.31	9,943.42	43.79	12,764.58
10-50-5010	Library - Group Ins	67,126.00	5,561.52	33,434.58	49.81	33,691.42
10-50-5012	Library - Pension	17,883.00	1,452.38	9,317.13	52.10	8,565.87
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	23,000.00	3,675.29	13,698.41	59.56	9,301.59
10-50-5023	Library - Telephone/Internet	3,000.00	234.90	1,407.63	46.92	1,592.37
10-50-5024	Library - Garbage/Recycling	312.00	53.56	160.68	51.50	151.32
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	537.43	2,953.73	77.73	846.27
10-50-5029	Library - Postage	1,900.00	200.00	700.00	36.84	1,200.00
10-50-5030	Library - Miscellaneous	400.00	.00	47.64	11.91	352.36
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	74.49	669.12	37.17	1,130.88
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	75.00	1,080.57	8.31	11,919.43
10-50-5105	Library - Rep/Maint - Grounds	1,900.00	.00	.00	.00	1,900.00
10-50-5106	Library - Pest Control	314.00	36.00	144.00	45.86	170.00
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	.00	.00	.00	.00
10-50-5210	Library - Computer	6,800.00	445.00	2,856.97	42.01	3,943.03
10-50-5230	Library - Dues/Memberships	900.00	.00	159.00	17.67	741.00
10-50-5250	Library - Training/Conference	5,000.00	.00	589.00	11.78	4,411.00
10-50-5403	Library - Contract Sup/Sev	11,000.00	1,364.89	6,089.11	55.36	4,910.89
10-50-5409	Library - Prg and Event Sup/Se	200.00	.00	.00	.00	200.00
10-50-5430	Library - Chemicals	75.00	.00	48.75	65.00	26.25
10-50-5500	Library - Travel/Meals/Lodging	200.00	.00	20.47	10.24	179.53
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	51,815.77	100.00	.23
10-50-5775	Library - Electronic Subscript	6,500.00	.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	3,444.40	20,942.42	46.54	24,057.58
10-50-5800	Library - Donation Purchases	10,462.00	302.72	1,881.57	17.98	8,580.43
10-50-5810	Library - Grant Purchases	298,825.00	500.00	223,584.75	74.82	75,240.25
10-50-5812	Library - Endowments	37,000.00	123.13	5,975.60	16.15	31,024.40
	TOTAL LIBRARY EXPENSE	962,256.00	40,964.39	526,222.32	54.69	436,033.68

**Morton-James Public Library
Financial Report
March 2021**

Presented: April 14, 2021

Month to date balance	\$40,964.39
Year to date balance	\$526,222.32
Budget	\$962,256.00
Amount unexpended	\$436,033.68
Percentage used	54.69%

Bank Deposits	
March 1, 8, 26	
<u>10-07-4131 Library State Aid</u>	\$0.00
<u>10-13-4420 Library Book Fees and Fines</u>	\$228.23
<u>10-13-4443 Misc - Book Sales</u>	\$0.00
<u>10-21-4685 Grants</u>	\$0.00
Subtotal	\$0.00
<u>10-21-4677 Endowments</u>	
NCCFF/Moller Endowment Dollywood April 2021	\$216.04
Subtotal	\$216.04
<u>10-23-4704 Donations</u>	
Miscellaneous	\$222.60
John & Teresa Schlorholtz - Library Sponsor	\$25.00
Todd & Theresa Smith - Library Sponsor	\$50.00
David & Connie Sackles - Library Sponsor	\$100.00
14 Donations Given in Memory of Virginia Heng	\$2,060.00
Subtotal	\$2,457.60
<u>10-29-4831 Misc. Taxable/Copies</u>	\$17.80

Total	\$2,919.67
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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		\$0.00
	Library Fees & Fines	\$0.00
	Copies	\$0.00
	Donations	\$0.00
Total Charges		\$0.00

Summer Reading Program Tentative Schedule—Please note details could change!

As of right now I have reached out to get something set up with the K9 Police Dog whether it be an outdoor in-person program or a video. Nothing has been scheduled and my most recent emails are unanswered. If we can get it planned in time I will add it into the following schedule.

Story Walk opening will also be added when date is selected.

Also, all video programs are pre-recorded to view at any time and will be archived after the week they are featured.

Starting Monday, May 24th patrons can pick up craft kits as well as Reading Club registrations and forms!

Week One: June 1st-6th

- June Online Story Time goes up on June 1st
- Week One in Craft Kit: Watercolor Butterfly
- Animal Facts Scavenger Hunt: 10 locations in town. Begin at Library, pick up a worksheet and turn it in at the Library for a prize package. Runs from June 1st-June 7th.
- Reading Club registrations and logs can be picked up and dropped off in the Library lobby. Runs from June 1st-July 31st.
- Don't forget to pick up craft kits! No registration needed.

Week Two: June 7th-13th

- Turn in your scavenger hunt worksheet for a prize package! (Monday the 7th is the last day!)
- Week Two in Craft Kit: Fish Hands
- Park Story Time with Sue Little: Wednesday, June 9th at 10 AM in Wildwood Shelter
- Video Program: Virtual Field Trips to B103 Radio Station and Arbor Valley Vet Clinic

Week Three: June 14th-20th

- Week Three in Craft Kit: Spoon Ant
- Video Program: How-To Paint Bunny Tail w/ artist Annie Troe and Virtual Field Trip to Self-Expressions Gallery

Week Four: June 21st-27th

- Week Four in Craft Kit: Paper Ring Snake
- Video Program: Story with Mr. Nick, School-themed American Sign Language lesson and Virtual Field Trip to Head Start Preschool. Also bilingual story *El Perro en el Sombrero* and (possibly) Virtual Field trip to El Mercadito

Week Five: June 28th-July 4th

- July Online Story Time goes up on July 1st
- Week Five in Craft Kit: Fireworks Picture Craft

- Video Program: At the Farm story time plus The Three Little Pigs with American Sign Language (Plus links to archived 4th of July Online Story Time from last year)

Week Six: July 5th-11th

- Week Six in Craft Kit: Envelope Shark
- Park Story Time & Dog Park Day: Wednesday, July 7th at 10 AM at Wildwood Shelter.
Guest reader: Mr. Nick
- Video Program: Birdwatching at the Lewis & Clark Center

Summer Reading Programs 2021!

Theme: "Tails and Tales"

Run time: 6 weeks. June 1st through July 9th for programs and craft kits. Reading Club will log reading in June and July. There will be one Online Story Time for the month of June and one for the month of July, plus one in-person park Story Time in June and one in July. Everything is described in detail below, and there will be informational videos for patrons on our website posted mid-May.

Programs: Week One is a scavenger hunt, the rest of the weeks will have pre-recorded, community centered video programs. See attached schedule for details.

Craft Kits: There are six weeks of crafts, plus the two crafts for Online Story Times to make eight crafts total in each kit. There is no registration, staff will give a craft kit to whoever wants to take one. Pick up begins Monday, May 24th. Paper instructions and the video posting schedule are in the kits. Video posting schedule is also attached.

Reading Club: All ages, preschool up through 12th grade, are welcome to participate. Students will log reading in June and July. There are 4 types of logs, each student can pick which they want, they are not separated by age or grade. Each student who participates must have a half sheet registration filled out and turned into the drop off box. Reading logs can also be put in the drop off box. Patrons can pick up registration and reading logs beginning on Monday, May 24th. Everything is due by Friday, August 13th. The drop off box will be next to the reading logs in the lobby. I will be back in time for prize packages, but if anyone asks they won't be ready until the end of August.

Story Time: There will be one Online Story Time in June and one in July, each posted on the 1st of the month. Craft supplies are in the craft kits. Give a whole craft kit to anyone wanting supplies. Park Story Times are at Wildwood at 10 AM: Wednesday June 9th with Sue Little and Wednesday July 7th with Mr. Nick. I may be back for the second one. Plan to have grab bags with coloring pages/crayons/stickers etc to give away at these Park Story Times.

Story Walk Opening: Planning for this to be promoted with Summer Reading Programs once a date is set.

2021 Summer Craft Kit Schedule

www.morton-jamespubliclibrary.com

Visit our website to see videos posted on the following dates:

Tuesday, June 1st: Week One

Coffee Filter Water Color Butterfly

Tuesday, June 1st:

Paper Bag Penguin for June Online Story Time

Monday, June 7th: Week Two

Fish Hands

Monday, June 14th: Week Three

Spoon Ant

Monday, June 21st: Week Four

Paper Ring Snake

Monday, June 28th: Week Five

4th of July Fireworks Craft

Thursday July 1st:

Eagle Craft for July online Story Time

Tuesday, July 6th: Week Six

Envelope Shark

Omaha public libraries want to dump fees for overdue books, materials

By Gina Dvorak and John Chapman Published: Mar. 19, 2021 at 1:43 PM CDT CH 6 News on your side

OMAHA, Neb. (WOWT) - If you forget to drop off your overdue book at an Omaha library, you won't be looking at a fine.

At its meeting Thursday, the Omaha Public Library Board of Trustees unanimously voted to eliminate all fees for overdue books and materials. The board's decision on the matter isn't the final say; the resolution is subject to final approval by the Omaha City Council.

According to an OPL news release, the move is intended to "alleviate barriers to using the library and to encourage patrons to return library materials without fear of punitive action."

"Overdue fines only accounted for a fraction of a percent of OPL's overall budget," Executive Director Laura Marlane said in the release. "This change will not adversely affect OPL's budget, but it will help to ease the burden of an additional expense during a time when many people are working to restore normalcy to their lives."

Libraries would, however, continue to charge for replacing lost or missing items, which will apply to anything more than three weeks late.

Omaha libraries haven't been charging overdue fines during the pandemic, waiving such fees since they were forced to close their doors in March 2020. Even when libraries were allowed to re-open in September, the fees were still waived.

Julianne Harm makes regular visits to the city's libraries. She believes eliminating daily overdue fines is a good idea.

"It just keeps the library accessible to everybody," she said. "I think one of the great things about the library is we all pay our taxes ... Through our taxes, we pay for the library, and then to fully take advantage of it."

The library board wants more people to be able to check out books and materials, and they say fines can get in the way.

"Really fees create barriers to accessing the library, and it really impacts people in lower-income communities the most," said Emily Getzschman, marketing manager for Omaha Public Libraries. "So what we found just by doing a quick look at our ZIP codes is that ZIP codes that were in lower-income areas were blocked from using their library card because they had too many fines."

Officials told 6 News that not collecting daily overdue fines won't be a big blow to the budget.

"There is no amnesty for lost or damaged books — you'll have to pay for that."

Harm said she has experienced accidents involving a library book.

"I've had some incidents lately where I've knocked books into the bathtub, and those are a little pricier; you have to pay like full-price of the item," she said.