

## NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a Meeting of the Library Board of the Morton-James Public Library, Nebraska City, Nebraska, will be held at 4:30 P.M., on Wednesday, April 8, 2020 at the Morton-James Public Library. The meeting will be open to the public and also accessible by visiting the web address listed here: <https://zoom.us/j/6716198405>. 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*

---

Donna S. Kruse,  
Library Director

**Morton-James Public Library**  
**April 8, 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 March 11 Board Meeting and March 20 Special Meeting

Approve Budget Report

Approve Financial Report

Approve payment of claims

**Business:**

Discussion/Take Action:

Library Service and Covid 19- going forward, change schedule? closing?

Discussion/Take Action: City & Library MOU

Future Budget & CIP work

Update on Restoration Project

Update on Census Work Being Recognized

Next Meeting May 13, 2020

**Director's Notes**  
**April 2020 for March Activity**

- Drawings and bid document for restoration project 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

# 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				30242
Technology Center Usage	434	347	331	364	342	235				2053
Early Literacy Stations Usage	39	36	34	15	33	10				167
Patrons Visits	3517	2848	2929	2839	3214	2360				17707
New Library Cards	15	15	11	17	23	5				86
Reference Questions Answered	689	642	577	762	676	700				4046
Genealogy / History Research	1	4	0	1	5	1				12
Materials Added	276	205	225	218	280	176				1380
Website Visits	748	749	517	745	706	927				4392
Programs & Exhibits	37	33	19	20	36	21				166
Attendance (Included in Patron Visits)	714	553	370	280	414	312				2643
Interlibrary Loan Borrowed	18	21	13	30	28	NA				110
Interlibrary Loan Loaned	25	18	19	23	32	NA				117
WiFi Log Ins.	1662	1494	1435	1361	1538	1345				8835
Member Amount Saved	61,654	55,507	48,178	53,197	51,525	46,739				316800

Sessions	Event, Activity or Statistic	Attendance
4	Gerl-Fit	22
1	Story Time	6
4	After School Teens	14
2	Proctor Test	2
2	Traveling Story Time	148
1	Makerspace Showcase	32
1	St. Patrick's Day Party	4
1	Library Book Club	6
5	Public Meetings	78
<b>21</b>	<b>TOTALS</b>	<b>312</b>

Morton James Library

Service Provided	March-12	March-13	March-14	March-15	March-16	March-17	March-18	March-19	March-20
Circulation	7,098	6,842	6,739	5,811	5,975	5,302	4,899	4,003	4,553
Technology Center Usage	1,301	962	1,661	1,130	724	728	473	280	235
Early Literacy Stations Usage	254	157	164	124	131	125	72	0	10
Patrons Visits	5,145	5,527	5,626	4,633	4,527	5,202	3,723	1,428	2,360
New Library Cards	24	20	24	20	26	25	18	3	5
Reference Questions Answered	405	439	427	621	716	791	709	515	700
Genealogy / History Research	5	10	5	2	7	2	4	0	1
Materials Added	364	357	373	304	314	289	239	265	176
Website Visits	800	3,695	1,004	1,114	1,193	912	666	649	927
Programs & Exhibits	11	5	28	21	54	50	51	22	21
Attendance	559	440	858	463	878	737	546	333	312
Interlibrary Loan Borrowed	25	23	22	27	8	14	NA	11	NA
Interlibrary Loan Loaned	43	47	37	36	40	41	NA	28	NA
WiFi Log Ins	0	0	0	0	1,784	2,293	1,829	1,198	1,345
Member Amount Saved	0	0	0	0	82,428	79,037	66,056	34,803	46,739

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	FY 2019-2020
Circulation	88892	85775	80588	71102	72884	63773	62950	66044	30242
Technology Center Usage	16652	14779	17946	13047	9001	8009	5884	4775	2053
Early Literacy Stations Usage	2056	2139	1684	1861	1681	1582	1035	563	167
Patrons Visits	62709	61781	61458	57845	52362	54505	45922	34278	17707
New Library Cards	466	408	341	329	297	268	257	217	86
Reference Questions Answered	4726	4507	4863	7615	7607	8852	8340	7951	4046
Genealogy / History Research	56	67	63	31	39	27	29	28	12
Materials Added	4318	3955	3910	3279	3398	3352	3230	2975	1380
Website Visits	9722	21650	11148	14105	14520	10363	8609	8686	4392
Programs & Exhibits	93	128	217	199	383	386	452	391	166
Attendance	6884	7063	7261	9251	10486	8938	9595	7960	2643
Interlibrary Loan Borrowed	225	205	745	158	146	94	3	198	110
Interlibrary Loan Loaned	519	444	408	368	240	165	22	245	117
WiFi Log Ins	N/A	N/A	N/A	N/A	18360	21141	22347	20426	8835
Member Amount Saved	N/A	N/A	N/A	N/A	1040085	970535.11	913417.41	734992.14	316800.14

## Morton James Public Library Minutes

March 11, 2020

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm March 11, 2020 in the North Room 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, 2020 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: Patton, Fletcher, Fox, McNeely

Board absent: Chaney

Staff present: Kruse, Beard, Harris

Others Present: Drew Graham - City Attorney

The meeting was convened in an open session at 4:31 pm by Molly McNeely, Library Board Vice President. The board members present signed the roll call.

### Directors Report:

Donna distributed the draft agreement between the city and library board to be discussed when Drew Graham arrives.

Library Innovation Studio issues- Will we buy any similar equipment? Probably not. Certain pieces were used often, but by the same handful of people. Maintenance also became an issue with some pieces of equipment, as they have been used at several locations prior to arriving in Nebraska City for some 2 plus years. Those factors in addition to the price of the most popular station (laser cutter), and the fact Plattsmouth Library has one to offer non-residents, does not warrant the expenditure at this time.

Denise has been speaking about census in the community and has more events lined up.

Nebraska City Community Foundation art and music event held at Lourdes was co-sponsored in part by MJPL. An event in May will feature a Ferdinand and accompanied by musicians with hopes it will be held at Library.

The issue with the website is resolved and now up to date.

### Statistical Report:

- Patron visits and wifi logins up from the same time last year.
- Library cards up compared to past two Februaries.

## **Consent Agenda:**

### **Minutes: February 19, 2020 Meeting**

#### Corrections or Additions:

- Change *north basement room* to book store in the initial paragraph
- Changed Patton to McNeely as second in the Financial Report motion

**Budget Report:** Any negative balances were explained such as \$3398 insurance money for the drop box or the \$54 in chemicals, for unbudgeted category to cover snow melt purchases).

#### **Financial Report:**

- Received \$2000 from American Libraries for the Census Project. Purchased laptop, earbuds and covered printing costs to date. Over 500 applied and 59 were awarded. MJPL was the only library in Nebraska to receive an award.

Fox motioned to approve the consent agenda with changes, Patton seconded.

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

#### **Monthly Claims:**

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

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

4:47 pm: Drew Graham, City Attorney arrives at meeting

#### **City/Library Agreement**

Drew discusses the proposed agreement. Format was taken from Wahoo library/city agreement.

- Lists statutes that details the function of the library board
- Defines the mandatory and potential responsibilities of the library
- Defines rights of city
- Responsibilities not listed specifically defined will be defined by statute, likely a responsibility of the library board.

-Drew read portions of the agreement expanding on the items listed above. Cindy asked about the specificity of some items. Drew stated that anything not listed would refer to statute.

-Drew continued with shared responsibilities of library and city and situations where the two parties would work together.

- Drew stated that the word **board** should be removed from the first line of Article IV, Section 2, Part e where it is written *employees of the Library Board shall be*.
  - Discussed the need to have two committees; property and personnel. Personnel would potentially be needed in specific personnel/hiring situations.
  - Donna discussed the specifics items such as housekeeping, payroll and snow removal. Drew states that those all fall under section IV.1.b.
  - Personnel items such as pay step and scale are reviewed and updated by the city, while the library board could request library staff roles be reviewed.
  - Article V is standard contract language. Section V.12 says that the agreement should be enacted in a timely matter.
  - Drew states that the agreement provides a good job of explaining the responsibilities of each party.
  - Questions or comments should be sent to Drew by March 27th. An updated draft will be sent back to board members for review. Final comments should be shared with Drew by April 3rd.
- 5:31 pm: Drew Graham, City Attorney left meeting

#### **Business:**

#### **Review/Take Action:**

#### **Closing for SELS Training on May 8, 2020**

Patton motions Fletcher seconds motion to close for SELS training on Friday May 8, 2020.

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

#### **Credit Card Application/Resolution**

With the help of Drew and Randy, Donna completed a new credit card application for the library based on the city's credit. Randy Dunster, Patty Moore, Donna and Louan's names will be on application so the problem we have now (previous Director's name is on account and no one at Chase will speak to any of us left at the business) will not be repeated. Balance will be limited to \$25,000 split over three cards.

Fletcher motioned to accept the credit card application as presented and allow the library director to move forward in the credit card application process. Patton seconded.

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

#### **Open End Items:**

#### **Prime Communications: Security Update**

Discussed the topic of card readers for doors and additional cameras. Need for a second bid and further information on what happens when power cut happens to certain locks.



**News Press Article:** Advance copy of a census article was shared. It described additional hours the Library would be open to provide access to census and our work with the Census Representative.

**Room Change:** Used books and teen areas have been swapped so that teens have a place to congregate, but are not distracting to other areas. Plans for this area are still being discussed.

5:50pm: Member McNeely leaves the meeting.

**Pandemic Planning:** Discussion on issues related to Coronavirus. Library staff receiving updates from various sources related to best practices and plans for libraries as well as from the City.

**Fletcher motioned to adjourn. Patton seconded. Meeting was adjourned at 6:02 pm.**

Submitted by Christopher Fletcher, with additional remarks D. Kruse

**Morton James Public Library Minutes  
Special Board Meeting Agenda**

**March 20, 2020**

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm March 20, 2020 in the Kimmel Gallery 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 19, 2020 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: \*Patton, \*Chaney, \*McNeely, \*Fletcher, Fox  
Staff present: Donna Kruse, Louan Beard, \*Alissa Harris, Denise Davis, Brenda Knickman  
**\* Specifies those who attended through Zoom/Online**

President Brooke Chaney called the meeting to order at 4:38 pm

Signing of Roll Call

**Discussion/Take Action: Operations of MJPL during CoronaVirus/Covid 19 Threat**

Library currently operating in a limited services mode.

Donna discussed door counts and services provided this week.

The City Health Board and Council will be meeting next Monday to discuss their processes.

Staff activity; inventory, work with city hall, other projects available, were discussed, should the Library be closed.

Discussed emergency leave options.

Discussed current operation of the library and any potential changes

Discussed changing wifi operation periods.

Discussed the recent changes in leave and unemployment.

Discuss protective and cleaning materials for library staff.

**Patton motioned and McNeely seconded to remove the time restrictions to guest wifi.**

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

**Patton motioned, McNeely seconded to utilize video conferencing technology for future board meetings.**

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

**Meeting Adjourned at: 5:46PM**

Next Regular Meeting April 8, 2020

**BUDGET REPORT**  
**CALENDAR 3/2020, FISCAL 6/2020**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	282,983.74	21,166.68	134,670.12	47.59	148,313.62
10-50-5005	Library - Social Security	21,649.39	1,542.88	9,876.23	45.62	11,773.16
10-50-5010	Library - Group Ins	66,744.98	5,433.47	32,590.97	48.83	34,154.01
10-50-5012	Library - Pension	17,010.61	1,582.79	7,975.11	46.88	9,035.50
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	25,000.00	2,719.77	11,377.20	45.51	13,622.80
10-50-5023	Library - Telephone/Internet	3,000.00	227.48	1,367.79	45.59	1,632.21
10-50-5024	Library - Garbage/Recycling	312.00	53.56	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	394.88	1,585.70	45.31	1,914.30
10-50-5029	Library - Postage	1,800.00	300.00	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	91.62	774.00	43.00	1,026.00
10-50-5032	Library - Credit Card Fees	1,000.00	183.73	775.39	77.54	224.61
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	219.00	2,013.87	11.19	15,986.13
10-50-5105	Library - Rep/Maint - Grounds	1,500.00	12.00	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	3,327.95	47.54	3,672.05
10-50-5230	Library - Dues/Memberships	1,000.00	.00	30.00	3.00	970.00
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	368.24	3,437.43	34.37	6,562.57
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	3,374.50	22,819.12	50.71	22,180.88
10-50-5800	Library - Donation Purchases	15,687.00	69.36	3,620.68	23.08	12,066.32
10-50-5810	Library - Grant Purchases	350,000.00	5,828.49	18,028.49	5.15	331,971.51
10-50-5812	Library - Endowments	62,937.00	281.45	6,137.38	9.75	56,799.62
	<b>TOTAL LIBRARY EXPENSE</b>	<b>1,007,266.72</b>	<b>44,294.90</b>	<b>324,281.19</b>	<b>32.19</b>	<b>682,985.53</b>

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

Presented: April 8, 2020

Month to date balance	\$44,294.90
Year to date balance	\$324,281.19
Budget	\$1,007,266.72
Amount unexpended	\$682,985.53
Percentage used	32.19%

**Bank Deposits**

March 10, 18, 31

10-02-2000 City Liability Account		\$454.83
Innovation Studio Consumables		
10-07-4131 Library State Aid		\$0.00
10-13-4420 Library Book Fees and Fines		\$285.96
10-13-4443 Misc - Book Sales		\$8.73
10-21-4685 Grants		\$0.00
	Subtotal	\$0.00
10-21-4677 Endowments		
NCCFF/Moller Dollywood April 2020		\$276.73
	Subtotal	\$276.73
10-23-4704 Donations		
Miscellaneous		\$90.93
Genealogy - Gronski		\$20.00
Library Sponsors Schaffer & Kummer		\$125.00
Lybarger - Betty Davis Memorial		\$25.00
	Subtotal	\$260.93
10-29-4831 Misc. Taxable/Copies		\$190.30

**Total** **\$1,477.48**

**Petty Cash**

Expenditures		\$0.00
Refunds		\$0.00
<b>Total</b>		<b>\$0.00</b>

**Cash Drawers**

Children's Library		\$49.58 long
Main Level		\$2.52 short
<b>Total</b>		<b>\$47.06 Long</b>

10-13-4420 Credit Card Charges		
Library Fees & Fines		\$69.70
Copies		\$26.50
Donations		\$0.00

**Total Charges** **\$96.20**