

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 13, 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
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402-873-5609

Director's Report
April 13, 2021
for March activity

- Chelsea Foust attends Public Library Association Conference in Portland
- Community conversations continue
- Student Art Month exhibit and public meetings brought in strong foot traffic
- New book on StoryWalk installed-On the Night of the Shooting Star
- Several issues over the month with building systems (fire alarm/cameras/public printing)
- All staff start on National Incident Training System web trainings. Will continue through April

Fiscal Year 2021-2022 Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	July	Aug	Sept	TOTAL
Circulation	3283	3429	3315	3532	2974	3579							20,112
Technology Center Usage	106	115	81	85	95	125							607
Early Literacy Stations Usage	0	0	0	0	0	0							0
Patrons Visits	1773	1730	2199	1755	1794	2076							11,327
New Library Cards	14	83	18	16	19	20							170
Reference Questions Answered	493	526	487	597	576	662							3,341
Genealogy / History Research	2	1	2	2	2	0							9
Materials Added	157	269	238	198	185	225							1,272
Website Visits	720	781	693	808	670	758							4,430
Programs & Exhibits	32	27	18	16	19	22							134
Attendance (Included in Patron Visits)	1057	452	591	249	357	453							3,159
Interlibrary Loan Borrowed	12	7	18	31	6	NA							74
Interlibrary Loan Loaned	15	19	18	17	26	NA							95
WiFi Log Ins	1122	1052	1034	948	1016	760							5,932
Member Amount Saved	33,283	33,295	31,470	35,969	31,357	35,804							201,178

Sessions	Event, Activity or Statistic	Attendance
2	Library story time	25
1	Art event	14
1	Library book club	10
1	Kimmel Gallery exhibit	157
3	Community conversation	10
3	Traveling story time	67
1	St. Patrick's Day party	39
10	Public meetings	131
22		453

- 83 Craft packages
- 60 Coloring pages
- 110 Masterpiece craft kits
- 52 Guess the artist entries
- 12 OBOC prize pkg. & certificate

Morton-James Public Library Minutes

March 9, 2022

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm March 9, 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 February 28, 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, Molly McNeely, Sue Little, Teresa Frields

Board Absent: None

Staff Present: Donna S. Kruse, Chelsea Foust

Roll call was signed.

Directors Report for February 2022 Activity:

- NCTC's Hot Topics was held at MJPL 2-9-22 with 54 in attendance.
- Kruse, Foust, and Winkler attended National Incident Management System (NIMS) training
- MJPL received button maker from NLC
- Grombacher and Black Concert held 2-18-22 with 29 attendees
- Pure Nebraska filmed a segment on Nebraska City Community Financing Fund at MJPL which aired 2-28-22
- Kruse and Foust attended Civilian Response to Active Killer Events (CRAKE) training
- Kruse also spoke with Winkler about Emergent Sign language possibility with NIMS

Statistical Report:

There were no questions but Kruse pointed out numbers are going up. Kruse also mentioned we are having printing issues, which may impact our numbers for March.

Consent Agenda:

Minutes: There was a correction to the February meeting minutes regarding Consent Agenda vote. Frields was absent and did not vote.

Budget Report: The budget has 41.6% of the year left. The budget year is October-September
ARPA funds are being spent on tables, a new vacuum and other items to coincide with covid related spending. What isn't spent needs to go back to the Library Commission.

Financial Report: Library sponsor money still coming in.

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

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

Payment of Claims:

McNeely asked for questions regarding the payment of claims. There was none.

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

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

Business:

Discussion and/or Take Action:

Kruse brought for review the Reconsideration of Library Materials Policy and form. A Suggested change would be point number 3 to add legal guardian to the statement. It was also clarified that the Board is the ultimate deciding agency when materials are challenged. No suggested changes to form. Reviewed and Amended on 3-9-22.

Kruse also brought the Collection Development Policy to be reviewed and some suggested changes would be point number 9 to delete the words video games as well as point number 8 to check on board games and change the words print collection to format collection. Point number 13 change to 3-5 years add letter f to say we use best practices suggest by ALA and other sources. Lastly delete point number 14 since point 13 was changed. Date to be amended to 3-9-22

All discussion regarding updates Board approved, pending approval by City Attorney. So moved by Frields and seconded by Johnson.

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

Kruse spoke on her JEO meeting about the West side room area about renovations with possible amphitheater seating in very early stages. JEO would be providing specs and bid documents for future approval.

Wielechowski attended SE Library System Board meeting and mentioned that Library commission would be possibly offering Niche academy to all libraries. MJPL is already a subscriber and would like to keep Niche Academy for hosting of other videos such as future Community Oral Histories. The NLC is also offering a \$50 stipend to those who would like to bring in Jonis Agee the author of **Bones of Paradise** the One book One Nebraska. Kruse will check with Louan who was working on getting the author to come to book club.

Nikki has had interest from 3 others in an evening book club. She will continue to gauge whether there is more interest and will keep in contact with MJPL.

Community Conversations still ongoing and doing well. Possible QR Code for Storywalk® usage and for Newsletters to sign up. New Book in Storywalk® in April.

MJPL now open on Saturdays and will also be accepting book donations with a 2-box limit to be able to handle the inflow of books. The Library will quarantine the books for one week in the North room. The Board was informed that Book Prospector was no longer buying used books

from the Library though Baker & Taylor has a possible option called Sustainable Shelves that will be looked into.

The Library will be looking for a part-time clerk to start in April and work 29 hours a week for 6 months. It is being advertised in News Press, City website and college job boards.

Meeting adjourned at 4:56 PM.

Next Meeting: April 13, 2022

Submitted by Chelsea Foust with additional notes by Donna Kruse

BUDGET REPORT
CALENDAR 3/2022, FISCAL 6/2022

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	300,596.92	21,880.07	152,650.92	50.78	147,946.00
10-50-5005	Library - Social Security	22,995.66	1,603.81	11,288.84	49.09	11,706.82
10-50-5010	Library - Group Ins	73,090.78	5,026.12	30,860.35	42.22	42,230.43
10-50-5012	Library - Pension	19,151.17	1,242.52	9,602.15	50.14	9,549.02
10-50-5020	Library - Utilities	26,000.00	3,681.29	13,166.20	50.64	12,833.80
10-50-5023	Library - Telephone/Internet	3,000.00	230.98	1,371.88	45.73	1,628.12
10-50-5024	Library - Garbage/Recycling	325.00	55.18	175.54	54.01	149.46
10-50-5026	Library - Equipment	2,600.00		195.94	7.54	2,404.06
10-50-5028	Library - Office Supplies	6,000.00	61.11	2,604.66	43.41	3,395.34
10-50-5029	Library - Postage	1,900.00	200.00	800.00	42.11	1,100.00
10-50-5030	Library - Miscellaneous	400.00		67.45	16.86	332.55
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	53.13	279.95	15.55	1,520.05
10-50-5032	Library - Credit Card Fees	200.00	5.62	27.18	13.59	172.82
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	13.15	654.31	46.74	745.69
10-50-5100	Library - Rep/Maint - Building	13,000.00		1,696.09	13.05	11,303.91
10-50-5105	Library - Rep/Maint - Grounds	1,200.00		598.76	49.90	601.24
10-50-5106	Library - Pest Control	325.00		96.00	29.54	229.00
10-50-5210	Library - Computer	6,800.00	445.00	3,090.50	45.45	3,709.50
10-50-5230	Library - Dues/Memberships	1,000.00	440.00	440.00	44.00	560.00
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	1,097.12	4,706.81	36.21	8,293.19
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		110.32	55.16	89.68
10-50-5601	Library - Capital Improvements	18,000.00				18,000.00
10-50-5605	Library - Loan/Lease Payment	51,816.00	51,815.77	51,815.77	100.00	.23
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	2,579.32	19,075.65	42.39	25,924.35
10-50-5800	Library - Donation Purchases	12,306.00	367.74	4,434.24	36.03	7,871.76
10-50-5810	Library - Grant Purchases	87,327.00	26.82	1,237.34	1.42	86,089.66
10-50-5812	Library - Endowments	46,124.00	1,089.86	10,852.78	23.53	35,271.22
	TOTAL LIBRARY EXPENSE	770,063.53	91,914.61	324,782.78	42.18	445,280.75

Morton-James Public Library Financial Report

March 2022

Presented: April 13, 2022

Month to date balance		\$91,914.61
Year to date balance		\$324,782.78
Budget		\$770,063.53
Amount unexpended		<u>\$445,280.75</u>
Percentage used		42.18%
Bank Deposits March 7, 23		
<u>10-07-4131 Library State Aid</u>		
<u>10-13-4420 Library Book Fees and Fines</u>		\$196.05
<u>10-13-4443 Misc - Book Sales</u>		
<u>10-21-4685 Grants</u>		
	Subtotal	<u>\$0.00</u>
<u>10-21-4677 Endowments</u>		
NCFE Dollywood		\$209.67
NCFE Dollywood		\$234.10
NCFE PLA		<u>\$1,891.00</u>
	Subtotal	\$2,334.77
<u>10-23-4704 Donations</u>		
Miscellaneous		\$116.09
Jerome & Suzanne Martin Library Sponsor		\$50.00
United Commercial Traveler of America-Youth education and re		\$1,000.00
Deb & Tom Berger Library Sponsor		\$100.00
Dan & Susan Miyoshi Library Sponsor		\$25.00
	Subtotal	<u>\$1,291.09</u>
<u>10-29-4831 Misc. Taxable/Copies</u>		\$49.55
Total		\$3,871.46
<u>Petty Cash</u>		
Expenditures		\$3.70
Refunds		\$0.00
Total		\$3.70
<u>Cash Drawers</u>		
Lower Level		\$6.90 long
Main Level		\$5.30 long
Total		\$12.20
Credit Card Charges Less Fees		
10-13-4420 Library Fees & Fines	152.00-5.39	\$146.61
10-29-4831 Copies	4.00-.12	\$3.88
10-23-4704 Donations	1.00-.11	\$0.89
Total Charges	157.00-5.62	\$151.38

June

Reading Club: Ages pre-school-12th grade. Students log their reading in June and July for a prize package in August. Registration forms, reading logs, and drop off box available in the lobby of the Library beginning May 31st.

Other Programs & Activities:

Week One

Tuesday, May 31st: Craft Hour at 10:00 AM. Craft for the week: Egg Carton Aquarium (craft supplies available to pick up all week while supplies last)

Wednesday, June 1st: Story Time at 10:00 AM : At the Story Walk in Steinhart Park, stories and activity in shelter by playground then view StoryWalk.

Thursday, June 2nd: Balloon Animal Adventures at 10:00 AM at the Library. Kids get to take home a free balloon animal pet!

Week Two

Tuesday, June 7th: Craft Hour at 10:00 AM Craft for the week: Make Your Own Pirate Flag (craft supplies available to pick up all week while supplies last)

Wednesday, June 8th: Library Story Time at 10 AM: Treasure chest craft at the Library

Thursday, June 9th: Talewise (Science + Storytelling) at 10:00 AM at the Library

Thursday, June 9th: Story Time at the Farmers Market. 4:30-5:30. Theme: Tractors

Week Three

Tuesday, June 14th: Craft Hour at 10:00 AM Craft for the week: Clippable Sea Animal (craft supplies available to pick up all week while supplies last)

Wednesday, June 15th: Library Story Time: Oyster plate craft at the Library

Thursday, June 16th: Wildlife Encounters at 10:00 AM at the Library

Week Four

Tuesday, June 21st: Craft Hour at 10:00 AM Craft for the week: Shark Book Page craft (craft supplies available to pick up all week while supplies last)

Wednesday, June 22nd: Library Story Time at 10 AM: Narwhals! at the Library

Thursday June 23rd: Story Time at the Farmers Market. 4:30-5:30. Theme: Vegetables

Saturday, June 25th: Jeff Quinn Magic at 10 AM at the Middle School, 909 1st Corso

Week Five

Tuesday, June 28th: Craft Hour at 10:00 AM Craft for the week: 4th of July Cup Banner (craft supplies available to pick up all week while supplies last)

Wednesday, June 29th: Library Story Time at 10 AM: 4th of July Stories & handprint craft at the Library

Saturday, July 2nd: 4th of July Party at the Library at 10 AM

July

Week Six

Tuesday, July 5th: Craft Hour at 10:00 AM Craft for the week: Paper lollipop craft (craft supplies available to pick up all week while supplies last)

Wednesday, July 6th: Library Story Time at 10 AM: Paper Bag Jellyfish at the Library

Thursday, July 7th: Keith West & Miss Kitty the Library Lady at 10 AM at the Library

Thursday, July 7th: Story Time at the Farmers Market. 4:30-5:30. Theme: Camping

Week Seven

Tuesday, July 12th: Craft Hour at 10:00 AM Craft for the week: Coloring pages (craft supplies available to pick up all week while supplies last)

Wednesday, July 13th: Library Story Time: Keep Nebraska City Beautiful guest reader + activity at the Library

Saturday, July 16th: Wrap up Party at 10 AM at the Library