

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, August 11, 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.

*Please contact the Library 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.

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Donna S. Kruse

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

Morton-James Public Library
August 11, 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 July 14, 2021

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion and/or Take Action:

From July:

Hotspots/Wireless printing

125th party

Statue-no update to report

August:

StoryWalk

Front Porch Award

Open End

Next Meeting: September 8, 2021

**Director's Notes
August 2021
For July Activity**

- 2 staff out on medical or working from home
- Started art exhibits in Kimmel Gallery again
- Summer Reading Programs continue
- Finalized StoryWalk location
- Meeting Room reservations increasing
- Participated in Dept Budget Meetings
- Closed on July 5 for holiday

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	3142	3594	4521	4007			31,114
Technology Center Usage	36	27	0	0	17	36	49	54	79	118			416
Early Literacy Stations Usage	0	0	0	0	0	0	0	0	0	0			0
Patrons Visits	1074	843	767	760	755	1087	1221	1338	1769	1684			11,298
New Library Cards	8	6	4	4	4	6	11	15	19	14			91
Reference Questions Answered	357	267	281	324	353	391	501	560	630	465			4,129
Genealogy / History Research	2	1	0	0	0	7	0	0	0	0			10
Materials Added	273	178	193	196	220	298	128	225	231	244			2,186
Website Visits	708	723	792	760	880	1125	1046	592	924	784			8,334
Programs & Exhibits	1	3	0	1	1	1	5	5	6	7			30
Attendance (Included in Patron Visits)	8	30	0	9	11	8	35	159	126	176			562
Interlibrary Loan Borrowed	16	9	15	42	6	10	9	14	19	NA			140
Interlibrary Loan Loaned	18	16	11	19	28	23	24	18	18	NA			175
WiFi Log Ins	996	750	699	745	725	827	683	NA	NA	NA			5,425
Member Amount Saved	26,593	24,281	21,055	20,418	19,358	23,579	30,229	31,299	40,059	40,708			277,578

Patrons Visits = Reserve Pickup starting 3/18/20

2/1/21 Laptop Available, No New Material Browsing in February 2021

4/5/2021 Official Opening of the Entire Library to the Public Post COVID-19

Sessions	Event, Activity or Statistic	Attendance
1	Park Story Time	26
1	Library Book Club	13
1	Kimmel Gallery Exhibit	130
4	Public Meetings	7
7	TOTALS	176

July Online Story Time:

Story Time Page Hits: 49

SRP Page Hits: 43

Morton James Public Library Minutes

July 14, 2021

The following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm July 14, 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 June 3 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: Molly McNeely, Teresa Frields
Member Attending by Zoom: Claudette Wielechowski
Members Absent: Nikki Johnson, Sue Little
Staff present: Donna S. Kruse, Louan Beard
Guest: Kathryn McKillip

Directors Report for June 2021, activity

- 2 staff out on medical or working from home
- Sent final documents into Nebraska Department of Economic Development for CCCFF restoration project. Received remaining \$98,195.63 in reimbursement funds
- Teresa Frields appointed to Board for 4-year term
- Summer Reading program starts
- Scouted some sites for possible StoryWalk re-location
- Nebraska Library Commission issued new statistical reporting instructions which will start July 1 that will include stats kept on the number of virtual, in person and pre-recorded sessions offered as well as onsite or offsite programming and attendance.

Statistical Report:

Statistics are continuing to go up. Monthly art exhibits are back in the Kimmel Gallery.

Consent Agenda:

Minutes: No corrections to the minutes.

Budget Report: Kruse reminded the Board that office supplies will go over due to purchasing reserve sacks. She is watching the over all budget so we will not go over the bottom line.

Financial Report: No questions regarding the consent agenda.

Wielechowski made a motion to approve the Consent Agenda items and Frields seconded.

Vote: Wielechowski, Frields, McNeely all in favor

Monthly Claims: McNeely asked for questions regarding payment of claims.

Frields made a motion to pay monthly claims Wielechowski seconded.

Vote: Frields, McNeely, Wielechowski, all voted yes

Business:

Discussion/Take Action:

Kruse gave a detailed overview of how the budget totals should end for 2020-2021 and the projected budget amounts for 2021-2022. She will be meeting with the City Administrator on Friday, July 16 to review the budget figures and make any needed adjustments. Kruse will go before the City Council on July 28 to present the 2021-2022 budget figures. The new budget will contain placeholders for donations, grants and endowments. The intent of the City Administrator is to not report the last three line items as part of our total library budget since they are guestimates and inflate the total budget for our department.

A discussion was held regarding the location for the StoryWalk©. Concerns about vandalism at Nuckolls Square Park were reviewed. Kruse discussed pros and cons of Steinhart Park and Wildwood. Vandalism at any of the parks and how we would deal with maintaining the exhibit were discussed. The consensus was Nuckolls Square would still be the first choice and Steinhart Park, north side by the Old Stone Cabin would be the second choice. The Library Board has asked Kruse to go back to the City Parks Commissioner to find out what would be in the best interest of the city. She will also ask about the city timeline for making security updates to the city parks.

The updated Bulk Loans for Schools Policy was presented for approval. McNeely moved to approve the updated policy and Frields seconded. Vote: Wielechowski, Frields, McNeely voted to approve

Louan Beard announced she would be retiring in December of this year.

Frields left the meeting at 5:00 pm.

McNeely moved to table the rest of the agenda due to lack of a quorum as of 5:00 pm.

Date for next Board meeting: The next board meeting date will be August 11, 2021.

Meeting was adjourned at 5:00 pm.

Submitted by Louan Beard, with additional notes by Donna Kruse.

BUDGET REPORT
CALENDAR 7/2021, FISCAL 10/2021

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	296,839.00	31,695.99	230,976.04	77.81	65,862.96
10-50-5005	Library - Social Security	22,708.00	2,344.11	16,910.09	74.47	5,797.91
10-50-5010	Library - Group Ins	67,126.00	5,561.52	55,680.66	82.95	11,445.34
10-50-5012	Library - Pension	17,883.00	2,116.04	15,747.71	88.06	2,135.29
10-50-5020	Library - Utilities	23,000.00	1,464.31	21,407.29	93.08	1,592.71
10-50-5023	Library - Telephone/Internet	3,000.00	232.81	2,352.15	78.41	647.85
10-50-5024	Library - Garbage/Recycling	312.00	53.56	267.80	85.83	44.20
10-50-5026	Library - Equipment	2,600.00				2,600.00
10-50-5028	Library - Office Supplies	3,800.00	571.29	5,197.01	136.76	1,397.01
10-50-5029	Library - Postage	1,900.00	200.00	1,300.00	68.42	600.00
10-50-5030	Library - Miscellaneous	400.00		47.64	11.91	352.36
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	113.67	1,106.74	61.49	693.26
10-50-5032	Library - Credit Card Fees	1,000.00	.82	14.20	1.42	985.80
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	13.15	420.95	30.07	979.05
10-50-5100	Library - Rep/Maint - Building	13,000.00	139.99	2,469.06	18.99	10,530.94
10-50-5105	Library - Rep/Maint - Grounds	1,900.00				1,900.00
10-50-5106	Library - Pest Control	314.00		144.00	45.86	170.00
10-50-5210	Library - Computer	6,800.00	445.00	4,694.47	69.04	2,105.53
10-50-5230	Library - Dues/Memberships	900.00	156.93	925.93	102.88	25.93
10-50-5250	Library - Training/Conference	5,000.00		680.66	13.61	4,319.34
10-50-5403	Library - Contract Sup/Sev	11,000.00	583.74	11,427.64	103.89	427.64
10-50-5409	Library - Prg and Event Sup/Se	200.00				200.00
10-50-5430	Library - Chemicals	75.00		48.75	65.00	26.25
10-50-5500	Library - Travel/Meals/Lodging	200.00	21.50	58.77	29.39	141.23
10-50-5601	Library - Capital Improvements	28,000.00				28,000.00
10-50-5605	Library - Loan/Lease Payment	51,816.00		51,815.77	100.00	.23
10-50-5775	Library - Electronic Subscript	6,500.00	529.13	5,641.13	86.79	858.87
10-50-5776	Library - Aid Purchases	1,496.00				1,496.00
10-50-5777	Library - Materials	45,000.00	6,509.57	37,013.83	82.25	7,986.17
10-50-5800	Library - Donation Purchases	10,462.00	985.00	3,571.98	34.14	6,890.02
10-50-5810	Library - Grant Purchases	298,825.00		259,909.86	86.98	38,915.14
10-50-5812	Library - Endowments	37,000.00	3,825.86	18,792.17	50.79	18,207.83
	TOTAL LIBRARY EXPENSE	962,256.00	57,563.99	748,622.30	77.80	213,633.70

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

Presented: August 11, 2021

Month to date balance	\$57,563.99
Year to date balance	\$748,622.30
Budget	\$962,256.00
Amount unexpended	\$213,633.70
Percentage used	77.80%

Bank Deposits	
July 1, 22	
<u>10-07-4131 Library State Aid</u>	
<u>10-13-4420 Library Book Fees and Fines</u>	\$291.77
<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 July 2021	\$220.86
NCCFF/Moller Endowment Dollywood August 2021	\$221.60
NCCFF/Moller Endowment NewsBank Renewal	\$3,605.00
Subtotal	\$4,047.46
<u>10-23-4704 Donations</u>	
Miscellaneous	\$283.25
Kummer & Randle Library Sponsors	\$125.00
	\$408.25
Subtotal	\$408.25
<u>10-29-4831 Misc. Taxable/Copies</u>	\$17.75

Total	\$4,765.23
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Petty Cash	
Expenditures	\$0.00
Refunds	\$0.00
Total	\$0.00

Cash Drawers	
Lower Level	\$0.25 long
Main Level	\$11.67 long
Total	\$11.92 long

<u>10-13-4420 Credit Card Charges Less Fees</u>	
Library Fees & Fines	\$22.99
Copies	\$0.00
Donations	\$19.38
Total Charges	\$42.37