


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, December 8, 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 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
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402-873-5609

**Morton-James Public Library
December 8, 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 November 10, 2021

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion and/or Take Action:

Assistant Director update

Library Bylaws Review/Update

Review/Update to Library Card Policy regarding Provisional Card Limit

Next Meeting: January 12, 2022

Director's Notes
December 8, 2021
November 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

Fiscal Year 2021-2022

Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	July	Aug	Sept	TOTAL	Sessions	Event, Activity or Statistic	Attendance
Circulation	3283	3429											6,712	2	Northern traveling story time	56
Technology Center Usage	106	115											221	1	Career outreach to HS students	62
Early Literacy Stations Usage	0	0											0	2	Library story time	9
Patrons Visits	1773	1730											3,503	4	4th grade class visits	92
New Library Cards	14	83											97	1	Library book club	7
Reference Questions Answered	483	526											1,019	2	Thanksgiving crafts	31
Genealogy / History Research	2	1											3	1	Craft table at NCTC tree lighting	34
Materials Added	157	269											426	3	Community conversation	20
Website Visits	720	781											1,501	1	Kimmel Gallery exhibit	84
Programs & Exhibits	32	27											59	10	Public meetings	57
Visits	1057	452											1,509			
Interlibrary Loan Borrowed	12	NA											12			
Interlibrary Loan Loaned	15	NA											15			
WiFi Log Ins	1122	1052											2,174			
Member Amount Saved	33,283	33,295											66,578	27	TOTALS	452

69 Craft packages given out

14 coloring page packets given out

Morton James Public Library Minutes

November 10, 2021

The following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm November 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 November 1, 2021 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board Present: Claudette Wielechowski, Teresa Frields, Sue Little, Nikki Johnson, Molly McNeely

Staff Present: Donna S. Kruse, Louan Beard

Roll call was signed.

Directors Report for October 2021 Activity:

- 125th Open House held
- StoryWalk installed and ribbon cutting held
- Building Preservation Fund event held
- Second Community Conversation held in fulfillment of ALA Libraries Transform Communities grant
- Library closed one day for staff to attend Nebraska Library Association's Annual Conference
- Hired Part-Time Library Clerk
- Advertised Assistant Director position

Kruse was asked who was hired as the part-time Library clerk. She reported that Sadie Boeche was hired and started on November 5. Several board members asked about the response to the advertisement for the Assistant Director position and Kruse reviewed the list of applicants and stated interviews were held on Friday, November 5. Of the four applicants interviewed one was done by phone, one was done in person and two were done by Zoom. Board members assisting with the interviews were McNeely and Wielechowski. Library staff present for the interviews included Kruse and Beard. One applicant removed her application for consideration following the interviews. Kruse explained that she has been checking references since the interviews and was waiting for several of the references to reply. She felt one of the applicants was a very strong contender and felt confident in offering her the position. Kruse will be verifying with the City Administrator if the offer needs to be in writing before proceeding.

Statistical Report:

Statistics are up. Programs are bringing more people back into the building since the pandemic started. Kruse continues to look for ways to draw more people into the Library. It was also noted that the video of the Mollie: The Life and Times of Our First Head Librarian program has received 38-page hits.

Consent Agenda:

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

Budget Report: Kruse explained that the Capital Improvement Line of this year's budget is just \$18,000 for the design phase for the work needed on the atrium located on the west side of the

building. Kruse explained that the great difference in last year's total budget bottom line \$962,256 and this year's \$770,063.53 was due to the size of the grant dollars secured for last fiscal year's restoration project.

Financial Report: Kruse was called out of the meeting briefly. Beard explained the sources of the donations on the report.

McNeely called for a motion to approve the consent agenda. Fields made the motion and Wielechowski seconded.

Vote: Little, Wielechowski, Fields, Johnson, McNelly all in favor.

Payment of Claims:

McNeely asked for questions regarding the payment of claims. No one had questions. McNeely called for a motion to approve the payment of claims. Johnson made the motion and Fields seconded.

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

Business:

Discussion and/or Take Action:

The discussion continued from last meeting on how to spend the money provided by the Institute of Museum and Library Services (IMLS) from the American Rescue Plan Act (ARPA) available through the Nebraska Library Commission. Kruse reminded the Library Board that she filled out the application, submitted it and the Library will be receiving \$5,755 by electronic transfer. Kruse viewed the online webinar again to get a clear understanding of what the money can be used for. The review of the final report questions contains a lot of detail that is program driven even though that is not obvious in the examples given by other libraries as to how they have already spent money. Once the money is received the Library can start using the funds. The money has to be spent by May 31, 2022. Suggestions from the Library Board include heavy duty vacuum, reserve bags that are currently being used due to the pandemic, face out shelving for best sellers, face out end caps for displaying books, StoryWalk® books and lamination fees, portable projector and portable projector screen for the Kimmel Gallery. Beard suggested that Kruse ask the Library staff for ideas and suggestions. The Library Board agreed that the Library staff should be consulted for additional ideas. Kruse said that she planned on that.

Open End Item:

Kruse handed out copies of the Library Board By-Laws for members to review and be prepared to update at the next Library Board meeting.

President McNeely called for a closed session starting at 4:52 for the Library Board to discuss personnel. Kruse and Beard were dismissed.

The meeting was adjourned at 6:20.

Next Meeting: December 8, 2021

Submitted by Louan Beard with additional notes by Donna Kruse.

BUDGET REPORT
CALENDAR 11/2021, FISCAL 2/2022

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	300,596.92	21,940.27	43,785.52	14.57	256,811.40
10-50-5005	Library - Social Security	22,995.66	1,595.60	3,183.93	13.85	19,811.73
10-50-5010	Library - Group Ins	73,090.78	5,720.83	11,441.66	15.65	61,649.12
10-50-5012	Library - Pension	19,151.17	1,495.76	2,991.52	15.62	16,159.65
10-50-5020	Library - Utilities	26,000.00	1,070.84	2,400.91	9.23	23,599.09
10-50-5023	Library - Telephone/Internet	3,000.00	227.48	454.96	15.17	2,545.04
10-50-5024	Library - Garbage/Recycling	325.00	55.18	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	1,339.06	1,353.52	22.56	4,646.48
10-50-5029	Library - Postage	1,900.00		200.00	10.53	1,700.00
10-50-5030	Library - Miscellaneous	400.00	17.45	17.45	4.36	382.55
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	25.96	25.96	1.44	1,774.04
10-50-5032	Library - Credit Card Fees	200.00	4.68	9.34	4.67	190.66
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	131.71	424.86	30.35	975.14
10-50-5100	Library - Rep/Maint - Building	13,000.00	4.49	26.05	.20	12,973.95
10-50-5105	Library - Rep/Maint - Grounds	1,200.00				1,200.00
10-50-5106	Library - Pest Control	325.00				325.00
10-50-5210	Library - Computer	6,800.00	445.00	890.00	13.09	5,910.00
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	1,075.76	1,712.82	13.18	11,287.18
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	2,700.00	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	3,408.26	7,372.47	16.38	37,627.53
10-50-5800	Library - Donation Purchases	12,306.00	567.69	2,772.22	22.53	9,533.78
10-50-5810	Library - Grant Purchases	87,327.00	104.52	293.14	.34	87,033.86
10-50-5812	Library - Endowments	46,124.00	244.50	2,054.30	4.45	44,069.70
	TOTAL LIBRARY EXPENSE	770,063.53	42,175.04	84,464.73	10.97	685,598.80

Morton-James Public Library

Financial Report

November 2021

Presented: December 8, 2021

Month to date balance	\$42,175.04
Year to date balance	\$84,464.73
Budget	\$770,063.53
Amount unexpended	<u>\$685,598.80</u>
Percentage used	10.97%

Bank Deposits

November 17,18

10-07-4131 Library State Aid

10-13-4420 Library Book Fees and Fines \$93.87

10-13-4443 Misc - Book Sales \$0.00

10-21-4685 Grants

Nebraska Library Commission America Rescue

Grant-Instituteof Museum and Library Services \$5,755.00

Subtotal \$5,755.00

10-21-4677 Endowments

Subtotal \$0.00

10-23-4704 Donations

Miscellaneous - \$47.04

Subtotal \$47.04

10-29-4831 Misc. Taxable/Copies \$97.90

Total **\$5,993.81**

Petty Cash

Expenditures \$0.20 copier error

Refunds \$0.00

Total **\$0.20**

Cash Drawers

Lower Level \$10.00 long

Main Level \$1.10 long

Total **\$11.10**

Credit Card Charges Less Fees

10-13-4420 Library Fees & Fines \$98.00-3.05 \$94.95

10-29-4831 Copies 25.00-.75 \$24.25

10-23-4704 Donations 30.00-.88 \$29.12

Total Charges 153.00-4.68 **\$148.32**

Application for Library Card Policy

1. Anyone may apply for a library card from the Morton-James Public Library by presenting a photo ID. Applicants under 16 years of age must have a parent or guardian's signature on file.
2. All library card applicants are required to share their name, mailing address (and address of residence if different), phone number, and email if applicable. A photo of the applicant will be required as part of the application process. The library member is asked to inform the library of any change of address or contact information.
3. A signature on the library card indicates that the member agrees to abide by the policies of the Morton-James Public Library. The member is responsible for all materials borrowed.
4. A signed statement of responsibility by a parent or legal guardian of children under 16 indicates that the parent or legal guardian takes responsibility for their children abiding by the policies of the Morton-James Public Library.
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.
 - 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.
 - Library material replacement fees will be forgiven on student provisional cards after one (1) year.
6. Library cards are issued for a period of one (1) year.
7. Library accounts can be renewed over the phone. Rural and out-of-state members renewing over the phone will be assessed an annual renewal fee. All renewal fees and outstanding fees/fines exceeding \$20.00 will need to be paid before a member will be able to checkout or access electronic resources.
8. Applicants residing inside the city limits of Nebraska City and non-resident members owning city property do not pay for a library card.
9. The Library Director may waive the non-resident fee for volunteers and current and former employees of the City of Nebraska City.
10. Applicants residing outside the Nebraska City limits or out-of-state may apply for a library card for a fee. All applicants residing at one address will be considered a household.
 - a. Fee for members residing outside the Nebraska City city limits is \$20.00 per household per year.
 - b. Fee for members residing out-of-state is \$25.00 per household per year.
 - c. No refunds or partial refunds will be given for paid library cards.

11. College students attending school outside of the city limits will be considered rural unless Nebraska City is their permanent address.
12. Lost library cards can be replaced for \$2.00. At renewal, if the library card is in bad condition it may be replaced free of charge.

Amended May 12, 2021