


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, January 13, 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 dark ink and is positioned above a horizontal line.

Donna S. Kruse
Library Director

Morton-James Public Library
January 13, 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 December 9, 2020

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion and/or Take Action:

Annual report + affidavit

JSM Statue (see draft Council information sheet in packet)

Summer Reading Program

Additional 125th ideas and pick dates

Reminder: Closure for inventory January 26.

Next Meeting: February 10, 2021

Director's Notes
January 13, 2021
for December activity

- December 1 Browsing and Computer area was closed due to increases in Covid cases
- Board members, Molly McNeely, Nikki Johnson and Sue Little recorded story times for our virtual holiday programming throughout Dec. Community members Pam Frana, Stacie and Ellie Higgins were guest readers as well
- Closed at noon on 12/29 due to snow storm
- Substantial Completion of exterior restoration project review done by JEO
- Director and Assistant Director attended Reasonable Suspicion (Drug/alcohol) Training
- Director continues attending construction meetings, 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.

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										8123
Technology Center Usage	36	27	0										63
Early Literacy Stations Usage	0	0	0										0
Patrons Visits	1074	843	767										2684
New Library Cards	8	6	4										18
Reference Questions Answered	357	267	281										905
Genealogy / History Research	2	1	0										3
Materials Added	273	178	193										644
Website Visits	708	723	792										2223
Programs & Exhibits	1	3	0										4
Visits)	8	30	0										38
Interlibrary Loan Borrowed	16	9	NA										25
Interlibrary Loan Loaned	18	16	NA										34
WiFi Log Ins	996	750	699										2445
Member Amount Saved	26,593	24,281	21,055										71929

Patrons Visits = Reserve Pickup starting 3/18/20

12/1/2020 Discontinued Browsing New Material and Computer Use in Kimmel Gallery

December Online Story Time:	
Page Hits - 53	
Craft Kits:	
18 delivered to Head Start full day	
38 delivered to Head Start part-day	
47 picked up in the Library lobby	
Online Holiday Event Dec 17-Jan 3	
Page Hits - 90	
42 craft kits picked up in the Library lobby	
6 guest readers	

Sessions Event, Activity or Statistic	Attendance
No Library Book Club	
Alternative Service Model All Month	
0 TOTALS	0

Morton James Public Library Minutes

December 9, 2020

The following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm December 9, 2020 at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on December 3, 2020 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, Cindy Patton, Molly McNeely joined the meeting at 4:27

Members Absent: none

Staff present: Donna S. Kruse Louan Beard

Guest: Leo Leone – City Administrator

Directors Report for November 2020, activity

- Director spoke to Rotary Group via zoom and LNC class in person, stressing electronic databases and online services
- Made plans for reverting back to lobby pickup service only for December 1 (no browsing or computer access)
- Denise Davis attended Nebraska Community Foundation Training to aid in outreach efforts and community networking
- Amanda Winkler invited Board members to sign up to act as Guest Readers for holiday story times to run in December
- Director continues attending construction meetings, 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:

Circulation was up for the month. The laptop computer and browsing of new material will no longer be offered in the Kimmel Gallery beginning December 1, due to increase in Covid cases. Wi-Fi statistics have decreased possibly due to the cooler weather.

Consent Agenda:

Minutes: No corrections to the minutes.

Budget Report: Second month of the fiscal year. The fiscal year runs from October 1 to September 30.

Financial Report: The Library has been the recipient of multiple memorial donations.

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

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

Monthly Claims: Kruse answered questions about the annual elevator fee.

Wielechowski made a motion to pay monthly claims Johnson seconded.

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

Business:

Discussion/Take Action:

Final Board Vote on accepting JSM statue: Passed unanimously, Patton, McNeely, Johnson, Little Wielechowski - yes

Story Walk Project: Sue Little attended a webinar on Story Walk literacy project. Discussed partnering with Nebraska City, breakdown the project into five parts, establish a \$3,000-\$3,500 budget in conjunction with Nebraska City Parks and Rec Department, Keep Nebraska City Beautiful and EDGE. Possibly beginning with Nuckolls Square and setting a goal of preparing and installation around June 2021. The Board will entertain a proposal in January.

Library Staff Christmas: Gift Certificates from El Portal for lunch in December from the Board.

Accreditation/Certification Extension: Certificates of Accreditation library has been extended until 2022. The accreditation for the staff and the Board will possibly be extended as well, notice will come later.

Updates:

COVID: December 1, changed back to the Lobby pickup, with numbers going down before reopening to public use of computers and limited access to the Kimmel Gallery. We will remain in this mode until the January Board meeting.

Exterior Restoration Project: Waiting on the stone cutter for materials.

125th Anniversary Celebration: Plan development in the process, with possibly a fundraiser mailing in the first quarter. May coordinate some activities regarding statue with NCTC who is also celebrating Arbor Day's 150th in 2021.

Date for next Board meeting: The next board meeting date will be January 13, 2021.

Meeting was adjourned at 5:20 p.m.

Submitted by C. Patton, with additional notes by Louan Beard and Donna Kruse.

CITY OF NEBRASKA CITY
BUDGET REPORT
CALENDAR 12/2020, FISCAL 3/2021

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	296,839.00	30,689.56	72,193.75	24.32	224,645.25
10-50-5005	Library - Social Security	22,708.00	2,309.27	5,327.60	23.46	17,380.40
10-50-5010	Library - Group Ins	67,126.00	5,562.50	16,750.02	24.95	50,375.98
10-50-5012	Library - Pension	17,883.00	2,139.47	4,974.07	27.81	12,908.93
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	23,000.00	1,867.24	4,383.11	19.06	18,616.89
10-50-5023	Library - Telephone/Internet	3,000.00	237.20	706.20	23.54	2,293.80
10-50-5024	Library - Garbage/Recycling	312.00	.00	53.56	17.17	258.44
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	405.70	2,320.92	61.08	1,479.08
10-50-5029	Library - Postage	1,900.00	300.00	500.00	26.32	1,400.00
10-50-5030	Library - Miscellaneous	400.00	.00	47.64	11.91	352.36
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	45.99	201.06	11.17	1,598.94
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	.00	275.57	2.12	12,724.43
10-50-5105	Library - Rep/Maint - Grounds	1,900.00	.00	.00	.00	1,900.00
10-50-5106	Library - Pest Control	314.00	.00	36.00	11.46	278.00
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	.00	.00	.00	.00
10-50-5210	Library - Computer	6,800.00	445.00	1,450.00	21.32	5,350.00
10-50-5230	Library - Dues/Memberships	900.00	65.00	94.00	10.44	806.00
10-50-5250	Library - Training/Conference	5,000.00	139.00	589.00	11.78	4,411.00
10-50-5403	Library - Contract Sup/Sev	11,000.00	1,917.14	3,055.94	27.78	7,944.06
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	.00	.00	200.00
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	.00	.00	51,816.00
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	2,450.92	11,300.74	25.11	33,699.26
10-50-5800	Library - Donation Purchases	10,462.00	16.25	290.66	2.78	10,171.34
10-50-5810	Library - Grant Purchases	298,825.00	41,122.72	200,151.77	66.98	98,673.23
10-50-5812	Library - Endowments	37,000.00	633.15	1,106.11	2.99	35,893.89
	TOTAL LIBRARY EXPENSE	962,256.00	90,346.11	328,865.47	34.18	633,390.53

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

Presented: January 13, 2021

Month to date balance	\$90,346.11
Year to date balance	\$328,865.47
Budget	\$962,256.00
Amount unexpended	\$633,390.53
Percentage used	34.18%

Bank Deposits	
December 3, 15	
<u>10-07-4131 Library State Aid</u>	\$0.00
<u>10-13-4420 Library Book Fees and Fines</u>	\$5.83
<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 January 2021	\$223.38
NCCFF/Moller Endowment ProQuest Ancestry Library Edition Renewal	\$1,362.40
Subtotal	\$1,585.78
<u>10-23-4704 Donations</u>	
Miscellaneous	\$0.00
Carol Randle	\$500.00
Karen Moody - Library Sponsor	\$25.00
Tim Crook Memorial	\$50.00
Mildred Stahlhut Memorial	\$110.00
Subtotal	\$685.00
<u>10-29-4831 Misc. Taxable/Copies</u>	\$24.50

Total	\$2,301.11
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<u>Petty Cash</u>	
Expenditures	\$0.00
Refunds	\$0.00
Total	\$0.00

<u>Cash Drawers</u>	
Children's Library	\$0.00
Main Level	\$0.00
Total	\$0.00

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

CITY OF NEBRASKA CITY

1409 Central Avenue
Nebraska City, NE 68410-2223
Phone: 402-873-5515
Fax: 402-873-5685



Agenda Information Support Sheet

To: Mayor and Commissioners

Council Meeting: January 18, 2021
Agenda Item: # _____
Submitted By: Donna S. Kruse__

A. Synopsis of Issue:

- a. Morton-James Public Library's Board of Directors would like to accept the J. Sterling Morton bronze statue that is being sent from Statuary Hall in Washington, D.C. to Nebraska City.
- b. The statue would be placed in the Library's South lobby with signage added to create a small exhibit.
- c. Prior to arrival, the Library would have City complete any structural work needed for floor to support the weight of the statue.

B. Options:

- a. Approve the Library Board's request to accept that the J. Sterling Morton statue be housed at the Library.
- b. Reject the request

C. Fiscal Note:

- a. The committee has collected \$15,370 to cover installation costs, floor support work, maintenance and any insurance rider costs that might need to be covered.

D. Recommendation:

- a. Approve the request for the Library to accept the J. Sterling Morton Statue to be placed in the South Lobby of the Library for display.

E. Background:

- a. The J. Sterling Morton Statue Committee was formed to write the application to apply to be the new home of the statue of J. Sterling Morton by Rudolph Evans (sculptor who later did the statue of Thomas Jefferson for the Jefferson Memorial) to be placed in Nebraska City. This statue has been on display in Statuary Hall since 1937.
- b. The committee raised funds totaling over \$15,000 to secure a place in Nebraska City. The transportation was estimated to cost \$5000.
- c. The statue and pedestal weigh a total of 5,590 lbs. and the total height of the statue on the pedestal is 117 inches.
- d. When J. Sterling Morton was returned to Nebraska City for burial, his "remains lay in state at the public library for a period of three hours, where a mighty throng of people passed in procession before the open casket which lay on a bier and banked about with floral offerings." —Nebraska City News 5/2/1902 pg.1

Additional 125th ideas from Molly

- Why I love my MJPL videos to post on social media
- All day give back day partner with NCTC or groups for service project/beautification project in town
- Contest of local businesses send us a photo that shows how you use the library or why you use it
- Check out a book in May and be registered to win a gift basket
- Post winners on social media/newspapers
- Fundraiser -- silent auction online
- Virtual scavenger hunt around NC for one month
- Library trivia contest on website.

125th Calendar Project/Event Calendar:

March/April fundraise letter campaign

Letter or event (virtual or distanced) *remember to check with Brooke to see when/if their event will be*

June Story Walk & Summer reading

September

Outdoors dinner book themed centerpieces and tables

Nov/Dec Statue event (NCTC had not contacted us about this)

Dates from NCTC Arbor Day 150th celebration plans:

APRIL 23-25, 2021 - fairly regular (Children's Program, tree plantings), facilitate state-wide events

MAY 2021 - Arbor Day Open golf tournament (specific date TBD)

JUNE 5-6, 2021 - Radler Bike Festival

JULY 3, 2021 - Treestock Music Concert, Steinhart Park

AUGUST 27, 2021 - Nebraska State Fair, have a display in Nebraska Building

SEPTEMBER 2021 - education tree-themed videos, release on our website

OCTOBER 2, 2021 - Arbor Lodge reception, hosted by Nebraska Game and Parks

NOVEMBER 2021 - welcome J. Sterling Morton statue (specific date TBD)

DECEMBER 2021 - Treetop Village Lights Display at Tree Adventure

JANUARY 2022 -

FEBRUARY 2022 -

MARCH 2022 -

APRIL 2022 - Celebrate Arbor Day Foundation's 50th Anniversary