

## NOTICE OF MEETING

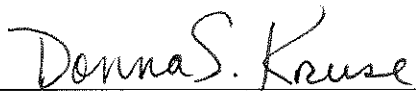
NOTICE IS HEREBY GIVEN that a Regular Meeting of the Library Board of the Morton-James Public Library, will be held at 4:00 P.M., on Wednesday, July 14, 2021 at the Morton-James Public Library, 923 1<sup>st</sup> Corso, Nebraska City, Nebraska. The meeting will be open to the public.

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 and ask for the Library Director at 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, Director  
Morton-James Public Library  
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402-873-5609

**Morton-James Public Library**  
**July 14, 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 June 9, 2021

Approve Budget Report

Approve Financial Report

**Approve** payment of claims

**Business:**

**Discussion and/or Take Action:**

21-22 Budget Overview

Story Walk Project

Policy Approval-Bulk Loans to Schools Policy

Hotspots/Wireless printing

125<sup>th</sup> party

New Board member

Statue-no update to report

Open End

Next Meeting: August 11, 2021

## Director's Notes July 14, 2021

### June 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 Fields 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 details and attendance.

# 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				27,107
Technology Center Usage	36	27	0	0	17	36	49	54	79				298
Early Literacy Stations Usage	0	0	0	0	0	0	0	0	0				0
Patrons Visits	1074	843	767	760	755	1087	1221	1338	1769				9,614
New Library Cards	8	6	4	4	4	6	11	15	19				77
Reference Questions Answered	357	267	281	324	353	391	501	560	630				3,664
Genealogy / History Research	2	1	0	0	0	7	0	0	0				10
Materials Added	273	178	193	196	220	298	128	225	231				1,942
Website Visits	708	723	792	760	880	1125	1046	592	924				7,550
Programs & Exhibits	1	3	0	1	1	1	5	5	6				23
Attendance (included in Patron Visits)	8	30	0	9	11	8	35	159	126				386
Interlibrary Loan Borrowed	16	9	15	42	6	10	9	14	NA				121
Interlibrary Loan Loaned	18	16	11	19	28	23	24	18	NA				157
WiFi Log Ins	996	750	699	745	725	827	683	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				236,870

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

June Online Story Time:

Story Time Page Hits: 54

### Sessions Event, Activity or Statistic Attendance

1	Park Story Time	37	Craft Kits:
1	Library Book Club	12	198 picked up in lobby in June
1	K9 Meet & Greet	53	
3	Public Meetings	24	Scavenger Hunt Prizes:
6	<b>TOTALS</b>	<b>126</b>	88 picked up in lobby in June

## Morton James Public Library Minutes

June 9, 2021

The following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm June 9, 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 2 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: Molly McNeely, Nikki Johnson, Sue Little

Member Attending by Zoom: Claudette Wielechowski

Member Absent: Cindy Patton

Visitor: Teresa Fields

Staff present: Donna S. Kruse, Louan Beard

### Directors Report for May 2021, activity

- Held interview and hired PT clerk (thru 9.30.21)
- 5.3.21 Director presented "Fine Free" proposal to Council which passed
- 5.18.21 Fine free ordinance went into effect
- Director presented Summer Reading Program plans at Hot Topics 5.12.21
- Last Board meeting for Cindy Patton to attend 5.12.21
- Nikki Johnson and Sue Little met regarding CIPs
- Library closed 5.31.21 for holiday

### Statistical Report:

Statistics were up for May.

### Consent Agenda:

**Minutes:** No corrections to the minutes.

**Budget Report:** Kruse indicated that office supplies will be over for the year mainly due to purchasing reserve sacks because of the pandemic. Total utility expenses are higher than anticipated due to extreme cold temperatures.

**Financial Report:** The Library received the \$3,000 check for the ALA Small/Rural Library Grant.

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

**Vote:** Little, Johnson, McNeely, Wielechowski, all in favor

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

Little made a motion to pay monthly claims Johnson seconded.

**Vote:** Johnson, McNeely, Little, Wielechowski, all in favor

**Business:**

Discussion/Take Action:

Kruse explained that public meeting notification will need to be handled with more detail and published formally in a newspaper. The change needs to be made retroactive. The following statement was read by Kruse: "Consider approval of a motion to ratify all actions identified in the attached minutes taken by the Morton-James Public Library Board during meetings held on December 9, 2020; January 6, 2021; February 10, 2021; March 10, 2021; April 14, 2021; May 12, 2021 and June 9, 2021 to address a recently discovered error in the publication of notice." McNeely made the motion to ratify all actions identified in the attached minutes taken by the Morton-James Public Library Board during the stated meetings and Johnson seconded.

**Vote:** McNeely, Little, Johnson, Wielechowski, all in favor

Discussion was held regarding the current Capital Improvement Projects to be presented for consideration for the 2021-2022 budget. Johnson and Little met and reviewed the list of CIPs reordering their importance. Kruse indicated that the security bundle and the second part-time clerk are projects for the current year. The removal of the west side exterior enclosure was discussed and Kruse presented several possible ways to accomplish this project and possibly fund it. The information for the CIPs will be submitted to the City Administrator June 10.

The City Attorney reviewed the policies the Library Board approved last month with no changes.

Two new Library Board Members will be officially appointed at a future City Council meeting. Teresa Fields will be serving a new term. Sue Little, who just finished a partial term, has agreed to serve another four-year term.

The StoryWalk® exhibit is scheduled to arrive June 10 or 11. The Parks Department will be doing the installation. A completion date for the project was discussed. Concerns regarding the current park vandalism were addressed. Additional items for project completion include ordering backer sheets, printing sponsor pages and laminating book pages. EDGE and Keep Nebraska City Beautiful have both agreed to be sponsors. A check has been received from EDGE.

Kruse explained that the wall outlet used for the projector system in the Kimmel Gallery needs repaired. The screen also needs to be replaced. Research is being done on the cost of a new screen and how to fund both the outlet repair and the new screen.

Staff decided at the June 8 staff meeting to make mask wearing optional. Staff members will wear masks until the end of June when all staff members will be fully vaccinated. It was also decided that extra cleaning and material quarantine will be stopped at the end of June. Material will continue to be cleaned daily by volunteers. It has not been determined when fabric chairs will be made available to the public.

Research is being done to find out what it would cost to provide wireless printing to the public. The cost to provide hotspots for checkout to the public through ARPA money is also being investigated. If this is deemed feasible, funding will be requested to cover the cost.

The most recent information on the arrival of the J. Sterling Morton statue indicates that the statue may not arrive until the spring of 2022. Kruse will coordinate the work to reinforce the lobby floor with the arrival of the statue. She will be working with the office bringing the statue to Nebraska City to get a definite date for the statue's arrival.

Little presented the need for outside signage to identify the building as a public library. This will be pursued as a future project.

Kruse is looking into holding the 125<sup>th</sup> Anniversary Celebration at Steinhart Lodge in September, 2021.

Date for next Board meeting: The next board meeting date will be July 14, 2021.

Meeting was adjourned at 5:19 pm.

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

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
10-50-5000	Library - Salaries	296,839.00	21,183.58	199,280.05	67.13	97,558.95
10-50-5005	Library - Social Security	22,708.00	1,539.92	14,565.98	64.14	8,142.02
10-50-5010	Library - Group Ins	67,126.00	5,561.52	50,119.14	74.66	17,006.86
10-50-5012	Library - Pension	17,883.00	1,409.78	13,631.67	76.23	4,251.33
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	23,000.00	1,521.55	19,942.98	86.71	3,057.02
10-50-5023	Library - Telephone/Internet	3,000.00	236.93	2,119.34	70.64	880.66
10-50-5024	Library - Garbage/Recycling	312.00	.00	214.24	68.67	97.76
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	393.78	4,625.72	121.73	825.72-
10-50-5029	Library - Postage	1,900.00	200.00	1,100.00	57.89	800.00
10-50-5030	Library - Miscellaneous	400.00	.00	47.64	11.91	352.36
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	122.76	993.07	55.17	806.93
10-50-5032	Library - Credit Card Fees	1,000.00	3.34	13.38	1.34	986.62
10-50-5036	Library - Refund Charges/Depos	.00	.00	.00	.00	.00
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	98.80	407.80	29.13	992.20
10-50-5100	Library - Rep/Maint - Building	13,000.00	.00	2,329.07	17.92	10,670.93
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	144.00	45.86	170.00
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	.00	.00	.00	.00
10-50-5210	Library - Computer	6,800.00	502.50	4,249.47	62.49	2,550.53
10-50-5230	Library - Dues/Memberships	900.00	.00	769.00	85.44	131.00
10-50-5250	Library - Training/Conference	5,000.00	.00	680.66	13.61	4,319.34
10-50-5403	Library - Contract Sup/Sev	11,000.00	1,070.31	10,843.90	98.58	156.10
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	37.27	18.64	162.73
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	51,815.77	100.00	.23
10-50-5775	Library - Electronic Subscript	6,500.00	2,412.00	5,112.00	78.65	1,388.00
10-50-5776	Library - Aid Purchases	1,496.00	.00	.00	.00	1,496.00
10-50-5777	Library - Materials	45,000.00	3,475.89	30,504.26	67.79	14,495.74
10-50-5800	Library - Donation Purchases	10,462.00	.00	2,586.98	24.73	7,875.02
10-50-5810	Library - Grant Purchases	298,825.00	.00	259,909.86	86.98	38,915.14
10-50-5812	Library - Endowments	37,000.00	1,908.48	14,966.31	40.45	22,033.69
	DIFFERENCE	962,256.00	41,641.14	691,058.31	71.82	271,197.69
	PROOF	962,256.00	41,641.14	691,058.31	71.82	271,197.69



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

Presented: July 14, 2021

Month to date balance	\$41,641.14
Year to date balance	\$691,058.31
Budget	\$962,256.00
Amount unexpended	\$271,197.69
Percentage used	71.82%

**Bank Deposits**

June 10, 17	
10-07-4131 Library State Aid	\$1,493.00
10-13-4420 Library Book Fees and Fines	\$176.48
10-13-4443 Misc - Book Sales	\$59.10
10-21-4685 Grants	\$0.00
Subtotal	\$0.00
10-21-4677 Endowments	
Subtotal	\$0.00
10-23-4704 Donations	
Miscellaneous	\$67.10
EDGE Donation for StoryWalk®	\$200.00
Nancy Newlon	\$300.00
Subtotal	\$567.10
10-29-4831 Misc. Taxable/Copies	\$144.35

**Total** **\$2,440.03**

**Petty Cash**

Expenditures	\$0.50 printing error
Refunds	\$0.00

**Total** **\$0.50**

**Cash Drawers**

Lower Level	\$6.00 long
Main Level	\$1.10 long

**Total** **\$7.10 long**

**10-13-4420 Credit Card Charges Less Fees**

Library Fees & Fines	\$40.00 - 1.24	\$38.76
Copies	\$5.30 - .24	\$5.06
Donations	\$20.00 - .62	\$19.38

**Total Charges** **\$63.20**

## **Bulk Loans to Schools Policy**

1. All Nebraska City schools are entitled to borrow a collection of library materials from the Morton-James Public Library.
2. Book collections will be loaned to Nebraska City public, parochial, and private schools. Each school must apply for their individual library card, to be used by all of their teachers. School library cards will be issued annually for the school year. At the beginning of each school year the library will contact the school administration for a list of current staff eligible to use school card. No library card is needed at check out. Library staff will verify eligibility of school personnel against the computer list at time of check out.
3. The loan collection will be comprised of fifty (50) or less books, for a two (2) week period. Books may be renewed for another two (2) weeks.
4. The selecting of the books is the responsibility of the teacher. The teacher is aware of the curriculum being studied and what materials are needed. The teacher may also pick out books the students can read for their enjoyment, or the students may find their own books under his or her guidance.
5. This service is offered as a means of promoting the use of the library. This is seen as a very basic service that could be developed into a reference and advisory service at the request of the school.
6. This policy refers only to groups of books loaned as a collection and does not apply to requests on individual or family library cards.
7. All books loaned will be the responsibility of the school and the ~~fine~~ Lost, Destroyed, or Damaged Materials Policy of the Morton-James Public Library applies to this collection.
8. Local classrooms requesting special services may make an appointment if requiring a librarian for library instructions, DVDs or other time-consuming help.