

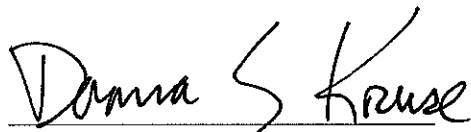
NOTICE OF MEETING

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, June 8, 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
Morton-James Public Library
dkruse@nebraskacity.com
402-873-5609

Morton-James Public Library
June 8, 2022
Board Meeting Agenda

Call meeting to order 4:00 pm

Signing of Roll Call

Director's Report

Statistical Report

Consent Agenda

Approve Minutes from May 11, 2022

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion:

Budget update

Capital Improvement update

Personnel Issue discussion

Moller Requests

Accreditation update

Public Meeting update

Election-discuss/take action

Next Meeting: July 13, 2022

Director's Notes
For May Activity

- Chelsea Foust hosted Leadership Nebraska City class
- Interviews held for year-round PT Clerk
- Amanda Winkler started outreach sessions at the Farmers' Market for NCTC
- Director returned from leave 5/11
- First Craft Day held -Summer Reading
- Chess, Story Time, Community Conversations and Hot Topics continue
- Closed Memorial Day

Fiscal Year 2021-2022

Monthly Reporting

Morton James Library

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
Circulation	3283	3429	3315	3532	2974	3579	3628	3759					27,499
Technology Center Usage	106	115	81	85	95	125	112	181					900
Early Literacy Stations Usage	0	0	0	0	0	0	0	0					0
Patrons Visits	1773	1730	2199	1755	1794	2076	2180	2254					15,761
New Library Cards	14	83	18	16	19	20	11	25					206
Reference Questions Answered	493	526	487	597	576	662	697	668					4,706
Genealogy / History Research	2	1	2	2	2	0	2	4					15
Materials Added	157	269	238	198	185	225	206	281					1,759
Website Visits	720	781	693	808	670	758	1155	1661					7,246
Programs & Exhibits	32	27	18	16	19	22	26	24					184
Attendance (Included in Patron Visits)	1057	452	591	249	357	453	534	558					4,251
Interlibrary Loan Borrowed	12	7	18	31	6	18	13	NA					105
Interlibrary Loan Loaned	15	19	18	17	26	21	13	NA					129
WiFi Log Ins	1122	1052	1034	948	1016	760	1164	1139					8,235
Member Amount Saved	33,283	33,295	31,470	35,969	31,357	35,804	35,837	78,710					315,725

Sessions	Event, Activity or Statistic	Attendance
1	Book bash at Northside	102
2	Story time	29
1	Farmer's Market story time	19
3	Community conversation	16
1	Preschool visit	23
1	Summer school group	57
1	Lourdes visit	54
2	Book club	27
1	SRP craft	15
1	Kimmel Gallery exhibit	144
1	Summer school grou craft	8
9	Public meetings	64
24	TOTALS	558

- 85 Craft kits taken
- 66 Coloring pages taken
- 26 Star Wars coloring pages taken
- 75 Arbor Day kits taken

Morton-James Public Library Minutes

May 11, 2022

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm May 11, 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 May 9, 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, Molly McNeely, Sue Little, Teresa Frields

Board Absent: Claudette Wielechowski

Staff Present: Donna S. Kruse, Chelsea Foust

Roll call was signed.

Directors Report for April 2022 Activity:

- Part-Time seasonal clerk was hired, Gladys Jones.
- Hot Topics continues to be held at MJPL
- Community Conversations continue
- Katie Dia artist exhibit and reception were well attended
- Closed for Arbor Day
- School visits and preschool field trips were held
- Director was out on medical leave starting April 18

Statistical Report:

There were no questions, but Kruse pointed out circulation and patron visit numbers are going up.

Consent Agenda:

Minutes: There were no changes to the minutes.

Budget Report: No questions

Financial Report: Sue Little asked about Kanopy being billed on a per use database and if the amount would then go up. \$1,000 lasts about a little over a year.

McNeely called for a motion to approve the consent agenda. Little moved and Frields seconded. Vote: Little, Frields, McNeely and Johnson all voted to approve.

Payment of Claims:

McNeely asked for questions regarding the payment of claims. ARPA money was spent during April so the amount charged was up. There was a question on how old the roof is, and Kruse thought it might time to the final renovation (2002) work.

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

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

Business:

Discussion and/or Take Action:

Budget process will begin with Kruse and Foust getting numbers to Lou, and the board to review. McNeely asked if Lou could come to Library board meeting to go over budget, and Kruse said the numbers need to be sent to him by the end of May.

West Side Project acceptance of task order for JEO to give 2 quotes one for straight exit, and one for exit with tiered seating to get a dollar amount for budget will go to city council meeting 5-16-22.

Discussion turned to Capital Improvement Projects and redoing the Kimmel Gallery is an idea, though there is a worry that we won't find someone to commit to project since everyone is so busy.

Kruse also mentioned that while she was on leave Ernie Weyeneth from the Kimmel Foundation called and spoke with Foust about the library being interested in the Kimmel Family papers. Carpet replacement was discussed as well as redoing the floor in the North Room since there was previous water leaking. Little sent name for painter to Kruse. Kruse also said she would add in a dehumidifier in the budget for the North Room, checking again with Arbor Cleaning.

McNeely then asked about Endowment money and what we could use that on. Endowment money needs to be spent on things that are benefiting people above and beyond regular budget items, but not brick and mortar.

Kruse mentioned a few things that we plan on submitting to the NCCFF June meeting.

Travel exhibits from MONA

Newsbank and Mango Languages databases

Brownville Theatre purchasing a night showing to give away tickets to a show this summer.

Possibility of purchasing pool passes from pool and giving them out at Library.

Check with museums for exhibits Frields mentioned a possible holocaust exhibit.

Possible Build a bear program for youth.

Discussion then turned to how to engage the teens that come in to the library. Sue mentioned a few names such as Mr. Hoover from the High school, and Mr. Walker the football coach to maybe talk with them to get high school students to come and engage the youth in the library. It was mentioned that we purchase a green screen to let the teens' creativity grow with them making tik toks or any videos.

A Teen Advisory Board was mentioned and maybe we can get older students in to encourage younger teens.

Little mentioned that cooking clubs and car repair clubs were popular. she also mentioned maybe to work with Keep America Beautiful.

An idea of battle of the bands or something similar for youth was discussed as well.

Meeting adjourned at 5:18 PM.

Next Meeting: June 8, 2022

Submitted by Chelsea Foust with additional notes by Donna Kruse

BUDGET REPORT
CALENDAR 5/2022, FISCAL 8/2022

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	300,596.92	23,011.72	197,491.83	65.70	103,105.09
10-50-5005	Library - Social Security	22,995.66	1,690.39	14,579.17	63.40	8,416.49
10-50-5010	Library - Group Ins	73,090.78	5,026.12	40,912.59	55.98	32,178.19
10-50-5012	Library - Pension	19,151.17	1,242.52	12,087.19	63.11	7,063.98
10-50-5020	Library - Utilities	26,000.00	2,440.67	18,698.07	71.92	7,301.93
10-50-5023	Library - Telephone/Internet	3,000.00	230.98	1,833.84	61.13	1,166.16
10-50-5024	Library - Garbage/Recycling	325.00	55.18	230.72	70.99	94.28
10-50-5026	Library - Equipment	2,600.00		195.94	7.54	2,404.06
10-50-5028	Library - Office Supplies	6,000.00	26.08	2,891.24	48.19	3,108.76
10-50-5029	Library - Postage	1,900.00	200.00	1,200.00	63.16	700.00
10-50-5030	Library - Miscellaneous	400.00		67.45	16.86	332.55
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	250.57	572.65	31.81	1,227.35
10-50-5032	Library - Credit Card Fees	200.00	4.80	39.25	19.63	160.75
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	18.45	745.91	53.28	654.09
10-50-5100	Library - Rep/Maint - Building	13,000.00	200.28	2,122.18	16.32	10,877.82
10-50-5105	Library - Rep/Maint - Grounds	1,200.00	182.41	869.83	72.49	330.17
10-50-5106	Library - Pest Control	325.00		96.00	29.54	229.00
10-50-5210	Library - Computer	6,800.00	445.00	3,980.50	58.54	2,819.50
10-50-5230	Library - Dues/Memberships	1,000.00		793.00	79.30	207.00
10-50-5250	Library - Training/Conference	6,000.00	50.00	362.19	6.04	5,637.81
10-50-5403	Library - Contract Sup/Sev	13,000.00	538.14	5,743.74	44.18	7,256.26
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	100.00	.23
10-50-5775	Library - Electronic Subscript	6,750.00	3,020.00	5,853.15	86.71	896.85
10-50-5776	Library - Aid Purchases	1,496.00				1,496.00
10-50-5777	Library - Materials	45,000.00	2,029.90	24,224.03	53.83	20,775.97
10-50-5800	Library - Donation Purchases	12,306.00	277.81	5,429.73	44.12	6,876.27
10-50-5810	Library - Grant Purchases	87,327.00	3,517.06	5,238.84	6.00	82,088.16
10-50-5812	Library - Endowments	46,124.00	4,272.54	13,895.62	30.13	32,228.38
	TOTAL LIBRARY EXPENSE	770,063.53	48,730.62	412,080.75	53.51	357,982.78

Morton-James Public Library Financial Report
May 2022

Presented: June 8, 2022

Month to date balance	\$48,730.62
Year to date balance	\$412,080.75
Budget	\$770,063.53
Amount unexpended	<u>\$357,982.78</u>
Percentage used	53.51%

Bank Deposits May 2, 16, 31

<u>10-07-4131 Library State Aid</u>	\$1,494.00
<u>10-13-4420 Library Book Fees and Fines</u>	\$268.49

10-13-4443 Misc - Book Sales

10-21-4685 Grants

Subtotal \$0.00

10-21-4677 Endowments

NCCFF Dollywood	\$226.88
NCCFF Dollywood	\$214.36

Subtotal \$441.24

10-23-4704 Donations

Miscellaneous	\$634.32
Mike & Sue Little Library Sponsor	\$500.00
Helen Lundak Library Sponsor	\$500.00
Dr. Paul & Deborah Salansky Library Sponsor	\$25.00
Genealogy Donation	\$10.00
Meeting Room Donation	\$100.00

Subtotal \$1,769.32

<u>10-29-4831 Misc. Taxable/Copies</u>	\$18.50
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Total **\$3,991.55**

Petty Cash

Expenditures	\$0.00
Refunds	\$0.00
Total	\$0.00

Cash Drawers

Lower Level	\$19.00 long
Main Level	\$0.91 long
Total	\$19.91

Credit Card Charges Less Fees

10-13-4420 Library Fees & Fines	139.00-4.44	\$134.56
10-29-4831 Copies		
10-23-4704 Donations	10.00-.36	\$9.64

Total Charges 129.00-4.18 **\$144.20**