

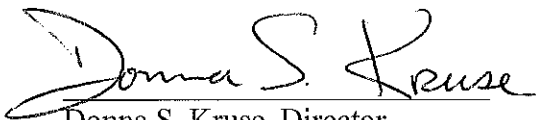
## NOTICE OF MEETING

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, March 9, 2022 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 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**  
**March 9, 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 February 9, 2022

Approve Budget Report

Approve Financial Report

**Approve** payment of claims

**Business:**

**Discussion and/or Take Action:**

Review current Reconsideration of Library Materials Policy and form

Review Collection Development Policy

Open

**Next Meeting: April 13, 2022**

**Director's Notes**  
**March 9, 2022**  
**February Activity**

- Director held initial meeting with JEO regarding Westside Capital Improvement Project
- Library hosted NCTC's Hot Topics 2-9-22
- Kruse, Foust, & Winkler attended National Incident Management System (NIMS) 402 Overview training
- MJPL received button maker equipment and supplies from NE Library Commission
- Grombacher and Black concert held 2-18-22
- Pure Nebraska filmed a segment on the Nebraska City Community Financing Fund at MJPL which aired on 2-28-22
- Kruse & Foust attended Civilian Response to Active Killer Events (CRAKE) training

Fiscal Year 2021-2022  
Monthly Reporting

Morton James Library													
	October	November	December	January	February	March	April	May	June	July	Aug	Sept	TOTAL
Circulation	3283	3429	3315	3532	2974								16,533
Technology Center Usage	106	115	81	85	95								482
Early Literacy Stations Usage	0	0	0	0	0								0
Patrons Visits	1773	1730	2199	1755	1794								9,251
New Library Cards	14	83	18	16	19								150
Reference Questions Answered	493	526	487	597	576								2,679
Genealogy / History Research	2	1	2	2	2								9
Materials Added	157	269	238	198	185								1,047
Website Visits	720	781	693	808	670								3,672
Programs & Exhibits	32	27	18	16	19								112
Attendance (Included in Patron Visits)	1057	452	591	249	357								2,706
Inheritory Loan Borrowed	12	7	18	31	NA								68
Inheritory Loan Loaned	15	19	18	17	NA								69
WiFi Log Ins	1122	1052	1034	948	1016								5,172
Member Amount Saved	33,283	33,295	31,470	35,969	31,357								165,374

Sessions	Event Activity or Statistic	Attendance
2	Library story time	22
1	Valentine's Day Party	66
1	Library book club	11
1	Kimmel Gallery exhibit	112
3	Community conversation	14
2	Traveling story time	46
1	Gronbacher & Black concert	29
8	Public meetings	57
19	TOTALS	357

- 48 Craft packages
- 37 Coloring pages
- 148 Harry Potter craft kits
- 7 OBOC homeschool packages

## Morton-James Public Library Minutes

February 9, 2022

The following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm February 9, 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 February 4, 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, Claudette Wielechowski, Molly McNeely, Sue Little

Board Absent: Teresa Fields

Staff Present: Donna S. Kruse, Chelsea Foust  
Guest: Scott Childers from NLC (via zoom)

Roll call was signed.

Scott Childers in attendance to talk about the responsibilities of a director and a board and explained what was expected of each entity in relation to the library. He also explained some of the state statutes that the board is governed by. The MOU that the Board has in place with the City covers several of the areas that other libraries have had issues with. Each board member will receive an hour of CE for attending.

### **Directors Report for January 2022 Activity:**

- A few building issues were unexpected
  - West door needed welding, North entry door sweep needed replacing, ADA door access plate needed repair and additional caulk applied to North entry windows
- Annual inspections were done in January
- Circulation Statistics are rising
- Library closed January 25 for Annual Inventory
- Story Times, Homebound & Chess Club meetings continue
- Reserve pickup area in South lobby is here to stay and is well used
- 4<sup>th</sup> grader usage is going well for Provisional cardholders and there hasn't been many issues with books not being returned by this group of cardholders or via their teachers
- Overdrive switching to Libby app
- Johnson wanted to know if there was much issue with patrons waiting overnight for check in of items.

### **Statistical Report:**

There were no questions, but Kruse pointed out both website visits and reference questions were up.

### **Consent Agenda:**

**Minutes:** There were no corrections to the December meeting minutes.

**Budget Report:** Kruse reminded Library Board members that the annual loan payment for the HVAC is cut in February for a March deadline. Little asked about where the money from Grants and Endowments go and mentioned amphitheater idea.

**Financial Report:** It was brought up whether there was an expectation of the Board members to make personal monetary donations. It never has been required, but Kruse explained the idea a little further. Saying some funders (not the local Family Foundations) ask about board contributions to show belief in a library's mission or project. There was also a question of where the Library Sponsor money goes, and the Board was told that it goes mostly to programming supplies.

McNeely called for a motion to approve the consent agenda. Wielechowski moved and Little seconded.

Vote: Little, Wielechowski, Frields, McNeely all voted to approve.

**Payment of Claims:**

McNeely asked for questions regarding the payment of claims. Kruse pointed out the HVAC payment and Wielechowski asked about LinkedIn and Kruse explained that it is for a database subscription.

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

Vote: Little, Wielechowski, Johnson, McNeely all voted yes

**Business:**

**Discussion and/or Take Action:**

Staff has spoken about starting Saturday hours from 9-1 in March and reopening was agreed by all to be the right move. There will be 3 staff working on Saturdays and they will flex their time during the week. The Library will also be accepting book donations with a 2-box limit to be able to handle the inflow of books. The Library will quarantine the books for one week in the North room. The Board was informed that Book Prospector was no longer buying used books from the Library, though Baker & Taylor has a possible option called Sustainable Shelves that will be looked into.

Little asked about a possible problem with mold in the North room. Kruse explained that the Library has had Arbor Cleaning in to clean after any minor flooding has occurred and they put down something to inhibit mold. Kruse also has them check other library areas (teen or break room) when the company has been in to dry out the carpets. However, Little expressed caution and to keep an eye out since mold would cause major problems.

Kruse informed the Board that Amanda, Donna, and Chelsea will be attending an Emergency Management class on Friday February 11<sup>th</sup>. It is an overview for Senior Executives from FEMA on structure and processes involved during incidents. Other staff may attend lower level classes in the future.

The Library will be looking for a part-time clerk to start in April and work 29 hours a week for 6 months. Staff will each be teaching about a database to the rest of the staff during upcoming staff meetings.

Kruse met with JEO about the West side entrance renovation work along with amphitheater seating idea. JEO said they would come up with suitable replacement idea(s) and budgetary estimates for design. Hopefully bids will be done in Fall with construction beginning in Spring 2023. Landscaping and a place for trash were requested to be included in any designs.

Hot Topics was hosted again in Kimmel Gallery in February and may become a permanent place for future Hot Topics meetings.

Little brought to the Board's attention the lack of signage in youth area for kids looking for non-fiction material. She suggested something whether it is on the shelves or hanging such as a poster helping those find books. Little also mentioned that Edge now has Baby Edge where each child born will receive a free book upon each checkup at hospital until they are one year old. Little also drew attention to the trash and yard debris on the grounds at the Library and wanted to know who is in charge of keeping the grounds clean. Kruse will check in with Donna N. and remind staff to pick up things as they walk around building inside and out.

Kruse let the Board know about an article that will be in March/April History Nebraska about J. Sterling Morton written by Jim Kimble the author of Prairie Forge. He has done research remotely over the past few months and visited the Library twice. There has also be no new news about the statue coming from Washington DC.

Wielechowski let the Board know that Louan has contacted, through Humanities Nebraska, Jonis Agee, the author of Bones of Paradise, the One Book One Nebraska book, for 2023 and she will be coming to do a presentation in October 2022. This led to discussion of the Humanities Nebraska programs that will be happening at the Library starting July 21 through October 13. Foust explained the 7-speaker series program for the Board.

Johnson mentioned that she would like to see an evening book club meeting at the Library in the future.

Meeting adjourned at 5:45 PM.

Next Meeting: March 9, 2022

Submitted by Chelsea Foust with additional notes by Donna Kruse

**BUDGET REPORT**  
**CALENDAR 2/2022, FISCAL 5/2022**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	300,596.92	21,791.09	130,770.85	43.50	169,826.07
10-50-5005	Library - Social Security	22,995.66	1,597.01	9,685.03	42.12	13,310.63
10-50-5010	Library - Group Ins	73,090.78	5,026.12	25,834.23	35.35	47,256.55
10-50-5012	Library - Pension	19,151.17	1,240.14	8,359.63	43.65	10,791.54
10-50-5020	Library - Utilities	26,000.00	3,485.00	9,484.91	36.48	16,515.09
10-50-5023	Library - Telephone/Internet	3,000.00	230.98	1,140.90	38.03	1,859.10
10-50-5024	Library - Garbage/Recycling	325.00		120.36	37.03	204.64
10-50-5026	Library - Equipment	2,600.00	168.65	195.94	7.54	2,404.06
10-50-5028	Library - Office Supplies	6,000.00	156.02	2,543.55	42.39	3,456.45
10-50-5029	Library - Postage	1,900.00		600.00	31.58	1,300.00
10-50-5030	Library - Miscellaneous	400.00		67.45	16.86	332.55
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	53.54	226.82	12.60	1,573.18
10-50-5032	Library - Credit Card Fees	200.00	5.52	21.56	10.78	178.44
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00		641.16	45.80	758.84
10-50-5100	Library - Rep/Maint - Building	13,000.00	1,331.50	1,696.09	13.05	11,303.91
10-50-5105	Library - Rep/Maint - Grounds	1,200.00		598.76	49.90	601.24
10-50-5106	Library - Pest Control	325.00	60.00	96.00	29.54	229.00
10-50-5210	Library - Computer	6,800.00	445.00	2,645.50	38.90	4,154.50
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	671.89	3,609.69	27.77	9,390.31
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	21.84	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				51,816.00
10-50-5775	Library - Electronic Subscript	6,750.00		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	3,460.14	16,496.33	36.66	28,503.67
10-50-5800	Library - Donation Purchases	12,306.00	282.91	4,066.50	33.04	8,239.50
10-50-5810	Library - Grant Purchases	87,327.00	506.31	1,210.52	1.39	86,116.48
10-50-5812	Library - Endowments	46,124.00	2,711.44	9,762.92	21.17	36,361.08
	<b>TOTAL LIBRARY EXPENSE</b>	<b>770,063.53</b>	<b>43,245.10</b>	<b>232,868.17</b>	<b>30.24</b>	<b>537,195.36</b>



**Morton-James Public Library Financial Report**

**February 2022**

Presented: March 9, 2022

Month to date balance	\$43,245.10
Year to date balance	\$232,868.17
Budget	\$770,063.53
Amount unexpended	<u>\$537,195.36</u>
Percentage used	30.24%

**Bank Deposits February 7, 14, 22**

10-07-4131 Library State Aid

10-13-4420 Library Book Fees and Fines \$141.51

10-13-4443 Misc - Book Sales

10-21-4685 Grants

Subtotal \$0.00

10-21-4677 Endowments

NCFF Dollywood \$211.44

Subtotal \$211.44

10-23-4704 Donations

Miscellaneous 157.86

John & Teresa Schlorholtz Library Sponsor \$50.00

David & Connie Sackles Library Sponsor \$200.00

Mary Jane Kellogg Library Sponsor \$25.00

Jacquelyn Kraenow Library Sponsor \$100.00

Magnetti- Genealogy \$10.00

Subtotal \$542.86

10-29-4831 Misc. Taxable/Copies \$161.70

**Total** **\$1,057.51**

**Petty Cash**

Expenditures

Refunds \$0.00

Total **\$0.00**

**Cash Drawers**

Lower Level \$2.45 long

Main Level \$1.85 long

Total **\$4.30**

**Credit Card Charges Less Fees**

10-13-4420 Library Fees & Fines 130.00-4.38 \$125.62

10-29-4831 Copies 40.00-1.14 \$38.86

10-23-4704 Donations

**Total Charges** 170.-5.52 **\$164.48**

## Reconsideration of Library Materials Policy and Form

1. The Morton-James Public Library is committed to honor the rights of an individual to use the Library regardless of age, race, religion, national origin, or social or political views.
2. The library staff will provide equal service to all library users. Children and adults are equally free to use the entire Library and to borrow all materials in the circulating collections.
3. Limitations to be placed upon the reading and viewing of materials by children are left to the discretion of the parents.
4. The Library Board takes the position that the risk of not providing access to information and ideas is greater than the risk of providing it. The Library Board believes it is essential to provide such materials if the American ideal of freedom is to be retained.
5. The Library Board is willing to re-examine its position on any item in the Library's collections. A procedure has been established to deal with objections to materials owned by the Library. No item is to be removed or restricted because of a complaint except in accordance with this procedure.
  - a. The material in question shall remain in the collection and available to members during the reconsideration process.
  - b. Members who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form entitled "Request for Reconsideration of Library Materials."
  - c. The Library Staff will review the material under reconsideration and make a decision.
  - d. If the member is not satisfied with the decision, the Library Director will present the complaint to the Library Board.
  - e. The Library Director will notify each Board Member of the complaint and forward all review literature on the material to each Board Member.
  - f. The Library Director will also submit his/her recommendation and evaluation of the material and its place in the collection.
  - g. At the next regularly scheduled board meeting, the complaint will be reviewed and a decision made regarding the complaint.
  - h. The Library Director will notify the member of the Board's decision soon after the meeting.

Adopted November 9, 2016  
Form Amended February 19, 2020

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM**

**Morton-James Public Library**

Member Barcode: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: (Days) \_\_\_\_\_ (Evenings) \_\_\_\_\_

**Whom do you represent?** ( ) self only ( ) organization

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Description of material to be reconsidered:**

Title: \_\_\_\_\_

Author/Artist: \_\_\_\_\_ Publisher: \_\_\_\_\_ Copyright: \_\_\_\_\_

Format: ( ) book ( ) magazine/newspaper ( ) CD ( ) DVD ( ) other \_\_\_\_\_

**1. To what in this material do you object? Please be specific. Cite pages or particular parts.**

\_\_\_\_\_  
\_\_\_\_\_

**2. Did you read, listen, or view the entire work? If not, which parts did you examine?**

\_\_\_\_\_  
\_\_\_\_\_

**3. What do you feel might be the result of exposure to this work?**

\_\_\_\_\_  
\_\_\_\_\_

**4. What are the positive aspects of this work?**

\_\_\_\_\_  
\_\_\_\_\_

**5. What originally attracted you to this material?**

\_\_\_\_\_  
\_\_\_\_\_

**6. What would you suggest the Library do with this material?**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Thank you for your interest in the Morton-James Public Library, and for taking the time to provide the Library with this information. Please reference the reconsideration procedure listed in the Reconsideration of Library Materials Policy #5.**

## Collection Development Policy

1. Collection development involves the identification, selection, acquisition, and evaluation of the library's collection.
2. The Library sets its major goals in collection development as:
  - a. The advancement of knowledge.
  - b. The education and enlightenment of the people of the community.
  - c. The provision of recreational reading in both print and electronic format.
3. Basic to the policy is the Library Bill of Rights as adopted by the American Library Association and the Freedom to Read Statement.
4. The responsibility for collection development lies with the Library Director. The Library Director, however, may delegate his/her collection development responsibilities to other staff members in their particular area of responsibility.
5. Selection of materials will be based on the professional judgment and expertise of the library director or his/her designated staff member. The selection of materials will be based on these criteria:
  - a. An understanding of the community needs.
  - b. The knowledge of authors and publishers.
  - c. By reviews found in professional, literary, specialized and general periodicals.
  - d. Bestseller lists.
  - e. To satisfy a public varying greatly in education, interests, tastes and reading skills.
6. The library collection will contain the various positions expressed on current issues, including unpopular or unorthodox positions. The public library does not promote particular beliefs or views. It provides a resource where the individual can examine issues freely and make his own decisions.
7. The library will not attempt to furnish materials for formal courses offered by elementary and secondary schools and by institutions of higher learning. The public library has materials for self-study, but it is not designed to furnish reading required for academic study.
8. Print materials for all age ranges and reading levels will constitute the largest collections in the library. The print collection will include paperbacks, large print materials, nonfiction, periodicals, board games and newspapers.
9. Audiovisual materials are included in the library's collection. The current formats are audio books on CD, video games and movies in DVD and Blu-ray format, and microfilm.
10. The library's collection contains e-Books through various sources. e-Books are electronic versions of print books offering a wide range of research, reference and reading materials.
11. The library's collection includes a virtual library of electronic databases accessible through the library's website with a valid library card.

12. The library's collection does and can include electronic devices and various types of technology for circulation.
13. The library's collections will be weeded on a yearly basis. Criteria for weeding materials is as follows:
  - a. Materials not circulating for five (5) years will be discarded.
  - b. Worn beyond mending or rebinding.
  - c. Superseded by a truly new edition or by a much better book on the subject.
  - d. Duplicate copies no longer needed.
  - e. Misleading, factually inaccurate, or outdated information.
14. Exceptions to the above criteria are:
  - a. Local history and books of value for genealogy and writings by local authors may be retained longer.
  - b. Worn paperbacks not circulating for three (3) years may be removed from the collection to utilize available space in the library.
  - c. One calendar year of the oldest periodicals (magazines) is discarded at the beginning of the new calendar year.
  - d. Newspapers with the exception of the Nebraska City News Press are recycled after three (3) months.
  - e. Obsolete audiovisual formats not circulating for three (3) years may be removed from the collection to utilize available space in the library.
  - f. Subscription electronic databases may be discontinued or changed to another database due to lack of usage.
15. The Library Director has the choice to offer discarded materials to another library or to the public for a freewill donation.

Adopted November 9, 2016