

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 Thursday, November 5, 2020 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.

Donna S. Kruse 
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Library Director

Morton-James Public Library
November 5, 2020
Board Meeting Agenda

Call meeting to order 4:00 pm

Signing of Roll Call

Director's Report

Statistical Report

Consent Agenda

Approve Minutes from October 14, 2020

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion and/or Take Action:

Updates:

Covid

Restoration Project

125th Anniversary Celebration brainstorming continued

Open ended items

Next Meeting: December 9, 2020

Director's Notes
November 5, 2020
October Activity

Hot water heater replaced (under warranty)

Elevator light replaced and State certificate reissued

Provided appreciation treats in Patron's materials delivery bags during Halloween week

Exterior job slowed due to delay in materials delivery by sub and additional repair needed due to damage during 2nd stair demo

Team Development Facilitation training held

No mask patron encountered. City Attorney consulted. Patron called about future visits and understood.

Received permission to use all or partial text/images created by Arbor Day Farms for proposed statue project

Radio promotion run for Halloween virtual event

Director attended CASTLE and Mountain Plains Library Association virtual meetings to learn latest thoughts on programming and services during COVID

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												2532
Technology Center Usage	36												36
Early Literacy Stations Usage	0												0
Patrons Visits	1074												1074
New Library Cards	8												8
Reference Questions Answered	357												357
Genealogy / History Research	2												2
Materials Added	273												273
Website Visits	708												708
Programs & Exhibits	1												1
Attendance (included in Patron Visits)	8												8
Interlibrary Loan Borrowed	NA												0
Interlibrary Loan Loaned	NA												0
WiFi Log Ins	996												996
Member Amount Saved	26,593												26593

October Online Story Time:

- Page hits for the month - 49
- Craft Kits:
 - 18 delivered to Head Start full day
 - 35 delivered to Head Start part-day
 - 24 picked up in the Library lobby

Sessions	Event, Activity or Statistic	Attendance
1	Book Club Zoom Meeting	8
	Alternative Service Model All Month	
1	TOTALS	8

Halloween Online Event posted 11 am Oct 30 available through midnight Nov 1 - 91 page hits

Children's Library gave away a prize basket to the winner of the B103 costume contest, age 8.

Morton James Public Library Minutes

October 14, 2020

The following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm October 14, 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 October 7, 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

Members Absent: M. McNeely and C. Patton

Staff present: Donna S. Kruse

Directors Report for September Activity

- Exterior Preservation Project continues including scanning sessions for ornamental pieces
- Kruse attended Nebraska Library Association Board Meeting
- Beard and Davis attend Association of Rural and Small Libraries Virtual Conference 5 training days starting Sept. 28 through Oct. 2
- Kruse submitted COVID purchases information for grant reimbursement through EMS.
- Director filed CCCFF progress report.
- Virtual Book Club & Story Times, Homebound Service, filling reserve requests and phone reference continues.

Kruse explained when asked that CCCFF funding was provided through the State of Nebraska Department of Economic Development and was funded through a percentage of ticket sales in the larger venues of Omaha and Lincoln. A report is required every six months and ours have been filed on time. Also mentioned that the Director's Notes are attached as a form of highlights to monthly statistics which are published in the Central Administrator's Monthly Report which the Council receives. Director mentioned that the patrons have been good about saying thank you to staff and we had received a thank you note or two with donations mentioning how glad they were to have our services.

Statistical Report:

Additional handout of statistics from FY 2018-19 was distributed so a comparison could be made to the FY 2019-20 that just ended. Makerspace attendance was added into the Program attendance figure for the year.

Consent Agenda:

Minutes: No corrections

Budget Report:

- Reviewed end of year budget line items if numbers were in the negative and gave causes. Garbage Examples: recycling line over due to extra fee when we took computer desks to the dump; credit card

fees (we don't set) and the Square payment system will do away with a lot of those fees and pest control due to extra visit due to squirrels visiting

- FY 20-21 will be reviewed in November meeting

Financial Report:

Director mentioned that the numbers for memorials made to the Library seemed to be up. Explained the process of thanking family and notifying them of any memorials that come directly to MJPL.

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

Vote: Little, Johnson and Wielechowski all in favor

Monthly Claims:

Wielechowski made a motion to pay the presented claims. Johnson seconded.

Vote: Little, Johnson and Wielechowski all in favor

Business:

Marketing System: In Louan's absence, Donna mentioned that Louan had been investigating Mailchimp, Constant Contact and had a webinar meeting with OrangeBoy. Upon further study OrangeBoy was really more suitable for a larger library system. Constant Contact would be about \$1500 a year and Mailchimp seemed to be more user friendly and less costly. Nikki uses it and likes the free edition. We would probably use the first rung of the paid version.

Statue Project: Doug Friedli sent word there was an anonymous \$5000 donation made, so we should not be concerned with finances regarding the project. If it had not been mentioned before, it is looking like shipping won't happen until closer to end of 2021, once Willa Cather has been delivered. Claudette shared photo W. Jennings Bryant statue in Seward. Kruse noted that the Morton statue was done by same artist who did the Morton statue in the park near the whispering bench.

Director had an email correspondence with Austin Mackrill, VP of Arbor Day Farms and secured the rights to use the art and verbiage that were on the panels on exhibit at Arbor Mansion. Mackrill mentioned that the original panels were too big and had been replaced with 12" x 18" signage. Separate handout was distributed showing the panels on display fitting on the billards table. Kruse asked Mackrill if they wanted a credit line to appear on signage and he said "No". Kruse asked if anyone had seen that week's edition of the CBS Sunday morning program which had a segment on statues. No one had. She will try to find a transcript. Kruse had been in contact with Washington DC contact regarding a few more details on the size of case the statue comes in and shipping details. Donna to re-measure.

Exterior Restoration Project:

- Kruse reported that so far the project was on track, but that there was the start of material flow problem from Carson Stone. The masons on site have done some extra work, (additional cuts due to mismeasurement by stone company for example) while waiting on materials and have been very respectful to the building. They even lined one of the garden beds with discarded sill stone.

Date for next Board meeting: Those present selected Nov 5th as their first choice and Nov 10 as their second. Kruse will poll Patton and McNeely on their choice to set the next meeting date.

125th Anniversary Brainstorming: Just held a brief conversation. Mark Kemper was mentioned as a J.S Morton re-enactor. Closing 10th Street off for a social distanced outdoor dinner event (timing well away from Farm to Fork). Live big band event. Just a few things that were mentioned to start the idea train moving.

The Board then went to look at statue area in South lobby and toured outside to see banding and stone work completed to date.

Meeting was adjourned at 6 pm

Submitted by D. Kruse

CITY OF NEBRASKA CITY
BUDGET REPORT
CALENDAR 10/2020, FISCAL 1/2021

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	296,839.00	20,816.22	20,816.22	7.01	276,022.78
10-50-5005	Library - Social Security	22,708.00	1,514.06	1,514.06	6.67	21,193.94
10-50-5010	Library - Group Ins	67,126.00	5,597.97	5,597.97	8.34	61,528.03
10-50-5012	Library - Pension	17,883.00	1,417.30	1,417.30	7.93	16,465.70
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	23,000.00	1,429.78	1,429.78	6.22	21,570.22
10-50-5023	Library - Telephone/Internet	3,000.00	236.44	236.44	7.88	2,763.56
10-50-5024	Library - Garbage/Recycling	312.00	.00	.00	.00	312.00
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	1,618.01	1,618.01	42.58	2,181.99
10-50-5029	Library - Postage	1,900.00	200.00	200.00	10.53	1,700.00
10-50-5030	Library - Miscellaneous	400.00	.00	.00	.00	400.00
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	72.49	72.49	4.03	1,727.51
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	309.00	309.00	22.07	1,091.00
10-50-5100	Library - Rep/Maint - Building	13,000.00	.00	.00	.00	13,000.00
10-50-5105	Library - Rep/Maint - Grounds	1,900.00	.00	.00	.00	1,900.00
10-50-5106	Library - Pest Control	314.00	36.00	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	560.00	560.00	8.24	6,240.00
10-50-5230	Library - Dues/Memberships	900.00	29.00	29.00	3.22	871.00
10-50-5250	Library - Training/Conference	5,000.00	100.00	100.00	2.00	4,900.00
10-50-5403	Library - Contract Sup/Sev	11,000.00	788.69	788.69	7.17	10,211.31
10-50-5409	Library - Prg and Event Sup/Se	200.00	.00	.00	.00	200.00
10-50-5430	Library - Chemicals	75.00	.00	.00	.00	75.00
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	.00	.00	6,500.00
10-50-5776	Library - Aid Purchases	1,496.00	.00	.00	.00	1,496.00
10-50-5777	Library - Materials	45,000.00	4,145.90	4,145.90	9.21	40,854.10
10-50-5800	Library - Donation Purchases	10,462.00	187.88	187.88	1.80	10,274.12
10-50-5810	Library - Grant Purchases	298,825.00	109,136.20	109,136.20	36.52	189,688.80
10-50-5812	Library - Endowments	37,000.00	238.84	238.84	.65	36,761.16
	TOTAL LIBRARY EXPENSE	962,256.00	148,433.78	148,433.78	15.43	813,822.22

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

Presented: November 5, 2020

Month to date balance	\$148,433.78
Year to date balance	\$148,433.78
Budget	\$962,256.00
Amount unexpended	\$813,822.22
Percentage used	15.43%

Bank Deposits	
October 19	
<u>10-07-4131 Library State Aid</u>	\$0.00
<u>10-13-4420 Library Book Fees and Fines</u>	\$26.32
<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 Dollywood November 2020	\$234.12
Subtotal	\$234.12
<u>10-23-4704 Donations</u>	
Miscellaneous	\$2.68
Jacquelyn Kraenow - Library Sponsor	\$100.00
Wilberger Memorial	\$390.00
Subtotal	\$492.68
<u>10-29-4831 Misc. Taxable/Copies</u>	\$0.00

Total	\$753.12
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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