


## 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, November 10, 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 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  
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402-873-5609

**Morton-James Public Library  
November 10, 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 October 13, 2021

Approve Budget Report

Approve Financial Report

**Approve** payment of claims

**Business:**

**Discussion and/or Take Action:**

Assistant Director Search update

IMLS through Nebraska Library Commission (ARPA) Idea Discussion

Personnel Discussion (closed session requested by Molly McNeely)

Open End

**Next Meeting: December 8, 2021**

**Director's Notes**  
**November 10, 2021**  
**October Activity**

- 125th Open House held
- StoryWalk installed and ribbon cutting held
- Building Preservation Fund event held
- Second Community Conversation held in fulfillment of ALA Libraries Transform Communities grant
- Library closed one day for staff to attend Nebraska Library Association's Annual Conference
- Hired Part-Time Library Clerk
- Advertised Assistant Director position

Fiscal Year 2021-2022

Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	July	Aug	Sept	TOTAL
Circulation	3283												3,283
Technology Center Usage	106												106
Early Literacy Stations Usage	0												0
Patrons Visits	1773												1,773
New Library Cards	14												14
Reference Questions Answered	493												493
Genealogy / History Research	2												2
Materials Added	157												157
Website Visits	720												720
Programs & Exhibits	32												32
Attendance (Included in Patron Visits)	1057												1,057
Interlibrary Loan Borrowed	NA												0
Interlibrary Loan Laned	NA												0
WiFi Log Ins	1122												1,122
Member Amount Saved	33,283												33,283

Sessions Event, Activity or Statistic Attendance

1	125 anniversary open house	35
2	Library story time	17
1	Preservation fund event	33
3	Head Start story time	57
3	Community conversation	23
1	Storywalk ribbon cutting	28
1	125 anniversary exhibit	121
1	Library book club	7
19	Public meetings	736
<b>32</b>	<b>TOTALS</b>	<b>1057</b>

82 Children's crafts issued

38 Page hits on Mollie video

## Morton James Public Library Minutes

October 13, 2021

The following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm October 13, 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 October 6 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, Teresa Fields

Board present via Zoom video call: Claudette Wielechowski

Board absent: Molly McNeely

Staff present: Louan Beard, Amanda Winkler

Roll call was signed.

### **Directors Report** for September 2021 Activity:

In person programming started up this month:

-Buffalo Bill with Jeff Barnes-very good attendance and garnered many compliments Mollie Cornutt with Amanda Winkler-very good presentation and also many compliments

-Staff designed and built float for the Applejack parade and created treat bags as well. Amanda Winkler marched in the parade dressed as Mollie Cornutt promoting the upcoming program

-Year round PT Clerk position posted and interviews held. Position offered and candidate was then unable to accept the position. Search extended. Chess Club numbers are growing

-Robotics Club started meeting on Thursday at the Library

-Security camera work started with Prime Communications

-Libraries Transform Communities grant project held the first of three monthly community conversations. Idea well received.

Fields and Winkler had attended sessions during the first community conversation and summarized the experience for others present. There was an emphasis on how the conversations are laid back and welcoming and that a variety of topics from local history to how social media impacts our community was discussed in the conversations. We hope to have more community members attend future conversations. The next day for sessions will be Wednesday, October 27<sup>th</sup> at 10:30, 2:00, and 7:00.

**Statistical Report:** This is the last Statistical Report for 2020-2021. The next one will be for 2021-2022. Statistics for our Wi-Fi use are now accessible but we cannot go back to retrieve the stats on the months when the Wi-Fi stats were not available. Since in-person events and meetings have started up again, those stats are higher.

**Consent Agenda:**

Little has volunteered to be Secretary but clarification was made that she is not recording Secretary.

**Minutes:** No changes to September meeting minutes.

**Budget Report:** The budget lines with large amounts not spent, were held in reserve to cover budget lines were there was going to be an overage such as utilities, office supplies and contract services. Since there was no travel this year for Covid precautions, the online conferences for staff were not as much and travel expenses did not need to be covered. Little asked if the amounts being allotted for the budget was sufficient. Beard said that director Donna Kruse has made some adjustments which will be reflected on next month's budget report.

**Financial Report:** The Apple Jack Used Book Event donations are listed on this financial report. Little asked if used book donations were being taken yet. Beard said that there would be a re-evaluation on the matter this winter. There were no other questions on the Financial Report.

Fields made a motion to approve Consent Agenda items and Wielechowski seconded.

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

**Monthly Claims:** Went over claims including the 125<sup>th</sup> laser etched ornaments for the 125<sup>th</sup> event and other expenses for the event that were paid by donations. There was also a clarification that the World Book Inc. payment was for the World Book online database annual payment.

Little made a motion to pay monthly claims Fields seconded.

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

**Business:**

**Discussion/Take Action:**

*Updates:*

*StoryWalk:* The display cases have been installed between the bridge and the cabin on the skatepark side of Steinhart Park. The cement has cured and the dirt has been placed around the bases. Little asked if mulch would be put around the bases and it was decided this could be inquired about with the parks department in the spring after the snow melts. Director Donna Kruse has requested board select a date for the ribbon cutting with NCTC. Beard contacted NCTC and they would be available Monday the 25<sup>th</sup> at 4:30 or Tuesday the 26<sup>th</sup> at 4:30. The time was chosen because it would be late enough for families to attend after school and early enough to still have light for pictures. The board decided that Tuesday the 26<sup>th</sup> would be best for everyone and allow time to promote the event. Discussion continued to decide the book will be installed beginning at the bridge to go from left to right and end at the cabin. We have an extra display case that could be installed on the other side of the bridge to direct people in the park to

the Story Walk. If the display case could not be installed, something smaller like a yard sign was suggested.

*Wireless Printing:* The wireless printing has been installed but the director has not yet gotten the app to work needed to use the wireless printing. Therefore, staff has not yet been trained on it and it has not been promoted to patrons or the public.

*Statue:* No update on the J. Sterling Morton statue coming from Statuary Hall in Washington D.C.

*2021 American Rescue Plan (ARPA) Grant:* The application was submitted and \$5,775 was granted. The board was given a handout with the guidelines regarding what is eligible for purchase with the money and what is not. Board members are requested to look over the information and bring ideas to the next board meeting for what could be purchased. Some ideas discussed by the board included a projector or projector screen, a business-model vacuum cleaner, and items for Story Walk. More ideas will be brought to the next meeting. Beard said if there is uncertainty about if something is eligible, the director can consult the Nebraska Library Commission for clarification. A link to the full guidelines was also given to board members and can be found here: <http://nlc.nebraska.gov/grants/arpa/ARPAformulagrants.aspx>

#### *Open End Items:*

*Assistant Director Job Posting:* Little asked for an update on the job search for a new assistant director. Beard presented the job description that would be used for the official City of Nebraska City job description and the ad that would run for the job listing. There were serious concerns from all board members regarding the listed qualifications and educational requirements. There was also concern for the timeline needed to hire someone in time for that person to train with the current assistant director Louan Beard before her departure. The board requested the personnel committee within the board meet yet this week to tweak the job ad in order to attract more candidates. The board would like the verbiage to the Training and Experience section of the Assistant Directors Information for City Hall to read (Bachelor's degree required) rather than Bachelor of Arts degree. Frields asked how the current tasks of the assistant director were being handled and Beard said that the tasks had been divided among staff and she was working with each staff member to train them on these tasks. The board expressed concern that the long-term effects of this would cause resentment for staff taking on extra tasks without compensation if a new person was not trained soon. Beard reminded the board that she gave a 6 month verbal notice to retire at the end of the year. Frields asked Beard if she would consider working another 6 months. Beard said she did not think that would be possible due to current health issues.

*Front Porch Award Swing:* Little brought up the idea of keeping the swing from the Front Porch Award inside for the winter. Winkler suggested the children's library as a location. Little also suggested a small sign explaining the award be placed with the swing.

*125<sup>th</sup> Event:* Little and Frields commented positively on the 125<sup>th</sup> event and how it was encouraging to see much conversation and appreciation of the Library at the event.

Date for next Board meeting: The next board meeting date will be November 10, 2021.

Meeting was adjourned at 5:21 pm.

Submitted by Amanda Winkler with additional notes by Louan Beard.



BUDGET REPORT  
 CALENDAR 10/2021, FISCAL 1/2022

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	300,596.92	21,845.25	21,845.25	7.27	278,751.67
10-50-5005	Library - Social Security	22,995.66	1,588.33	1,588.33	6.91	21,407.33
10-50-5010	Library - Group Ins	73,090.78	5,720.83	5,720.83	7.83	67,369.95
10-50-5012	Library - Pension	19,151.17	1,495.76	1,495.76	7.81	17,655.41
10-50-5020	Library - Utilities	26,000.00	1,330.07	1,330.07	5.12	24,669.93
10-50-5023	Library - Telephone/Internet	3,000.00	227.48	227.48	7.58	2,772.52
10-50-5024	Library - Garbage/Recycling	325.00				325.00
10-50-5026	Library - Equipment	2,600.00	27.29	27.29	1.05	2,572.71
10-50-5028	Library - Office Supplies	6,000.00	14.46	14.46	.24	5,985.54
10-50-5029	Library - Postage	1,900.00	200.00	200.00	10.53	1,700.00
10-50-5030	Library - Miscellaneous	400.00				400.00
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00				1,800.00
10-50-5032	Library - Credit Card Fees	200.00	4.66	4.66	2.33	195.34
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	293.15	293.15	20.94	1,106.85
10-50-5100	Library - Rep/Maint - Building	13,000.00	21.56	21.56	.17	12,978.44
10-50-5105	Library - Rep/Maint - Grounds	1,200.00				1,200.00
10-50-5106	Library - Pest Control	325.00				325.00
10-50-5210	Library - Computer	6,800.00	445.00	445.00	6.54	6,355.00
10-50-5230	Library - Dues/Memberships	1,000.00				1,000.00
10-50-5250	Library - Training/Conference	6,000.00	50.00	50.00	.83	5,950.00
10-50-5403	Library - Contract Sup/Sev	13,000.00	637.06	637.06	4.90	12,362.94
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	88.48	88.48	44.24	111.52
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	133.15	133.15	1.97	6,616.85
10-50-5776	Library - Aid Purchases	1,496.00				1,496.00
10-50-5777	Library - Materials	45,000.00	3,964.21	3,964.21	8.81	41,035.79
10-50-5800	Library - Donation Purchases	12,306.00	2,204.53	2,204.53	17.91	10,101.47
10-50-5810	Library - Grant Purchases	87,327.00	188.62	188.62	.22	87,138.38
10-50-5812	Library - Endowments	46,124.00	1,809.80	1,809.80	3.92	44,314.20
	TOTAL LIBRARY EXPENSE	770,063.53	42,289.69	42,289.69	5.49	727,773.84

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

Presented: November 10, 2021

Month to date balance	\$42,289.69
Year to date balance	\$42,289.69
Budget	\$770,063.53
Amount unexpended	\$727,773.84
Percentage used	5.49%

<b>Bank Deposits</b>	
October 12,29	
<u>10-07-4131 Library State Aid</u>	
<u>10-13-4420 Library Book Fees and Fines</u>	\$100.38
<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 Nov. Dollywood	\$244.50
Subtotal	\$244.50
<u>10-23-4704 Donations</u>	
Miscellaneous -	\$167.78
Genealogy- Page	\$50.00
Building Preservation event	\$1,735.00
Building Preservation fund	\$200.00
SE Nebraska Torch Club	\$486.37
Gress	\$500.00
Subtotal	\$3,139.15
<u>10-29-4831 Misc. Taxable/Copies</u>	\$94.20

<b>Total</b>	<b>\$3,578.23</b>
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<b>Petty Cash</b>	
Expenditures	\$0.00
Refunds	\$0.00
<b>Total</b>	<b>\$0.00</b>

<b>Cash Drawers</b>	
Lower Level	\$3.00 long
Main Level	\$2.00 long
<b>Total</b>	<b>\$5.00 long</b>

<b>Credit Card Charges Less Fees</b>		
	\$100-2.90	\$97.10
10-13-4420 Library Fees & Fines		\$0.00
10-29-4831 Copies		\$58.24
10-23-4704 Donations	\$60-1.76	
<b>Total Charges</b>	<b>\$160.00-4.66</b>	<b>\$155.34</b>