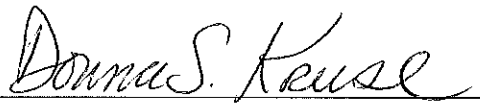


NOTICE OF MEETING

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, October 14, 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
Library Director

Morton-James Public Library
October 14, 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 September 9, 2020

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion and/or Take Action:

Updates:

Marketing system

Statue Project

Restoration Project

Select next meeting date (Nov 11 is City Holiday)

125th Anniversary Celebration brainstorming

Director's Notes

October 2020
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.

Fiscal Year 2019-2020 Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	July	Aug	Sept	TOTAL
Circulation	5726	5452	4698	4985	4828	4553	3292	3147	3001	2943	2878	2564	48067
Technology Center Usage	434	347	331	364	342	235	15	0	0	8	37	27	2140
Early Literacy Stations Usage	39	36	34	15	33	10	0	0	0	0	0	0	167
Patrons Visits	3517	2848	2929	2839	3214	2360	910	712	958	1158	1006	904	23355
New Library Cards	15	15	11	17	23	5	2	2	4	5	2	4	105
Reference Questions Answered	689	642	577	762	676	700	349	358	463	369	354	328	6267
Genealogy / History Research	1	4	0	1	5	1	0	0	3	0	6	0	21
Materials Added	276	205	225	218	280	176	251	128	221	343	200	258	2781
Website Visits	748	749	517	745	706	927	990	1151	1441	1220	931	757	10882
Programs & Exhibits	37	33	19	20	36	21	1	1	1	1	2	2	175
Attendance (includes in Patron Visits)	714	553	370	280	414	312	6	4	9	10	49	30	3329*
Interlibrary Loan Borrowed	18	21	13	30	28	15	13	14	19	20	30	NA	221
Interlibrary Loan Loaned	25	18	19	23	32	21	15	16	8	23	26	NA	226
WiFi Log Ins	1662	1494	1435	1361	1538	1345	579	458	491	571	810	1059	12803
Member Amount Saved	61,654	55,507	48,178	53,197	51,525	46,739	24,971	19,604	24,795	42,740	23,425	24,323	476,659

Makerspace attendance Oct 2019-March 2020= 578*

Patrons Visits = Reserve Pickup starting 3/18/20

4/8/20 last day of computer use (Technology Center)

Starting in June Circulation total uses a different OverDrive Report
7/20/20 Browsing New Material and 1 Computer in Kimmel Gallery

Sessions Event, Activity or Statistic Attendance

1	Book Club Zoom Meeting	9
1	Bilingual Story Time (Headstart)	21
2	Alternative Service Model All Month	30

September Online Story Time (Pirate Theme)

79 unique page hits from September 1-30

5 packages of craft supplies picked up from Library

18 packages of craft supplies went to Head Start (full day group)

35 packages of craft supplies went to Head Start (half day group)

Morton-James Public Library Minutes

September 9, 2020

The following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm September 9, 2020 in the fireplace room at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on September 3, 2020 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, Claudette Wielechowski, Sue Little

Member Absent: Cindy Patton

Staff Present: Donna S. Kruse, Louan Beard

McNeely called the meeting to order at 4:00 pm and asked if all Library Board members had a chance to contact Donna regarding questions to last months minutes, budget report and financial report send out by email.

Directors Report:

The following report was presented by Kruse:

- Exterior Preservation Project continues including stair demolition on 8/12
- Applied and received new Business credit card
- Kelsie Robinson started as new PT Clerk 8/19
- Kruse graduated with Class 14 of Leadership Nebraska City
- MJPL hosted last Farmer's Market of season – Public was pleased with mystery grab bags of books (adult) and craft kits for children
- Virtual Book Club & Story Times, Homebound Service, filling reserve requests and phone reference continues
- Director attended Civic Engagement Committee, Mt. Plains Library Association & Central Plains meeting virtually

Johnson asked about the timeline on the exterior renovation project. Kruse reported that the steps to the north entrance have been the biggest delay. Additional delays in receiving stone in a timely fashion has put the project back slightly. McGill Restoration still expects to complete the project in November 2020.

Consent Agenda:

McNeely asked for a motion to approve the consent agenda. Wielechowski made the motion to approve the consent agenda, Little seconded the motion. Vote: Wielechowski, yes; Johnson, yes; Little, yes; McNeely, yes.

Monthly Claims: It was explained by Kruse that this is the last month of claims that will be paid in this fiscal year. Clarification was given as to where state aid comes from and how it is used as well as what is purchased from the vendor Baker & Taylor.

McNeely called for a motion to approve the claims for payment. Johnson moved to pay the claims and Wielechowski seconded the motion. Vote: McNeely, yes; Little, yes; Wielechowski, yes; Johnson, yes.

Business:

J. Sterling Morton Statue:

McNeely asked if the Library Board members were interested in pursuing the housing of the J. Sterling Morton statue. Kruse explained that since the last Library Board meeting the statue committee has been notified that the statue would not be arriving in Nebraska until late 2021. A guesstimate for the structural footings to put the statue in the Library lobby is \$2,000. It is currently believed that the statue can not be placed without the base that it is currently sitting on. It was questioned as to whether or not the same information signage could be used that was developed for use at Arbor Lodge. McNeely asked for a consensus as to the direction that the Library Board members would like to go. All members agreed that they would like to pursue gathering additional information for possibly housing the statue. It was felt that no special meeting needed to be held but additional information needed to be gathered. Board members asked Kruse to talk with Laura Steinman at Arbor Lodge, Doug Friedli statue committee representative, the local contact with the DC representative, historian Sara Crook and present her findings at next month's meeting. The subject was tabled until the October meeting.

Review of Community Needs Assessment Goals:

McNeely and Kruse met during the month and discussed making changes to the current smart goals. It was clarified that the goals span a three-year period of time from late 2018 until 2021. The intent is to amend the document by what has been tried, what worked, what didn't, and what has been impacted by the COVID-19 pandemic.

Kruse stated that SMART Goal #1 which is the Library's mission statement stays the same. Under the objectives it was noted that objective a) was changed at a previous meeting to read *Increase the number of card holders by an average of 2% or more each year until 2021*. Not the 5% that it currently states. Kruse explained that the number of cardholders is a standard unit of measure used by libraries but it has not been one that we have been able to influence. Since the beginning of the pandemic we have had applications for 20 new pandemic cards. These cards have mostly been for families new to the community. Our demand for reserve pick-up indicates that the Library is providing a valued service to the community but we are not adding significant numbers of new library cardholders. For objective b) the Library had been increasing the number of public meetings being held at the Library by businesses and civic groups and will be able to support that with statistics from October 2018 to March 2020 when the pandemic stopped the scheduling of public meetings at the Library. In addition, the Nebraska Library Commission Innovation Studio Makerspace statistics will provide additional evidence on community contacts made during the time it was housed at the Library.

Goal #2 To assist with the development of the local workforce and provide more opportunities for visitors to come to the Library for events and services. Objective a) called for a series of workshops or programs to cover work related topics such as resume writing, interview

techniques, Lynda.com, LinkedIn or similar subject matter. Kruse stated that two evening workforce development classes were presented by the Nebraska Department of Labor last fall with very low attendance. Kruse plans to look into promoting Google virtual programs that cover workforce development topics. Objective b) focused on providing a variety of live performances, one every 6 months over three years. The pandemic forced the focus to change from in person programming to virtual programming. Many subjects don't translate well to an online format. Kruse stated that additional staff input is needed for developing future educational and entertaining programming. Beard brought up the current survey being presented to the public on Facebook and the Library website looking for feedback on subjects of interest that the public would watch virtually. Johnson asked if the Library had an email marketing software to get the survey out to the public. Beard will look into the costs of setting up email marketing and funding possibilities.

Kruse explained that through the committee that she is a part of, Digitally Connected Communities, they hope to connect the Chamber with *Shop Where I Live*, an Iowa company that helps local small businesses sell their products and services together, creating a one-stop shop for their community to buy local *online*. It will help those businesses who don't have an online presence yet, to establish one. It is all contingent on if the Chamber wants to handle the project and assist Chamber members with this additional outlet for sales.

Through collaboration with other organizations Little would like to work with Library staff to create a story walk for the community.

New Committees Task List Review:

McNeely reminded Library Board members that per the Memorandum of Understanding between the City of Nebraska City and the Library Board two committees need to be established. Following a brief discussion of the duties of each committee and verifying that the committees would need to meet at least once a year, board members were asked which committee they would be interested in. The Property Committee will be made up of Patton and Little. The Personnel Committee will be made up of McNeely and Wielechowski with Johnson consulting on the directors' yearly evaluation. Johnson will serve as an alternate for both committees in the event action needs to be taken and a committee member is unavailable. The rule of only two board members meeting outside of an official Board Meeting will be observed.

Items for next months meeting agenda will include the J. Sterling Morton Statue, the 125th Anniversary Celebration of the Library and COVID-19 updates.

Meeting adjourned 5:24 pm
Next meeting: October 14, 2020

Submitted by Louan Beard, Assistant Director

BUDGET REPORT
CALENDAR 9/2020, FISCAL 12/2020

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	282,983.74	20,212.86	266,144.26	94.05	16,839.48
10-50-5005	Library - Social Security	21,649.39	1,467.91	19,473.79	89.95	2,175.60
10-50-5010	Library - Group Ins	66,744.98	5,057.17	64,815.49	97.11	1,929.49
10-50-5012	Library - Pension	17,010.61	1,379.62	16,942.64	99.60	67.97
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	25,000.00	1,287.69	20,211.12	80.84	4,788.88
10-50-5023	Library - Telephone/Internet	3,000.00	234.18	2,786.27	92.88	213.73
10-50-5024	Library - Garbage/Recycling	312.00	53.56	335.26	107.46	23.26-
10-50-5025	Library - Equipment Rent	.00	.00	.00	.00	.00
10-50-5026	Library - Equipment	3,000.00	800.00	2,979.95	99.33	20.05
10-50-5028	Library - Office Supplies	3,500.00	433.44	4,085.96	116.74	585.96-
10-50-5029	Library - Postage	1,800.00	200.00	1,400.00	77.78	400.00
10-50-5030	Library - Miscellaneous	400.00	126.40	126.40	31.60	273.60
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	172.00	1,587.53	88.20	212.47
10-50-5032	Library - Credit Card Fees	1,000.00	.00	1,169.84	116.98	169.84-
10-50-5036	Library - Refund Charges/Depos	.00	.00	.00	.00	.00
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	447.50	1,131.13	80.80	268.87
10-50-5100	Library - Rep/Maint - Building	18,000.00	2,354.15	7,561.95	42.01	10,438.05
10-50-5105	Library - Rep/Maint - Grounds	1,500.00	.00	1,485.39	99.03	14.61
10-50-5106	Library - Pest Control	120.00	.00	158.00	131.67	38.00-
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	.00	.00	.00	.00
10-50-5210	Library - Computer	7,000.00	445.00	5,997.95	85.69	1,002.05
10-50-5230	Library - Dues/Memberships	1,000.00	60.00	825.93	82.59	174.07
10-50-5250	Library - Training/Conference	5,500.00	.00	1,454.55	26.45	4,045.45
10-50-5403	Library - Contract Sup/Sev	10,000.00	212.16	9,170.93	91.71	829.07
10-50-5409	Library - Prg and Event Sup/Se	200.00	131.33	131.33	65.67	68.67
10-50-5430	Library - Chemicals	.00	.00	54.74	.00	54.74-
10-50-5500	Library - Travel/Meals/Lodging	200.00	12.88	136.20	68.10	63.80
10-50-5600	Library - Capital Outlays	.00	.00	3,398.40	.00	3,398.40-
10-50-5601	Library - Capital Improvements	.00	.00	.00	.00	.00
10-50-5605	Library - Loan/Lease Payment	51,816.00	.00	51,815.77	100.00	.23
10-50-5775	Library - Electronic Subscript	7,500.00	1,194.42	6,544.72	87.26	955.28
10-50-5776	Library - Aid Purchases	1,206.00	963.27	1,206.00	100.00	.00
10-50-5777	Library - Materials	45,000.00	4,061.81	44,925.33	99.83	74.67
10-50-5800	Library - Donation Purchases	15,687.00	3,320.00	7,131.19	45.46	8,555.81
10-50-5810	Library - Grant Purchases	350,000.00	.00	138,414.58	39.55	211,585.42
10-50-5812	Library - Endowments	62,937.00	15,594.81	32,525.14	51.68	30,411.86
	TOTAL LIBRARY EXPENSE	1,007,266.72	60,222.16	716,127.74	71.10	291,138.98

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

Presented: October 14, 2020

Month to date balance	\$60,222.16
Year to date balance	\$716,127.74
Budget	\$1,007,266.72
Amount unexpended	<u>\$291,138.98</u>
Percentage used	71.10%

Bank Deposits	
September 15	
10-07-4131 Library State Aid	\$0.00
10-13-4420 Library Book Fees and Fines	\$0.00
10-13-4443 Misc - Book Sales	\$0.00
10-21-4685 Grants	\$0.00
Subtotal	<u>\$0.00</u>
10-21-4677 Endowments	
NCCFF/Moller Dollywood September 2020	\$238.84
Subtotal	<u>\$238.84</u>
10-23-4704 Donations	
Chris Webster - Library Sponsor	\$25.00
Kent Heckman- Library Sponsor	\$50.00
Wilberger Memorial	\$100.00
Subtotal	<u>\$175.00</u>
10-29-4831 Misc. Taxable/Copies	\$0.00
Total	\$413.84

Petty Cash	
Expenditures	\$0.00
Refunds	\$0.00
Total	\$0.00

Cash Drawers	
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