

## 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, September 8, 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  
September 8, 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 August 11, 2021

Approve Budget Report

Approve Financial Report

**Approve** payment of claims

**Business:**

**Discussion and/or Take Action:**

StoryWalk update

Secretary position

Saturday hours

125<sup>th</sup> party

Wireless printing update

Statue update

Landscaping

IMLS through Nebraska Library Commission ARPA

Open End

**Next Meeting: October 13, 2021**

**Director's Notes**  
September 8, 2021  
for August activity

- Highest door count this fiscal year
- 2nd highest number of items circulated this fiscal year
- Lighting and pole installed at Steinhart park courtesy of NC Utilities for StoryWalk area of Steinhart park
- Staff participated at last Farmers Market of the season and Dream Switch production
- Staff working on AppleJack float and upcoming exhibits
- Staff almost finished with material labeling project

# Fiscal Year 2020-2021 Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	July	Aug	Sept	TOTAL
Circulation	2532	2813	2778	2616	2428	2683	3142	3594	4521	4007	4307		35,421
Technology Center Usage	36	27	0	0	17	36	49	54	79	118	103		519
Early Literacy Stations Usage	0	0	0	0	0	0	0	0	0	0	0		0
Patrons Visits	1074	843	767	760	755	1087	1221	1338	1769	1684	1851		13,149
New Library Cards	8	6	4	4	4	6	11	15	19	14	10		101
Reference Questions Answered	357	267	281	324	353	391	501	560	630	465	499		4,628
Genealogy / History Research	2	1	0	0	0	7	0	0	0	0	6		16
Materials Added	273	178	193	196	220	298	128	225	231	244	344		2,530
Website Visits	708	723	792	760	880	1125	1046	592	924	784	846		9,180
Programs & Exhibits	1	3	0	1	1	1	5	5	6	7	14		44
Attendance (included in Patron Visits)	8	30	0	9	11	8	35	159	126	176	135		697
Interlibrary Loan Borrowed	16	9	15	42	6	10	9	14	19	19	NA		159
Interlibrary Loan Loaned	18	16	11	19	28	23	24	18	18	27	NA		202
WiFi Log Ins	996	750	699	745	725	827	683	NA	NA	NA	NA		5,425
Member Amount Saved	26,593	24,281	21,055	20,418	19,358	23,579	30,229	31,299	40,059	40,708	38,605		316,183

Patrons Visits = Reserve Pickup starting 3/18/20

2/1/21 Laptop Available. No New Material Browsing in February 2021

4/5/2021 Official Opening of the Entire Library to the Public Post COVID-19

May '21- current month WiFi statistics unavailable from Spiral due to server issues

Sessions Event, Activity or Statistic	Attendance
1 Wildlife Encounters	83
1 Farmer's Market	27
1 Library Book Club	12
1 Kimmel Gallery Art Exhibit	135
10 Public Meetings	109
<b>14 TOTALS</b>	<b>366</b>

37 Summer Reading Bike drawing entries

68 Summer Reading Club registered

57 participated for prizes

## Morton James Public Library Minutes

August 12, 2021

The following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm August 11, 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 August 2 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, Sue Little, Teresa Fields

Board present via Zoom video call: Claudette Wielechowski,

Staff present: Donna S. Kruse, Amanda Winkler

Directors Report for July 2021, activity

- 2 staff out on medical or working from home
- Started art exhibits in Kimmel Gallery again
- Summer Reading Programs continue
- Finalized StoryWalk location
- Meeting room reservations increasing
- Participated in Dept Budget Meetings
- Closed on July 5<sup>th</sup> for holiday

**Statistical Report:** Statistics are down slightly. Wi-Fi usage statistics still not available from Spiral.

### Consent Agenda:

**Minutes:** No changes to minutes except the date that meeting notices were sent needed to be changed to July 2.

**Budget Report:** Budget not over on bottom line. Over budget on supplies as expected with extra supplies needed for Covid procedures and relabeling project. Remainder of materials budget being spent including replacements and series development.

**Financial Report:** Donations for Used Book Store items steady. Other donations coming in through Library Sponsor forms in the Library newsletter. Money for rural card memberships as well as damaged/missing books is only money coming in on materials/cards as we are now fine-free for items returned late.

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

Vote: McNeely, Wielechowski, Johnson, Little, Frields all in favor

**Monthly Claims:** Went over claims including Overdrive database renewal, newspaper ad to announce public meetings, elevator, and window cleaning.

Frields made a motion to pay monthly claims Johnson seconded.

Vote: Little, Wielechowski, Johnson, McNeely, Frields all in favor

**Business:**

**Discussion/Take Action:**

*Items tabled from July meeting:*

Hot Spots and Wireless Printing: Won't be applying to use ARPA money for hot spots because of the requirement to adhere to CIPA. Wireless printing can go forward as long as we can acquire and rely on support from Spiral for troubleshooting. Spiral provides customer service to Library for IT matters.

125<sup>th</sup> Dinner/Party: Date has been moved to October. Kathy McKillip is assisting with planning. Venue is yet to be determined and will be an important piece in planning the format, ticket prices, catering, and other details. Steinhart Lodge is first choice but pricing may be prohibitive. Lied Lodge Conference Center is also costly. Other suggested locations from board members were the Lewis and Clark Center, the Block House across from Little Ted's, and the Library. Space and catering logistics in these venues may be prohibitive. The Memorial Building will not be ready in time for the event. Format was discussed as being a catered dinner or something different like a gathering or progressive event with drinks and heavy hors d'oeuvres. Tickets could still be sold by "table" or group. Or a group could buy a package that included a bottle of wine and other items for the night. A business with a special event liquor license would need to be brought in if alcohol is involved. Covid was also discussed and it was brought up to possibly plan a socially distanced event to be ready in case it is needed and help with reluctance to buy a ticket to a crowded event. Some ideas for this format included a "125 minute celebration" or a "Turn the page" party with stations throughout the Library. Measurements will need to be taken to accommodate multiple tables. The celebration could honor Family Foundations with a theme of "100 Years of Preservation." Steinhart was the first choice for venue from board members, the Library is the second choice. This event will continue to be developed.

Statue: No date for arrival of statue as of yet. Will convene with Construction and Facilities Manager Marty Stovall to decide whether the work on the floor to support the statue should be done before the statue is scheduled to arrive or when it is scheduled to arrive. Board member Sue Little will contact Dr. Sara Crook regarding the historical information on Morton that will accompany the statue display in the Library. Writer Jim Kimball has taken over the Nebraska Life Magazine article on Morton that the Library has sent information for. Tammy Partsch with the Arbor Lodge 150<sup>th</sup> committee might be driving home with the statue.

*Updates:*

StoryWalk: Donna Kruse, Louan Beard, and Amanda Winkler went to Steinhart Park to walk the path from the cabin to the bridge and measure for placement. The path is 900 feet and display stands will be evenly placed. Board members are supportive of this location. 2 to 3 additional lights and one new pole will be added to that area for lighting. Hope to get StoryWalk installed before AppleJack. Nuckoll's Square will be getting security cameras and other measures to address vandalism so there is still a potential for a second StoryWalk to be installed at Nuckoll's Square in the future.

Front Porch Award: Morton-James Public Library has been awarded the Front Porch Award from Southeast Library System (SELS). Board members nominated the Library and wrote letters of recommendation. The award will be announced at the 125<sup>th</sup> dinner/event.

*Open End Items:*

Secretary for Library Board: The Library Board needs to fill the role of secretary. This role can be assigned to a current board member, there is no need to add a new person to fill this role. Research will need to be done to determine if a non-voting staff member from the Library can serve in this role to take minutes for board meetings. It was decided that until this clarification was determined to continue to have a non-voting Library staff member serve in the role and take minutes.

West Entrance: Fire Marshall has declared West entrance to be an official fire exit. Options need to be explored. Repair work to the area would need to be done fixing drainage issue. Depending on the work done, the entrance would need to be kept clear of snow. There had been a suggestion to make an outdoor amphitheater on the West side that could be used for outdoor speakers. This idea came up too close to submission of CIP ideas. The timeframe on the CIP regarding West entrance implementation date may allow for further discussion at a new price.

Picnic Table: Sue Little suggested painting the picnic table we now have outside at the South entrance and asked about options for shade. An umbrella would likely block camera access and possibly get vandalized. It was also suggested to put a porch swing/bench swing somewhere on the property with a plaque on it about the Front Porch Award.

ILMS Grant: \$5,500 dollars are available, we just need to apply for it. Need to double check when the money needs to be spent by and if there are any restrictions on how the money can be spent.

Date for next Board meeting: The next board meeting date will be September 8, 2021.

Meeting was adjourned at 5:11 pm

Submitted by Amanda Winkler, with additional notes by Donna Kruse.

**BUDGET REPORT**  
**CALENDAR 8/2021, FISCAL 11/2021**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	296,839.00	21,590.45	252,566.49	85.09	44,272.51
10-50-5005	Library - Social Security	22,708.00	1,571.06	18,481.15	81.39	4,226.85
10-50-5010	Library - Group Ins	67,126.00	5,561.52	61,242.18	91.23	5,883.82
10-50-5012	Library - Pension	17,883.00	1,445.51	17,193.22	96.14	689.78
10-50-5020	Library - Utilities	23,000.00	1,407.91	22,815.20	99.20	184.80
10-50-5023	Library - Telephone/Internet	3,000.00	227.47	2,579.62	85.99	420.38
10-50-5024	Library - Garbage/Recycling	312.00		267.80	85.83	44.20
10-50-5026	Library - Equipment	2,600.00				2,600.00
10-50-5028	Library - Office Supplies	3,800.00	227.04	5,424.05	142.74	1,624.05-
10-50-5029	Library - Postage	1,900.00		1,300.00	68.42	600.00
10-50-5030	Library - Miscellaneous	400.00		47.64	11.91	352.36
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00		1,106.74	61.49	693.26
10-50-5032	Library - Credit Card Fees	1,000.00	4.05	18.25	1.83	981.75
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	13.15	434.10	31.01	965.90
10-50-5100	Library - Rep/Maint - Building	13,000.00	2,017.00	4,486.06	34.51	8,513.94
10-50-5105	Library - Rep/Maint - Grounds	1,900.00				1,900.00
10-50-5106	Library - Pest Control	314.00	136.00	280.00	89.17	34.00
10-50-5210	Library - Computer	6,800.00	445.00	5,139.47	75.58	1,660.53
10-50-5230	Library - Dues/Memberships	900.00		925.93	102.88	25.93-
10-50-5250	Library - Training/Conference	5,000.00		680.66	13.61	4,319.34
10-50-5403	Library - Contract Sup/Sev	11,000.00	431.37	11,859.01	107.81	859.01-
10-50-5409	Library - Prg and Event Sup/Se	200.00				200.00
10-50-5430	Library - Chemicals	75.00		48.75	65.00	26.25
10-50-5500	Library - Travel/Meals/Lodging	200.00		58.77	29.39	141.23
10-50-5601	Library - Capital Improvements	28,000.00				28,000.00
10-50-5605	Library - Loan/Lease Payment	51,816.00		51,815.77	100.00	.23
10-50-5775	Library - Electronic Subscript	6,500.00	727.50	6,368.63	97.98	131.37
10-50-5776	Library - Aid Purchases	1,496.00				1,496.00
10-50-5777	Library - Materials	45,000.00	3,106.61	40,120.44	89.16	4,879.56
10-50-5800	Library - Donation Purchases	10,462.00	225.00	3,796.98	36.29	6,665.02
10-50-5810	Library - Grant Purchases	298,825.00		259,909.86	86.98	38,915.14
10-50-5812	Library - Endowments	37,000.00	390.00	19,182.17	51.84	17,817.83
	<b>TOTAL LIBRARY EXPENSE</b>	<b>962,256.00</b>	<b>39,526.64</b>	<b>788,148.94</b>	<b>81.91</b>	<b>174,107.06</b>



**August 2021**

Presented: September 8, 2021

Month to date balance		\$39,526.64	
Year to date balance		\$788,148.94	
Budget		\$962,256.00	
Amount unexpended		\$174,107.06	
Percentage used		81.91%	
<b>Bank Deposits</b>			
<u>10-07-4131 Library State Aid</u>			
<u>10-13-4420 Library Book Fees and Fines</u>			
		\$280.15	
<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 Endowment Dollywood September			
		\$211.63	
	Subtotal	\$211.63	
<u>10-23-4704 Donations</u>			
Miscellaneous			
		\$399.22	
Hammond - Library Sponsor			
		\$100.00	
Keep Nebraska City Beautiful - StoryWalk			
		\$200.00	
	Subtotal	\$699.22	
<u>10-29-4831 Misc. Taxable/Copies</u>			
		\$114.00	
<b>Total</b>		<b>\$1,305.00</b>	
<b><u>Petty Cash</u></b>			
Expenditures			
		\$0.00	
Refunds			
		\$0.00	
Total		\$0.00	
<b><u>Cash Drawers</u></b>			
Lower Level			
		\$6.96	short
Main Level			
		\$18.15	long
Total		\$11.19	long
<u>10-13-4420 Credit Card Charges Less Fees</u>			
	Library Fees & Fines	\$93.00 - .281	\$90.19
	Copies		\$0.00
	Donations	\$30.00 - .98	\$29.02
<b>Total Charges</b>	\$123.00 - 3.79		<b>\$119.21</b>