

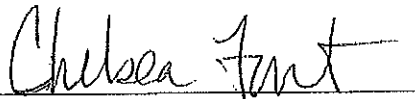
NOTICE OF MEETING

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, May 11, 2022 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.

*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.



Chelsea Foust, Assistant Director
Morton-James Public Library
chfoust13@gmail.com
402-873-5609

Morton-James Public Library
May 11, 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 April 13, 2022

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion and/or Take Action:

Budget update

Capital Improvement update

Westside project update

Open end

Next Meeting: June 8, 2022

Director's Notes

May 11, 2022

April Activity

- Part-Time Seasonal Clerk interviews and hired
- Hot Topics continues to be held at MJPL
- Katie Dia Artist reception well attended
- Closed for Arbor Day
- School visits and preschool field trips held
- Director out on medical starting April 18

Fiscal Year 2021-2022 Monthly Reporting

Morton James Library

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
Circulation	3283	3429	3315	3532	2974	3579	3628						23,740
Technology Center Usage	106	115	81	85	95	125	112						719
Early Literacy Stations Usage	0	0	0	0	0	0	0						0
Patrons Visits	1773	1730	2199	1755	1794	2076	2180						13,507
New Library Cards	14	83	18	16	19	20	11						181
Reference Questions Answered	493	526	487	597	576	662	697						4,038
Genealogy / History Research	2	1	2	2	2	0	2						11
Materials Added	157	269	238	198	185	225	206						1,478
Website Visits	720	781	693	808	670	758	1155						5,585
Programs & Exhibits	32	27	18	16	19	22	26						160
Attendance (included in Patron Visits)	1057	452	591	249	357	453	534						3,693
Interlibrary Loan Borrowed	12	7	18	31	6	18	NA						92
Interlibrary Loan Loaned	15	19	18	17	26	11	NA						106
WiFi Log Ins	1122	1052	1034	948	1016	760	1164						7,096
Member Amount Saved	33,283	33,295	31,470	35,969	31,357	35,804	35,837						237,015

Sessions	Event, Activity or Statistic	Attendance
4	Preschool field trip to library	65
2	Library story time	17
1	Artist reception-Katje Dia	51
3	Community conversation	14
1	Easter party	28
1	York College play	25
2	Origami program	28
1	Kimmel Gallery exhibit	192
1	Traveling story time	20
1	Library book club	11
9	Public meetings	80
26	TOTALS	531

56 Coloring pages taken

74 Crafts kits taken

75 Arbor Day kits taken

BUDGET REPORT
CALENDAR 4/2022, FISCAL 7/2022

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	300,596.92	21,829.19	174,480.11	58.04	126,116.81
10-50-5005	Library - Social Security	22,995.66	1,599.94	12,888.78	56.05	10,106.88
10-50-5010	Library - Group Ins	73,090.78	5,026.12	35,886.47	49.10	37,204.31
10-50-5012	Library - Pension	19,151.17	1,242.52	10,844.67	56.63	8,306.50
10-50-5020	Library - Utilities	26,000.00	3,091.20	16,257.40	62.53	9,742.60
10-50-5023	Library - Telephone/Internet	3,000.00	230.98	1,602.86	53.43	1,397.14
10-50-5024	Library - Garbage/Recycling	325.00		175.54	54.01	149.46
10-50-5026	Library - Equipment	2,600.00		195.94	7.54	2,404.06
10-50-5028	Library - Office Supplies	6,000.00	260.50	2,865.16	47.75	3,134.84
10-50-5029	Library - Postage	1,900.00	200.00	1,000.00	52.63	900.00
10-50-5030	Library - Miscellaneous	400.00		67.45	16.86	332.55
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	42.13	322.08	17.89	1,477.92
10-50-5032	Library - Credit Card Fees	200.00	7.27	34.45	17.23	165.55
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	73.15	727.46	51.96	672.54
10-50-5100	Library - Rep/Maint - Building	13,000.00	225.81	1,921.90	14.78	11,078.10
10-50-5105	Library - Rep/Maint - Grounds	1,200.00	88.66	687.42	57.29	512.58
10-50-5106	Library - Pest Control	325.00		96.00	29.54	229.00
10-50-5210	Library - Computer	6,800.00	445.00	3,535.50	51.99	3,264.50
10-50-5230	Library - Dues/Memberships	1,000.00	353.00	793.00	79.30	207.00
10-50-5250	Library - Training/Conference	6,000.00	262.19	312.19	5.20	5,687.81
10-50-5403	Library - Contract Sup/Sev	13,000.00	498.79	5,205.60	40.04	7,794.40
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		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		51,815.77	100.00	.23
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	3,118.48	22,194.13	49.32	22,805.87
10-50-5800	Library - Donation Purchases	12,306.00	717.68	5,151.92	41.87	7,154.08
10-50-5810	Library - Grant Purchases	87,327.00	484.44	1,721.78	1.97	85,605.22
10-50-5812	Library - Endowments	46,124.00	1,229.70	9,623.08	20.86	36,500.92
	TOTAL LIBRARY EXPENSE	770,063.53	38,567.35	363,350.13	47.18	406,713.40

Morton-James Public Library Minutes

April 13, 2022

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm April 13, 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 March 8, 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, Molly McNeely, Sue Little, Teresa Frields

Board Absent: Claudette Wielechowski

Staff Present: Donna S. Kruse, Chelsea Foust

Roll call was signed.

Directors Report for March 2022 Activity:

- Foust attended Public Library Conference in Portland
- Community Conversations continues
- Student Art Month exhibit and public meetings brought in strong foot traffic
- New book on Story Walk installed- On the Night of the Shooting Star
- Several building issues over the month (fire alarm/cameras/public printing)
- Hot Topics was held in Kimmel Gallery again this month
- All staff working on National Incident Management System (NIMS) training

Statistical Report:

There were no questions but Kruse pointed out numbers are going up. Sue Little also pointed out that Patron visits were way up this month which could have some to do with opening Saturdays.

Consent Agenda:

Minutes: There were no changes to the minutes.

Budget Report: Sue Little wanted to know where the money came from for Story walk and was told that it originally came from Endowment, however now it comes from Donations, until we ask NCCFF for endowment money in June.

It was mentioned to Kruse that NCCFF would like us to spend more of our endowment money. Kruse is working on looking for more exhibits and/or performers to come in. Possibility would be to buy pool passes to give out at Library.

Molly McNeely pointed out that we should look into Capital Improvement Projects next month to have an idea for annual budget.

Financial Report: The Library received a large donation from United Commercial Traveler of America for Youth education and reading.

McNeely called for a motion to approve the consent agenda. Frields moved and Johnson seconded.

Vote: Little, Frields, McNeely and Johnson all voted to approve.

Payment of Claims:

McNeely asked for questions regarding the payment of claims. There was none.

McNeely called for a motion to approve the payment of claims Little moved and Frields seconded.

Vote: Little, Johnson, McNeely, and Frields all voted yes

Business:

Discussion and/or Take Action:

Amanda came in to talk about Summer Reading program for 2022. Theme is Oceans of Possibilities. There will be a Reading Club that will log their books read and receive a prize for participation. Ages preschool through 12 grades.

- Craft Hour will be every Tuesday at 10am and the crafts will be packaged to be able to be picked up throughout the week if people are unable to come at 10am.
- Wednesday is Story time at 10am each week will have a different theme to do with oceans.
- The Library will then have programs on Thursdays or a couple on Saturdays.

Amanda is also doing Farmers Market Story time in Partnership with NCTC. She has also formed a partnership with NCTC for Treestock in having a 4th of July party at the Library in the morning and the NCTC activities are all in the afternoon.

Amanda is working on a brochure to handout to the schools, and for the public to have to help them know what will be happening all summer.

Community Conversations still ongoing and doing well.

The Library has added, with Nikki Johnson's help, an evening book club starting May 18, 2022

The library hired Gladys Jones as a part-time clerk to start April 18 and work roughly 29 hours a week until September.

Donna has been contacted by The Library Land Project to be interviewed and possibly get some insight on a strategic plan.

Just a reminder that accreditation will come due in June 2023

The Library is also getting state aid which is directly because of accreditation.

Meeting adjourned at 5:07 PM.

Next Meeting: May 11, 2022

Submitted by Chelsea Foust with additional notes by Donna Kruse

Morton-James Public Library Financial Report

April 2022

Presented: May 11, 2022

Month to date balance		\$38,567.35	
Year to date balance		\$363,350.13	
Budget		\$770,063.53	
Amount unexpended		<u>\$406,713.40</u>	
Percentage used		47.18%	
Bank Deposits April 4, 7, 18, 30			
<u>10-07-4131 Library State Aid</u>			
<u>10-13-4420 Library Book Fees and Fines</u>		\$310.75	
<u>10-13-4443 Misc - Book Sales</u>			
<u>10-21-4685 Grants</u>			
	Subtotal	<u>\$0.00</u>	
<u>10-21-4677 Endowments</u>			
NCFE Kanopy		\$1,000.00	
NCFE Summer Reading		\$5,362.25	
	Subtotal	<u>\$6,362.25</u>	
<u>10-23-4704 Donations</u>			
Miscellaneous		\$1,109.67	
Sonya Kummer DDS Library Sponsor		\$50.00	
Britt & Heidi Rosane Library Sponsor		\$25.00	
Todd & Theresa Smith Library Sponsor		\$100.00	
	Subtotal	<u>\$1,284.67</u>	
<u>10-29-4831 Misc. Taxable/Copies</u>		\$238.80	
Total		\$8,196.47	
<u>Petty Cash</u>			
Expenditures		\$3.70	
Refunds		\$0.00	
Total		\$3.70	
<u>Cash Drawers</u>			
Lower Level		\$8.00 long	
Main Level		\$2.20 long	
Total		\$10.20	
Credit Card Charges Less Fees			
	10-13-4420 Library Fees & Fines	170.10-4.96	\$165.14
	10-29-4831 Copies	17.40-.91	\$16.49
	10-23-4704 Donations	46.00-1.40	\$44.60
	Total Charges	233.50-7.27	\$226.23