

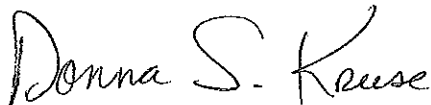
NOTICE OF MEETING

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 13, 2021 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.



Donna S. Kruse, Director
Morton-James Public Library
dkruse@nebraskacity.com
402-873-5609

**Morton-James Public Library
October 13, 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 September 8, 2021

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion and/or Take Action:

StoryWalk update

Wireless printing update

Statue update-none

IMLS through Nebraska Library Commission (ARPA)

Open End

Next Meeting: November 8, 2021

Director's Notes
October 2021
September 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.

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	3505	38,926
Technology Center Usage	36	27	0	0	17	36	49	54	79	118	103	123	642
Early Literacy Stations Usage	0	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	1955	15,104
New Library Cards	8	6	4	4	4	6	11	15	19	14	10	16	117
Reference Questions Answered	357	267	281	324	353	391	501	560	630	465	499	534	5,162
Genealogy / History Research	2	1	0	0	0	7	0	0	0	0	6	5	21
Materials Added	273	178	193	196	220	298	128	225	231	244	344	213	2,743
Website Visits	708	723	792	760	880	1125	1046	592	924	784	846	757	9,937
Programs & Exhibits	1	3	0	1	1	1	5	5	6	7	14	23	67
Attendance (Included in Patron Visits)	8	30	0	9	11	8	35	159	126	176	135	391	1,088
Interlibrary Loan Borrowed	16	9	15	42	6	10	9	14	19	19	21	NA	180
Interlibrary Loan Loaned	18	16	11	19	28	23	24	18	18	27	17	NA	219
WiFi Log Ins	996	750	699	745	725	827	683	NA	NA	NA	NA	284	5,709
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	54,548	370,731

w/- login stats are incomplete due to technical issue with Spiral (now PinPoint)
wif stats partial month only (9-21 thru 9/30)

Sessions/ Event, Activity or Statistic	Attendance
1 Library book club	10
2 Library story time	19
1 Buffalo Bill program	24
1 Mollie Cornutt program	23
3 Community conversations	22
3 Head Start story time	52
1 Kimmel Gallery exhibit	116
11 Public meetings	125
23 TOTALS	391

Morton James Public Library Minutes

September 8, 2021

The following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm September 8, 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 30, 2021 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board Present: Teresa Frields, Sue Little, Molly McNeely, Claudette Wielechowski

Member Attending by Zoom: Nikki Johnson

Staff Present: Donna S. Kruse, Louan Beard

City Staff Present: Lou Leone

Directors Report for August 2021, 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

Statistical Report:

Kruse noted highest door count and 2nd highest circulation numbers this fiscal year.

Consent Agenda:

Minutes: No corrections to the minutes.

Budget Report: Only one more month left in this fiscal year's budget.

Financial Report: A donation was received from Keep Nebraska City Beautiful to be used for the StoryWalk© project.

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

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

Monthly Claims: McNeely asked for questions regarding payment of claims.

Fields made a motion to pay monthly claims Wielechowski seconded.

Vote: Fields, Wielechowski, Johnson, Little, McNeely all voted yes

Business:

Discussion/Take Action:

The book pages for the StoryWalk© exhibit will be ready to be laminated at the end of the week. Kruse has been communicating with city staff regarding the installation of the StoryWalk© exhibit stands. No installation date has been set.

Little volunteered to serve as the Library Board secretary.

Kruse will be attending the Nebraska Library Association's Annual Conference in Omaha October 13 and 14. Beard will be presenting information at the October 13 Library Board meeting.

Library staff reviewed the statistics for how many patrons used the Library on Saturday before the pandemic. It was determined that starting January 8, 2022 the Library will be open from 9 am to 1 pm on Saturday. Staff will alternate working half a day during the week when they work on Saturday and having every other Saturday off. The plan to start Saturday hours in 2022 will be contingent on any issues the pandemic may cause in the new year.

The event to celebrate the Library's 125th year of service to the community will be held on Sunday, October 10, 2021 at 6 pm at the Library. Tickets for the 125-minute event will be \$50.00 per person. The fundraiser will benefit the Morton-James Public Library Building Preservation Fund. A short program will be presented in the Kimmel Gallery along with a Library history display. Hors d'oeuvres will be served throughout the building. Small vignettes with information about authors, quotes and books will be on display as part of a treasure hunt. A drawing will be held at the end of the event for several gift baskets. The possibility of serving wine is still being researched. A community wide invitation mailing is being planned. Family Foundation members will be invited and thanked for their support of the Library. The Southeast Library System Front Porch Award given to the Morton-James Public Library during National Library Week 2021 will be acknowledged at the event.

Beard gave an update on the 125th party the Library staff has planned for Tuesday, October 5 from 2-5:30 pm. The community is invited to join the staff for cake, visit the Library history display in the Kimmel Gallery and meet Mollie Cornutt, the first Librarian. The Library staff will have a small float in the AppleJack parade celebrating 125 years of service to the community.

Plans are being made to install wireless printing in the Technology Center. This will make printing from handheld devices such as phones possible. Spiral Communications, our IT company, will be helping with the installation. A wireless printing policy still needs to be developed. It was also noted that Pinpoint Communications has purchased Spiral Communications. There is no information as to the impact this change will have on our IT service.

Due to increased security measures in Washington D.C., there is no date set for the transfer of the J. Sterling Morton statue to Nebraska. It is understood that the Willa Cather statue, that will replace the Morton statue, is entering its final stage of completion.

Landscape mulch is being purchased and stored at the street department until the poison ivy can be cleaned out of the flowerbeds around the Library. The intent is to get the mulch put out around the Library yet this fall.

Kruse explained that funding available through the Nebraska Library Commission, provided from the Institute of Museum and Library Services (IMLS) from the American Rescue Plan Act (ARPA), is available for the Library to apply for before the end of the year. Funding is based on population size. The Library would be eligible to apply for \$5,775. Stipulations are set on what the funding can be spent on. A project does not have to be selected before the application for funding is submitted but the money has to be spent by May 31, 2022. The funding comes with multiple reporting requirements. Kruse is looking into possible projects that the funding would cover.

Open End Items:

Following a brief discussion McNeely made a motion and Wielechowski seconded to close the Library for staff to attend the virtual Nebraska Library Conference on Wednesday, October 13, 2021.

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

Kruse asked for assistance from McNeely and Wielechowski as Library Board members of the personnel committee, to assist with the hiring of the new Assistant Library Director. She asked for their assistance in creating a job description so the ad could be placed in the next week or so. Johnson asked if any of the current staff members would potentially be a candidate. Kruse said no.

Little reported that the Library books placed at CHI Health St. Mary's for new babies have been well received and they need additional books. They only have seven out of the original 25 copies left. Kruse was asked to find out if placing the application forms for Dolly Parton's Imagination Library with the books at the hospital has increased enrollment.

Kruse asked the Library Board if they had an opinion as to whether or not the public should be wearing masks in the Library. Currently, it is optional for both the staff and the public to wear masks. The Library has hand sanitizer and masks available for the public to use. Following a brief discussion, the consensus was to leave wearing masks optional.

Date for next Board meeting: The next board meeting date will be October 13, 2021

Meeting was adjourned at 5:26 pm.

Submitted by Louan Beard, with additional notes by Donna Kruse.

BUDGET REPORT
CALENDAR 9/2021, FISCAL 12/2021

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	296,839.00	21,769.61	274,336.10	92.42	22,502.90
10-50-5005	Library - Social Security	22,708.00	1,582.58	20,063.73	88.36	2,644.27
10-50-5010	Library - Group Ins	67,126.00	5,720.83	66,963.01	99.76	162.99
10-50-5012	Library - Pension	17,883.00	1,452.38	18,645.60	104.26	762.60-
10-50-5020	Library - Utilities	23,000.00	1,414.16	24,229.36	105.35	1,229.36-
10-50-5023	Library - Telephone/Internet	3,000.00	227.48	2,807.10	93.57	192.90
10-50-5024	Library - Garbage/Recycling	312.00	55.18	322.98	103.52	10.98-
10-50-5026	Library - Equipment	2,600.00				2,600.00
10-50-5028	Library - Office Supplies	3,800.00	265.30	5,689.35	149.72	1,889.35-
10-50-5029	Library - Postage	1,900.00	400.00	1,700.00	89.47	200.00
10-50-5030	Library - Miscellaneous	400.00		47.64	11.91	352.36
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	227.18	1,333.92	74.11	466.08
10-50-5032	Library - Credit Card Fees	1,000.00	1.75	20.00	2.00	980.00
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	464.63	898.73	64.20	501.27
10-50-5100	Library - Rep/Maint - Building	13,000.00		4,486.06	34.51	8,513.94
10-50-5105	Library - Rep/Maint - Grounds	1,900.00	818.94	818.94	43.10	1,081.06
10-50-5106	Library - Pest Control	314.00	36.00	316.00	100.64	2.00-
10-50-5210	Library - Computer	6,800.00	1,551.30	6,690.77	98.39	109.23
10-50-5230	Library - Dues/Memberships	900.00	29.00	954.93	106.10	54.93-
10-50-5250	Library - Training/Conference	5,000.00	296.00	976.66	19.53	4,023.34
10-50-5403	Library - Contract Sup/Sev	11,000.00	945.49	12,804.50	116.40	1,804.50-
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	11.65	70.42	35.21	129.58
10-50-5601	Library - Capital Improvements	28,000.00	27,894.65	27,894.65	99.62	105.35
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		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	3,794.20	43,914.64	97.59	1,085.36
10-50-5800	Library - Donation Purchases	10,462.00	685.38	4,482.36	42.84	5,979.64
10-50-5810	Library - Grant Purchases	298,825.00	79.36	259,989.22	87.00	38,835.78
10-50-5812	Library - Endowments	37,000.00	267.40	19,449.57	52.57	17,550.43
	TOTAL LIBRARY EXPENSE	962,256.00	69,990.45	858,139.39	89.18	104,116.61

September 2021

Presented: October 13, 2021

Month to date balance		\$69,990.45	
Year to date balance		\$858,139.39	
Budget		\$962,256.00	
Amount unexpended		\$104,116.61	
Percentage used		89.18%	
Bank Deposits			
September 17, 30			
<u>10-07-4131 Library State Aid</u>			
<u>10-13-4420 Library Book Fees and Fines</u>			
		\$262.99	
<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 World Book Renewal			
		\$1,300.00	
NCCFF/Moller Endowment Dollywood October			
		\$223.27	
	Subtotal	\$1,523.27	
<u>10-23-4704 Donations</u>			
Miscellaneous - AppleJack book event			
		\$670.97	
	Subtotal	\$670.97	
<u>10-29-4831 Misc. Taxable/Copies</u>			
		\$105.90	
Total		\$2,563.13	
Petty Cash			
Expenditures			
		\$0.00	
Refunds			
		\$0.00	
Total		\$0.00	
Cash Drawers			
Lower Level			
		\$9.95	long
Main Level			
		\$1.40	long
Total		\$11.35	long
<u>10-13-4420 Credit Card Charges Less Fees</u>			
	Library Fees & Fines	47.00-1.52	\$45.48
	Copies		\$0.00
	Donations	35.00-1.11	\$33.89
Total Charges	82.00-2.63		\$79.37