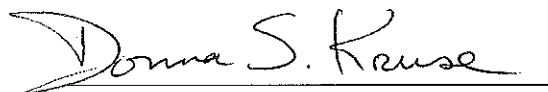


NOTICE OF MEETING

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 9, 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.

A handwritten signature in cursive script that reads "Donna S. Kruse". The signature is written in black ink and is positioned above a horizontal line.

Donna S. Kruse
Library Director

**Morton-James Public Library
September 9, 2020
Board Meeting Agenda**

Call meeting to order 4:00 pm

Signing of Roll Call

Consent Agenda

Director's Report

Statistical Report

Approve Minutes from July 8 and August 12, 2020

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion/Take Action:

J. Sterling Morton Statue

Review of Community Needs Assessment Goals

New Committees task lists review

Next Meeting October 14, 2020

Director's Report

September 9, 2020

August Activity

- Exterior Preservation Project continues including stair demolition on 8/12
- Applied and received new Business credit card
- K. 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 (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 Public Library Association & Central Plains meetings virtually

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 | | 45503 |
| Technology Center Usage | 434 | 347 | 331 | 364 | 342 | 235 | 15 | 0 | 0 | 8 | 37 | | 2113 |
| Early Literacy Stations Usage | 39 | 36 | 34 | 15 | 33 | 10 | 0 | 0 | 0 | 0 | 0 | | 167 |
| Patrons Visits | 3517 | 2848 | 2929 | 2839 | 3214 | 2360 | 910 | 712 | 958 | 1158 | 1006 | | 22451 |
| New Library Cards | 15 | 15 | 11 | 17 | 23 | 5 | 2 | 2 | 4 | 5 | 2 | | 101 |
| Reference Questions Answered | 689 | 642 | 577 | 762 | 676 | 700 | 349 | 358 | 463 | 369 | 354 | | 5939 |
| Genealogy / History Research | 1 | 4 | 0 | 1 | 5 | 1 | 0 | 0 | 3 | 0 | 6 | | 21 |
| Materials Added | 276 | 205 | 225 | 218 | 280 | 176 | 251 | 128 | 221 | 343 | 200 | | 2523 |
| Website Visits | 748 | 749 | 517 | 745 | 706 | 927 | 990 | 1151 | 1441 | 1220 | 931 | | 10125 |
| Programs & Exhibits | 37 | 33 | 19 | 20 | 36 | 21 | 1 | 1 | 1 | 1 | 2 | | 172 |
| Attendance (Included in Patron Visits) | 714 | 553 | 370 | 280 | 414 | 312 | 6 | 4 | 9 | 10 | 49 | | 2721 |
| Interlibrary Loan Borrowed | 18 | 21 | 13 | 30 | 28 | 15 | 13 | 14 | 19 | 20 | NA | | 191 |
| Interlibrary Loan Loaned | 25 | 18 | 19 | 23 | 32 | 21 | 15 | 16 | 8 | 23 | NA | | 200 |
| WiFi Log Ins | 1662 | 1494 | 1435 | 1361 | 1538 | 1345 | 579 | 458 | 491 | 571 | 810 | | 11744 |
| 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 | | 452336 |

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 | Farmers Market | 40 |
| | Alternative Service Model All Month | |
| 2 | TOTALS | 49 |

Morton-James Public Library Minutes

August 12, 2020

The following is the minutes of the Morton-James Public Library Board meeting held at 4:03 pm August 12, 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 August 4, 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

Attending by Zoom: Cindy Patton

Members Absent: Alan Fox

Staff Present: Donna S. Kruse, Louan Beard, Attending by Zoom: Amanda Winkler

Visitors: Sue Little, Megan Feeney with NPR Nebraska and Doug Friedli joining at 4:31

Directors Report:

Kruse reviewed the following:

- Board of Health and Construction meetings continue
- Summer Reading virtual programming and Homebound Delivery continues
- Opened new materials browsing section in Kimmel Gallery 7/20/20 plus reinstated one computer available by appointment only (30 minutes)
- Director attended Nebraska Library Association officer Meeting
- Replaced water heater downstairs
- One week of quarantining items continues
- Desk shield installed on Kimmel desk
- Part time Clerk Alissa Harris resigned 7/30/20

Statistical Report:

A review of the July statistics shows that the Library is remaining viable during the pandemic and providing a needed service to the community. Library services have never completely stopped during the pandemic. Library staff is working with the different options available to collect virtual program statistics to monitor the interest and attendance to online programs.

Consent Agenda:

Minutes: July 8, 2020

Corrections or Additions: Patton noted that the Director's Notes were for the wrong month. Kruse noted the correction and will send out an updated version of the July 8, 2020 meeting minutes by email. No other corrections were indicated.

Budget Report:

Credit card fees should not be an issue next year since the City has a new credit card company. Kruse explained that expenditures for the Exterior Project will be less for this year than expected.

Financial Report: No questions

Patton made the motion to approve the consent agenda, Johnson seconded.
Vote: Patton, yes; Wielechowski, yes; Johnson, yes; McNeely, yes

Monthly Claims: No questions

Wielechowski moved to approve the monthly claims, Johnson seconded.
Vote: McNeely, yes; Johnson, yes; Wielechowski, yes; Patton, yes

Business:

McNeely explained that with the approved Agreement between the City of Nebraska City and the Morton-James Public Library Board comes the task of setting up two specific committees. Under Article IV: Shared Duties and Responsibilities Section 2 a. states: *The Library Board shall appoint from its membership a personnel committee of two (2) members.* Section 3 a. states *The Library Board shall appoint from its membership a property committee of at least two (2) members.* A task list will be prepared for each of these committees by McNeely, Patton and Kruse to review at the next Library Board meeting. No action was taken.

The Community Needs Assessment is required by the Nebraska Library Commission for Library Accreditation. The document is to be reviewed annually and adjusted as needed by changing circumstances, such as the global pandemic that our community is currently experiencing. Due to the pandemic the focus will be directed toward SMART Goals #1 and #2. The plan is for McNeely and Kruse to meet before the next Library Board meeting to assess what has been impacted the most by the current pandemic and bring that information back to the next meeting for review. All Library Board members are encouraged to read through the SMART Goals and be prepared to share ideas on how the goals can be accomplished during the pandemic.

Doug Friedli joined the meeting at 4:31 pm. Friedli is a long-time community member serving on the local J. Sterling Morton Statue Committee and keeper of community history. Friedli gave a history of the search for a home for the Morton statue once it leaves its current location in the United States Capital Visitor Center, in Washington, D.C. A statue of Willa Cather will be replacing the statue sometime over the next year or so. Friedli explained that the committee has raised \$10,200 to bring the statue to Nebraska City and create a display to educate the public about all aspects of J. Sterling Morton's life. The Otoe County Board offered to display the statue outside on the east side of the courthouse. Recently, that offer was rescinded. The committee is asking the Library Board to consider displaying the statue at the Library. Library Board members asked about various other possible locations for the statue and Friedli acknowledged a list of locations that had either not worked or had not been fully researched at this time. The statue committee feels that the Library would be an excellent place to display the statue and provide an educational element. Kruse commented that the fact that Joy Morton son of J. Sterling Morton is the Library's benefactor must be maintained. Library Board members asked the statue committee to find out if the statue can withstand being outside and if it could be displayed inside without the pedestal. Johnson asked how soon a decision needed to be made and Friedli explained that with the pandemic things are moving slowly in Washington D.C. The statue committee has a safe storage location for the statue once it arrives in Nebraska City,

sometime between April and June 2021. McNeely asked Friedli to give the Library Board time to reflect before deciding. Patton asked that the subject be tabled and brought back to the September 2020 Library Board meeting. Friedli was thanked for attending the meeting and providing a lot of information for the Library Board to consider. At the September meeting the Library Board will be asked to vote yes or no as to continuing the research to house the J. Sterling Morton statue. If yes, a special meeting will be called to discuss all of the different aspects of being the permanent location for the statue, keeping in mind that the City Council will also need to agree to the arrangement.

President, McNeely explained that going forward all questions regarding the consent agenda items will be handled between the Library Director and the Library Board members by email before the meeting. Board members were reminded to not reply all when asking questions regarding board meeting matters. The goal is to go through the agenda as time efficiently as possible so there is adequate time to discuss business matters.

Sue Little is interested in being a future Library Board member.

Meeting adjourned 5:31 pm

Next meeting: September 9, 2020

Submitted by Louan Beard, Assistant Director

BUDGET REPORT
CALENDAR 8/2020, FISCAL 11/2020

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT USED | AMOUNT UNEXPENDED |
|----------------|--------------------------------|---------------------|------------------|-------------------|--------------|-------------------|
| 10-50-5000 | Library - Salaries | 282,983.74 | 19,803.34 | 245,931.40 | 86.91 | 37,052.34 |
| 10-50-5005 | Library - Social Security | 21,649.39 | 1,438.59 | 18,005.88 | 83.17 | 3,643.51 |
| 10-50-5010 | Library - Group Ins | 66,744.98 | 5,433.47 | 59,758.32 | 89.53 | 6,986.66 |
| 10-50-5012 | Library - Pension | 17,010.61 | 1,379.62 | 15,563.02 | 91.49 | 1,447.59 |
| 10-50-5014 | Library - Unemp Comp | .00 | .00 | .00 | .00 | .00 |
| 10-50-5020 | Library - Utilities | 25,000.00 | 1,535.33 | 18,923.43 | 75.69 | 6,076.57 |
| 10-50-5023 | Library - Telephone/Internet | 3,000.00 | 235.92 | 2,552.09 | 85.07 | 447.91 |
| 10-50-5024 | Library - Garbage/Recycling | 312.00 | .00 | 281.70 | 90.29 | 30.30 |
| 10-50-5025 | Library - Equipment Rent | .00 | .00 | .00 | .00 | .00 |
| 10-50-5026 | Library - Equipment | 3,000.00 | .00 | 2,179.95 | 72.67 | 820.05 |
| 10-50-5028 | Library - Office Supplies | 3,500.00 | 296.27 | 3,652.52 | 104.36 | 152.52- |
| 10-50-5029 | Library - Postage | 1,800.00 | .00 | 1,200.00 | 66.67 | 600.00 |
| 10-50-5030 | Library - Miscellaneous | 400.00 | .00 | .00 | .00 | 400.00 |
| 10-50-5031 | Library - Housekeeping Sup/Equ | 1,800.00 | 74.15 | 1,415.53 | 78.64 | 384.47 |
| 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 | 280.00 | 683.63 | 48.83 | 716.37 |
| 10-50-5100 | Library - Rep/Maint - Building | 18,000.00 | 2,376.16 | 5,207.80 | 28.93 | 12,792.20 |
| 10-50-5105 | Library - Rep/Maint - Grounds | 1,500.00 | 8.09 | 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 | 5,552.95 | 79.33 | 1,447.05 |
| 10-50-5230 | Library - Dues/Memberships | 1,000.00 | 29.00 | 765.93 | 76.59 | 234.07 |
| 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 | 466.97 | 8,958.77 | 89.59 | 1,041.23 |
| 10-50-5409 | Library - Prg and Event Sup/Se | 200.00 | .00 | .00 | .00 | 200.00 |
| 10-50-5430 | Library - Chemicals | .00 | .00 | 54.74 | .00 | 54.74- |
| 10-50-5500 | Library - Travel/Meals/Lodging | 200.00 | .00 | 123.32 | 61.66 | 76.68 |
| 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 | 2,711.30 | 5,350.30 | 71.34 | 2,149.70 |
| 10-50-5776 | Library - Aid Purchases | 1,206.00 | 242.73 | 242.73 | 20.13 | 963.27 |
| 10-50-5777 | Library - Materials | 45,000.00 | 5,553.83 | 40,863.52 | 90.81 | 4,136.48 |
| 10-50-5800 | Library - Donation Purchases | 15,687.00 | .00 | 3,811.19 | 24.30 | 11,875.81 |
| 10-50-5810 | Library - Grant Purchases | 350,000.00 | 39,415.50 | 138,414.58 | 39.55 | 211,585.42 |
| 10-50-5812 | Library - Endowments | 62,937.00 | 2,316.40 | 16,930.33 | 26.90 | 46,006.67 |
| | TOTAL LIBRARY EXPENSE | 1,007,266.72 | 84,041.67 | 655,905.58 | 65.12 | 351,361.14 |

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

Presented: September 9, 2020

| | |
|-----------------------|----------------|
| Month to date balance | \$84,041.67 |
| Year to date balance | \$655,905.58 |
| Budget | \$1,007,266.72 |
| Amount unexpended | \$351,361.14 |
| Percentage used | 65.12% |

| | |
|--|------------|
| Bank Deposits | |
| August 18, 26 | |
| 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 | \$0.00 |
| 10-21-4677 Endowments | |
| NCCFF/Moller Dollywood September 2020 | \$239.71 |
| NCCFF/Moller World Book Online Renewal | \$1,238.32 |
| Subtotal | \$1,478.03 |
| 10-23-4704 Donations | |
| Supernaw Memorial | \$120.00 |
| Subtotal | \$120.00 |
| 10-29-4831 Misc. Taxable/Copies | \$0.00 |

| | |
|--------------|-------------------|
| Total | \$1,598.03 |
|--------------|-------------------|

| | |
|-------------------|---------------|
| 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 |

SMART Goals:

Goal # 1 MJPL's first priority is to always fulfill our mission by providing materials to meet the recreational, educational, information and entertainment needs of Nebraska City for life-long learning and create a vibrant library environment to entice the community to increase library usage.

Objectives:

a) Increase the number of card holders by an average of 5% or more each year until 2021. This could be accomplished by staff emphasizing and expanding outreach program and consistent use of outside marketing opportunities and publicity. Engage Board and volunteers to help in this objective. Statistics will be reported at each year's end.

b) Obtain information via surveys or networking to learn about anticipated company projects, programs or tourist groups visiting the City. Then secure 5 informational matches, annually where the Library can offer direct reference assistance to businesses or individuals. This could range from offering meeting space, pulling related materials for check out, collecting information for travelers, database instruction or culling research materials for special projects. This corporate concierge or embedded librarian style program can be marketed as a way to showcase the services that the community doesn't know about or that they need reminding that we are capable of providing. Anecdotal evidence and statistics on the number of contacts made and projects assigned will be recorded.

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 service.

Objectives:

a) The Library will schedule a series of workshops (minimum of 3) or programs covering work related topics such as resume writing, interview techniques, Lynda.com, LinkedIn or similar subject matter. These will take place in a year's time, based on availability of guest instructors. Evaluations will be distributed to attendees. Series will be repeated, if successful during first year or topics will change year two depending on community input or need.

b) The Library will schedule a series of live performances averaging one every six months during the three year period (total 6). These will be a combination of speakers, Humanities Nebraska performers, musicians or musical groups, authors or similar selections.

c) Staff will attempt to add materials to the collection that support the range of Library programming as determined by annual materials budget.

Evaluation:

Development and implementation of this plan will be the responsibility of staff, with input and participation from Board of Directors and volunteers of all ages as appropriate. Review of the plan by Board and staff will happen between October and November each year and in addition the goals will specifically be reviewed after the 2nd quarter or as needed. Staff will compile reports describing actions taken, progress (or lack thereof), statistics, patron comments, anecdotes, recommended next steps etc. Staff and Board will discuss results, decide if any alterations need to occur and make recommendations. Periodic updates on goals will be given during Board meetings.

The evaluation component to this Community Assessment will be to assure that Morton-James Public Library continues listening for the needs of the community and creates programs or services and collects material to match those same needs.

Accomplishments of previous plan:

Property Committee Task List:

Work with the Library Director to ensure Building and Grounds Maintenance budget is appropriate (Jan-March)

Review and evaluate CIP list annually, getting bids if necessary (suggested time frame for review and work Jan-March)

Meet one time annually outside of regular board meeting to discuss property concerns (if needed)

Obtain library staff input around CIP and other projects in need of repair (annually Oct -Dec)

Act as the liaison between the City and the Library; if the Library Director requests this

Ensure the maintenance of property is sufficient

Support and develop any plans for further acquisition of property

Oversees:

Library Building, Grounds and Parking Lot

Personnel Committee Task List:

Oversees Library Director position

President of the Library Board is mandatory member of this committee

Meet with Library Director annually

Confer on evaluation of Director to include work on City's Annual Evaluation document, include library staff input as needed (December)

Communication with City Administrator/Mayor around Library Director evaluation (currently Dec for Jan evaluation date)

Addresses any concerns dealing with the Library Director

Hiring/Firing the Library Director