


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, August 10, 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.



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

Morton-James Public Library
August 10, 2022
Board Meeting Agenda

Call meeting to order 4:00 pm

Signing of Roll Call

Public Comment Period

Director's Report

Statistical Report

Consent Agenda

Approve Minutes from July 13, 2022

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion/Take Action:

Budget update

Capital Improvement update

Design first look

Personnel Issue: closed session possible under recommendation of Board President

Next Meeting: September 14, 2022

Board may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly 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. The subject matter and the reason necessitating the closed session shall be identified in the motion to close.

Director's Notes
August 2022
for July activity

- Amanda continues to provide crafts and stories at the Farmers' Market for NCTC and participated in Treestock this year
- Provided research to City administrator for 2 projects
- Director presented first draft of budget to City Administrator
- Director dealt with multiple facility issues including: North Room leak; Mechanical Room leak; light bulb replacements and requested another bid on North Room issue
- Signed with Thrasher for North Room and Teen Area repair
- Summer Reading programming ends

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	3759	4745	4483			36,727
Technology Center Usage	106	115	81	85	95	125	112	181	180	151			1,231
Early Literacy Stations Usage	0	0	0	0	0	0	0	0	0	0			0
Patrons Visits	1773	1730	2189	1755	1794	2076	2180	2254	2728	2500			20,989
New Library Cards	14	83	18	16	19	20	11	25	26	36			268
Reference Questions Answered	493	526	487	597	576	662	697	668	1002	1007			6,715
Genealogy / History Research	2	1	2	2	2	0	2	4	2	4			21
Materials Added	157	269	238	198	185	225	206	281	179	217			2,155
Website Visits	720	781	693	808	670	768	1155	1681	801	854			8,901
Programs & Exhibits	32	27	18	16	19	22	26	24	38	27			247
Attendance (included in Patron Visits)	1057	452	591	249	357	453	524	558	1015	388			5,654
Interlibrary Loan Borrowed	12	7	18	31	6	18	13	15	14	NA			134
Interlibrary Loan Loaned	15	19	18	17	26	21	13	15	21	NA			165
WiFi Log Ins	1122	1052	1034	948	1016	780	1164	1139	986	993			10,214
Member Amount Saved	33,283	33,295	31,470	35,969	31,357	35,804	35,837	78,710	71,764	54,250			441,739

Sessions	Event, Activity or Statistic	Attendance
1	Kimmel Gallery exhibit	161
1	4th of July Party	34
2	SRP Craft Hour	19
1	Keith West and Miss Kitty	32
1	SRP Wrap up Party	6
3	Community conversation	19
2	Library book club	23
1	Molly Comit History Program	6
2	Seetail Workshop	35
1	Built an Animal-Wrafe	52
2	Famer's Market story time	60
1	Storytime	33
9	Public meetings	100
27	TOTALS	580

140 Crafts taken to daycare
431 Crafts taken from Lobby & Children's area
39 Pat Shells given away
76 Coloring pages taken
5 SRP Prize buckets given away

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm July 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 July 5, 2022 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

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

Board Absent: Nikki Johnson

Staff Present: Donna S. Kruse (via zoom), Chelsea Foust

Others Present: Lou Leone

Roll call was signed.

Directors Report for June 2022 Activity:

- North Room Mold Remediation
 - Money will come from this year's budget.
 - North Room Leak Arbor County Cleaning took shelves out and treated the areas for mold.
- Shelter Home came to look at roof leaking
 - McKinnis came to fix part of roof and give a quote for the higher portion to be fixed
- Summer Reading Program has drawn great crowds
- Evening book club continues to grow at 24 members
- Chess Club, Storytime and Community Conversations continues; Hot Topics continues to be held at MJPL; Farmers' Market Childrens crafts for NCTC continues

Statistical Report:

Circulation and patron visit numbers are going up. Reference had an uptick in numbers; Wielechowski mentions that Amanda said we have given out over 400 Craft kits

Consent Agenda:

Minutes: There were no changes to the minutes.

Budget Report: There were no questions

Financial Report: Questions on Dollywood and June Endowment request amounts which was explained to be from NCCFF, primarily to cover Summer Reading programing along with Dollywood.

McNeely called for a motion to approve the consent agenda. Sue moved and Wielechowski seconded.

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

Payment of Claims:

McNeely asked for more specifics on Endowment purchases, and it was explained that it was mainly used this month for Summer Reading and adult craft supplies, incentives and programming (ex.-Build an animal workshop).

McNeely called for a motion to approve the payment of claims Fields moved and Molly seconded.

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

Business: Discussion and/or Take Action:

- The board had requested that it be looked into for the public to speak during board meetings, there is no specific time limit as of now. There were examples provided to the board to look over and the matter was tabled for next meeting.
- Budget second-draft was presented at board meeting and was discussed. All numbers are in flux as there will be more processes for the budget to go through before a final budget is reached.
- Equipment Project Request EPR (previously known as CIP) was discussed West Side Project quotes will be done in end of July.
- Little wanted to know if the West side area was having an effect on the North room leaking problem. Kruse didn't think so.
- Kruse pointed out on EPR that the elevator company (TK) came to inspect and she was told that our elevator is an older model and that parts will be in short supply (1-3 years) cost figures to come.
- Kruse also pointed out that the Kimmel Gallery refurbishment is also on the EPR, and she wasn't sure if the Kimmel foundation would be a possible funding source for that project.

McNeely called for a motion to go into a closed session including Donna, Chelsea, and Lou
Sue moved and Molly seconded.

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

Came out of closed session at 6:25pm

The board directs Donna to act as indicated in closed session

Meeting adjourned at 6:25 PM.

Next Meeting: August 10, 2022

Submitted by Chelsea Foust with additional notes by Donna Kruse

BUDGET REPORT
CALENDAR 7/2022, FISCAL 10/2022

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	300,596.92	23,389.10	254,523.37	84.67	46,073.55
10-50-5005	Library - Social Security	22,995.66	1,723.75	18,806.56	81.78	4,189.10
10-50-5010	Library - Group Ins	73,090.78	4,894.81	50,833.52	69.55	22,257.26
10-50-5012	Library - Pension	19,151.17	1,281.74	15,232.71	79.54	3,918.46
10-50-5020	Library - Utilities	26,000.00	1,335.54	21,776.41	83.76	4,223.59
10-50-5023	Library - Telephone/Internet	3,000.00	230.98	2,295.80	76.53	704.20
10-50-5024	Library - Garbage/Recycling	325.00	55.18	285.90	87.97	39.10
10-50-5026	Library - Equipment	2,600.00	99.65-	96.29	3.70	2,503.71
10-50-5028	Library - Office Supplies	6,000.00	108.78-	4,095.97	68.27	1,904.03
10-50-5029	Library - Postage	1,900.00		1,400.00	73.68	500.00
10-50-5030	Library - Miscellaneous	400.00		67.45	16.86	332.55
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	103.53	676.18	37.57	1,123.82
10-50-5032	Library - Credit Card Fees	200.00	3.37	48.36	24.18	151.64
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	301.08	1,068.07	76.29	331.93
10-50-5100	Library - Rep/Maint - Building	13,000.00	1,262.16	9,478.38	72.91	3,521.62
10-50-5105	Library - Rep/Maint - Grounds	1,200.00	60.00	1,011.00	84.25	189.00
10-50-5106	Library - Pest Control	325.00	36.00	132.00	40.62	193.00
10-50-5210	Library - Computer	6,800.00	445.00	4,870.50	71.63	1,929.50
10-50-5230	Library - Dues/Memberships	1,000.00	149.43	942.43	94.24	57.57
10-50-5250	Library - Training/Conference	6,000.00		451.70	7.53	5,548.30
10-50-5403	Library - Contract Sup/Sev	13,000.00	319.94	6,703.42	51.56	6,296.58
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	24.34	134.66	67.33	65.34
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		6,404.76	94.89	345.24
10-50-5776	Library - Aid Purchases	1,496.00				1,496.00
10-50-5777	Library - Materials	45,000.00	3,952.97	34,339.95	76.31	10,660.05
10-50-5800	Library - Donation Purchases	12,306.00	788.94	7,497.17	60.92	4,808.83
10-50-5810	Library - Grant Purchases	87,327.00	235.31	6,196.84	7.10	81,130.16
10-50-5812	Library - Endowments	46,124.00	2,875.87	24,767.33	53.70	21,356.67
	TOTAL LIBRARY EXPENSE	770,063.53	43,260.61	525,952.50	68.30	244,111.03

**Morton-James Public Library Financial Report
July 2022**

Presented: August 10, 2022

Month to date balance	\$43,260.61
Year to date balance	\$525,952.50
Budget	\$770,063.53
Amount unexpended	\$244,111.03
Percentage used	68.30%

Bank Deposits July 11, 25, 31

10-07-4131 Library State Aid

10-13-4420 Library Book Fees and Fines \$374.52

10-13-4443 Misc - Book Sales

10-21-4685 Grants

Subtotal

10-21-4677 Endowments

NCCFF 2nd June Request \$3,563.91

Subtotal \$3,563.91

10-23-4704 Donations

Miscellaneous \$196.00

Garden Club Meeting Room \$150.00

Subtotal \$346.00

10-29-4831 Misc. Taxable/Copies \$12.10

Total **\$4,296.53**

Petty Cash

Expenditures \$0.00

Refunds \$0.00

Total **\$0.00**

Cash Drawers

Lower Level \$71.60 long

Main Level \$0.00

Total **\$71.60**

Credit Card Charges Less Fees

10-13-4420 Library Fees & Fines 116.32-3.63 \$112.69

10-29-4831 Copies \$9.64

10-23-4704 Donations 10.00-.36

Total Charges 126.32-3.99 **\$122.33**