

## 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, December 14, 2022 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  
dkruse@nebraskacity.com  
402-873-5609

**Morton-James Public Library  
December 14, 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 November 9, 2022  
Approve Budget Report  
Approve Financial Report

**Approve** payment of claims

**Business:**

**Discussion/Take Action:**

Update on City Administrator

**Next Meeting: January 11, 2023**

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**  
**December 14, 2022**  
**For November Activity**

- Build a Turkey program and author visit for 100 Things to Do in Nebraska Before You Die were quite popular
- Partnership with EDGE brought four 4<sup>th</sup> grade classes to the library for tours and new cards helped boost the New Library Card statistic
- Amanda provided craft for NCTC's tree lighting event and she continues with her visits to the schools
- StoryWalk has changed to Little Owl's Snow by Divya Srinivasan thanks to Louan Beard and Sue and Mike Little
- Book Clubs continue and have announce new lists for 2023

## Fiscal Year 2022-2023 Monthly Reporting

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
Circulation	4359	4431											8,790
Technology Center Usage	202	142											344
Early Literacy Stations Usage	0	0											0
Patrons Visits	2782	2461											5,243
New Library Cards	18	91											109
Reference Questions Answered	905	855											1,760
Genealogy / History Research	1	0											1
Materials Added	274	221											495
Website Visits	809	714											1,523
Programs & Exhibits	29	27											56
Attendance (Included in Patron Visits)	744	626											1,370
Interlibrary Loan Borrowed	30	NA											30
Interlibrary Loan Loaned	32	NA											32
WiFi Log Ins	5299	280*											5,299
Member Amount Saved	\$41,402.00	\$41,151.00											\$82,553.00

\*Service Provider was unable to provide accurate stats at this time.

Sessions	Event, Activity or Statistic	Attendance
1	Exhibit in Kimmel Gallery	152
2	Storytime at the Library	27
3	Preschool Visits	67
2	Book Clubs	21
1	100 things to do in Nebraska	26
1	Build a Turkey event	63
4	4th Grade Field trip	94
1	NCTC Tree lighting	71
1	Amanda to Headstart	10
11	Public Meetings	95
27	<b>TOTALS</b>	<b>626</b>

### Youth Statistics

- 156 Crafts taken from children's and lobby
- 48 Coloring pages taken from children's
- 20 Coloring pages taken from teen room
- 8 Extra Turkeys given away

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm November 9, 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 November 4, 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, Sue Little, Teresa Frields, Nikki Johnson, Claudette Wielechowski

Board Absent:

Staff Present: Donna S. Kruse, Chelsea Foust

Roll call was signed.

**Directors Report for October Activity 2022 Activity:**

- Director presented at Nebraska Library Association Conference on resumes & interviewing
- Held presentation on Main Street Historians in conjunction with Kimmel Gallery exhibit
- Hired Library Assistant Stephanie Schrodetzki.
- Held last the Community Conversation for 2022
- Successful Zombie Prom and Halloween Party held
- Finished up popular Humanities Nebraska 6 program series
- Awarded Judges' Choice Award for Scarecrow Decorating Contest (tie)

**Statistical Report:**

No questions.

**Consent Agenda:**

**Minutes:** There were no changes to the minutes

**Budget Report:** No questions.

**Financial Report:** It was noted that we received a memorial in Mike Crunk's name.

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

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

**Payment of Claims:**

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

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

**Business: Discussion and/or Take Action:**

- The Patron Code of Conduct Policy was Review and Amended

McNeely called for a motion to approve the Patron Code of Conduct Policy Little moved and Frields seconded.

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

- McNeely suggested that the MOU be changed in that wherever it says Director, Assistant Director also be added. Kruse will send the document to city attorney since it will likely need to go through the city council since it is a joint document.

**BUDGET REPORT**  
**CALENDAR 11/2022, FISCAL 2/2023**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	300,703.10	20,545.02	40,386.98	13.43	260,316.12
10-50-5005	Library - Social Security	23,003.79	1,503.73	3,113.72	13.54	19,890.07
10-50-5010	Library - Group Ins	93,215.46	4,929.36	9,835.23	10.55	83,380.23
10-50-5012	Library - Pension	17,323.92	1,078.82	2,297.64	13.26	15,026.28
10-50-5020	Library - Utilities	27,000.00	1,142.97	2,419.34	8.96	24,580.66
10-50-5023	Library - Telephone/Internet	3,000.00	169.05	338.25	11.28	2,661.75
10-50-5024	Library - Garbage/Recycling	350.00	57.38	57.38	16.39	292.62
10-50-5026	Library - Equipment	2,000.00				2,000.00
10-50-5028	Library - Office Supplies	6,500.00	369.16	1,468.10	22.59	5,031.90
10-50-5029	Library - Postage	2,000.00	46.20	415.70	20.79	1,584.30
10-50-5030	Library - Miscellaneous	400.00	15.95	15.95	3.99	384.05
10-50-5031	Library - Housekeeping Sup/Equ	1,600.00	3.94	110.31	6.89	1,489.69
10-50-5032	Library - Credit Card Fees	80.00	3.62	6.48	8.10	73.52
10-50-5050	Library - Adv/Printing/Pub/Web	1,300.00	42.69	63.77	4.91	1,236.23
10-50-5100	Library - Rep/Maint - Building	18,000.00	312.00	3,204.83	17.80	14,795.17
10-50-5105	Library - Rep/Maint - Grounds	1,000.00	43.26	559.66	55.97	440.34
10-50-5106	Library - Pest Control	348.00				348.00
10-50-5210	Library - Computer	6,800.00	507.15	1,376.95	20.25	5,423.05
10-50-5230	Library - Dues/Memberships	1,500.00				1,500.00
10-50-5250	Library - Training/Conference	6,000.00	286.12	621.52	10.36	5,378.48
10-50-5403	Library - Contract Sup/Sev	13,500.00	882.11	2,155.25	15.96	11,344.75
10-50-5409	Library - Prg and Event Sup/Se	200.00	79.99	79.99	40.00	120.01
10-50-5430	Library - Chemicals	60.00				60.00
10-50-5500	Library - Travel/Meals/Lodging	250.00				250.00
10-50-5605	Library - Loan/Lease Payment	51,815.77				51,815.77
10-50-5775	Library - Electronic Subscript	6,900.00	2,705.00	2,705.00	39.20	4,195.00
10-50-5776	Library - Aid Purchases	1,494.00				1,494.00
10-50-5777	Library - Materials	45,000.00	4,035.63	7,952.43	17.67	37,047.57
10-50-5800	Library - Donation Purchases	10,000.00	1,104.63	1,991.45	19.91	8,008.55
10-50-5810	Library - Grant Purchases	80,827.00	18.35	227.85	.28	80,599.15
10-50-5812	Library - Endowments	40,124.00	268.20	536.82	1.34	39,587.18
	<b>TOTAL LIBRARY EXPENSE</b>	<b>762,295.04</b>	<b>40,150.33</b>	<b>81,940.60</b>	<b>10.75</b>	<b>680,354.44</b>

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

Presented: December 12, 2022

Month to date balance	\$40,150.33
Year to date balance	\$81,940.60
Budget	\$762,295.04
Amount unexpended	\$680,354.44
Percentage used	10.75%

**Bank Deposits October 12, 28, 31**

10-07-4131 Library State Aid

10-13-4420 Library Book Fees and Fines \$296.45

10-13-4443 Misc - Book Sales

10-21-4685 Grants

Subtotal

10-21-4677 Endowments

NCCF Dollywood \$291.25

Subtotal  \$291.25

10-23-4704 Donations

Miscellaneous \$38.74

Subtotal  \$38.74

10-29-4831 Misc. Taxable/Copies \$204.35

**Total** **\$830.79**

**Petty Cash**

Expenditures \$0.00

Refunds \$0.00

Total **\$0.00**

**Cash Drawers**

Lower Level \$10.20 long

Main Level \$0.20 long

Total **\$10.40**

**Credit Card Charges Less Fees**

10-13-4420 Library Fees & Fines	85.00-2.94	\$82.06
---------------------------------	------------	---------

10-29-4831 Copies	22.20-.68	\$21.52
-------------------	-----------	---------

10-23-4704 Donations		
----------------------	--	--

<b>Total Charges</b>	87.00-2.86	<b>\$103.58</b>
----------------------	------------	-----------------