

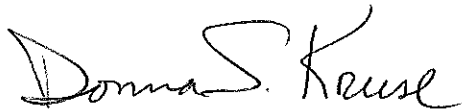
NOTICE OF MEETING

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, July 13, 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
July 13, 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 June 8, 2022

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion/Take Action:

Policy discussion: Patron Code of Conduct Policy point w.
and public comments at Board meetings.

Budget update

Capital Improvement update

Personnel Issue: closed session possible under recommendation of Board President

Next Meeting: August 10, 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
July 13, 2022
For June activity

- North Room Mold Remediation
- North Room leak investigated
- M. Cozad 2 visits for roof leak
- Summer reading program guests draw great crowds
- Evening Book Club continues to grow
- Community Conversation series continues along with Story Times and Farmers' Market Kids Corner Activities

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				32,244
Technology Center Usage	106	115	81	85	95	125	112	181	180				1,080
Early Literacy Stations Usage	0	0	0	0	0	0	0	0	0				0
Patrons Visits	1773	1730	2199	1755	1794	2076	2180	2254	2728				18,489
New Library Cards	14	83	18	16	19	20	11	25	26				232
Reference Questions Answered	493	526	487	597	576	662	697	668	1002				5,708
Genealogy / History Research	2	1	2	2	2	0	2	4	2				17
Materials Added	157	269	238	198	195	225	206	281	179				1,938
Website Visits	720	781	693	808	670	758	1155	1661	801				8,047
Programs & Exhibits	32	27	18	16	19	22	26	24	36				220
Attendance (included in Patron Visits)	1057	452	591	249	357	453	634	558	1015				5,266
Interlibrary Loan Borrowed	12	7	18	31	6	18	13	15	NA				120
Interlibrary Loan Loaned	15	19	18	17	26	21	13	15	NA				144
WiFi Log Ins	1122	1052	1034	948	1016	760	1164	1139	986				9,221
Member Amount Saved	33,283	33,295	31,470	35,969	31,357	35,804	35,837	78,710	71,764				387,489

Sessions	Event, Activity or Statistic	Attendance
1	Kimmel Gallery exhibit	165
1	Guido Mortuary program	6
4	SRP craft hour	119
3	Community conversation	12
1	SRP Jeff Quinn magic show	49
1	SRP Balloon animals	112
1	SRP Talewise	57
1	SRP Wildlife encounters	154
2	Library book club	29
1	Patriotic wreath craft	13
3	Farmer's Market story time	47
6	Story time	151
11	Public meetings	101
36	TOTALS	1015

245	Crafts taken to daycare
174	Crafts taken from Children's area
436	Crafts taken from lobby
52	Coloring pages taken

Morton-James Public Library Minutes

June 8, 2022

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm June 08, 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 June 3, 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, Claudette Wielechowski, Sue Little, Teresa Frields

Board Absent: Molly McNeely

Staff Present: Donna S. Kruse, Chelsea Foust

Roll call was signed.

Directors Report for May 2022 Activity:

- Chelsea Foust hosted Leadership Nebraska City class.
- Hot Topics continues to be held at MJPL
- Chess Club, Storytime and Community Conversations continues
- Interviews held for year-round PT Clerk
- Closed for Memorial Day
- Amanda Winkler started outreach sessions at the Farmers' Market for NCTC
- Director returned from medical leave May 11
- First Craft Day was held for Summer Reading
- Sadie Boeche resigned

Statistical Report:

Circulation and patron visit numbers are going up. Reference questions are good. Little pointed out Craft kits and postings on social media are wonderful.

Consent Agenda:

Minutes: There were no changes to the minutes.

Budget Report: Postage going up in near future

Financial Report: Library State aid was discussed

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

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

Payment of Claims:

Little asked for questions regarding the payment of claims. There was a discussion on who buys the books for the library. Postage going up which pays for newsletter postage and ILL material mailings. Endowment money is being used this month for Summer Reading Program and Databases renewal. Leaks in roof from storms were fixed temporarily in May. The library now has two Disc Golf bags to be checked out to the public. It was mentioned that once they are cataloged and ready for use that NCTC could advertise for us. Pool Passes have been purchased and will be handed out to those who have a card at the library.

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

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

Business: Discussion and/or Take Action:

- Budget process is in beginning stages, first-draft was presented at board meeting and was discussed. All numbers are in flux as there will be more versions as end of year numbers are updated with actual figures and before a final budget is reached.
- There was discussion about Endowment and how we are allowed to spend out of a 2-year period
- EPR used to be CIP was discussed West Side Project quotes will be done in end of July.
- Little mentioned that a main concern is keeping water out of the library.
- Kruse spoke to Ernie Weyeneth from the Kimmel Foundation about the Library being interested in the Kimmel Family papers. Kimmel Family papers include a connection to Warren Buffet.
- North Room air quality tests were done and there was evidence of water damage behind the shelves. The report came back with elevated levels of allergens, though there is no black mold.
- There was a Personnel incident that Molly, Lou and Donna were made aware of. There was a process followed per personnel manual and those involved with the incident are being monitored. Little asked what the next step would be and it was decided that the Personnel committee would meet with Lou and Donna, which could lead to a closed session for the board members to discuss.
- Moller Endowment requests were submitted to the NCCFF June meeting.
 - Newsbank and Mango Languages database renewals
 - Brownville Theatre purchasing a block of tickets to give away to the Percy Jackson show.
 - Purchasing pool passes from the City and giving them out at Library.
 - Summer Reading Tote bags for prizes to be handed out
 - Storywalk.expenses
 - 2 Noah's Ark Build an animal programs for youth.
 - Green Screen
 - Bruce Arant Author and Illustrator workshop
 - MONA exhibit possibly a second one.
 - Andrew Carnegie and Mark Twain impersonators
- Accreditation update- has been pushed to June 2024. however, the Board has enough CE hours.
- Kruse attended a webinar on Nebraska open meeting act and there will be some changes and possibly some more in July.
- Frields mentioned that we should look at the policy in which speakers are able to talk during meeting and if there is a time limit to what they can say.
- Elections were held

Frields made a motion that Molly McNeely will continue as President, and Sue Little to continue as Secretary. Wielechowski seconded

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

Meeting adjourned at 5:37 PM.

Next Meeting: July 13, 2022

Submitted by Chelsea Foust with additional notes by Donna Kruse

BUDGET REPORT
CALENDAR 6/2022, FISCAL 9/2022

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	300,596.92	33,642.44	231,134.27	76.89	69,462.65
10-50-5005	Library - Social Security	22,995.66	2,503.64	17,082.81	74.29	5,912.85
10-50-5010	Library - Group Ins	73,090.78	5,026.12	45,938.71	62.85	27,152.07
10-50-5012	Library - Pension	19,151.17	1,863.78	13,950.97	72.85	5,200.20
10-50-5020	Library - Utilities	26,000.00	1,742.80	20,440.87	78.62	5,559.13
10-50-5023	Library - Telephone/Internet	3,000.00	230.98	2,064.82	68.83	935.18
10-50-5024	Library - Garbage/Recycling	325.00		230.72	70.99	94.28
10-50-5026	Library - Equipment	2,600.00		195.94	7.54	2,404.06
10-50-5028	Library - Office Supplies	6,000.00	1,313.51	4,204.75	70.08	1,795.25
10-50-5029	Library - Postage	1,900.00	200.00	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		572.65	31.81	1,227.35
10-50-5032	Library - Credit Card Fees	200.00	5.74	44.99	22.50	155.01
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	21.08	766.99	54.79	633.01
10-50-5100	Library - Rep/Maint - Building	13,000.00	6,094.04	8,216.22	63.20	4,783.78
10-50-5105	Library - Rep/Maint - Grounds	1,200.00	81.17	951.00	79.25	249.00
10-50-5106	Library - Pest Control	325.00		96.00	29.54	229.00
10-50-5210	Library - Computer	6,800.00	445.00	4,425.50	65.08	2,374.50
10-50-5230	Library - Dues/Memberships	1,000.00		793.00	79.30	207.00
10-50-5250	Library - Training/Conference	6,000.00	89.51	451.70	7.53	5,548.30
10-50-5403	Library - Contract Sup/Sev	13,000.00	639.74	6,383.48	49.10	6,616.52
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	551.61	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	6,162.95	30,386.98	67.53	14,613.02
10-50-5800	Library - Donation Purchases	12,306.00	1,278.50	6,708.23	54.51	5,597.77
10-50-5810	Library - Grant Purchases	87,327.00	722.69	5,961.53	6.83	81,365.47
10-50-5812	Library - Endowments	46,124.00	7,995.84	21,891.46	47.46	24,232.54
	TOTAL LIBRARY EXPENSE	770,063.53	70,611.14	482,691.89	62.68	287,371.64

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

Presented: July 13, 2022

Month to date balance	\$70,611.14
Year to date balance	\$482,691.89
Budget	\$770,063.53
Amount unexpended	\$287,371.64
Percentage used	62.68%

Bank Deposits May 2, 16, 31

10-07-4131 Library State Aid

10-13-4420 Library Book Fees and Fines \$302.00

10-13-4443 Misc - Book Sales

10-21-4685 Grants

Subtotal \$0.00

10-21-4677 Endowments

NCCFF Dollywood & June Request \$11,804.83

Subtotal \$11,804.83

10-23-4704 Donations

Miscellaneous \$85.50

Subtotal \$85.50

10-29-4831 Misc. Taxable/Copies \$389.65

Total **\$12,581.98**

Petty Cash

Expenditures \$0.00

Refunds \$0.00

Total **\$0.00**

Cash Drawers

Lower Level \$20.00 long

Main Level \$0.00

Total **\$20.00**

Credit Card Charges Less Fees

10-13-4420 Library Fees & Fines 159.00-5.38 \$153.62

10-29-4831 Copies

10-23-4704 Donations 10.00-.36 \$9.64

Total Charges 169.00-5.74 **\$163.26**

MORTON-JAMES PUBLIC LIBRARY PATRON CODE OF CONDUCT

The Library is intended to be an inviting, comfortable, clean, and safe place for reading, selecting materials, studying, writing, using computers, and attending Library authorized programs and meetings.

Library users are expected to conduct themselves in a manner that respects the rights of everyone to use the Library.

1. These rules are intended to ensure that all Library users may enjoy good service in pleasant surroundings.
2. Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and police officers are authorized to enforce these rules. Failure to comply with the Library's established rules and policies could result in removal from the premises and exclusion from the Library for a period of one day to one year, or an arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. Notice of "no trespass" will be issued in cases of criminal offense.

Conduct Not Allowed on Library Property:

- a. Engaging in any activity in violation of federal, state, local or other applicable law, or Library policy.
- b. Failing to comply with a reasonable staff request.
- c. Carrying firearms unless otherwise authorized by law (concealed gun permits).
- d. Being under the influence of alcohol/illegal drugs, and selling, using or possessing alcohol/illegal drugs or drug paraphernalia. (Amended 6/18)
- e. Verbally, physically, or sexually threatening or harassing other users, volunteers, or staff, including stalking, loitering, offensive touching, and obscene acts such as sex acts and indecent exposure.
- f. Public displays of affection that are disruptive to the Library environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a Library staff member determines to be inappropriate.
- g. Selling or attempting to sell items or services on Library property, with the exception of approved items related to Library-sponsored programs.
- h. Stealing, damaging, altering, or inappropriate use of property, furniture, or equipment in the Library or on Library grounds.
- i. Trespassing in non-public areas; being in the Library without permission of an authorized Library employee before or after Library operating hours.
- j. Fighting or challenging to fight, running, pushing, shoving, or throwing things.

- k. Creating disruptive noises such as loud talking, screaming, obscene language, or banging on equipment or furniture.
- l. Group activities which are disruptive to the Library environment.
- m. Using audible devices without headphones or with headphones set at a volume that disturbs others.
- n. Cell phone and other communication device usage that disturbs others. These devices should be set in silent or vibrate mode. Conversations should be kept at a suitable volume and duration so as not to disturb others.
- o. Using restrooms for bathing or shampooing, doing laundry, or changing clothes.
- p. Littering, spitting, clipping nails, changing diapers in public areas, or other unhygienic actions.
- q. Smoking, chewing, vaping, and other tobacco use in the Library.
- r. Being in the Library barefoot, without a shirt, with offensive body odor, or being otherwise attired so as to be disruptive to the Library environment or damage Library property (wet bathing suits, cleats, etc.).
- s. Leaving packages, backpacks, luggage, or any other personal items unattended. Those unattended items are subject to immediate confiscation.
- t. Using wheeled devices in the Library including skateboards, skates, bikes, and scooters, (with the exception of baby strollers and ADA-assistive devices; e.g., wheelchairs).
- u. Lying down or appearing to be sleeping in the Library; standing on furniture; blocking aisles, exits, or entrances.
- v. Photographing, filming, or recording other patrons or Library staff without their consent.
- w. No food or drink allowed in the Moller Technology Center. Drinks in building need to be capped or be in containers with lids.
- x. Bringing pets or animals into the Library, (with the exception of service animals—per Federal law ADA Title II and III). Library patrons will comply with the City of Nebraska City's Service Animal Policy.

Amended February 19, 2020