

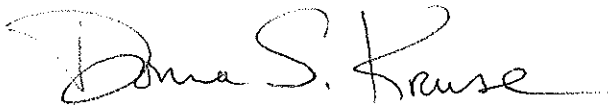
## NOTICE OF MEETING

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, November 9, 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.

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

**Morton-James Public Library**  
**November 9, 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 October 12, 2022  
Approve Budget Report  
Approve Financial Report

**Approve** payment of claims

**Business:**

**Discussion/Take Action:**

Review/Amend Patron Code of Conduct Policy

MOU update

Dec 24<sup>th</sup> open/close?

**Next Meeting: November 9, 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  
November 9, 2022  
for October 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)

Fiscal Year 2022-2023  
Monthly Reporting

Morton James Library

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
Circulation	4359												4,359
Technology Center Usage	202												202
Early Literacy Stations Usage	0												0
Patrons Visits	2782												2,782
New Library Cards	18												18
Reference Questions Answered	905												905
Genealogy / History Research	1												1
Materials Added	274												274
Website Visits	809												809
Programs & Exhibits	29												29
Attendance (Included in Patron Visits)	744												744
Interlibrary Loan Borrowed	NA												0
Interlibrary Loan Loaned	NA												0
WiFi Log ins	5299												5,299
Member Amount Saved	\$41,402.00												41,402

Sessions	Event, Activity or Statistic	Attendance
1	Exhibit in Kimmel Gallery	148
2	Storytime at the Library	39
1	Nebraska Adult Craft Night	12
3	Preschool Visits	68
1	Dan Holz HN Program	18
1	Blind School tour	5
2	Book Clubs & Author visit	27
1	8th Grade meet	5
1	Main Street Historians event	22
3	Community Conversations	13
1	Zombie Prom	120
1	Halloween Party	187
11	Public Meetings	80
29	TOTALS	744

Youth Statistics

72 Crafts taken from children's and lobby

105 Coloring pages taken from children's

27 Coloring pages taken from teen room

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm October 12, 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 October 10, 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 Fields, Nikki Johnson

Board Absent: Claudette Wielechowski

Staff Present: Donna S. Kruse, Chelsea Foust

Roll call was signed.

**Directors Report for September Activity 2022 Activity:**

- Work in North Room is complete except for carpet tiles.
- Closed on Labor Day
- Director attends ARSL Conference
  - Good conference, there was a focus on adult programming.
- Minor plumbing repair, and roof repair done
- Replaced lawn sprinkler module

**Statistical Report:**

Kruse pointed out that most of the stats were up from previous year. Also noted that Humanities Nebraska programs brought in a steady number over the course of 6 presentations.

**Consent Agenda:**

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

**Budget Report:** Some were expected such as in building repair and maintenance.

**Financial Report:** It was noted that we received healthy donations via the 2 Apple Jack weekends through the bookstore.

McNeely called for a motion to approve the consent agenda. Fields moved and Johnson seconded.

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

**Payment of Claims:**

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

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

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

- McNeely suggested that the MOU be changed so that wherever it says Director, Assistant Director also be added. Kruse mentioned that the document will likely need to go through the city council since it is a joint document.
- Library Hours of Operation, Holidays and Building Closure Policy was revised.
  - McNeely called for a motion to approve the Library Hours of Operation, Holidays and Building Closure Policy Johnson Moved, and Little seconded

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

- Kruse mentioned that the library has had 2 interviews, which both went well and that we would be making an offer to one applicant this week.

McNeely called for a motion for the board present to go into a closed session including Donna Kruse and Chelsea Foust at 4:44

Little moved and Frields seconded.

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

Came out of closed session at 5:37 pm

The Board addressed a personnel issue, and gave direction to Donna to act as indicated in closed session.

Meeting adjourned at 5:37 PM.

Next Meeting: November 9, 2022 at 4:00 pm

Submitted by Chelsea Foust with additional notes by Donna Kruse

CITY OF NEBRASKA CITY  
BUDGET REPORT  
CALENDAR 10/2022, FISCAL 1/2023

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	300,703.10	19,841.96	19,841.96	6.60	280,861.14
10-50-5005	Library - Social Security	23,003.79	1,609.99	1,609.99	7.00	21,393.80
10-50-5010	Library - Group Ins	93,215.46	4,905.87	4,905.87	5.26	88,309.59
10-50-5012	Library - Pension	17,323.92	1,218.82	1,218.82	7.04	16,105.10
10-50-5020	Library - Utilities	27,000.00	1,276.37	1,276.37	4.73	25,723.63
10-50-5023	Library - Telephone/Internet	3,000.00	169.20	169.20	5.64	2,830.80
10-50-5024	Library - Garbage/Recycling	350.00				350.00
10-50-5026	Library - Equipment	2,000.00				2,000.00
10-50-5028	Library - Office Supplies	6,500.00	1,098.94	1,098.94	16.91	5,401.06
10-50-5029	Library - Postage	2,000.00	369.50	369.50	18.48	1,630.50
10-50-5030	Library - Miscellaneous	400.00				400.00
10-50-5031	Library - Housekeeping Sup/Equ	1,600.00	106.37	106.37	6.65	1,493.63
10-50-5032	Library - Credit Card Fees	80.00	2.86	2.86	3.58	77.14
10-50-5050	Library - Adv/Printing/Pub/Web	1,300.00	21.08	21.08	1.62	1,278.92
10-50-5100	Library - Rep/Maint - Building	18,000.00	2,892.83	2,892.83	16.07	15,107.17
10-50-5105	Library - Rep/Maint - Grounds	1,000.00	516.40	516.40	51.64	483.60
10-50-5106	Library - Pest Control	348.00				348.00
10-50-5210	Library - Computer	6,800.00	869.80	869.80	12.79	5,930.20
10-50-5230	Library - Dues/Memberships	1,500.00				1,500.00
10-50-5250	Library - Training/Conference	6,000.00	335.40	335.40	5.59	5,664.60
10-50-5403	Library - Contract Sup/Sev	13,500.00	1,273.14	1,273.14	9.43	12,226.86
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	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				6,900.00
10-50-5776	Library - Aid Purchases	1,494.00				1,494.00
10-50-5777	Library - Materials	45,000.00	3,916.80	3,916.80	8.70	41,083.20
10-50-5800	Library - Donation Purchases	10,000.00	886.82	886.82	8.87	9,113.18
10-50-5810	Library - Grant Purchases	80,827.00	209.50	209.50	.26	80,617.50
10-50-5812	Library - Endowments	40,124.00	268.62	268.62	.67	39,855.38
	TOTAL LIBRARY EXPENSE	762,295.04	41,790.27	41,790.27	5.48	720,504.77

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

Presented: November 9, 2022

Month to date balance	\$41,790.27
Year to date balance	\$41,790.27
Budget	\$762,295.04
Amount unexpended	\$720,504.77
Percentage used	5.48%

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

10-07-4131 Library State Aid

10-13-4420 Library Book Fees and Fines \$210.41

10-13-4443 Misc - Book Sales

5250 Training/Conference-Room Reimbursement \$389.39

10-21-4685 Grants

Subtotal

10-21-4677 Endowments

NCCF Dollywood \$268.20

Subtotal  \$268.20

10-23-4704 Donations

Miscellaneous \$202.00

Mike Crunk Memorial \$580.00

Meeting room donation \$40.00

Mike Crunk Memorial \$125.00

Subtotal  \$947.00

10-29-4831 Misc. Taxable/Copies \$160.60

**Total** **\$1,975.60**

**Petty Cash**

Expenditures \$0.00

Refunds \$0.00

Total **\$0.00**

**Cash Drawers**

Lower Level \$15.00 long

Main Level \$0.20 long

Total **\$15.20**

**Credit Card Charges Less Fees**

10-13-4420 Library Fees & Fines      70.00-2.12      \$67.88

10-29-4831                                  Copies      5.00-.23      \$4.77

10-23-4704                                  Donations      12.00-.51      \$11.49

**Total Charges**      87.00-2.86      **\$84.14**



## **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