

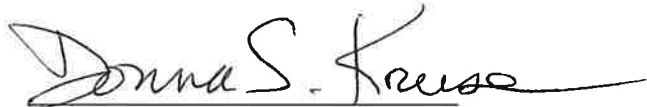
NOTICE OF MEETING

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 14, 2024 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.

A handwritten signature in black ink that reads "Donna S. Kruse". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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

Morton-James Public Library
August 14, 2024
Board Meeting Agenda

Call meeting to order 4:00 pm

Signing of Roll Call

Public Comments on Non-Agenda Items

Director's Report/Updates

Statistical Report

Consent Agenda

Approve Minutes from July 10, 2024

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion/Take Action:

JEO update

Accreditation and Community Needs Response Plan

Next Meeting: September 11, 2024

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 2024 for
July 2024 activity**

- Kruse met with designer for carpet selection
- Kruse met with Council regarding budgets
- AC issues took 3 visits to fix
- Kruse & Stovall met with JEO twice re: Westside CIP project
- New lobby desk installed
- Kruse & Foust officially notified Pinpoint of the computer support switch over to new company
- Hosted Chief Lacey's last community chat for HotTopics
- Hosted UN System President Gold Nebraska City which kicked off his state tour

Fiscal Year 2023-2024

Monthly Reporting

Morton James Public Library

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
Circulation	5042	4909	4886	4846	5120	5099	4669	5039	6770	7126			53,966
Technology Center Usage	189	148	155	85	182	184	175	152	143	185			1,577
Patrons Visits	2491	2316	2491	1839	2454	2505	2561	2519	3081	2926			25,183
New Library Cards	20	88	10	16	13	13	14	34	29	18			255
Reference Questions Answered	1462	1301	1326	952	1190	1388	1360	1450	1654	1490			13,612
Genealogy / History Research	12	13	0	6	8	0	17	6	0	0			62
Materials Added	411	336	226	355	325	260	300	246	208	313			2,978
Website Visits	757	656	649	814	1346	697	987	445	0*	0*			6,351
Programs & Exhibits	34	31	19	25	36	30	46	41	46	39			347
Attendance (includes Patron Visits)	981	897	880	452	700	648	741	590	1342	862			8,093
Interlibrary Loan Borrowed	20	3	26	20	18	22	27	22	24	NA			182
Interlibrary Loan Lended	44	39	25	38	34	42	29	42	35	NA			328
WiFi Log Ins	1280	1149	1096	921	1208	1127	3568	1116	1060	1372			13,906
Member Amount Saved	\$43,251.94	\$ 42,705.48	\$ 60,371.68	\$ 39,910.79	\$ 42,930.17	\$ 80,002.67	\$ 40,540.62	\$ 46,720.94	\$ 73,425.97	\$ 58,575.80			\$ 528,435.86

*Website has been down in June & July

Event, Activity or Statistic	Sessions	Attendance
Public Meetings	21	153
Art Exhibit	1	315
Book Club	2	19
Yarn Crafter's Club	1	8
Farmers Market	1	40
Lego Club	2	26
BYOB Club	1	5
Storytime	5	186
Card Club	1	0
Author Visit Victoria Alexander	1	13
Adult Craft	1	18
Vintage Vibes	1	28
Passive Program	1	51
TOTALS	39	862

Youth Statistics

- 553 Crafts taken from children's and lobby
- 143 Coloring pages taken from children's
- 5 Coloring pages taken from teen room
- 14 Books taken off cart
- 15 Coloring bookmarks taken
- 8 4th July Prizes
- 225 4th July Grab Bags

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm July 10, 2024 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 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

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

Board Absent:

Staff Present: Donna S. Kruse, Chelsea Foust

Roll call was signed.

No Public Comments

Directors Report for Previous Month Activities:

- Summer Reading Guest Programs have great turnout
- TKE elevator electric and plumbing subs do pre-work
- Foust to American Libraries Association Conference (CA)
- Budget meetings held
- Website down for rebuilding. Alternate links offered for access through social media & flyers
- New Part-Time Seasonal Clerk started
- Kimmel Foundation Letter of Inquiry submitted for funding request to replace lighting system in Gallery.

- End of month AC issues

Updates:

- Kropp check came in and was deposited.
- Desk for Lobby was ordered
- Staff chairs were ordered
- S Systems check will be in claims for 80% down for computer work
- Kruse has an email in to Pinpoint for the computer change over to get all passwords.

Statistical Report:

It was mentioned that the stats looked very good this month.

Consent Agenda:

Minutes: No Changes

Budget Report: Kruse pointed out that the Endowment number is getting close to 100% however there is still money in there so not to worry

Financial Report: Frields noticed a typo.

McNeely called for a motion to approve the consent agenda. Frields moved and Wielechowski seconded. Vote: Johnson, McNeely, Wielechowski, Little, Frields all voted to approve.

Payment of Claims:

McNeely called for a motion to approve the payment of claims. Johnson moved and Little seconded. Vote: McNeely, Little, Johnson, Wielechowski, Frields all voted to approve.

Business: Discussion and/or Take Action:

- There was a discussion on carpet that will be replaced in this fiscal year. The designer came to Library and looked at the building and the carpet samples and gave her suggestions. The Board agreed with all suggestions except the solid color carpet in the turrets.
 - Board discussed using Building Repair/Maintenance or donations to pay the extra amount for carpet due to an increase in bid as well as the designer fee.
 - **Action Item:** Kruse to contact Shipley for a new bid by July 22 and to get the Carpet replacement going.
- Kruse gave an update from JEO plan for the West Side structure. There were 4 Schemes to look at and the Board favored Scheme 2 for structure. There was discussion on what walls and roof would be made out of and the consensus was that brick for walls and tile on the roof would be preferred. The Board also decided that they wanted to move forward with the structure only for the West Side Structure without greenspace so that the building doesn't get held up another year. Board also wanted to move forward with a sign on the side of the new structure, pending what Marty says about including it in the project or having it be its own project.
 - To move forward with putting West Side Structure on CIP list, we would be asking for Task order and full bid documents from JEO.
 - **Action Item:** Kruse will contact Marty about signage and JEO with specific requests from the Board to get numbers for CIP for budget by next budget meeting.
- Endowment discussion tabled until August meeting
 - McNeely requested the Board think on what type of percentage they would like to see put into an endowment/ or CD/ or spend with the Kleineweber donation.
- CIP items for future budget cycles in order of what the Board would like are as follows:
 - 1. West side structure
 - 2. Refurb Kimmel Gallery room lighting (If Kimmel foundation denies request)
 - 3. Outdoor signage
- Elections were held: McNeely- President
Little- Secretary
- Library Accreditation Due Oct 1,2024
 - Process was discussed and the Board will collect data before end of July and send to Kruse.
 - Kruse compiles and send out for August meeting
 - Final Draft end of August
 - Review for September meeting with Chelsea, Kruse out at ARSL
 - Edit and submit before deadline of October 1, 2024
 - **Action Item:**
 - Fields will contact Karla and Kate at School and will talk to Denise
 - Little will contact Tracy at CHI and Edge
 - McNeely with contact Lisa with P4OC
 - Johnson will create a Google doc to compile information collected and get to Kruse.
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Meeting adjourned at 5:59 PM

Next Meeting: August 14, 2024 at 4:00 pm

Submitted by Chelsea Foust with additional notes by Donna Kruse

BUDGET REPORT
CALENDAR 7/2024, FISCAL 10/2024

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	322,830.47	25,602.53	267,151.71	82.75	55,678.76
10-50-5005	Library - Social Security	24,696.53	1,887.25	19,759.19	80.01	4,937.34
10-50-5010	Library - Group Ins	67,102.07	5,292.69	52,898.08	78.83	14,203.99
10-50-5012	Library - Pension	18,557.84	1,627.57	16,415.74	88.46	2,142.10
10-50-5020	Library - Utilities	29,000.00	1,233.80	22,429.47	77.34	6,570.53
10-50-5023	Library - Telephone/Internet	3,500.00	277.13	2,888.72	82.53	611.28
10-50-5024	Library - Garbage/Recycling	375.00	63.12	364.35	97.16	10.65
10-50-5026	Library - Equipment	2,000.00		1,611.52	80.58	388.48
10-50-5029	Library - Postage	2,800.00	252.00	2,682.12	95.79	117.88
10-50-5030	Library - Miscellaneous	400.00		30.72	7.68	369.28
10-50-5032	Library - Credit Card Fees	60.00	5.08	43.16	71.93	16.84
10-50-5050	Library - Adv/Printing/Pub/Web	1,500.00		251.94	16.80	1,248.06
10-50-5100	Library - Rep/Maint - Building	16,500.00	143.99	1,470.72	8.91	15,029.28
10-50-5105	Library - Rep/Maint - Grounds	1,200.00		1,093.91	91.16	106.09
10-50-5106	Library - Pest Control	100.00		96.00	96.00	4.00
10-50-5110	Library - Rep/Maint - Equip/Ve			62.25		62.25
10-50-5210	Library - Computer	7,200.00	416.00	4,146.00	57.58	3,054.00
10-50-5230	Library - Dues/Memberships	1,500.00	75.00	767.00	51.13	733.00
10-50-5250	Library - Training/Conference	6,500.00	295.00	1,484.61	22.84	5,015.39
10-50-5400	Library - Supplies	8,750.00	120.81	5,274.60	60.28	3,475.40
10-50-5403	Library - Contract Sup/Sev	16,000.00	611.51	11,649.51	72.81	4,350.49
10-50-5409	Library - Prg and Event Sup/Se	200.00				200.00
10-50-5500	Library - Travel/Meals/Lodging	300.00	13.40	122.61	40.87	177.39
10-50-5605	Library - Loan/Lease Payment	51,815.77		51,815.77	100.00	
10-50-5775	Library - Electronic Subscript	7,500.00	796.56	5,046.56	67.29	2,453.44
10-50-5776	Library - Aid Purchases	1,853.00				1,853.00
10-50-5777	Library - Materials	50,000.00	4,229.83	40,458.05	80.92	9,541.95
10-50-5800	Library - Donation Purchases	300,000.00	39,003.96	85,115.39	28.37	214,884.61
10-50-5810	Library - Grant Purchases	87,000.00	6,620.21	9,073.86	10.43	77,926.14
10-50-5812	Library - Endowments	43,000.00	12,188.35	54,779.29	127.39	11,779.29
	TOTAL LIBRARY EXPENSE	1,072,240.68	100,755.79	658,982.85	61.46	413,257.83

**Morton-James Public Library Financial Report
June 2024**

Presented: July 10, 2024

Month to date balance	\$44,895.28
Year to date balance	\$558,227.06
Budget	\$1,072,240.68
Amount unexpended	\$514,013.62
Percentage used	52.06%

Bank Deposits June 10, 25, 30		
<u>10-07-4131 Library State Aid</u>		\$1,845.00
<u>10-13-4420 Library Book Fees and Fines</u>	Subtotal	\$180.48
<u>10-13-4443 Misc - Book Sales</u>		
<u>10-21-4685 Grants</u>		
	Subtotal	\$2,277.64
<u>10-21-4677 Endowments</u>		
NCCFF-Dollywood & Vintag Vibes		\$2,277.64
	Subtotal	\$2,277.64
<u>10-23-4704 Donations</u>		
Miscellaneous		\$290.96
PEO Meeting room donation		\$50.00
Vintage Vibes Donation		\$50.00
	Subtotal	\$390.96
<u>10-29-4831 Misc. Taxable/Copies</u>	Subtotal	\$114.75

Total	\$4,808.83
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<u>Petty Cash</u>		
Expenditures		\$11.00
Refunds		\$25.00
Total		\$36.00

<u>Cash Drawers</u>		
Both Levels		-\$0.10 short
Total		-\$0.10

Credit Card Charges Less Fees		
10-13-4420 Library Fees & Fines	148.00-4.65	\$143.35
10-29-4831 Copies	25.60-.77	\$24.83
10-23-4704 Donations		
Total Charges	173.60-5.42	\$168.18