

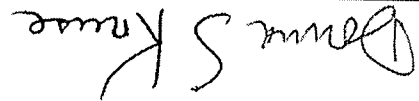
NOTICE OF MEETING

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, Sept. 11, 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.



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

**Morton-James Public Library
September 11, 2024
Board Meeting Agenda**

Call meeting to order 4:00 pm

Signing of Roll Call

Public Comments on Non-Agenda Items

**Guest: Melissa Turner, Chairperson-Nebraska City Community Foundation Fund
Director's Report/Updates**

Statistical Report

Consent Agenda

Approve Minutes from August 14, 2024

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion/Take Action:

Kleinweber Trust update

Policies Review:

a) Finance Policy

b) Gifts and Donations Policy

c) Other Library samples

Next Meeting: October 9, 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.

for August 2024 activity

September 11, 2024

Director's Report

- Elevator modernization work begins thru month's end
- Staff and Public's PC installed
- Library hosts last Farmers Market for season
- Winkler and C. Dubois attend Youth Services Retreat
- Foust joins LNC Board
- Carpet finalized
- Chloe Hamilton's (year-round part-time Library Clerk) last day August 13.
- P-T Clerk position posted

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	4963	4886	4646	5120	5099	4669	5639	6770	7126	5659		59,625
Technology Center Usage	199	146	155	95	182	164	176	152	143	165	123		1,700
Patrons Visits	2491	2316	2491	1839	2454	2505	2561	2519	3081	2926	2929		28,112
New Library Cards	20	88	10	16	13	13	14	34	29	18	20		275
Reference Questions Answered	1462	1301	1325	952	1199	1388	1360	1450	1684	1490	1169		14,781
Genealogy / History Research	12	13	0	6	6	0	17	6	0	0	5		67
Materials Added	411	336	226	355	325	260	300	246	206	313	296		3,274
Website Visits	757	656	649	814	1346	697	987	445	0*	0*	0*		6,351
Programs & Exhibits	34	31	19	25	36	30	46	41	46	39	48		395
Attendances (includes Patron Visits)	981	897	880	452	700	648	741	590	1242	862	830		8,923
Interlibrary Loan Borrowed	20	3	26	20	18	22	27	22	24	19	NA		201
Interlibrary Loan Loaned	44	39	25	38	34	42	29	42	35	33	NA		361
WiFi Log Ins	1289	1149	1096	921	1208	1127	3568	1116	1060	1372	1336		15,242
Member Amount Saved	\$43,251.94	\$ 42,705.48	\$ 60,371.58	\$ 39,910.79	\$ 42,930.17	\$ 80,002.57	\$ 40,540.52	\$ 46,720.94	\$ 73,425.97	\$ 58,575.90	\$ 46,587.46		\$ 575,023.32

*Website has been down in June, July & August

Youth Statistics

Crafts taken from children's and lobby	53
Coloring pages taken from children's	101
Coloring pages taken from teen room	5
Books taken off cart	42
Coloring bookmarks taken	0
Students registered for Reading Club	125
Students who participated in Reading club and received prize	80
Oakley Scavenger Hunt	60
TOTALS	48

Event, Activity or Statistic	Sessions	Attendance
Public Meetings	28	149
Art Exhibit	1	311
Book Club	2	22
Yarn Crafter's Club	1	6
Farmers Market	3	107
Lego Club	2	25
BYOB Club	1	3
Storytime	2	16
Card Club	1	0
Stuffed Animal Wkshp	1	67
Writers' Workshop	1	4
Humanities Nebraska Program	1	20
Paint Together	1	12
Passive Program	3	88
TOTALS	48	830

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm August 14, 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 August 9 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 Frieids, and Molly McNelly, Claudette Wielechowski, Nikki Johnson

Board Absent: Nikki Johnson until 4:50

Staff Present: Donna S. Kruse, Chelsea Foust

Roll call was signed.

No Public Comments

Directors Report for Previous Month Activities:

- Kruse met with designer for carpet selection
- Kruse met with Council regarding budgets
- AC issues took 3 visits to fix
- Kruse & Stovall met with JFO 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
- Kimmel update was approved from Kimmel Foundation Donna just needs to send in some paperwork
- Started having a self study hour in place of a staff meeting once a month

Statistical Report:

Wielechowski questions what passive program was-it is passive programming in the adult area of the library. Little asked about BYOB Club and how it was going-it is still in early stages and low attendance.

Consent Agenda:

Minutes: No Changes

Budget Report: Kruse mentioned that there will be charges to building repair and maintenance line for lightbulbs, Arbor Country Cleaning, the designers bill, and possible window cleaning
Financial Report: No questions

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

Payment of Claims:

Wielechowski asked what the state aid was to pay for and that was to pay for new staff chairs

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

Business: Discussion and/or Take Action:

- Meetings were held with Marty, Kruse, and JFO and there were pictures rendered of the West side structure for the Boards approval. There will be a sign on the side of the new structure that says Morton-James Public

Library. Design to be determined. The roof level will be 7 ft. 8 in. JEO said they can use the existing footprint for new structure. Kruse also got an estimate on the removal of the Gas meter and change from gas to electric water heater for public bathrooms.

- o Board discussed the pictures and decided that the lighting would need to be changed from what is in the picture as well as a light in the stairwell of structure. The Board also spoke about making the area from new structure to the donor bricks green area with no benches since cameras don't cover that area at present. It was decided that the existing light pole can not be moved so that must stay. The Board also likes the idea of people donating benches for the new area once structure has been built.
- **Action Item:** Kruse to contact JEO with the go ahead for the design that was shown to the Board with minor changes above. Once we know if the CIP is approved through the city budget, then JEO can move forward with task order.

- There was discussion about the fixing of the sprinklers on the west side of the property that was damaged during street construction. It has been completed.

- CIP items for future budget cycles in order of what the Board would like are as follows:
 - o 1. West side structure 2024-2025
 - o 2. Outdoor signage 2025-2026

- Endowment discussion
 - o McNeely had 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. This was discussed and the Board agreed that they would like to Endow an amount with no restrictions, leave an amount in Library Donations with no restrictions, and leave an amount that can be put toward a specific project.
 - **Action Item:** McNeely will contact NCCFF to see who would be able to come to the September meeting in order to answer question the Board may have.
 - **Action Item 2:** Foust will get exact numbers of what has been donated by the Kleineweber trust for September meeting.

- McNeely would like to put Board thought on a policy for large donations that are made to the Library such as the Kleineweber trust so that in the future it would be more clear what top do with such amounts.
 - **Action Item:** Kruse will look into policies in other peer libraries so that the Board may decide on an appropriate action.

- Library Accreditation Due Oct 1, 2024
 - o Board collected data before end of July and sent to Kruse who will continue to compile it and have it to the Board by August 23.
 - **Action Item:**

- o Kruse have info to Board by August 23
- o Any changes the Board may have need to be to Kruse by August 27
- o Kruse will have final to Board by September 3
- o Then any changes can be made by September 9
- o Final will be done by Board meeting in September and voted on by Board to be submitted before October 1 due date.

Meeting adjourned at 5:17 PM

Next Meeting: September 11, 2024 at 4:00 pm

Submitted by Chelsea Foust with additional notes by Donna Kruse

BUDGET REPORT
CALENDAR 8/2024, FISCAL 11/2024

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	322,830.47	25,111.52	292,263.23	90.53	30,567.24
10-50-5005	Library - Social Security	24,696.53	1,849.69	21,608.88	87.50	3,087.65
10-50-5010	Library - Group Ins	67,102.07	5,292.69	58,190.77	86.72	8,911.30
10-50-5012	Library - Pension	18,557.84	1,618.22	18,033.96	97.18	523.88
10-50-5020	Library - Utilities	29,000.00	1,253.72	23,683.19	81.67	5,316.81
10-50-5023	Library - Telephone/Internet	3,500.00	277.13	3,165.85	90.45	334.15
10-50-5024	Library - Garbage/Recycling	375.00		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	315.72	2,997.84	107.07	197.84
10-50-5030	Library - Miscellaneous	400.00	2.46	30.72	7.68	369.28
10-50-5032	Library - Credit Card Fees	60.00		45.62	76.03	14.38
10-50-5050	Library - Adv/Printing/Pub/Web	1,500.00	293.88	545.82	36.39	954.18
10-50-5100	Library - Rep/Maint - Building	16,500.00	879.48	2,350.20	14.24	14,149.80
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	7,200.00	416.00	4,562.00	63.36	2,638.00
10-50-5230	Library - Dues/Memberships	1,500.00	30.00	797.00	53.13	703.00
10-50-5250	Library - Training/Conference	6,500.00	462.66	1,947.27	29.96	4,552.73
10-50-5400	Library - Supplies	8,750.00	285.88	5,560.48	63.55	3,189.52
10-50-5403	Library - Contract Sup/Sev	16,000.00	1,061.28	12,710.79	79.44	3,289.21
10-50-5409	Library - Prg and Event Sup/Se	200.00		122.61	40.87	177.39
10-50-5500	Library - Travel/Meals/Lodging	300.00	50,851.00			50,851.00
10-50-5601	Library - Capital Improvements	51,815.77		50,851.00	100.00	
10-50-5605	Library - Loan/Lease Payments	7,500.00	975.01	6,021.57	80.29	1,478.43
10-50-5775	Library - Electronic Subscript	1,853.00	1,686.32	1,686.32	91.00	166.68
10-50-5776	Library - Aid Purchases	50,000.00	4,019.04	44,477.09	88.95	5,522.91
10-50-5777	Library - Materials	300,000.00	2,286.20	87,401.59	29.13	212,598.41
10-50-5800	Library - Donation Purchases	87,000.00	7,536.20	16,610.06	19.09	70,389.94
10-50-5810	Library - Grant Purchases	43,000.00	4,786.74	59,566.03	138.53	16,566.03
10-50-5812	Library - Endowments	1,072,240.68	111,290.84	770,273.69	71.84	301,966.99
TOTAL LIBRARY EXPENSE						

Morton-James Public Library Financial Report

August 2024

Presented: September 11, 2024

Month to date balance	\$111,290.84
Year to date balance	\$770,273.69
Budget	\$1,072,240.68
Amount unexpended	\$301,966.99
Percentage used	71.84%

Bank Deposits August 5, 19, 30	
10-07-4131 Library State Aid	
10-13-4420 Library Book Fees and Fines	
10-13-4443 Misc - Book Sales	
10-21-4685 Grants	
Subtotal	\$283.72

10-21-4677 Endowments	
NCCFF-Dollywood	
NCCFF- Halloween & Silent Disco	
Subtotal	\$360.01
	\$1,229.00

10-23-4704 Donations	
Miscellaneous	
Sharon Lybarger- Library Sponsor	\$187.95
Kelly & Sue Madden- Library Sponsor	\$100.00
Ginger Weaver room rental	\$25.00
John Marks Memorial	\$50.00
Subtotal	\$1,589.01

10-29-4831 Misc. Taxable/Copies	
Subtotal	\$412.95
Subtotal	\$28.30

Total	\$2,313.98
Petty Cash	
Expenditures	\$0.00
Refunds	\$0.00
Total	\$0.00
Cash Drawers	\$0.00
Both Levels	\$0.00
Total	\$0.00
Credit Card Charges Less Fees	\$0.00

10-13-4420 Library Fees & Fines	60.00-1.86	\$58.14
10-29-4831	19.10-.60	\$18.50
10-23-4704		
Donations		
Total Charges	79.10-2.46	\$76.64