

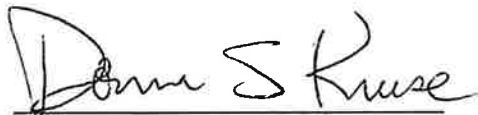
## NOTICE OF MEETING

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, April 10, 2024 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**  
**April 10, 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 March 13, 2024

Approve Budget Report

Approve Financial Report

**Approve payment of claims**

**Business:**

**Discussion/Take Action:**

Kleineweber Trust

a) spending discussion

b) computer discussion

To endow or not conversation

CIP package

Dress Code Policy draft for approval

**Next Meeting: May 8, 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**  
**April 10, 2024**  
**for March 2024 activity**

- Prime Security camera repair
- Midwest Fire alarm testing
- Posted Part-Time Seasonal Clerk position
- Hosted Library Directors Group
- Accepted National Library Week Proclamation from Nebraska City
- Director met with Board President to coordinate endowment, technology, CIP information for April Board meeting

# 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	4969	4886	4646	5120	5099							29,762
Technology Center Usage	199	146	155	95	182	164							941
Patrons Visits	2491	2316	2491	1839	2454	2505							14,096
New Library Cards	20	88	10	16	13	13							160
Reference Questions Answered	1462	1301	1326	952	1199	1388							7,628
Genealogy / History Research	12	13	0	6	8	0							39
Materials Added	411	336	226	355	325	260							1,913
Website Visits	757	656	649	814	1346	697							4,919
Programs & Exhibits	34	31	19	25	36	30							175
Attendance (included in Patron Visits)	981	897	880	452	700	648							4,558
Interlibrary Loan Borrowed	20	3	26	20	18	NA							87
Interlibrary Loan Loaned	44	39	25	38	34	NA							180
WiFi Log Ins	1289	1149	1096	921	1208	1127							6,790
Member Amount Saved	\$43,251.94	\$42,705.48	\$60,371.58	\$39,910.79	\$42,930.17	\$80,002.57							\$309,172.53

Sessions	Event, Activity or Statistic	Attendance
20	Public Meetings	150
1	Art Exhibit	296
2	Library Storytime	25
1	Scrapbook Club	1
2	BookClub	21
1	Writers' Workshop	4
1	Yarn Crafter's Club	7
1	Youth St. Patricks Day Party	47
1	Humanities Nebraska Program	30
2	Lego Club	6
1	Cheryl Ann Readings	23
1	Adult Craft night	21
1	Sand Art Class	15
1	Card Club	2
<b>30</b>	<b>TOTALS</b>	<b>648</b>

### Youth Statistics

**133** Crafts taken from children's and lobby  
**47** Coloring pages taken from children's  
**2** Coloring pages taken from teen room  
**0** Books taken off cart  
**0** Coloring bookmarks taken

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm March 13, 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 March 8, 2024 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board Present: Claudette Wielechowski(Via Zoom), Sue Little, Teresa Frields, and Molly McNeely

Board Absent: Nikki Johnson

Staff Present: Donna S. Kruse, Chelsea Foust

Roll call was signed.

No Public Comments

**Directors Report for Previous Month Activities:**

- Fire Suppression System testing -Note: only dry system is in attic due to possibility of freezing water bursting pipes
- Yarn Crafters Club 1st Meeting
- Live Painting with Kathryn Bruce in addition to Art Exhibit garnered additional press
- Book Clubs, Homebound, Story times, ILL all continue

**Statistical Report:**

Fields questioned about the Writers' Workshop and how that as going, the Library has had good response to it.

There was also comments on amount of programming and that multiple people in the community have mentioned how good it is to see this.

**Consent Agenda:**

**Minutes:** No Changes

**Budget Report:** No questions.

**Financial Report:** There was discussion of misc. donations and the board was informed that number is mostly from the used book store donations.

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

**Payment of Claims:**

There was a question about Prime Secured and it was explained that was for a service call for our cameras a couple had been not transmitting.

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

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

Finalized Polices for Homebound and Bulk Loans were voted on

McNeely called for a motion to approve the finalized polices for Homebound Delivery and Bulk Loans.  
McNeely moved and Wielechowski seconded.

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

- Klieneweber estate has been settled and MJPL was granted an additional 220 thousand dollars. There was a discussion on spending the additional monies from Klieneweber donation and about investing options. The City would handle a formal bid process for a CD investment. Board requested that the donation purchases be put on hold until further discussion.
- Elevator work has been delayed until April
- The Board questioned about any needs that are not being met by the current endowments and the answer would be brick & mortar needs and equipment/technology needs.
- There was discussion on computer replacements being paid for by city budget versus endowment money. It was requested that there be an itemized list of needs to be mocked up where the board can see what is needed and then decide on where the money will come from to pay for these things.
- Wielechowski questioned about if the city decided on employees being paid for snow days and Kruse explained that the city manager approved for work from home on such weather closings.

The Board voted for the Library to be closed on May 10, 2024 for SELS staff Training.

McNeely called for a motion for the Library to be closed on May 10, 2024 for SELS staff Training.  
Little moved and Wielechowski seconded.

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

Meeting adjourned at 5:33 PM

Next Meeting: April 10, 2024 at 4:00 pm

Submitted by Chelsea Foust with additional notes by Donna Kruse

**BUDGET REPORT**  
**CALENDAR 3/2024, FISCAL 6/2024**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	322,830.47	24,112.98	155,732.10	48.24	167,098.37
10-50-5005	Library - Social Security	24,696.53	1,773.31	11,520.96	46.65	13,175.57
10-50-5010	Library - Group Ins	67,102.07	5,292.69	31,727.32	47.28	35,374.75
10-50-5012	Library - Pension	18,557.84	1,431.62	9,218.02	49.67	9,339.82
10-50-5020	Library - Utilities	29,000.00	4,362.68	15,306.16	52.78	13,693.84
10-50-5023	Library - Telephone/Internet	3,500.00	276.35	1,781.10	50.89	1,718.90
10-50-5024	Library - Garbage/Recycling	375.00	102.12	238.11	63.50	136.89
10-50-5026	Library - Equipment	2,000.00		1,611.52	80.58	388.48
10-50-5029	Library - Postage	2,800.00	101.76	1,518.60	54.24	1,281.40
10-50-5030	Library - Miscellaneous	400.00		30.72	7.68	369.28
10-50-5032	Library - Credit Card Fees	60.00	2.61	23.28	38.80	36.72
10-50-5050	Library - Adv/Printing/Pub/Web	1,500.00	17.49	181.03	12.07	1,318.97
10-50-5100	Library - Rep/Maint - Building	16,500.00	22.49	506.73	3.07	15,993.27
10-50-5105	Library - Rep/Maint - Grounds	1,200.00		719.31	59.94	480.69
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	414.00	2,484.00	34.50	4,716.00
10-50-5230	Library - Dues/Memberships	1,500.00	140.00	140.00	9.33	1,360.00
10-50-5250	Library - Training/Conference	6,500.00	410.00	1,006.33	15.48	5,493.67
10-50-5400	Library - Supplies	8,750.00	799.79	4,341.35	49.62	4,408.65
10-50-5403	Library - Contract Sup/Sev	16,000.00	1,458.09	6,308.34	39.43	9,691.66
10-50-5409	Library - Prg and Event Sup/Se	200.00				200.00
10-50-5500	Library - Travel/Meals/Lodging	300.00				300.00
10-50-5605	Library - Loan/Lease Payment	51,815.77		51,815.77	100.00	
10-50-5775	Library - Electronic Subscript	7,500.00		4,250.00	56.67	3,250.00
10-50-5776	Library - Aid Purchases	1,853.00				1,853.00
10-50-5777	Library - Materials	50,000.00	3,719.66	26,079.24	52.16	23,920.76
10-50-5800	Library - Donation Purchases	300,000.00	508.98	4,656.12	1.55	295,343.88
10-50-5810	Library - Grant Purchases	87,000.00		79.98	.09	86,920.02
10-50-5812	Library - Endowments	43,000.00	9,875.89	31,868.20	74.11	11,131.80
	<b>TOTAL LIBRARY EXPENSE</b>	<b>1,072,240.68</b>	<b>54,822.51</b>	<b>363,302.54</b>	<b>33.88</b>	<b>708,938.14</b>

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

Presented: April 10, 2024

Month to date balance	\$58,422.51
Year to date balance	\$363,302.54
Budget	\$1,072,240.68
Amount unexpended	\$708,938.14
Percentage used	33.88%

**Bank Deposits March 4, 18,**

10-07-4131 Library State Aid

<u>10-13-4420 Library Book Fees and Fines</u>	Subtotal	\$115.23
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10-13-4443 Misc - Book Sales

10-21-4685 Grants

	Subtotal	\$0.00
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10-21-4677 Endowments

	Subtotal	\$0.00
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10-23-4704 Donations

Miscellaneous		\$259.85
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Jerry & Suzi Martin-Library Sponsor		\$100.00
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John & Teresa Schlorhotz- Library Sponsor		\$50.00
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Claudette Wielechowski- Library Sponsor		\$100.00
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	Subtotal	\$509.85
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<u>10-29-4831 Misc. Taxable/Copies</u>	Subtotal	\$75.25
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<b>Total</b>		<b>\$700.33</b>
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**Petty Cash**

Expenditures		\$0.00
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Refunds		\$0.00
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Total		\$0.00
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**Cash Drawers**

Both Levels		-\$0.05 short
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Total		-\$0.05
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**Credit Card Charges Less Fees**

10-13-4420 Library Fees & Fines	45.00-1.37	\$43.63
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10-29-4831 Copies		
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10-23-4704 Donations	40.00-1.24	\$38.76
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<b>Total Charges</b>	85.00-2.61	<b>\$82.39</b>
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