

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, January 10, 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.



Donna S. Kruse
Library Director

*Please contact the Library and ask for the Library Director at 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.

**Morton-James Public Library
January 10, 2023
Board Meeting Agenda**

Call meeting to order at 4:00 pm

Public Comments on Non-Agenda Items

Director's Report/Updates

Statistical Report

Consent Agenda

Approve Minutes from December 13, 2023

Approve Budget Report

Approve Financial Report

Approve payment of Claims

Business:

Discussion/Take Action:

Policy Review: Library Hours of Operation, Holidays and Building Closures Policy

Library Board Policy

Reminder Library will close for inventory on January 30, 2024

Next Meeting: February 14, 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
January 10, 2024
for December 2023 activity

- MJPL calendar delivery to local businesses
- All Staff worked Winterpalooza 2023
- Kruse attends quarterly SELS & Public Library Trustee Section mtgs and CASTL, Creative District (monthly) and CCCFF meetings as needed
- CreativeBug Craft database added to other online offerings
- Story Time, Homebound and Book Clubs continue
- Library closed Dec 22-25

Fiscal Year 2023-2024

Monthly Reporting

Morton James Library

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	AUG	Sep	TOTAL
Circulation	5042	4969	4886										14,897
Technology Center Usage	199	146	155										500
Patrons Visits	2491	2316	2491										7,298
New Library Cards	20	88	10										118
Reference Questions Answered	1462	1301	1326										4,089
Genealogy / History Research	12	13	0										25
Materials Added	411	336	226										973
Website Visits	757	656	649										2,062
Programs & Exhibits	34	31	19										84
Visits)	981	897	880										2,758
Interlibrary Loan Borrowed	20	3	NA										23
Interlibrary Loan Loaned	44	39	NA										83
WiFi Log Ins	1289	1149	1096										3,534
Member Amount Saved	\$43,251.94	\$42,705.48	\$60,371.58										\$ 146,329.00

Session	Event, Activity or Statistic	Attendance
14	Public Meetings	134
1	Art Exhibit	279
2	Library Storytime	29
1	Winterpalooza	418
1	Bequette/Dia Author reception	20
19	TOTALS	880

Youth Statistics

- 99 Crafts taken from children's and lobby
- 51 Coloring pages taken from children's
- 4 Coloring pages taken from teen room
- 7 Books taken off cart

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm December 13, 2023 at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on December 8, 2023 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

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

Board Absent:

Staff Present: Donna S. Kruse, Chelsea Foust

Roll call was signed.

Directors Report for Previous Month Activities:

- Work on Creative District events and CCCFF Creative District grant prep continues.
- Successful programming with author John Volkmer (46) and Story Teller Pippa White was held (27).
- EDGE continued its annual visit with 4th graders to the Library to get students library cards. 119 visited.
- Winkler participated in Tree Lighting event by providing craft kits.
- Reviewed training session for Bibliostat (state report) and MJPL's Annual Report for 2023

Kruse updated the Board that Perry has met with Staff and will continue to do so in future. There was discussion on what to use the Kleineweber Trust money for and it was decided that it would be used on new staff chairs and folding chairs for North room/Kimmel Gallery. Also mentioned that the new postage machine cost is to be paid for through budget since it is an operating expense. Kruse also updated the Board on the permanent ban of Jimmy Owens

Statistical Report:

No comments

Consent Agenda:

Minutes: No changes

Budget Report: No comments

Financial Report: No comments

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

Business: Discussion and/or Take Action:

- The Board discussed the public comment policy

McNeely called for a motion to approve the adoption of the Library Board Public Comment Policy. Frields moved and Johnson seconded.

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

- The MOU was reviewed by the Board and there are no changes to be made at this time.
- Security Camera privileges were discussed and the Board would like to continue with their previous suggestion of the Director and Assistant Director be the ones with all privileges.
- The Board was reminded that they are invited to the Staff breakfast on December 19th.
- Kruse reminded the Board of upcoming closures for the Library as well as upcoming programming for the library. The mayor approved for the city offices to be closed on December 22.
- Wielechowski mentioned that the GG Wellness Center had a wonderful collection of gifts for Winterpalooza and that we should formally thank them in the newsletter.

Meeting adjourned at 4:56 PM.

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

Submitted by Chelsea Foust with additional notes by Donna Kruse

BUDGET REPORT
CALENDAR 12/2023, FISCAL 3/2024

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	322,830.47	23,884.18	83,595.62	25.89	239,234.85
10-50-5005	Library - Social Security	24,696.53	1,791.25	6,216.51	25.17	18,480.02
10-50-5010	Library - Group Ins	67,102.07	5,290.97	15,847.53	23.62	51,254.54
10-50-5012	Library - Pension	18,557.84	1,411.63	4,936.68	26.60	13,621.16
10-50-5020	Library - Utilities	29,000.00	1,834.46	5,377.04	18.54	23,622.96
10-50-5023	Library - Telephone/Internet	3,500.00	399.35	952.05	27.20	2,547.95
10-50-5024	Library - Garbage/Recycling	375.00		72.87	19.43	302.13
10-50-5026	Library - Equipment	2,000.00		1,611.52	80.58	388.48
10-50-5029	Library - Postage	2,800.00	206.16	706.07	25.22	2,093.93
10-50-5030	Library - Miscellaneous	400.00		30.72	7.68	369.28
10-50-5032	Library - Credit Card Fees	60.00	2.04	8.89	14.82	51.11
10-50-5050	Library - Adv/Printing/Pub/Web	1,500.00	20.57	48.00	3.20	1,452.00
10-50-5100	Library - Rep/Maint - Building	16,500.00	392.99	392.99	2.38	16,107.01
10-50-5105	Library - Rep/Maint - Grounds	1,200.00	633.81	719.31	59.94	480.69
10-50-5106	Library - Pest Control	100.00				100.00
10-50-5210	Library - Computer	7,200.00	414.00	1,242.00	17.25	5,958.00
10-50-5230	Library - Dues/Memberships	1,500.00				1,500.00
10-50-5250	Library - Training/Conference	6,500.00		596.33	9.17	5,903.67
10-50-5400	Library - Supplies	8,750.00	356.22	2,693.57	30.78	6,056.43
10-50-5403	Library - Contract Sup/Sev	16,000.00	1,045.86	2,711.96	16.95	13,288.04
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
10-50-5775	Library - Electronic Subscript	7,500.00		3,750.00	50.00	3,750.00
10-50-5776	Library - Aid Purchases	1,853.00				1,853.00
10-50-5777	Library - Materials	50,000.00	3,753.16	15,512.10	31.02	34,487.90
10-50-5800	Library - Donation Purchases	300,000.00	1,176.33	3,043.96	1.01	296,956.04
10-50-5810	Library - Grant Purchases	87,000.00				87,000.00
10-50-5812	Library - Endowments	43,000.00	2,971.44	8,836.45	20.55	34,163.55
	TOTAL LIBRARY EXPENSE	1,072,240.68	45,584.42	158,902.17	14.82	913,338.51

**Morton-James Public Library Financial Report
December 2023**

Presented: January 10, 2024

Month to date balance	\$45,584.42
Year to date balance	\$158,902.17
Budget	\$1,072,240.68
Amount unexpended	\$913,338.51
Percentage used	14.82%

Bank Deposits October 16, 27, 30			
<u>10-07-4131 Library State Aid</u>			
<u>10-13-4420 Library Book Fees and Fines</u>	Subtotal		\$151.84
<u>10-13-4443 Misc - Book Sales</u>			
<u>10-21-4685 Grants</u>			
	Subtotal		\$0.00
<u>10-21-4677 Endowments</u>			
NCCFF Craig Johnson, Adult Puzzle Tourney, Adult Craft/Paint together, Dollywood.			\$4,377.25
	Subtotal		\$4,377.25
<u>10-23-4704 Donations</u>			
Miscellaneous			\$234.11
Moyer Donation			\$500.00
Carol Randle Donation			\$500.00
Roger & Cheryl Hill- Library Sponsor			\$50.00
Heidi & Britt Rosane- Library Sponsor			\$25.00
Sharon Hersemann - Library Sponsor			\$20.00
Judy & Mitch Krenk - Library Sponsor			\$100.00
Mary Causegrove - Library Sponsor			\$20.00
Sandy Juilfs - Library Sponsor			\$50.00
	Subtotal		\$1,499.11
<u>10-29-4831 Misc. Taxable/Copies</u>	Subtotal		\$217.70
Total			\$6,245.90

<u>Petty Cash</u>			
Expenditures			\$5.00
Refunds			\$0.00
Total			\$5.00

<u>Cash Drawers</u>			
Both Levels			-\$0.60 short
Total			-\$0.60

Credit Card Charges Less Fees			
10-13-4420 Library Fees & Fines	40.0-1.24		\$38.76
10-29-4831 Copies	23.00-80		\$22.20
10-23-4704 Donations			
Total Charges	63.00-2.04		\$60.96