

## 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, July 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  
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402-873-5609

**Morton-James Public Library**  
**July 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 June 12, 2024

Approve Budget Report

Approve Financial Report

**Approve** payment of claims

**Business:**

**Discussion/Take Action:**

Carpet update

JEO update

To endow or not conversation set date to finalize conversation

Accreditation and Community Needs Response Plan

Elections

**Next Meeting: August 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**

**July 10, 2024**

**For June Activity**

- 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

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	4669	5639	6770				46,840
Technology Center Usage	199	146	155	95	182	164	176	152	143				1,412
Patrons Visits	2491	2316	2491	1839	2454	2505	2561	2519	3081				22,257
New Library Cards	20	88	10	16	13	13	14	34	29				237
Reference Questions Answered	1462	1301	1326	952	1199	1388	1360	1450	1684				12,122
Genealogy / History Research	12	13	0	6	8	0	17	6	0				62
Materials Added	411	336	226	355	325	260	300	246	206				2,665
Website Visits	757	656	649	814	1346	697	987	445	0*				6,351
Programs & Exhibits	34	31	19	25	36	30	46	41	46				308
Attendance (included in Patron Visits)	981	897	880	452	700	648	741	590	1342				7,231
Interlibrary Loan Borrowed	20	3	26	20	18	22	27	22	NA				158
Interlibrary Loan Loaned	44	39	25	38	34	42	29	42	NA				293
WiFi Log Ins	1289	1149	1096	921	1208	1127	3568	1116	1060				12,534
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				\$469,859.96

\*Website has been down in June

Youth Statistics

- 128** Crafts taken from children's and lobby
- 182** Coloring pages taken from children's
- 9** Coloring pages taken from teen room
- 5** Books taken off cart
- 14** Coloring bookmarks taken
- 2** Hamster Hunt

Event, Activity or Statistic	Sessions	Attendance
Public Meetings	20	104
ART Exhibit	1	311
Scrapbook club	1	3
BookClub	2	18
Mr. Oakley's Kickoff party	1	47
Yarn Crafter's Club	1	6
Farmers Market	2	68
Humanities Nebraska Program	1	26
Lego Club	2	21
Talewise	1	50
BYOB Club	1	3
Storytime	4	109
Card Club	1	0
Adam White Magic	1	83
Princess Party	1	98
Superhero Party	1	59
Mission Field Outreach	1	14
Adult Trivia	1	8
NCTC Treestock	1	112
Bryant Art Reception	1	18
Wildlife Encounte	1	184
<b>TOTALS</b>	<b>46</b>	<b>1342</b>

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm June 12, 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 June 7, 2024 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

Board Absent: Nikki Johnson

Staff Present: Donna S. Kruse, Chelsea Foust

Roll call was signed.

No Public Comments

**Directors Report for Previous Month Activities:**

- Author Alex Kava 40 attend
- Outreach to Farmers Market 30;
- Hamster Hunt 87 participants
- Kruse to Council re: Kropp request for computer funds
  - Check is forthcoming
- FT staff attended SE Library System training (AI and collection diversity were main topics).
  - Closed Library 5/10
- Foust graduated from LNC
- Davis attended Retirement committee meeting
- Ricketts and Fisher staffers hold office hours at MJPL
- Tuesday Book Club canceled due to Tornado warning
- Part-Time Seasonal resigned
- Held interview for new PT Seasonal employee who will start June 24
- Closed May 27 for Memorial Day Holiday

Updates:

- Elevator Update a new subcontractor came to look at the elevator and Kruse spoke to TKE about the last payment being paid once work has been completed.
- Kruse will be going to city council 6/17 to request approval to send a letter of inquiry followed by a request for lighting to be redone in Kimmel Gallery.
- Kruse went over the Technology plan with the replacement of computers starting in year 26/27 and the public side to be requested from Moller endowment while staff side to be requested through budget. There is a specific timeline set as to when Kruse will request bids for computers for the budget. Definitions given to the Board on what qualifies as equipment and computer line items for Budget.

**Statistical Report:**

Frields and Little mentioned that Kava visit was absolutely wonderful.

**Consent Agenda:**

**Minutes:** No Changes

**Budget Report:** It was suggested that we use Repair/Maintenance Building to stock up on lightbulbs. Kruse will also be looking into what was left over from the Grimm's payment from last year to cover part of the black wood mulch estimate that Kruse got from them of \$2,000. Marty will also be sending someone to replace the broken downspouts at the Library. Sprinklers by street were damaged during street construction, which contractor will pay to have fixed once the construction is fully finished. Once the State aid check arrives we will be replacing staff chairs.

**Financial Report:** No questions.

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

#### **Payment of Claims:**

Little questioned how many books Dollywood paid for this month and the answer was 161 were mailed.

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

#### **Dress code Policy**

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

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

- Endowment discussion tabled until July meeting
  
- Kruse gave an update from JEO meeting that was between them and Marty and Kruse. The Board made a list of things they would like JEO to use when coming up with a plan for the West Side structure. It was also agreed that at this time the Library would forgo the Phase 2 in favor of fixing the existing structure.
  - Would like to keep cost between 300-500 thousand dollars
  - Must be in keeping of the original building esthetic and integrity
  - Angled roof with same tile shingles as existing roof
  - Bricks should be the same quality and look of existing building
  - Must be completely enclosed with no open area under a roof.
  - No windows- Can we seal off so there is no exit? Is the door needed? Can this become storage? Mold remediation would need to be done whatever the final outcome..
  - Would like a park-like area greenspace outside of the enclosure.
  - Can the gas meter be capped off?
  - The Trashcan area should be redone in keeping with the building aesthetic.
  - Drain doesn't need fixing since we are fixing the complete structure.
    - **Action Item:** Kruse contact JEO and give list to them and ask for new drawings by next Board meeting if possible based on their schedule.
  
- There was a discussion on carpet that will be replaced in this fiscal year. Thanks to Little for working on this the past month. It was decided that Kruse will contact the interior designer that Little will give contact info for. The designer will look at the carpet sample that we have and see if this will be a good fit for our library. There is a list of needs that the Board would like the designer to consider for this.
  - Does this sample work for the library, do we need a second color added?
  - If this sample works, how should we lay it and where we should lay it to have the best look.
  - Is there a different design idea for the Kimmel?

- o Possibility of a rolled carpet for Kimmel of a different style/color.
- o Can designer give suggestions for the long term on upholstery for furniture that would complement carpet.
  - We would be able to use 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 Designer and set up meeting with her and any Board who would like to be involved by June 24.
- Budget will be given to Perry next week. We have a little time to turn in numbers before the Council sees them. CIP items for future budget cycles in order of what the Board would like are as follows:
  - o 1. West side structure
  - o 2. Refurb Kimmel Gallery room (If Kimmel foundation denies request)
  - o 3. Outdoor signage
- Elections were tabled until July.
- Board still needs 3.5 hours before June 2026
- Library Accreditation Due Oct 1,2024
  - o Timeline was discussed and the Board should watch the accreditation webinar before the next meeting where the Board will get assignments for sections that need to be worked on.
    - July meeting discuss/assign sections
    - Send work of sections to Kruse by end of July
    - Kruse compile 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

The Board voted to go into a Closed session at 5:38pm

McNeely called for a motion to go into a Closed session. Little moved and Fields seconded.

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

Board voted to come out of closed session at 5:58

McNeely called for a motion to come out of closed session. McNeely moved and Fields seconded.

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

McNeely called for a motion to put action items on minutes and for Kruse and Foust to act on these items.

Claudette moved and Little seconded.

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

Meeting adjourned at 6:05 PM

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

Submitted by Chelsea Foust with additional notes by Donna Kruse

**BUDGET REPORT**  
**CALENDAR 6/2024, FISCAL 9/2024**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	322,830.47	24,305.37	241,549.18	74.82	81,281.29
10-50-5005	Library - Social Security	24,696.53	1,788.03	17,871.94	72.37	6,824.59
10-50-5010	Library - Group Ins	67,102.07	5,292.69	47,605.39	70.94	19,496.68
10-50-5012	Library - Pension	18,557.84	1,618.22	14,788.17	79.69	3,769.67
10-50-5020	Library - Utilities	29,000.00	1,226.07	21,195.67	73.09	7,804.33
10-50-5023	Library - Telephone/Internet	3,500.00	277.07	2,611.59	74.62	888.41
10-50-5024	Library - Garbage/Recycling	375.00		301.23	80.33	73.77
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	2,430.12	86.79	369.88
10-50-5030	Library - Miscellaneous	400.00		30.72	7.68	369.28
10-50-5032	Library - Credit Card Fees	60.00	5.65	38.08	63.47	21.92
10-50-5050	Library - Adv/Printing/Pub/Web	1,500.00	54.45	251.94	16.80	1,248.06
10-50-5100	Library - Rep/Maint - Building	16,500.00		1,326.73	8.04	15,173.27
10-50-5105	Library - Rep/Maint - Grounds	1,200.00	374.60	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	3,730.00	51.81	3,470.00
10-50-5230	Library - Dues/Memberships	1,500.00		692.00	46.13	808.00
10-50-5250	Library - Training/Conference	6,500.00	26.38	1,189.61	18.30	5,310.39
10-50-5400	Library - Supplies	8,750.00	96.43	5,153.79	58.90	3,596.21
10-50-5403	Library - Contract Sup/Sev	16,000.00	618.79	11,038.00	68.99	4,962.00
10-50-5409	Library - Prg and Event Sup/Se	200.00				200.00
10-50-5500	Library - Travel/Meals/Lodging	300.00		109.21	36.40	190.79
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.
10-50-5776	Library - Aid Purchases	1,853.00				1,853.00
10-50-5777	Library - Materials	50,000.00	2,690.27	36,228.22	72.46	13,771.78
10-50-5800	Library - Donation Purchases	300,000.00	456.02	46,111.43	15.37	253,888.57
10-50-5810	Library - Grant Purchases	87,000.00		2,453.65	2.82	84,546.35
10-50-5812	Library - Endowments	43,000.00	5,397.24	42,590.94	99.05	409.06
	<b>TOTAL LIBRARY EXPENSE</b>	<b>1,072,240.68</b>	<b>44,895.28</b>	<b>558,227.06</b>	<b>52.06</b>	<b>514,013.62</b>



**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**

10-07-4131 Library State Aid		\$1,845.00
10-13-4420 Library Book Fees and Fines	Subtotal	\$180.48
10-13-4443 Misc - Book Sales		
10-21-4685 Grants		
	Subtotal	\$2,277.64
10-21-4677 Endowments		
NCCFF-Dollywood & Vintage Vibes		\$2,277.64

		\$2,277.64
10-23-4704 Donations		
Miscellaneous		\$290.96
PEO Meeting room donation		\$50.00
Vintage Vibes Donation		\$50.00
	Subtotal	\$390.96
10-29-4831 Misc. Taxable/Copies	Subtotal	\$114.75

**Total** **\$4,808.83**

**Petty Cash**

Expenditures	\$11.00
Refunds	\$25.00
<b>Total</b>	<b>\$36.00</b>

**Cash Drawers**

Both Levels	-\$0.10 short
<b>Total</b>	<b>-\$0.10</b>

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		
<b>Total Charges</b>	<b>173.60-5.42</b>	<b>\$168.18</b>

