

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, June 12, 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
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402-873-5609

Morton-James Public Library
June 12, 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 May 8, 2024

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion/Take Action:

Dress code policy final review

Action item idea

To endow or not conversation set date to finalize conversation

JEO update

Carpet

Elections

Personnel item

Next Meeting: July 10, 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
June 12, 2024 for
May activity**

- Author Alex Kava 40 attend
- Outreach to Farmers Market 30;
- Hamster Hunt 87 participants
- Kruse to Council re: Kropp request for computer funds
- 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 cancelled due to Tornado warning
- Part-Time Seasonal resigned
- Held interview for new PT Seasonal employee
- Closed May 27 for Memorial Day Holiday

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					40,070
Technology Center Usage	199	146	155	95	182	164	176	152					1,269
Patrons Visits	2491	2316	2491	1839	2454	2505	2561	2519					19,176
New Library Cards	20	88	10	16	13	13	14	34					208
Reference Questions Answered	1462	1301	1326	952	1199	1388	1360	1450					10,438
Genealogy / History Research	12	13	0	6	8	0	17	6					62
Materials Added	411	336	226	355	325	260	300	246					2,459
Website Visits	757	656	649	814	1346	697	987	445					6,351
Programs & Exhibits	34	31	19	25	36	30	46	41					262
Attendance (Included in Patron Visits)	981	897	880	452	700	648	741	590					5,889
Interlibrary Loan Borrowed	20	3	26	20	18	22	27	NA					136
Interlibrary Loan Loaned	44	39	25	38	34	42	29	NA					251
WiFi Log Ins	1289	1149	1096	921	1208	1127	3568	1116					11,474
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					\$396,433.99

Event, Activity or Statistic	Sessions	Attendance
Public Meetings	25	132
Art Exhibit	1	280
Alex Kava author visit	1	40
BookClub	1	8
Writers' Workshop	1	5
Yarn Crafter's Club	1	7
Farmers Market	1	30
Humanities Nebraska Program	1	11
Lego Club	2	18
MBOC ASL program	1	4
BYOB Club	1	6
Bruce Arant program	1	8
Card Club	1	2
Bird House Paint program	1	8
Gude Mortuary program	1	8
Adult Succulent craft	1	23
TOTALS	41	590

Youth Statistics

- 78** Crafts taken from children's and lobby
- 70** Coloring pages taken from children's
- 13** Coloring pages taken from teen room
- 0** Books taken off cart
- 12** Coloring bookmarks taken
- 3** MBOC Homeschool kits given out
- 87** Hamster Hunt

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm May 8, 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 May 3, 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, Nikki Johnson, Teresa Fields, and Molly McNeely, Claudette Wielechowski

Board Absent:

Staff Present: Donna S. Kruse, Chelsea Foust

Roll call was signed.

No Public Comments

Directors Report for Previous Month Activities:

- Hosted artist reception for Emerging Artists exhibit
- Elevator inspected and state certificate received
- Held interviews for Part-Time Clerk (seasonal) and extended offer
- Kruse attended CASTL meeting
- Foust and DuBois attended Apollo training in Seward
- Fire alarm dialer replaced with cellular type
- Foust hosted LNC class at MJPL
- Held Tween Trivia, Humanities Nebraska, Gail Blankenau Book Talk and Writers Workshop programming
 - Little asked about CASTL and Apollo training and if the contents of training was shared among staff and it was shared during a staff meeting.

Statistical Report:

It was mentioned that there was a good number for the art exhibit.

Consent Agenda:

Minutes: No Changes

Budget Report: No questions.

Financial Report: There was a typo on the financial report Sonya not Sony.

McNeely called for a motion to approve the consent agenda. Fields moved and Johnson seconded.

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

Payment of Claims:

No questions

McNeely called for a motion to approve the payment of claims. Wielechowski moved and Little seconded.

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

Business: Discussion and/or Take Action:

- The discussion began with the finalization of the Kleineweber donation to be used for the rest of the payment of the elevator, since the Library is unable to use the CIP carpet money toward elevator.
- Kruse mentioned that there was sufficient money in the budget to be able to purchase the desk for the Lobby as well as the staff chairs that have been talked about. However, McNeely wishes for Kruse to get a second quote on chairs because of the price.
- There was discussion on the difference between the computer line and the equipment line on the budget and it was clarified that equipment would be considered as library carts, or desks and computer line would be used for anything to do with computers.
- There was an update on the computer quotes that were received from a company in Lincoln that was referred to us from Pinpoint, who only has us as a client for IT servicing, and Pinpoint has expressed that they would like us to find another IT service provider.
- Application for Kropp foundation was submitted to ask for money for the staff side of computer replacement. It was discussed that we wait to see what we might get from this request then go to City to request the rest of the money as a CIP. It was also mentioned that we did receive the approval of Moller Endowment money to replace the public side of computers.
- It was also discussed that we get a secondary quote from another company to see if the one we have is best for the Library. Foust will work on this.
- Kruse explained that the lighting system we have in the Kimmel Gallery is unable to be repaired because of the age and type, so Kruse met with Heartland and received a quote for replacement of roughly \$21,000 plus the cost of an electrician which was quoted as \$19,000. It was suggested the Library go to the Kimmel foundation to request the money to start and then to the city as a CIP.
- Discussion on to invest the rest of the Kleineweber donation was tabled for now.
- The list of CIP items for future budget cycles in order of what the Board would like are as follows:
 - 1. West side structure (Kruse was in favor of going for Phase 1 and 2 later)
 - 2. Staff computer update
 - 3. Refurb Kimmel Gallery room
 - 4. Outdoor signage
- The board also went over the newly written policy on dress code for staff Fields brought in a draft, and it will need minor changes to be voted on in June.

Johnson left the meeting at 5:00 pm

The Board went into a Closed session at 5:20pm

Meeting adjourned at 6:01 PM

Next Meeting: June 12, 2024 at 4:00 pm

Submitted by Chelsea Foust with additional notes by Donna Kruse

BUDGET REPORT
CALENDAR 5/2024, FISCAL 8/2024

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	322,830.47	37,217.07	217,243.81	67.29	105,586.66
10-50-5005	Library - Social Security	24,696.53	2,775.74	16,083.91	65.13	8,612.62
10-50-5010	Library - Group Ins	67,102.07	5,292.69	42,312.70	63.06	24,789.37
10-50-5012	Library - Pension	18,557.84	2,427.33	13,169.95	70.97	5,387.89
10-50-5020	Library - Utilities	29,000.00	2,386.22	19,969.60	68.86	9,030.40
10-50-5023	Library - Telephone/Internet	3,500.00	277.07	2,334.52	66.70	1,165.48
10-50-5024	Library - Garbage/Recycling	375.00	63.12	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	279.22	2,178.12	77.79	621.88
10-50-5030	Library - Miscellaneous	400.00		30.72	7.68	369.28
10-50-5032	Library - Credit Card Fees	60.00	4.62	32.43	54.05	27.57
10-50-5050	Library - Adv/Printing/Pub/Web	1,500.00	16.46	197.49	13.17	1,302.51
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		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	416.00	3,314.00	46.03	3,886.00
10-50-5230	Library - Dues/Memberships	1,500.00	20.00	692.00	46.13	808.00
10-50-5250	Library - Training/Conference	6,500.00		1,163.23	17.90	5,336.77
10-50-5400	Library - Supplies	8,750.00	497.73	5,057.36	57.80	3,692.64
10-50-5403	Library - Contract Sup/Sev	16,000.00	520.93	10,419.21	65.12	5,580.79
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	3,250.00
10-50-5776	Library - Aid Purchases	1,853.00				1,853.00
10-50-5777	Library - Materials	50,000.00	4,085.79	33,537.95	67.08	16,462.05
10-50-5800	Library - Donation Purchases	300,000.00	40,091.15	45,655.41	15.22	254,344.59
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	4,046.31	37,193.70	86.50	5,806.30
	TOTAL LIBRARY EXPENSE	1,072,240.68	100,417.45	513,331.78	47.87	558,908.90

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

Presented: June 12, 2024

Month to date balance	\$100,417.45
Year to date balance	\$513,331.78
Budget	\$1,072,240.68
Amount unexpended	\$558,908.90
Percentage used	47.87%

Bank Deposits April 1, 15, 29

10-07-4131 Library State Aid

10-13-4420 Library Book Fees and Fines Subtotal \$289.00

10-13-4443 Misc - Book Sales

10-21-4685 Grants

Subtotal _____

10-21-4677 Endowments

NCCFF-Dollywood \$350.77

NCCFF-Chairs, Pool passes, Adult trivia, HN Fall 24, Tech center pkg. \$16,657.62

Subtotal _____ \$17,008.39

10-23-4704 Donations

Miscellaneous \$138.55

Kleineweber \$220,000.00

John Marks Memorials \$330.00

Beta Sigma Phi-Room Rental \$50.00

CWP- Room Rental \$40.00

Subtotal _____ \$220,558.55

10-29-4831 Misc. Taxable/Copies Subtotal \$191.20

Total **\$238,047.14**

Petty Cash

Expenditures \$0.00

Refunds \$0.00

Total **\$0.00**

Cash Drawers

Both Levels balanced

Total **\$0.00**

Credit Card Charges Less Fees

10-13-4420 Library Fees & Fines 135.00-4.39 \$130.61

10-29-4831 Copies 10.10-.46 \$9.64

10-23-4704 Donations 47.00-1.52 \$45.48

Total Charges 143.50-4.53 **\$138.97**