

## 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, March 13, 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  
March 13, 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 February 14, 2023

Approve Budget Report

Approve Financial Report

**Approve payment of Claims**

**Business:**

**Discussion/Take Action:**

Policy Review: Final versions of Homebound/Facility Loan policies

Kleineweber update (certificate of deposit conversation, approved purchases, future uses)

Closure May 10 for SELS Training Extravaganza! In Seward 10am-3pm

Database statistics

**Next Meeting: April 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  
February Activity  
for March 13, 2024 Meeting**

- **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**

## Monthly Reporting

Morton James Public Library

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
Circulation	5042	4969	4886	4846	5120								24,653
Technology Center Usage	199	146	155	95	182								777
Patrons Visits	2491	2316	2491	1839	2454								11,591
New Library Cards	20	88	10	16	13								147
Reference Questions Answered	1462	1301	1328	952	1199								6,240
Genealogy/History Research	12	13	0	6	8								39
Materials Added	411	336	226	355	325								1,653
Website Visits	757	656	649	814	1346								4,222
Programs & Exhibits	34	31	19	25	36								145
Visits	981	897	880	452	700								3,910
Interlibrary Loan Borrowed	20	3	26	20	NA								69
Interlibrary Loan Loaned	44	39	25	38	NA								146
WiFi Logins	1289	1149	1096	821	1208								5,663
Member Amount Saved	\$43,251.94	\$ 42,705.48	\$60,371.58	\$39,910.79	\$42,930.17								\$ 229,169.96

### Session Event, Activity or Statistic Attendance

Session	Event, Activity or Statistic	Attendance
26	Public Meetings	184
1	Art Exhibit	345
2	Library Storytime	3
1	Paint Together	18
2	Book Club	25
1	Writers' Workshop	6
1	Yarn Crafter's Club	9
1	Youth Valentine Party	78
1	Humanities Nebraska Program	32
36	TOTALS	700

### Youth Statistics

- 24 Crafts taken from children's and lobby
- 120 Coloring pages taken from children's
- 7 Coloring pages taken from teen room
- 2 Books taken off cart
- 5 Coloring bookmarks taken

## Morton-James Public Library Minutes

February 14, 2024

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm February 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 February 9, 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), Nikki Johnson, Sue Little, Teresa Fields, and Molly McNeely

Board Absent:

Staff Present: Donna S. Kruse, Chelsea Foust

Roll call was signed.

No Public Comments

### **Directors Report for Previous Month Activities:**

- Held First Jigsaw Puzzle tournament needed a second session due to popularity. 2 sessions held totaling 59
- Stuffed animal programming 69 attendees
- Library closed early 1/8, closed 1/9, 1/12 and 1/13 for snow and brutal temperatures
- Fire alarms, extinguishers and suppression equipment all tested. Suppression system needs additional testing, estimate is for \$4646. Additional work may need to be done, depending on testing results. This price is being covered by the Vantine James Endowment.

Kruse explained to the Board the distinction between the 3 Endowments that the Library has. Grace Moller is used for the betterment of the public/charitable and educational needs. Joy Morton is used for materials. Vantine James is used for materials and bricks and mortar.

Little requested that Kruse check into using a bit of the Kleineweber donation to set up either a CD or an Endowment so that the money can grow.

Kruse announced to the Board that the Library was named Organization of the Year by NCTC for 2023.

### **Statistical Report:**

It was mentioned that there was a substantial amount of people that came in to see the art and it was explained that we use a formula to get our numbers for this.

There was also a question as to what the Mission Field outreach was and it was explained that Denise has gone to the Mission Field building to let them know about the electronic access that they have through the Library.

### **Consent Agenda:**

**Minutes:** McNeely wanted to thank the board members who brought treats for inventory for library staff. There was also a card to thank the Board for the snacks for inventory from the library staff.

**Budget Report:** There was a question about Pest control and it was explained that the company had to come back due to signs of rodents in the library.

**Financial Report:** Wielechowski wanted to say wow for the amount of sponsors the library had in the last month. Little brought up a suggestion to sending a letter out to lifetime donors and would work on that. Kruse also mentioned that we do send out a letter now for those who donated that weren't library sponsors. McNeely also requested a statistic report at the next meeting of numbers for our databases.

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

**Payment of Claims:**

There was question of the amount that was spent under endowment in the card charges, which was explained that the Many Books One Community charges for the books was taken out this month.

Also, there was question about the Farmers Merchant Bank payment which was explained that it was the Loan payment for the HVAC system which is paid once a year.

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

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

- Frields mentioned that there was considerable confusion from our closed for inventory sign and it was discussed that we should maybe put the date we are closed on the sign before the 'Closed' portion of the design.
- Board reviewed 3 policies referring to Bulk Loans and Homebound delivery. There were changes made, and will vote on changes at the next meeting
- Kruse went over the annual report with the Board and mentioned that the City Manager so liked her comparisons that he will be requiring this at each yearly reporting.
- Wielechowski questioned about if the state still required that library to weed a percentage of books each year and was assured that they do.
- Little questioned where the books go once they are weeded as well as what the requirements were to weed a book. Kruse explained that we have a criteria that we follow for weeding and that the books go to the used book store after they are weeded.

Meeting adjourned at 5:11 PM.

Next Meeting: March 13, 2024 at 4:00 pm

Submitted by Chelsea Foust with additional notes by Donna Kruse

**BUDGET REPORT**  
**CALENDAR 2/2024, FISCAL 5/2024**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	322,830.47	24,254.32	131,619.12	40.77	191,211.35
10-50-5005	Library - Social Security	24,696.53	1,784.13	9,747.65	39.47	14,948.88
10-50-5010	Library - Group Ins	67,102.07	5,296.13	26,434.63	39.39	40,667.44
10-50-5012	Library - Pension	18,557.84	1,428.50	7,786.40	41.96	10,771.44
10-50-5020	Library - Utilities	29,000.00	3,034.32	10,943.48	37.74	18,056.52
10-50-5023	Library - Telephone/Internet	3,500.00	276.35	1,504.75	42.99	1,995.25
10-50-5024	Library - Garbage/Recycling	375.00		135.99	36.26	239.01
10-50-5026	Library - Equipment	2,000.00		1,611.52	80.58	388.48
10-50-5029	Library - Postage	2,800.00	403.55	1,416.84	50.60	1,383.16
10-50-5030	Library - Miscellaneous	400.00		30.72	7.68	369.28
10-50-5032	Library - Credit Card Fees	60.00	3.74	20.67	34.45	39.33
10-50-5050	Library - Adv/Printing/Pub/Web	1,500.00	20.57	163.54	10.90	1,336.46
10-50-5100	Library - Rep/Maint - Building	16,500.00	91.25	484.24	2.93	16,015.76
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		62.25-
10-50-5210	Library - Computer	7,200.00	414.00	2,070.00	28.75	5,130.00
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	710.48	3,541.56	40.47	5,208.44
10-50-5403	Library - Contract Sup/Sev	16,000.00	1,309.24	4,850.25	30.31	11,149.75
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	51,815.77	100.00	
10-50-5775	Library - Electronic Subscript	7,500.00	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	4,633.94	22,359.58	44.72	27,640.42
10-50-5800	Library - Donation Purchases	300,000.00	599.67	4,147.14	1.38	295,852.86
10-50-5810	Library - Grant Purchases	87,000.00		79.98	.09	86,920.02
10-50-5812	Library - Endowments	43,000.00	11,338.39	21,992.31	51.14	21,007.69
	<b>TOTAL LIBRARY EXPENSE</b>	<b>1,072,240.68</b>	<b>107,976.60</b>	<b>308,480.03</b>	<b>28.77</b>	<b>763,760.65</b>

**Morton-James Public Library Financial Report**

**February 2024**

Presented: March 13, 2024

Month to date balance	\$107,976.60
Year to date balance	\$308,480.03
Budget	\$1,072,240.68
Amount unexpended	<u>\$763,760.65</u>
Percentage used	28.77%

**Bank Deposits February 6, 12, 20**

10-07-4131 Library State Aid

10-13-4420 Library Book Fees and Fines                      Subtotal                      \$204.12

10-13-4443 Misc - Book Sales

10-21-4685 Grants

Subtotal                      \$0.00

10-21-4677 Endowments

NCCFF Dollywoodx2 NCTC events, Trivia events, Kava event,  
Conference-Chelsea, Vantine J.-Sprinkler&backflow                      \$14,539.19

Subtotal                      \$14,539.19

10-23-4704 Donations

Miscellaneous                      \$574.38

Todd R and Theresa Smith-Library Sponsor                      \$100.00

Paul Salansky- Library Sponsor                      \$25.00

Nichi & John Barton- Library Sponsor                      \$100.00

William Davis- Library Sponsor                      \$100.00

Subtotal                      \$899.38

10-29-4831 Misc. Taxable/Copies                      Subtotal                      \$70.15

**Total**                      **\$15,712.84**

**Petty Cash**

Expenditures                      \$0.00

Refunds                      \$0.00

Total                      **\$0.00**

**Cash Drawers**

Both Levels                      \$0.95 long

Total                      **\$0.95**

**Credit Card Charges Less Fees**

10-13-4420 Library Fees & Fines                      92.00-3.12                      \$88.88

10-29-4831                      Copies                      20.00-.62                      \$19.38

10-23-4704                      Donations

**Total Charges**                      112.00-3.74                      **\$108.26**