

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, May 8, 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
May 8, 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 April 10, 2024

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion/Take Action:

Carpet

Chairs

CIP package

To endow or not conversation-continued

Tech plan

Dress Code Policy draft for approval tabled from April meeting

Next Meeting: June 12, 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
May 8, 2024
For April activity

- 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

**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						34,431
Technology Center Usage	199	146	155	95	182	164	176						1,117
Patrons Visits	2491	2316	2491	1839	2454	2505	2561						16,657
New Library Cards	20	88	10	16	13	13	14						174
Reference Questions Answered	1462	1301	1326	952	1199	1388	1360						8,988
Genealogy / History Research	12	13	0	6	8	0	17						56
Materials Added	411	336	226	355	325	260	300						2,213
Website Visits	757	656	649	814	1346	697	987						5,906
Programs & Exhibits	34	31	19	25	36	30	46						221
Interlibrary Loan Borrowed	981	897	880	452	700	648	741						5,299
Interlibrary Loan Loaned	20	3	26	20	18	22	NA						109
WiFi Log Ins	44	39	25	38	34	42	NA						222
Member Amount Saved	1289	1149	1096	921	1208	1127	3568						10,358
	\$43,251.94	\$42,705.48	\$60,371.58	\$39,910.79	\$42,930.17	\$80,002.57	\$40,540.52						\$ 349,713.05

Event, Activity or Statistic	Sessions	Attendance
Public Meetings	28	171
Art Exhibit	1	337
Library Storytime	2	31
LNC Tour	1	12
BookClub	2	22
Writers' Workshop	1	3
Yarn Crafter's Club	1	8
Paint Together	1	16
Humanities Nebraska Program	1	18
Lego Club	2	3
Tween Trivia Night	1	4
Poetry Slam	1	14
Arbor Day Craft & Color	1	54
Card Club	1	1
Artist Reception	1	28
Gail Blankeau	1	19
TOTALS	46	741

Youth Statistics

- 37** Crafts taken from children's and lobby
- 45** Coloring pages taken from children's
- 8** Coloring pages taken from teen room
- 0** Books taken off cart
- 0** Coloring bookmarks taken
- 39** MBOC Homeschool kits given out

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm April 10, 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 April 4, 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, Nikki Johnson, 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:

- 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

Statistical Report:

Kruse mentioned that the Library's website was down for about a week.

Consent Agenda:

Minutes: No Changes

Budget Report: No questions.

Financial Report: Kruse has been sending 'thank you notes' to library sponsors.

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

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

Payment of Claims:

Kruse explained there had been texts from alarm company that after investigation brought to light that the cellular dialer for fire alarm was not working and has replaced. Also, it was found that the phone was not working in the elevator and will be handled during upgrade.

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

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

Business: Discussion and/or Take Action:

- McNeely started the discussion on how to manage the Klieneweber donation, and she explained that during last meeting she wasn't sure how to articulate what she was trying to say; however she wants to be good stewards of the money for good of the Library
She wants there to be good succession planning without putting more on the plate of the director specifically. This led to possible choices for the Board on where to use the Klieneweber donation.
- Kruse elaborated on the use of the endowments that the Library currently has which would be one choice to endow the donation monies. Using NCCFF to manage the endowment.
- There was discussion on whether to use CIP money that was allocated for new carpet toward the elevator so that to have more to endow. There were thoughts on asking Kimmel Foundation to help refurb the Kimmel Gallery. There was discussion on whether to ask the city for an adjustment in the budget line item for specific technology updates, instead of asking through the current endowments.
- Next option would be that we use some of the monies for specific needs that the Library has and then Endow the rest, or out some into a CD, which would be managed by the City/Library Director. This discussion led to McNeely having questions for the City Administrator as well as specific updates to the Library's CIP list for the next year's budget cycle.
- The list of CIP items for future budget cycles are as follows:
 - Outdoor signage
 - Carpet for building
 - Refurb Kimmel Gallery room (lighting system)
 - Staff computer update
 - Security system app to upgrade the locking of the ADA door in possible lockdown
 - West side structure
- The board also went over the newly written policy on dress code for staff, however discussion was tabled until May meeting.

Meeting adjourned at 6:00 PM

Next Meeting: May 8, 2024 at 4:00 pm

Submitted by Chelsea Foust with additional notes by Donna Kruse

BUDGET REPORT
CALENDAR 4/2024, FISCAL 7/2024

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	322,830.47	24,294.64	180,026.74	55.77	142,803.73
10-50-5005	Library - Social Security	24,696.53	1,787.21	13,308.17	53.89	11,388.36
10-50-5010	Library - Group Ins	67,102.07	5,292.69	37,020.01	55.17	30,082.06
10-50-5012	Library - Pension	18,557.84	1,524.60	10,742.62	57.89	7,815.22
10-50-5020	Library - Utilities	29,000.00	2,277.22	17,583.38	60.63	11,416.62
10-50-5023	Library - Telephone/Internet	3,500.00	276.35	2,057.45	58.78	1,442.55
10-50-5024	Library - Garbage/Recycling	375.00		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	380.30	1,898.90	67.82	901.10
10-50-5030	Library - Miscellaneous	400.00		30.72	7.68	369.28
10-50-5032	Library - Credit Card Fees	60.00	4.53	27.81	46.35	32.19
10-50-5050	Library - Adv/Printing/Pub/Web	1,500.00		181.03	12.07	1,318.97
10-50-5100	Library - Rep/Maint - Building	16,500.00	820.00	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	414.00	2,898.00	40.25	4,302.00
10-50-5230	Library - Dues/Memberships	1,500.00	532.00	672.00	44.80	828.00
10-50-5250	Library - Training/Conference	6,500.00	156.90	1,163.23	17.90	5,336.77
10-50-5400	Library - Supplies	8,750.00	218.28	4,559.63	52.11	4,190.37
10-50-5403	Library - Contract Sup/Sev	16,000.00	3,589.94	9,898.28	61.86	6,101.72
10-50-5409	Library - Prg and Event Sup/Se	200.00				200.00
10-50-5500	Library - Travel/Meals/Lodging	300.00	109.21	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	3,372.92	29,452.16	58.90	20,547.84
10-50-5800	Library - Donation Purchases	300,000.00	908.14	5,564.26	1.85	294,435.74
10-50-5810	Library - Grant Purchases	87,000.00	2,373.67	2,453.65	2.82	84,546.35
10-50-5812	Library - Endowments	43,000.00	1,279.19	33,147.39	77.09	9,852.61
	TOTAL LIBRARY EXPENSE	1,072,240.68	49,611.79	412,914.33	38.51	659,326.35

