

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 9, 2025 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.

A handwritten signature in cursive script that reads "Donna S. Kruse". The signature is written in dark ink and is positioned above a horizontal line.

Donna S. Kruse, Director
Morton-James Public Library
dkruse@nebraskacity.com
402-873-5609

Morton-James Public Library
July 9, 2025
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 11, 2025

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion/Take Action:

CIP/ Budget update

Donations, Grants, Endowment and CIP Balances Discussion

Personnel Issue

Next Meeting: August 13, 2025

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 9, 2025
for June activity

- Department head budget meetings held
- Summer reading program kickoff
- Furniture steam cleaned
- Staff attends Pathfinder retirement and wellness meetings
- Six month anniversary for Emily Donnell
- Kruse attends SELS board meeting as second term Secretary and CASTL meetings
- Kruse teaches two capital campaign grant sessions (2 hours each) Palmyra Library board members, and how to use the Candid database
- Kruse does more pricing on charging units, further work on bottle filler project continues on Westside project issues, signage, proctoring, professional development activities and budget trimming
- Staff continues with Farmers Market, Summer Reading programs, Adult programming, public service , ILL, continuing education trainings/webinars and Lego Club continue

Fiscal Year 2024-2025 Monthly Reporting

Morton James Public Library

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
Circulation	4438	5020	4463	4526	4361	4934	4731	5111	6365				43,949
Technology Center Usage	150	120	159	167	128	150	153	128	113				1,268
Patrons Visits	2933	2100	2013	2287	2226	2252	2417	2437	2800				21,465
New Library Cards	77	27	9	9	26	20	6	18	30				222
Reference Questions Answered	784	778	504	610	516	587	620	634	761				5,794
Genealogy / History Research	9	2	0	0	6	3	0	1	3				24
Materials Added	389	283	212	262	222	290	267	307	236				2,468
Website Visits	*	529	403	880	651	713	670	665	786				5,357
Programs & Exhibits	44	36	26	33	37	44	46	43	48				357
Attendance (included in Patron Visits)	774	629	793	584	564	655	331	696	1287				6,313
Interlibrary Loan Borrowed	19	8	18	18	21	22	22	25	NA				153
Interlibrary Loan Loaned	33	41	32	33	36	36	36	43	NA				290
WiFi Log Ins	1449	1060	1085	1391	1041	1644	1949	1564	2065*				11,183
Member Amount Saved	\$34,188.64	\$38,513.43	\$34,917.67	\$32,476.49	\$52,389.24	\$37,657.44	\$35,948.94	\$42,960.97	\$ 66,789.29				\$375,852.11

* We have a new website and are not tracking yet.
** If day Carpet installation

*Combo Pinpoint and new access points

Event, Activity or Statistic	Sessions	Attendance
Public Meetings	24	143
Art Exhibit	1	305
Book Clubs	2	23
Lego Club	2	6
Storytime	4	124
SRP Kickoff party	1	37
Scrapbook club	1	2
Humanities Nebraska Program	1	24
Yarn Crafters Club	1	5
Writers Workshop	1	3
Stomp, Chomp, Roar	1	120
Jeff Quin Magic	1	78
Farmers Market	2	63
Wildlife Encounters	1	233
Kimmel Artist Stephen	1	12
Science Heroes	1	53
Passive Program	3	56
TOTAL \$	AR	1267

Youth Statistics

118 Crafts taken from children's and lobby
171 Coloring pages taken from children's
6 Coloring pages taken from teen room
12 Books taken off cart
30 Coloring bookmarks taken
21 Frog Hunt Participation

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm June 11, 2025 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 6 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, Nikki Johnson, Claudette Wielechowski

Board Absent: Molly McNeely

Staff Present: Donna S. Kruse, Chelsea Foust

Guest Present: Perry Mader arrived around 4:30

Roll call was signed.

Directors Report for Previous Month Activities:

- Many Books One Community Books delivered to area schools and watercolor program held
- Kruse was the invited guest speaker for the Leadership Nebraska City Graduation Ceremony
- Kruse met with Prime re: managed service plan for Library
 - Joe Chaney working to create County/City Cooperative agreement for computer technical support.
- New screen in Gallery installed
- Library closure for staff to attend Southeast Library Training 5/9/25
 - Little asked about the classes given at this training and there was a discussion
- StoryWalk cleaned and new book installed
 - Little commented that you should only use a microfiber cloth and water to clean SW
- Hosted Hot Topics Meeting on Childcare
- Part-Time Summer Clerk resigns
- Kruse meets with City Administrator on budget
- All eligible staff attends mandatory retirement meeting -Library had delayed opening
- Gallery wall project bid work progressing
 - There was discussion on the acoustic wall covering and plywood under it needing to be replaced there have been two contacted to bid on this project Rod Nanninga and Richard Warner
- Library at Farmers Market outreach starts
- Library closed May 26 holiday

Statistical Report: Wildlife Encounters will be at the Middle School for more room.

Consent Agenda:

Minutes: no questions

Budget Report: There was a question about the negative number on Donations and the Board was reminded that we used the Kleineweber money that was in donations to start the Endowment. There was also a question on the equipment line which will be used for charging stations. Kruse also mentioned that she is working on quotes for a drinking fountain bottle filler station. There was question on if the Pest control line is sufficient and it has been sufficient. Wielechowski thanked the library for getting the OWL camera for book club.

Financial Report: Wielechowski asked about Dollywood number going higher and there seems to be more people registering for this service. Little ask how the Tonies are going and more patrons are finding out we have them.

Little called for a motion to approve the consent agenda. Frields moved and Wielechowski seconded.

Vote: Wielechowski-yes, McNeely-absent, Frields-yes, Johnson-yes and Little-yes

Payment of Claims: There was a question on who Tammy Marshall is, and it was explained she is a Nebraska author who came and spoke at the library. There was a question about postage and it was explained that the number on claims was what we spent in postage. There was also discussion on what prime secured was for , which was to fix a camera and keypad.

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

Vote: Johnson-yes, McNeely-absent, Fields-yes, Little-yes, and Wielechowski-yes

Business: Discussion and/or Take Action:

- Kruse mentioned to the Board that When the department heads went back in for second round budget talks, Perry requested that each department refigure numbers with a hypothetical 3% cut.
 - Perry spoke about city budgets and how refiguring each department would help the city to see how the budget will balance.
- Kruse gave multiple options on the Westside project to where the funding could come from. It was also mentioned that the Library would ask local family foundations for funding the west side project. There was discussion on KENO funding that the Library may use this option in the future, but would likely go to Family foundations before applying to KENO.

Little asked for a motion to approve using the Option 1 that Kruse came up with for west side project funding. Johnson moved and Fields seconded.

Vote: Johnson-yes, Fields-yes, Little-yes, McNeely-absent and Wielechowski-yes

- CIP update: Sign on North West corner should have footings put in June 14th.
The CIP project for 26/27 will be the refurbishing on the Kimmel Gallery walls.
- There was discussion about the Kleineweber appreciation plaque and what wording should be on the plaque in order to get more firm pricing. The board came to an agreement on the quote that was made by Little and Fields: "Our Library is the heart, soul and roots for everyone"
 - **Action Item:** Kruse to get pricing for plaque
- Elections were held
 - Johnson is president
 - Fields is Secretary

Little asked for a motion to approve the elections. Little moved and Wielechowski seconded.

Vote: Little-yes, Johnson-yes, Fields-yes, McNeely-absent and Wielechowski-yes

- There was discussion on who the Board was looking at to fill Little's seat at the Board and there were two names, Heidi Rosane and Amy Callen, both agreed to be on the Board, Flowers were given to Little in thanks for Board service and to Johnson for becoming president.
 - **Action Item:** Johnson will talk to Callen and Rosane and get information to Kruse so that she can get a name to the Mayor for appointment.
- Kruse signed her Leadership plan and said she looked forward to working with the Board.

Little called for a motion to go into a closed session at 5:34 pm to discuss a personnel issue.

Little moved and Johnson seconded.

Vote: Little-yes, Johnson-yes, Fields-yes and McNeely-absent, Wielechowski- yes

Little called for a motion to come out of a closed session at 6:10 pm No instruction for follow-up activity was given. Fields moved and Johnson seconded.

Vote: Little-yes, McNeely-absent, Johnson-yes Fields-yes, Wielechowski- yes

Meeting adjourned at 6:11 PM

Next Meeting: July 9, 2025 at 4:00 pm

Submitted by Chelsea Foust with additional notes by Donna S. Kruse

BUDGET REPORT

CALENDAR 6/2025, FISCAL 9/2025

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	348,267.67	26,041.72	253,641.81	72.83	94,625.86
10-50-5005	Library - Social Security	26,642.48	1,909.70	18,744.00	70.35	7,898.48
10-50-5010	Library - Group Ins	69,509.32	6,083.55	52,882.74	76.08	16,626.58
10-50-5012	Library - Pension	22,314.86	1,533.10	4,599.30	20.61	17,715.56
10-50-5020	Library - Utilities	29,000.00	1,266.64	23,494.09	81.01	5,505.91
10-50-5023	Library - Telephone/Internet	3,700.00	268.19	2,554.22	69.03	1,145.78
10-50-5024	Library - Garbage/Recycling	450.00		252.48	56.11	197.52
10-50-5026	Library - Equipment	2,100.00		187.47	8.93	1,912.53
10-50-5029	Library - Postage	4,000.00	405.38	2,746.49	68.66	1,253.51
10-50-5030	Library - Miscellaneous	400.00				400.00
10-50-5032	Library - Credit Card Fees	60.00	9.51	52.14	86.90	7.86
10-50-5050	Library - Adv/Printing/Pub/Web	1,500.00	280.00	877.39	58.49	622.61
10-50-5100	Library - Rep/Maint - Building	16,500.00	917.00	6,776.57	41.07	9,723.43
10-50-5105	Library - Rep/Maint - Grounds	5,500.00		1,433.83	26.07	4,066.17
10-50-5106	Library - Pest Control	136.00		126.00	92.65	10.00
10-50-5210	Library - Computer	6,000.00	652.81	3,334.14	55.57	2,665.86
10-50-5230	Library - Dues/Memberships	1,000.00		820.00	82.00	180.00
10-50-5250	Library - Training/Conference	6,000.00		3,364.79	56.08	2,635.21
10-50-5400	Library - Supplies	9,000.00	715.55	6,267.97	69.64	2,732.03
10-50-5403	Library - Contract Sup/Sev	18,000.00	1,046.42	9,251.67	51.40	8,748.33
10-50-5409	Library - Prg and Event Sup/Se	200.00				200.00
10-50-5500	Library - Travel/Meals/Lodging	200.00		41.07	20.54	158.93
10-50-5601	Library - Capital Improvements	97,954.62		64,601.66	65.95	33,352.96
10-50-5605	Library - Loan/Lease Payment	51,815.77		51,815.77	100.00	
10-50-5775	Library - Electronic Subscript	7,500.00		4,872.65	64.97	2,627.35
10-50-5776	Library - Aid Purchases	1,845.00				1,845.00
10-50-5777	Library - Materials	50,000.00	4,948.57	33,958.22	67.92	16,041.78
10-50-5800	Library - Donation Purchases	100,000.00	274.54	369,511.05	369.51	269,511.05-
10-50-5810	Library - Grant Purchases	90,000.00		41,019.14	45.58	48,980.86
10-50-5812	Library - Endowments	75,000.00	655.33	30,024.80	40.03	44,975.20
	TOTAL LIBRARY EXPENSE	1,044,595.72	47,008.01	987,251.46	94.51	57,344.26

Morton-James Public Library Financial Report July 2025

Presented: July 9, 2025

Month to date balance	\$47,008.01
Year to date balance	\$987,251.46
Budget	\$1,044,595.72
Amount unexpended	\$57,344.26
Percentage used	94.51%

Bank Deposits June 9, 23, 30

10-07-4131 Library State Aid

10-13-4420 Library Book Fees and Fines Subtotal \$168.00

10-13-4443 Misc - Book Sales

10-21-4685 Grants

Subtotal

10-21-4677 Endowments

NCCF-LP Manga, Youth Audio (Morton1964.00) Oscar
Program, Kanopy (Moller 1900.00) \$3,864.00

Subtotal \$3,864.00

10-23-4704 Donations

Miscellaneous \$236.32

Jayne James \$1,115.51

PEO meeting room \$30.00

Subtotal \$1,381.83

10-29-4831 Misc. Taxable/Copies Subtotal \$197.00

Total \$5,610.83

Petty Cash

Expenditures \$0.00

Refunds \$0.00

Total \$0.00

Cash Drawers

Both Levels \$0.00

Total \$0.00

Credit Card Charges Less Fees

10-13-4420 Library Fees & Fines 239.18-8.02 \$231.16

10-29-4831 Copies 25.00-.80 \$24.20

10-23-4704 Donations 15.00-.69 \$14.31

Total Charges 279.18-9.51 \$269.67