

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 11, 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
June 11, 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 May 14, 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

KENO Discussion

Select Kleineweber plaque wording

Elections/Presentations

Personnel Issue

Next Meeting: July 9, 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
June 2025
For May Activity

- 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
- New screen in Gallery installed
- Library closure for staff to attend Southeast Library Training 5/9/25
- StoryWalk cleaned and new book installed
- 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
- Library at Farmers Market outreach starts
- Library closed May 26 holiday

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	4834	4731	5111					37,584
Technology Center Usage	150	120	159	167	128	150	153	128					1,155
Patrons Visits	2933	2100	2013	2287	2226	2252	2417	2437					18,665
New Library Cards	77	27	9	9	26	20	6	18					192
Reference Questions Answered	784	778	504	610	516	587	620	634					5,033
Genealogy / History Research	9	2	0	0	6	3	0	1					21
Materials Added	389	283	212	262	222	290	267	307					2,232
Website Visits	*	529	463	880	651	713	670	685					4,571
Programs & Exhibits	44	36	26	33	37	44	46	43					309
Attendance (included in Patron Visits)	774	629	793	584	564	655	331	696					5,026
Interlibrary Loan Borrowed	19	8	18	18	21	22	22	NA					128
Interlibrary Loan Loaned	33	41	32	33	36	36	36	NA					247
WiFi Log Ins	1449	1060	1085	1391	1041	1844	1949	1564					11,183
Member Amount Saved	\$34,199.64	\$38,513.43	\$34,917.67	\$32,476.49	\$52,389.24	\$37,657.44	\$35,948.94	\$42,960.97					\$309,062.82

* If due to a
website and file not
tracking yet
in our database

Event, Activity or Statistic	Sessions	Attendance
Public Meetings	25	137
Art Exhibit	1	270
Book Clubs	2	27
Lego Club	2	8
Storytime	2	18
Pippa White	1	34
Tammy Marshall Author	1	6
Humanities Nebraska Program	1	23
Yarn Crafters Club	1	5
Writers Workshop	1	4
Puzzle Tourney	1	14
Adult Flower Craft	1	16
Farmers Market	1	54
Passive Program	3	80
TOTALS	43	696

Youth Statistics

44	Crafts taken from children's and lobby
110	Coloring pages taken from children's
6	Coloring pages taken from teen room
0	Books taken off cart
61	Coloring bookmarks taken
75	Frog Hunt Participation
72	MBOC Homeschool kits given away

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm May 14, 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 May 9 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board Present: Molly McNeely, Sue Little, Teresa Fields, Nikki Johnson, Claudette Wielechowski

Board Absent:

Staff Present: Donna S. Kruse, Chelsea Foust

Guest Present: Perry Mader

Roll call was signed.

Directors Report for Previous Month Activities:

- 49 for our Arbor Day Craft and Color event
- New firewall, router and static IP addresses installed by Joe Chaney
- Some downtime to printing system, hvac controls due to new installation
- Kimmel Gallery Lighting system installed
- New Projector installed
- Interviews for PT Clerk held-starts 4/14 However, due to personal reasons, new hire had to resign.
- Quarterly staff chats held
- LNC tour and class held in Kimmel
- Budget work
- Foust and Donnell attend Apollo training in Seward
- Book Clubs, Homebound deliveries, Humanities and Craft programming all continue

Statistical Report: Johnson mentioned that Public Meetings number looked higher, and it was confirmed that more groups have been meeting at the library.

Consent Agenda:

Minutes: painting of the lobby area and staff bathrooms should be listed as coming from repair/maintenance building line this fiscal year, not CIP as written.

Budget Report: we are 77 % of the way through the year. McNeely questioned the equipment line and Kruse explained that we could use that line for charging stations. Kruse also mentioned that painting of the lobby area and staff bathrooms would come out of repair/maintenance building line, not CIP as written in previous minutes. IT was also suggested to purchase more chairs for the Kimmel Gallery using the City CIP money that is left.

Financial Report: no questions

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

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

Payment of Claims: No questions

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

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

Business: Discussion and/or Take Action:

- There was discussion on what money was to be used for the upcoming work on the West side project, it was decided that the Library would ask for an amount from the City then the money in the building restoration fund would be used first then Kleineweber Endowment would be used with an option to use the Vantine

James endowment money as well. Kruse wanted to mention it would be nice to have a cushion in the building fund for future year since building repair is costly and we do not know if City budgets might be tighter for next fiscal year due to current climate.

McNeely called for a motion to approve the decision of where the money would come from in order to fund the West side project. Wielechowski moved and Johnson seconded.

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

- CIP update: Sign on North West corner has moved placement due to underground sprinklers.
- There was a monthly update to the funding balances. McNeely asked for the city CIP money to be added to this update list for the next meeting.
 - **Action Item:** Kruse adds City CIP money totals to the fund balances each month.
- Kruse explained to the Board about KENO funding applications, that there are two different types, one was for Social Investment with a max of ten thousand dollars and no matching funds required. The second was for Economic Growth with a thirty thousand dollar max requiring matching funds..
 - **Action Item:** Kruse needs to add KENO discussion to the June Agenda.

McNeely called for a motion to approve the library opening late at 10:30 am due to mandatory meeting at City on May 22, 2025. Frields moved and Little seconded.

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

- The updated 2025-26 CIP list includes:
 - Frields suggested renovation of walls in Kimmel
 - Money toward construction of West Side project
- Money toward maintenance ideas this fiscal year include:
 - Painting Library lobby & entry way in addition to older staff and public bathrooms
 - Hanging system in Kimmel
 - New rugs/cleaning of old rugs.
 - Folding chairs and upholstered chair cleaning
- There was discussion about the Kleineweber appreciation plaque and what wording should be on the plaque in order to get more firm pricing. It was mentioned that the Board liked the tree and the size of 14x24 which would need 2 stakes. The Board decided to have Sue and Teresa work on what wording would be on the plaque.
 - **Action Item:** Sue and Teresa come up with Appreciation wording to bring to the Board.
- June will be the month for elections to be held and Little and Frields are up for the end of their board term in 2025.
 - McNeely term ends 2027
 - Wielechowski and Johnson ends 2028

McNeely called for a motion to go into a closed session at 5:03 pm to discuss a personnel issue.

McNeely moved and Johnson seconded.

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

McNeely called for a motion to come out of a closed session at 5:43 pm

Little moved and McNeely seconded.

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

Meeting adjourned at 5:44 PM

Next Meeting: June 11, 2025 at 4:00 pm

Submitted by Chelsea Foust with additional notes by Donna Kruse

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	348,267.67	40,172.98	227,600.09	65.35	120,667.58
10-50-5005	Library - Social Security	26,642.48	2,990.73	16,834.30	63.19	9,808.18
10-50-5010	Library - Group Ins	69,509.32	6,083.55	46,799.19	67.33	22,710.13
10-50-5012	Library - Pension	22,314.86	2,299.65	3,066.20	13.74	19,248.66
10-50-5020	Library - Utilities	29,000.00	2,617.28	22,227.45	76.65	6,772.55
10-50-5023	Library - Telephone/Internet	3,700.00	268.19	2,286.03	61.78	1,413.97
10-50-5024	Library - Garbage/Recycling	450.00	63.12	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	317.77	2,341.11	58.53	1,658.89
10-50-5030	Library - Miscellaneous	400.00				400.00
10-50-5032	Library - Credit Card Fees	60.00	6.20	42.63	71.05	17.37
10-50-5050	Library - Adv/Printing/Pub/Web	1,500.00	14.51	597.39	39.83	902.61
10-50-5100	Library - Rep/Maint - Building	16,500.00	672.77	5,859.57	35.51	10,640.43
10-50-5105	Library - Rep/Maint - Grounds	5,500.00	56.61	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		2,681.33	44.69	3,318.67
10-50-5230	Library - Dues/Memberships	1,000.00	415.00	820.00	82.00	180.00
10-50-5250	Library - Training/Conference	6,000.00	570.50	3,364.79	56.08	2,635.21
10-50-5400	Library - Supplies	9,000.00	213.47	5,552.42	61.69	3,447.58
10-50-5403	Library - Contract Sup/Sev	18,000.00	3,585.48	8,205.25	45.58	9,794.75
10-50-5409	Library - Prg and Event Sup/Se	200.00				200.00
10-50-5500	Library - Travel/Meals/Lodging	200.00	41.07	41.07	20.54	158.93
10-50-5601	Library - Capital Improvements	97,954.62	47,584.66	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	3,547.43	29,009.65	58.02	20,990.35
10-50-5800	Library - Donation Purchases	100,000.00	1,004.80	369,236.51	369.24	269,236.51-
10-50-5810	Library - Grant Purchases	90,000.00	16,357.34	41,019.14	45.58	48,980.86
10-50-5812	Library - Endowments	75,000.00	4,054.01	29,369.47	39.16	45,630.53
	TOTAL LIBRARY EXPENSE	1,044,595.72	132,937.12	940,243.45	90.01	104,352.27

Morton-James Public Library Financial Report June 2025

Presented: June 11, 2025

Month to date balance	\$132,937.12
Year to date balance	\$940,243.45
Budget	\$1,044,595.72
Amount unexpended	\$104,352.27
Percentage used	90.01%

Bank Deposits May 12,27, 30

10-07-4131 Library State Aid

<u>10-13-4420 Library Book Fees and Fines</u>	Subtotal	\$268.32
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10-13-4443 Misc - Book Sales

10-21-4685 Grants

Subtotal	
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10-21-4677 Endowments

NCCF-HN Fall 25, Tonies	\$488.00
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NCCFF-Dollywood	\$473.75
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Subtotal	\$961.75
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10-23-4704 Donations

Miscellaneous	\$134.78
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David & Sharon Lybarger- Library Sponsor	\$100.00
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PEO meeting room	\$30.00
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Subtotal	\$264.78
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<u>10-29-4831 Misc. Taxable/Copies</u>	Subtotal	\$163.00
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Total	\$1,657.85
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Petty Cash

Expenditures	\$0.00
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Refunds	\$0.00
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Total	\$0.00
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Cash Drawers

Both Levels	\$0.00
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Total	\$0.00
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Credit Card Charges Less Fees

10-13-4420 Library Fees & Fines	141.00-3.18	\$137.82
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10-29-4831 Copies	5.40-29	\$5.11
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10-23-4704 Donations	40.00-1.39	\$38.61
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Total Charges	155.00-5.38	\$181.54
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