

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, September 10, 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.



Donna S. Kruse, Director
Morton-James Public Library
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402-873-5609

Morton-James Public Library

September 10, 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 August 13, 2025

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion/Take Action:

VOTE to Close for NLA

CIP/ Budget update

Donations, Grants, Endowment and CIP Balances Discussion

Westside project grant application update

Meeting Room Reservations, Use Policy and Request Form policy

Personnel Issue

Next Meeting: October 8, 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

September 10, 2025

August Activity

Budget discussions and adjustments continue. Final meeting with Council August 21. Saw final budget with last cuts taken

Partnered with Otoe County DAR chapter to host the American Revolution Experience exhibit for August

Farmers Market participation wrapped for the season. MJPL hosted the last market and promoted Library Card Sign up month, with bubble station and free book giveaways

Amanda Winkler and Emily Donnell attend 2 day SELS Youth Retreat

The usual group/club meetings continue: Lego, Yarn Crafters, Paint Together, Book Clubs, Chess Club, Adult Craft Classes, Scrapbooking along with Interlibrary Loan and Bulk Loan/Homebound Delivery

Open Enrollment for staff insurance coverage held

Work on final spending deadlines before end of fiscal year

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	6566	5453		55,968
Technology Center Usage	150	120	159	167	128	150	153	128	113	145	173		1,586
Patrons Visits	2933	2100	2013	2287	2226	2252	2417	2437	2800	2771	2628		26,864
New Library Cards	77	27	9	9	26	20	6	18	30	19	18		259
Reference Questions Answered	784	778	504	610	516	587	620	634	761	653	606		7,053
Genealogy / History Research	9	2	0	0	6	3	0	1	3	2	30		56
Materials Added	389	283	212	262	222	290	267	307	236	411	379		3,258
Website Visits	*	529	463	880	651	713	670	665	786	780	**		6,137
Programs & Exhibits	44	36	26	33	37	44	46	43	48	41	42		440
Attendance (Included in Patron Visits)	774	629	793	584	584	655	331	696	1287	1111	690		8,114
Interlibrary Loan Borrowed	19	8	18	18	21	22	22	25	19	18	NA		190
Interlibrary Loan Loaned	33	41	32	33	36	36	36	43	26	52	NA		368
WiFi Log Ins	1449	1060	1085	1391	1041	1644	1949	1564	320*	134	261		11,578
Member Amount Saved	\$34,198.64	\$38,513.43	\$34,917.67	\$32,476.49	\$52,389.24	\$37,657.44	\$35,948.94	\$42,960.97	\$ 66,789.29	\$ 71,378.01	\$42,924.32		\$490,154.44

* We have a new website and it is not tracking yet
** If day Carpet Installation

*WiFi routers changed

** Website back end not updating?

Youth Statistics

218 Crafts taken from children's and lobby
124 Coloring pages taken from children's
1 Coloring pages taken from teen room
32 Books taken off cart
7 Coloring bookmarks taken
61 Tiny Art Coloring

Event, Activity or Statistic	Sessions	Attendance
Public Meetings	24	156
Art Exhibit	1	249
Book Clubs	2	23
Lego Club	2	15
Storytime	2	14
Yarn Crafters Club	1	6
Farmers Market	2	75
Build A Seahorse	1	79
Caricatures & Cornhole	1	11
Build A Dragon	1	12
Writers Workshop	1	3
Andean Music Program	1	19
Paint Together	1	6
Dar Exhibit Reception	1	6
Passive Program	1	16
TOTALS	42	690

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm August 13, 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 August 8 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board Present: Heidi Rosane, Amy Callen, Teresa Fields, Nikki Johnson, Claudette Wielechowski via Zoom

Board Absent:

Staff Present: Donna S. Kruse, Chelsea Foust

Guest Present: Molly McNeely, Perry Mader

Roll call was signed.

Directors Report for Previous Month Activities:

- Winkler and Kruse work Treestock Festival. Distributed 4th of July Treat bags Saw 196 people through the booth
- Elevator and Elevette Inspections done
- Foust and Kruse attend Drug/Alcohol Training for Supervisors
- Budget session held -Learned no CIP money would be given to depts. this coming fiscal year. Council had few comments about budget. Kruse put forward the idea of carrying over the surplus CIP Gallery money to put toward Westside Project. Council will consider it
- Kruse discussed ideas with Board president on how to self-fund the Westside project
- Foust took vacation
- Kruse proctoring student finished class
- Quarterly chats held
- Kruse fielded call from Prime Communications regarding outcome of IT managed service contract.
- Winkler presents "To This End Shall I live: My search for Disability History in Nebraska 1890-1920
 - ❖ There was discussion on Budget cuts, and Kruse gave line items that are seeing cuts.
 - ❖ Kruse informed the Board that during one of the previous heavy rains, there was leaking in the North Room which has been addressed and is being worked on.
 - ❖ Kruse gave numbers to the Board on Mango Language database 171 sessions and 34hrs in the past 12 months, and in this fiscal year there have been 115 sessions.
 - ❖ It was suggested to look into databases to see if there are places for cuts, however Kruse mentioned that having the databases in addition to our materials available for patrons to use is a positive addition.
 - ❖ Wielechowski mentioned LSTA funding from NLC and wondered how that may affect the Library's future with databases that are in the NLC consortium.
 - ❖ It was requested to provide the Board with usage numbers of each Database.
 - ❖ Johnson asked about the Library sign on the North lawn of Library and Craig Davis said he would have it finished by September 15th.
 - ❖ Kruse also mentioned that 205 pool passes were used out of the 250 given out.

Statistical Report: Kruse mentioned that Treestock bubble station was popular and Wielechowski mentioned that the number seen was great. Also the number for craft kits given out in July was way up. WiFi number was questioned and Foust said she would email Joe about pulling stats to make sure the number we are getting is usage for each connection.

Consent Agenda:

Minutes: no questions

Budget Report: Perry explained that the city is working on getting a municipal rate from utilities for the future. Perry also suggested that Kruse print out the second sheet of Budget to show actual % instead of the percentage including donations line.

Rosane suggested that Kruse talk to staff to see what they think about possible future facelifts for the Library and improvements that can be made. Kruse also mentioned that window washing is something that is done every 2-3 years.

Financial Report: Thank you to Teresa for her donation.

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

Vote: Rosane-yes, Callen- yes, Frields-yes, Johnson-yes, Wielechowski-yes

- Perry spoke to the Board about CIP/Budget and said that the final budget meeting with the city is August 21 at 4pm. He said that the City is looking to carry over 25 thousand in CIP money to go toward the west side project.

Payment of Claims: no questions.

Johnson called for a motion to approve the payment of claims. Wielechowski moved and Rosane seconded.

Vote: Johnson-yes, Callen-yes, Rosane-yes, Frields-yes, Wielechowski-yes

Business: Discussion and/or Take Action:

- Kruse gave the Board an overview of Endowments, Donations, and Grants and there was a note to add Morton expenses in August to list for more accurate number.
- Kruse mentioned that she added the uses for each endowment to list given to Board.
- McNeely mentioned that Kruse should see if Roof patch/ Hot water heater work can be done in this fiscal year using Building repair/maintenance
 - **Action Item:** Kruse contact those needed to do the work in this fiscal year.
- Kruse gave the Board information on the Nelson and Steinhart grant applications and the Board discussed numbers on what to ask for. The deadline for both grants is September 15.
- The Board is planning to ask the Nelson and Steinhart grants for \$40,000 each with \$25,000 hopefully being carried over from the City, using \$75,000 out of the Building fund, and using 2025 Vantine James amount of 4684.89 and the ALA grants total of 2969.99 leaving whatever is left to pay for the westside project to come from available building funds that Library has before using that. Kleineweber Endowment.
- Johnson asked about irrigation bid for work that needs to be done for west side project and Kruse was told by Marty and vendor that around \$3,000 should cover it.
- The Board looked over an addition to the policy for the meeting room to include a clause for health and safety not limited to insect infestations.

Johnson called for a motion to approve addition to the Meeting room reservation use policy.

Rosane moved and Frields seconded.

Vote: Callen-yes, Rosane-yes, Johnson-yes, Frields-yes Wielechowski- yes

- Rosane asked if the pavers were included with the landscaping and Kruse explained that it was included in construction not landscaping. Landscaping is specifically the flower beds around the west side.

Johnson called for a motion to go into a closed session to include Molly McNeely though not Wielechowski since she was via Zoom at 5:55 pm to discuss a personnel issue.

Rosane moved and Callen seconded.

Vote: Rosane-yes, Johnson-yes, Fields-yes, Callen-yes, Wielechowski- yes

Johnson called for a motion to come out of a closed session at 6:48 pm no instruction for follow-up activity was given.

Fields moved and Callen seconded.

Vote: Rosane-yes, Johnson-yes, Callen-yes, Fields-yes

Meeting adjourned at 6:49 PM

Next Meeting: September 10, 2025 at 4:00 pm

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

BUDGET REPORT

CALENDAR 8/2025, FISCAL 11/2025

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	348,267.67	25,997.86	305,222.39	87.64	43,045.28
10-50-5005	Library - Social Security	26,642.48	1,906.35	22,524.94	84.55	4,117.54
10-50-5010	Library - Group Ins	69,509.32	7,801.57	68,485.88	98.53	1,023.44
10-50-5012	Library - Pension	22,314.86		4,599.30	20.61	17,715.56
10-50-5020	Library - Utilities	29,000.00	1,783.80	26,964.10	92.98	2,035.90
10-50-5023	Library - Telephone/Internet	3,700.00	268.15	3,090.52	83.53	609.48
10-50-5024	Library - Garbage/Recycling	450.00		315.60	70.13	134.40
10-50-5026	Library - Equipment	2,100.00		187.47	8.93	1,912.53
10-50-5029	Library - Postage	4,000.00	420.30	3,508.79	87.72	491.21
10-50-5030	Library - Miscellaneous	400.00				400.00
10-50-5032	Library - Credit Card Fees	60.00	7.43	66.61	111.02	6.61-
10-50-5050	Library - Adv/Printing/Pub/Web	1,500.00		892.98	59.53	607.02
10-50-5100	Library - Rep/Maint - Building	16,500.00	188.09	8,446.66	51.19	8,053.34
10-50-5105	Library - Rep/Maint - Grounds	5,500.00	780.00	2,213.83	40.25	3,286.17
10-50-5106	Library - Pest Control	136.00		126.00	92.65	10.00
10-50-5210	Library - Computer	6,000.00		3,334.14	55.57	2,665.86
10-50-5230	Library - Dues/Memberships	1,000.00	100.00	970.00	97.00	30.00
10-50-5250	Library - Training/Conference	6,000.00	330.00	3,694.79	61.58	2,305.21
10-50-5400	Library - Supplies	9,000.00	504.49	6,878.39	76.43	2,121.61
10-50-5403	Library - Contract Sup/Sev	18,000.00	1,378.09	10,957.50	60.88	7,042.50
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	3,850.00	70,376.66	71.85	27,577.96
10-50-5605	Library - Loan/Lease Payment	51,815.77		51,815.77	100.00	
10-50-5775	Library - Electronic Subscript	7,500.00	159.90	6,462.26	86.16	1,037.74
10-50-5776	Library - Aid Purchases	1,845.00				1,845.00
10-50-5777	Library - Materials	50,000.00	4,918.01	42,807.66	85.62	7,192.34
10-50-5800	Library - Donation Purchases	100,000.00	153.19	369,989.18	369.99	269,989.18-
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	3,592.73	43,322.69	57.76	31,677.31
	TOTAL LIBRARY EXPENSE	1,044,595.72	54,139.96	1,098,314.32	105.14	53,718.60-

Morton-James Public Library Financial Report September 2025

Presented: September 10, 2025

Month to date balance	\$54,139.96
Year to date balance	\$1,098,314.32
Budget	\$1,044,595.72
Amount unexpended	<u>-\$53,718.60</u>
Percentage used	105.14%

Bank Deposits August 4, 18, 29

10-07-4131 Library State Aid

<u>10-13-4420 Library Book Fees and Fines</u>	Subtotal	\$160.00
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10-13-4443 Misc - Book Sales

10-21-4685 Grants

Subtotal	<u> </u>
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10-21-4677 Endowments

Subtotal	<u> </u>
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10-23-4704 Donations

Miscellaneous	\$281.50
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PEO meeting room	\$30.00
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Subtotal	\$311.50
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<u>10-29-4831 Misc. Taxable/Copies</u>	Subtotal	\$98.20
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Total	\$569.70
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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	\$0.60 Long
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Total	\$0.60
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Credit Card Charges Less Fees

10-13-4420 Library Fees & Fines	200.00-7.02	\$192.98
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10-29-4831 Copies		
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10-23-4704 Donations	10.00-.41	\$9.59
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Total Charges	210.00-7.43	\$202.57
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