Keene Memorial Library Board Meeting
Keene Memorial Library
1030 N. Broad St., Fremont NE
3:30 P.M.
July 15, 2019

AGENDA

1. Call to Order/Notice of Meeting

2. Roll Call

3. Dispense with and Approve May 2019 Minutes

4. Unfinished Business
   a. Library Policy Handbook
   b. Article 7 of Library City Code

5. New Business
   a. Budget, CIP and Staff Requests
   b. Jerry Barlow & Lemonade
   c. SRP Overview
   d. Digitization Process
   e. Internet only temp. cards – online resources
   f. NLA Conference

6. Reports
   a. Director's Report
   b. Friends of the Library Report
   c. Expansion Report

Next Meeting August 19, 2019
3:30 p.m. Keene Memorial Library

Agenda posted online at www.fremontne.gov/library and emailed to Library Board members on July 8, 2019. This meeting is preceded by publicized notice in the Fremont Tribune and the agenda is displayed in the Administration Office at Keene Memorial Library, 1030 North Broad Street. A Copy of the Open Meeting Law is posted at the entrances of the meeting rooms. The Library Board reserves the right to go into Executive Session at any time. The Library Board reserves the right to adjust the order of items on this agenda.

DRAFT

May 20, 2019

Board President Larry Jirsak called the meeting to order at 3:30 p.m. in the library board room.

Roll Call
The following members were present: Larry Jirsak, Earl Underwood, Mandy Ostdiek and Lori Dahl. Also present was Library Director Walker, and Senior Office Associate Tracy Parr. Tracy will be recording the meeting minutes.

Notice of Meeting and Agenda
The meeting was preceded by publicized notice in the Fremont Tribune and the agenda displayed in the municipal building, online at www.fremontne.gov/library and distributed. A copy of the open meeting law is posted continually for public inspection and is located near the entrance of the library auditorium.

Reading of Minutes
Board Member Underwood moved to approve the April 15th minutes as written. Board Member Ostdiek seconded it. Carried.

Board Member Underwood moved to receive the November 19th 2018 minutes as corrected. President Jirsak discussed editing the minutes to amend the word agenda to minutes. The sentence "Kment made a motion to amend the agenda..." Board Member Dahl seconded the corrections. Carried.

Unfinished Business
1. Library Policy Handbook – Board Members will handwrite edits in their draft notebooks, then edits will be combined to a final version to be submitted to legal department. The library will have the final draft to Board Members a week to a few days before meeting.
2. Article 7 of the Library City Code – Director Walker reviewed the current city ordinance, article 7 of the library city code and discussed possible edits. Director Walker will create an edited version and send to legal department with Q&A on some of the terminology.

Reports
1. Director's Report - Director Walker informed the Board of the Summer Reading Program kick off, that the library is working on an internship from the Nebraska Library Commission, the lighting needs of the library, the two year budget cycle is due soon, that the public computer software is still pending, gave an overview of the policy for meeting room use, and that the libraries security gates need to be replaced.
2. Friends of the Library Report. Director Walker informed the Board about the Nebraska Dyslexia training that she and Laura England-Biggs will be attending and that is being paid for by the Dyslexia grant. She mentioned that we hosted Claude Bourbon and that there were 26 people in attendance. It was mentioned that the Friends of Keene Memorial Library have expended funds for Summer Reading Program, paying for three performers and all SRP prizes. Director Walker is working with the Friends on the expansion project and fundraising.
3. Expansion. Grant work, re-aligning committees and fundraising were all mentioned. Discussion by board member Underwood to consider a professional fundraiser. Discussion was held on this topic and a budget line will be requested for the new budget cycle for a professional fundraiser.

With no further business, motion to adjourn was made at 4:30 p.m. with Board Member Dahl making the motion and Board Member Underwood seconding it. Carried.

(Signed) by Tina Walker, Library Director

DRAFT

DRAFT

Article 7. Library

§3-701 MUNICIPAL LIBRARY; OPERATION AND FUNDING.

The City owns and manages the Keene Memorial Library through the Library Board. The City Council, for the purpose of defraying the cost of the management, purchases, improvements, and maintenance of the library may each year levy a tax not exceeding the maximum limit prescribed by State law, on the actual valuation of all real estate and personal property within the City that is subject to taxation. The revenue from the said tax shall be known as the Library Fund and shall include all gifts, grants, deeds of conveyance, bequests, or other valuable income-producing personal property and real estate from any source for the purpose of endowing Keene Memorial Library. The Library Fund shall at all times be in the custody of the Director of Finance. The Board shall have the power and authority to appoint the Library Director and to hire such other employees as they may deem necessary and may pass such other rules and regulations for the operation of the library as may be proper for their efficient operation.

§3-702 MUNICIPAL LIBRARY; DAMAGED AND LOST BOOKS.

Any person who damages or fails to return any book taken from the library shall forfeit and pay to the library not less than the value of the book in addition to any replacement costs and penalty which the Library Board may assess.

§3-703 MUNICIPAL LIBRARY; BOOK REMOVAL.

It shall be unlawful for any person not authorized by the regulations made by the Library Board to take a book from the library, without the consent of the Librarian, or an authorized employee of the library. Any person removing a book from the library without properly checking it out shall be deemed to be guilty of a misdemeanor.

§3-704 MUNICIPAL LIBRARY; COST OF USE.

The library is open to the public to be use in compliance with the established library rules and regulations. The library meeting spaces are available for use for meetings that are 1) free 2) open to the public and 3) educational in purpose. The Library Director may exclude from the use of the library, any person who shall willfully violate or refuse to comply with the rules and regulations established for the government thereof.

§3-705 LIBRARY BOARD.

(1) The Library Board shall consist of five (5) appointed members who shall be residents of the Municipality and who shall serve terms of four (4) years. The Mayor shall appoint the members of the Library Board with the consent of the City Council. Neither the Mayor nor any member of the Council shall be a member of the Library Board. The terms of members serving on the effective date of a change in the number of members shall not be shortened, and any successors to those members shall be appointed as the terms of those members expire. In case of any vacancy by resignation, removal, or otherwise, the Mayor shall fill the vacancy for the unexpired term with the consent of the council.

DRAFT

(2) No member shall receive any pay or compensation for any services rendered as a member of the Library Board.
(3) At the time of the Board's 1st meeting in October of each year, the board shall organize by selecting from their number a Chairperson and Secretary of the Board. No member of the Library Board shall serve in the capacity of both the Chairperson and Secretary of the Board. It shall be the duty of the Secretary to keep minutes of all meetings, and to timely file the same with the City Clerk as public records.
(4) A majority of the Board members shall constitute a quorum for the transaction of business. The Board shall meet at such times as the City Council may designate. Special meetings may be held upon the call of the Chairperson, or a majority of the members of the Board.
(5) The Library Board shall advise the Mayor and City Council in regard to the operation, maintenance, and development and personnel of the library, and shall recommend to the City Council by-laws, rules and regulations, or changes in by-laws, rules, and regulations for the protection and development of the public library.
(6) The Library Board shall be responsible for the intellectual content and development of the library.
(7) The Librarian shall be appointed by the Mayor with the advice of the Library Board and the consent of the City Council. The Librarian shall generally supervise the property and operations of the library. The Librarian shall be accountable to the Board, but will work under the supervision of the City Administrator.
(8) All actions of the Board shall be subject to the review and control of the City Council.

§3-706 LIBRARY BOARD; ANNUAL REPORT.

The Library Director, under guidance of the Library Board, shall, on or before April 30th in each year, make a report to the City Council highlighting activities of the library for the previous fiscal year. The report shall show the number of materials held, including print books, video and audio materials, software programs, periodical subscriptions, and other formats. The number of materials added and withdrawn from the collection during the year shall be reported, as well as the number of materials circulated. Other statistics, information, and suggestions as the Library Board and Library Director may deem of general interest or as the City Council may require.

§3-707 INTERNET ACCESS.

It is the policy of the City of Fremont that all public internet access funded in whole or in part by the City will meet standards set by the Children's Internet Protection Act. The annual report of the Library Board shall certify compliance with the Children's Internet Protection Act.

```
                WORK-SHEET: BEX20&21
               DESCRIPTION: Budget Expenditure Worksheet FY2020&2021
               FISCAL YEAR: 2019
             FROM ACCOUNT:   1-2031-419-00-00
               TO ACCOUNT:   1-2031-455-80-00
                SELECTION: RANGE
          TRANSACTION TYPE: EXPENDITURES
                    USER: WALKERT
                SECURITY: N
          OMIT DESCRIPTION:
          HORIZONTAL SHIFT: 0
            SUMMARY TOTALS:
      ACCOUNT SUPPRESSION: NO

                            SORT/BREAK/P_BREAK
        FUND SORT PRIORITY: 1       1       1
        DEPT SORT PRIORITY: 0
         DEPT CAT PRIORITY: 0               1
         DIV SORT PRIORITY: 2       1       1
        STAB SORT PRIORITY: 0
        STAS SORT PRIORITY: 0
         ELM SORT PRIORITY: 3       1
         OBJ SORT PRIORITY: 0
         CAT SORT PRIORITY: 0
          REV/EXP PRIORITY: 0               1
            ACCOUNT NUMBER: STANDARD

FIELD USAGE:
    B Base   GMA2YR     1  8   2016-2017       TWO YEARS AGO   ACTUAL          J
    B Base   GMLYA      2  8   2017-2018       LAST YEARS      ACTUAL          J
    B Base   GMREVE     3  8   2018-2019       ADJUSTED        BUDGET          J
    C Level  DR20       6  8   2019-2020       DEPT            REQUEST         .
    C Level  DR21       7  8   2020-2021       DEPT            REQUEST         .
    C Level  ES19       5  8   2018-2019       DEPT            ESTIMATE        .
    R Result YTDPER06   4  8   2018-2019       MARCH           YTD             J
        &CYRAALC + 1              1.0600   0

           SPECIAL OPTIONS:
             ELEMENT RANGE: 1
         BEFORE HEAD TYPE: BN
        HEADER ON MI LINE:
      BLANK LINE AFTER MI:
        FORCE NEG REVENUE:
      BUDGET LEVEL ALLOC:
     HEADER ON EVERY PAGE: Y

         RECORDS SELECTED:          48
          SUMMARY RECORDS:           8
```

DRAFT

EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEARS 2020 & 2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016-2017 TWO YEARS AGO ACTUAL	2017-2018 LAST YEARS ACTUAL	2018-2019 ADJUSTED BUDGET	2018-2019 MARCH YTD	2018-2019 DEPT ESTIMATE	2019-2020 DEPT REQUEST	2020-2021 DEPT REQUEST
FUND 001 General Fund								
DIV 31 Library								
001-2031-455.10-10	Salaries/Wages	470,982	487,026	516,264	235,976	.....	.....	.....
001-2031-455.10-14	Health Insurance	160,407	137,575	143,937	58,329	.....	.....	.....
001-2031-455.10-15	Overtime Wages	2,259	1,380	1,000	889	.....	.....	.....
001-2031-455.10-22	FICA/Medicare	34,188	35,445	38,854	17,414	.....	.....	.....
001-2031-455.10-23	Pension	15,821	18,995	20,285	9,215	.....	.....	.....
001-2031-455.10-24	Tuition Reimbursement	0	0	4,000	0	.....	4000	.....
001-2031-455.10-65	Comp Leave Pay	0	0	0	0	.....	.....	.....
001-2031-455.10-70	Vacation Pay	0	0	0	0	.....	.....	.....
*	Personal Services	683,657	680,421	724,340	321,824	.....	4000	.....
001-2031-419.20-12	Communications	0	2,400	2,500	1,200	2400	2500	2500
001-2031-419.20-65	Service Agreements	37,996	25,129	20,500	17,450	20500	21000	24000
001-2031-419.20-99	Other Contractual Service	0	0	0	0	.....	.....	.....
001-2031-455.20-11	Postage & Printing	3,200	4,000	5,000	800	5000	5200	5550
001-2031-455.20-12	Communications	0	0	0	0	.....	.....	.....
001-2031-455.20-13	Training & Travel	13,932	11,032	10,500	7,803	10000	11000	12000
001-2031-455.20-14	Freight & Express	0	0	0	0	.....	.....	.....
001-2031-455.20-15	Non-training Mileage	0	0	0	0	.....	.....	.....
001-2031-455.20-17	Uniform Allowance	0	0	0	0	.....	.....	.....
001-2031-455.20-33	Legal Advertising	1,582	295	1,200	23	50	500	500
001-2031-455.20-35	Medical Services	330	0	0	0	.....	.....	.....
001-2031-455.20-41	Utility Services	40,178	40,805	50,000	22,440	46500	50000	52000
001-2031-455.20-43	Gen Admin Svc from DU	5,705	0	0	0	.....	.....	.....
001-2031-455.20-60	Repairs & Maintenance	14,889	7,791	10,000	2,126	8000	10000	10000
001-2031-455.20-65	Service Agreements	8,641	9,051	10,000	6,009	10000	10500	11000
001-2031-455.20-70	Rents	716	594	1,200	297	600	700	800
001-2031-455.20-93	Dues & Subscriptions	15,421	15,907	15,000	8,877	15000	15500	16000
001-2031-455.20-95	Hire Equip/Equip Rental	0	0	0	0	.....	.....	.....
001-2031-455.20-98	Taylor collection	0	343	500	0	500	500	500
001-2031-455.20-99	Other Contractual Service	17,974	16,211	34,000	18,178	28000	30000	34000
*	Contractual Services	160,564	133,558	160,400	85,204	146550	157400	168850
001-2031-419.30-55	Software	3,987	4,038	5,000	2,796	3500	5000	5500
001-2031-419.30-56	Parts/Mach & Equipment	14,252	508	13,500	5,763	7000	15000	14000
001-2031-455.30-31	Office Supplies	9,057	8,063	12,000	2,239	8000	10000	10000
001-2031-455.30-32	Lab/Chemicals	0	0	0	0	.....	.....	.....
001-2031-455.30-35	Printing	643	444	500	63	200	500	500
001-2031-455.30-41	Food Supplies	3,793	3,318	2,500	925	3000	4000	4000
001-2031-455.30-44	Fuel/Oil/Grease	0	25	0	37	100	200	250
001-2031-455.30-49	Bldg/Structural Materials	12,910	11,569	9,000	4,949	9000	9000	10000
001-2031-455.30-51	Books & Periodicals	154,255	155,453	160,000	75,289	160000	180000	180000
001-2031-455.30-58	Horticultural Supplies	1,100	0	1,000	0	.....	.....	.....
001-2031-455.30-63	MV Fuel Parts	0	0	0	0	.....	.....	.....
001-2031-455.30-76	Signs	469	145	1,000	0	1000	1000	1000

DRAFT

EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEARS 2020 & 2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016-2017 TWO YEARS AGO ACTUAL	2017-2018 LAST YEARS ACTUAL	2018-2019 ADJUSTED BUDGET	2018-2019 MARCH YTD	2018-2019 DEPT ESTIMATE	2019-2020 DEPT REQUEST	2020-2021 DEPT REQUEST
FUND 001 General Fund								
DIV 31 Library								
001-2031-455.30-79	Other Commodities	17,189	13,027	36,098-	3,683	10000	10000	10000
*	Commodities	217,655	196,590	168,402	95,743	201800	234700	235250
001-2031-455.40-11	Furniture & Fixtures	6,731	0	0	0	.....	.....	.....
001-2031-455.40-13	Bldg/Improve Acquisition	0	43,133	2,630,000	0	.....	.....	.....
001-2031-455.40-20	Motor Vehicles	0	28,696	0	0	.....	.....	.....
001-2031-455.40-71	Land	0	0	0	0	.....	.....	.....
001-2031-455.40-90	Capital Under $5,000	0	0	0	0	.....	.....	.....
001-2031-455.40-99	Other Capital Outlay	0	0	0	0	.....	.....	.....
*	Fixed Assets	6,731	71,829	2,630,000	0	.....	.....	.....
001-2031-455.81-00	Grant Appropriation	0	0	40,000	0	40000	100000	100000
*	Grant Appropriation	0	0	40,000	0	40000	100000	100000
**	Library	1,068,607	1,082,398	3,723,142	502,771	388350	496100	504100
***	General Fund	1,068,607	1,082,398	3,723,142	502,771	388350	496100	504100

DRAFT

CAPITAL IMPROVEMENT PROGRAM
CITY OF FREMONT, NEBRASKA
FY 2020-2024

(2) PROJECT PRIORITY
A - Urgent
B - Necessary
C - Desirable

FUNDING SOURCE CODES:
CD Comm Dev Funds
GDS Go Bonds sold
SBB Street Buyback
TI Trade In
BBB Bridge Buyback
FR Fund Revenues
RB Revenue Bonds
RS Revenue Sharing
SC Service Charges
SR Special Reserves
NBR State Revenues
ST55 Sales Tax Public Safety
GT Gas Tax Revenues
AS Assessments
FA Federal & State Grants
OF Other Funds
3AA Federal Highway
ST58 Sales Tax-Str
K Keno Funds
PST Public Safety Ta

(0) PROJ. NO.	Dept.	(1) PROJECT TITLE & DESCRIPTION	PROJECT FUNDED (Y/N)	(2) PROJECT PRIORITY	(3) TOTAL EST.PROJ. COST	(4) OUTSIDE FUNDS & SOURCES	(5) LOCAL FUNDS & SOURCES	(6) SPENT PRIOR TO 2018-2019	2018-2019	2019-2020	2020-2021	2021-2022
General Fund:												
Library							0					
	Lib				11,830,000	OF 4,000,000	230,000		COM 230,000		COM 230,000	
		Building Expansion				OF 5,200,000	2,000,000		RB 2,000,000		RB 2,000,000	
							390,000		RES 390,000		RES 390,000	
		ITEMS IMPACTED BY RENOVATION										
	Lib	North Wall/book drop renovation			10,000		10,000		FR 10,000		FR 10,000	
	Lib	Adult/Teen Areas Furnishings			30,000		30,000			FR 30,000		
	Lib	Circulation Desk Replacement			10,000		10,000			10,000		
	Lib	Camera system upgrades			45,000		45,000		FR 0	FR 15,000	FR 15,000	FR 15,000
	Lib	security gate replacement (east)			30,000		30,000			30,000		
	Lib	Demo houses / parking lot			100,000		100,000			100,000		
	Lib	Auditorium Repairs			40,000		40,000				40,000	
	Lib	bathroom remodel			50,000		50,000				50,000	
	Lib	electrical upgrade			100,000		100,000				50,000	50,000
	Lib	Elevator Reno ADA Access			150,000		150,000				FR 75,000	FR 75,000
	Lib	Window replacement - 100%			75,000		75,000		FR 0			FR 75,000
	Lib	ITEMS NOT IMPACTED BY RENOVATION										
	Lib	Gaming/Production computers			6,000		6,000			FR 6,000		
	Lib	security gate replacement (west)			30,000		30,000			30,000		
	Lib	LED light upgrade			100,000		100,000			50,000	50,000	
	Lib	Phone system upgrade (IT)			150,000		150,000				75,000	75,000
	Lib	Limestone repair and sealant			25,000		25,000					25,000

DRAFT

			Position #	Position Title	Auth #	Last Name	First Name	Grade	Step	2019 FTE ACTUAL	2019 FTE BUDGETED	2020 FTE Proposed	2021 FTE Proposed
20	31	455	2001	LIBRARY DIRECTOR	1	WALKER	TINA	275	8.00	1.00	1.00	1.00	1.00
20	31	455	3024	LIBRARIAN II	1	ENGLAND BIGGS	LAURA	225	8.00	1.00	1.00	1.00	1.00
20	31	455	4013	LIBRARIAN I	1	CRUZ	ELISA	190	4.00	1.00	1.00	1.00	1.00
20	31	455	5022	SENIOR OFFICE ASSOCIATE	1	PARR	TRACY	150	5.00	1.00	1.00	1.00	1.00
20	31	455	6003	LIBRARY ASSISTANT III	1	HOPPE	ANN	130	3.00	0.75	0.75	1.00	1.00
20	31	455	6003	LIBRARY ASSISTANT III	2	VANDERWORTH	SONIA	130	2.00	1.00	1.00	1.00	1.00
20	31	455	6003	LIBRARY ASSISTANT III	3	BEYER	DORLISSA	130	4.00		1.00	1.00	1.00
20	31	455	6009	IT SPECIALIST-LIBRARY	1	OLSON	KELLY	215	3.00	1.00		1.00	1.00
20	31	455	6011	LIBRARY ASSISTANT II	2	(empty)		115	6.00	1.00	1.00	1.00	1.00
20	31	455	6019	LIBRARY ASSISTANT I	1	MULLEN	JOHN	8	6.00	0.75	0.75	1.00	1.00
20	31	455	6031	LIBRARY AIDE PART-TIME	1	ALLEN	SUSAN	HT1	8.00	0.50	0.50	0.50	0.50
20	31	455	6031	LIBRARY AIDE PART-TIME	2	ZGODA	REBECCA	HT1	3.00	0.50	0.50	0.50	0.50
20	31	455	6031	LIBRARY AIDE PART-TIME	3	KNOELL	KAREN	HT1	3.00	0.50	0.50	0.50	0.50
20	31	455	6031	LIBRARY AIDE PART-TIME	4	EMMI	SARAH	HT1	3.00	0.50	0.50	0.50	0.50
20	31	455	6031	LIBRARY AIDE PART-TIME	5	MOENNING	DANIEL	HT1	3.00	0.50	0.50	0.50	0.50
20	31	455	6031	LIBRARY AIDE PART-TIME	6	TAYLOR	KERI	HT1	5.00	0.50	0.50	0.50	0.50
20	31	455	6031	LIBRARY AIDE PART-TIME	7	Unfilled auth	1	HT1	5.00	0.50	0.50	0.50	0.50
20	31	455	6031	LIBRARY AIDE PART-TIME	8	Jokemsun	DEBRA	HT1	5.00	0.50	0.50	0.50	0.50
20	31	455	6031	LIBRARY AIDE PART-TIME	9	VANEL	RUSSELL	HT1	5.00	0.50	0.50	0.50	0.50
20	31	455	7006	OFFICE TRAINEE TEMPORARY	1	Unfilled auth	1	999	1.00	0.32	0.32		
20	31	455	7006	OFFICE TRAINEE TEMPORARY	2	JOKUMSEN	DEBRA	999	1.00	0.37	0.37		
20	31	455	7008	LIBRARY AIDE TEMPORARY	1	VANEK	RUSSELL	999	1.00	0.47	0.47		
				TOTAL FTE						14.16	14.16	14.50	14.50
20	31	455	1111	OVERTIME							$ 1,000.00	$ 1,000.00	1000.00

1. Move Dorlissa Beyer to Library Assistant III - she already does the work and is a supervisor. All other supervisors are LA III or higher.
2. Add a billet Library Assistant II lost in 2008.
3. Move Office Trainee and Library Aide Temps all to Library Aide .50 - get rid of temporary workers
4. Move Ann Hoppe and John Mullen to 40 hours - job is hard to get done at 30 and I don't want to lose them to full-time.

DRAFT

2019 SRP Goals and performance to date

DRAFT

Program Dates:

23-May Beginning 2019 — 86 days — 16-Aug End 2019

23-May Beginning 2018 — 82 days — 12-Aug End 2018

3-Jul

49% of the 2019 program completed

51% of 2018 program completed

	42 days into 2019		Same time in 2018		End of 2018	
Goal 1 = Registered readers:	300		350		350	
As of July 3 at 8 am:	588		282		296	
	196%	**of goal**	**81%**	**of goal**	**85%**	**of goal**
Goal 2 = Logging readers:	250		250		250	
As of July 3 at 8 am:	411		188		202	
	164%	**of goal**	**75%**	**of goal**	**81%**	**of goal**
Percentage of readers logging						
Adults	62%		65%		65%	
Teens	65%		67%		70%	
Kids	74%		65%		69%	
Goal 3 = Minutes read:	283,500		200,000		200,000	
As of July 3 at 8 am:	262,077		113,914		192,109	
	92%	**of goal**	**57%**	**of goal**	**96%**	**of goal**

Prizes Earned

	As of July 3 at 8 am	July 3 2018	All of 2018
Adults	809	308	446
Teens	263	44	51
Kids	1,825	639	1036
	2,897	**991**	**1,533**

Prizes Redeemed

	As of July 3 at 8 am	All of 2018
Adults	360	290
Teens	126	24
Kids	1,067	898
	1,553	**1,212**

Completions (945 minutes)

	As of July 3 at 8 am	July 3 2018	All of 2018
Adults	34	14	28
Teens	10	2	3
Kids	54	23	59
	98	**39**	**90**