

Keene Memorial Library Board Meeting  
Keene Memorial Library-Downstairs Large Meeting Room  
1030 N. Broad St., Fremont, NE  
6:30 P.M.  
March 21, 2022

AGENDA

Call to Order/Notice of Meeting

1. Roll Call
2. Motion to adopt current agenda for March 21, 2022 regular meeting agenda
3. Dispense with and approve February 21, 2022 minutes (attachment)
4. Unfinished Business
  - a. Community Needs Response Planning update
5. New Business
  - a. Accept resignation of Tom Adamson from Board
6. Reports
  - a. Library Director's Report
    - i. Month in Review
    - ii. Expansion Project Update
  - b. Friends of the Library Report
  - c. Finance-Library Expenditures Report (attachment)
7. Adjournment

Special Community Needs Response Planning Meeting April 18, 2022 5:30pm – Keene Memorial Library – Large Meeting Room

Regular Board Meeting following the CNRP Meeting at 7:30 pm – Keene Memorial Library – Large Meeting Room

Agenda posted online at [www.fremontne.gov/library](http://www.fremontne.gov/library) and emailed to Library Board members on March 15, 2022. 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.

Keene Memorial Library Board Meeting  
Large Meeting Room  
1030 N Broad St, Fremont NE  
6:30 P.M.  
February 21, 2022  
Minutes

Held at the Keene Memorial Library Large Meeting Room and Board President Tom Adamson called the meeting to order at 6:30 pm.

**Roll Call**

The following members were present: Tom Adamson, Amanda Moenning, Linda McClain, and Becky Pence. LeAnn Rathke was absent until 6:35. Also present was Laura England-Biggs, Library Director, City Council Liaison Sally Ganem and Mayor Joey Spellerberg. Senior Office Associate Tracy Parr 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 is posted in the Administration Office at Keene Memorial Library, 1030 North Broad Street, online at [www.fremontne.gov](http://www.fremontne.gov) and distributed by email. A copy of the open meetings law is posted continually for public inspection and is located near the entrance of the meeting room.

**Agenda**

Motion to adopt agenda for February 21, 2022 regular meeting. Board Member McClain moved, seconded by Board Member Adamson to adopt the agenda for February 21, 2022 Library Board Meeting. Ayes: Adamson, Moenning, McClain and Pence. Motion carried 4-0.

**Reading of Minutes**

Board Member Moenning moved to dispense with and approve the January 17, 2022 minutes, seconded by Board Member Pence. Ayes: Adamson, Moenning, McClain, Pence and Rathke. Motion carried 5-0.

**Unfinished Business**

**Community Needs Response Planning Update**

Director Laura England-Biggs stated that at the Board's last meeting we were looking to use a possible donation and possible foundation grant to pay for the library's community needs response planning assistance. However, after discussions with Denise Kay from the Friends of the Library and Linda McClain she came to realize that this really is part of cost of running the library and after looking at the budget she saw there were three purchase orders that were over encumbered from previous fiscal years that if canceled would clear up the money for the library to pay its own way. Director England-Biggs also mentioned that the folks from Mission Matters capped their proposal at \$8,000 and she was able to support that in the budget. She also stated that there are letters inviting participation from the community to do a focus group on Saturday April 2<sup>nd</sup>, this is part of the finding out what the community needs analysis is involving strengths, weaknesses, opportunities and threats. She mentioned this is an opportunity for people from all walks of life to have a chance to give their thoughts and opinions on these things. We believe there is a pretty good spectrum of invitees across Fremont, including folks from the Hispanic community, business community, homeschool parents, public school parents, public school teacher, adult readers of both physical books and digital ones as well. In addition, we are inviting people of all the different age groups too. Board Member Adamson asked how many people would be included and she said that there would be anywhere from 12-14 at the most. Keeping it to this range makes it easier to manage and allows for more opportunities for individuals to speak out and have their opinions heard. It was also mentioned by Board Member McClain that there was a discussion about if there should be a Library Board Member or City Council Member included in this and it was felt that having someone of a higher up position could intimidate people. Those types of community members will have an opportunity to give input at a meeting on April 18<sup>th</sup>. Director England-Biggs asked the Board Members how they would feel about having a planning meeting from 5:30-7:30 on that date and following it up with a regular Board Meeting after that. The alternative to this is to do a Saturday session. Board Members Moenning and Rathke said it would depend on a couple of factors for them, but if they can work those things out they were in. Director England-Biggs said we will make it a plan for now since Greta from Mission Matters was able to make it work for her schedule. At that time, we should have feedback from the focus group as to what they saw in an executive summary of sorts. Board Member Rathke asked if the individuals would be told they were representing a specific group of people and Director England-Biggs said that the drafted letter asks them to RSVP so we can make sure to have a good representation across the community. She did not go into what specific group she was targeting them as. Board member McClain asked Director England-Biggs if this would get us into the time frame where we want to have an actual plan in June and she said that the hope is, by late May we will have a draft to discuss at the June Library Board Meeting. No action was taken.

- Just before going to reports Board Member Adamson spoke up to say that Todd Hansen, a friend of his from Metropolitan Community College, raved about working with the library. Director England-Biggs stated that she met with Todd awhile ago to discuss using one of the empty classrooms while we are located at the City Auditorium and is happy to announce that negotiations have worked out and we have an agreement that allows us to use a classroom from July 2022 – October 2023 for story time in particular and is reaching out to see if we can use it for other programming as well. Adult programming would like us to ask if they are able to use it too. We are very excited about this partnership.

## **Reports**

### **Library Director's Report Month in Review**

We had a library staff meeting.

She met with Elisa and Justine about the ARPA Grant (American Rescue Plan Act) from the Nebraska Library Commission. She stated that she believes we are looking at getting one digital display, some Launch Pads (Tablets with rugged cases on them for different learning topics), and some better technology for our outreach allowing us to be able to run our circulation mobile client. That will allow us to set people up with library cards and check out books etc...

Reading at Head Start on Wednesday mornings.

Library expansion discussion meeting with Warren Hagelstien, the new City IT Director, and Mike Fu to talk about the expansion and the move to the City Auditorium, what that will all mean to them and how we will make it all work. At the moment it looks like we will be purchasing a bunch of wireless dongles, plugging them into the computers and making us wireless.

Working with Tetrad our Owners Rep, for assistance on space planning and moving to the City Auditorium.

Proctoring.

We have a fully scheduled blood drive for this weekend.

Met with the people at Mission Matters.

Creative Districts discussion with Angie Olson, the Mayor and Jody Sanders, all from the City to talk about how the library may play a part in that.

Grant work with Board Member McClain.

Advocacy Committee meeting with the NLA.

Dodge County ARPA Grant was submitted.

Director England-Biggs and Tracy Parr did a walk through with Steve Boothe and Dean Kavan for our lighting issues.

Attended the State of the City lunch with Tracy Parr.

Demo for a library calendar, but unfortunately it costs more than what we are currently using so we won't be moving forward with it.

Participated in Engage Office Hours training session.

Friends of the Library Board Meeting.

Microsoft Teams Meeting with EBSCO.

SKILLS (Sharing Knowledge and Information for Library Learning and Success) Meeting in West Point.

Meeting with Elisa about book leasing program.

Tuesday there is a contractor selection meeting.

Wednesday she will have a webinar on how to engage your donors with targeted outreach.

### **Expansion Project Update**

Director Laura England-Biggs and Board Member McClain let the rest of the Board know that a grant was submitted to the CCCFF (Civic and Community Center Financing Fund), which is a potential \$750,000 ask. Dodge County ARPA grant was also done with the help of Angie Olson and Lottie Mitchell was able to also review it. We had a \$25,000 donation come in from an individual. That brings us to \$7,208,545. Two possible foundation follow ups. We are participating with the Friends of the Library on the next Big Give. Working on focusing on the Commemorative Bricks and we hope to have forms available at the book sale in March. Board Member Rathke asked if the furnishings and things like that were part of the expansion budget. Director England-Biggs responded that it is included. 7 million is for construction costs and 2.4 million is for furnishings and equipment. Both Board Member McClain and Director England-Biggs spoke about the fact that there have already been some modifications to the original design because of increasing materials costs in order to trim some of the square footage. Mayor Spellerberg commented that we are more than enough funded to start construction. We should hear back about the CCCF Grant in March sometime.

**Friends of the Library Report**

The Friends book sale is coming up Thursday-Sunday March 24<sup>th</sup>-27<sup>th</sup>. The Friends are looking for volunteers to help with the sale and you can go to the Friends Facebook page or KML Facebook page to volunteer. Saturday at the book sale there will be a BBQ food offering inside the building.

**Finance**

Director England-Biggs reviewed the Finance report, pointing out that under other contractual service we still show to be over encumbered. We canceled a couple of purchase orders after this report was run so we are no longer over encumbered. Both Director England-Biggs and Tracy Parr explained why we have these over encumbrances.

With no further business, motion to adjourn was made at 7:21 p.m. with Board Member Rathke making the motion and Board Member Moenning seconding it. Ayes: Adamson, Moenning, McClain, Rathke and Pence. Motion carried 5-0.

Next meeting will be held in the Large Meeting Room at the Library on March 21, 2022 at 6:30 pm.

Prepared by Tracy Parr, Senior Office Associate

Signed by Amanda Moenning, Library Board Secretary

DRAFT

**NLFS001 Auditors Trial Balance**

Accounting Period: 5/2022

Fund(s): 001 - General Fund

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**Fund: 001 - General Fund**

Account	Account Description	FYTD through 02/28/2022	Original Budget	Encumbered	Budget Balance	Prior Year Actual	Prior Two Years Actual
001-2031-419.20-12	Communications	500.00	2,500.00	800.00	1,200.00	2,400.00	2,400.00
001-2031-419.20-65	Service Agreements	19,855.21	25,000.00		5,144.79	28,026.79	21,525.39
001-2031-419.30-55	Software	1,210.77	5,550.00		4,339.23	5,486.10	4,885.56
001-2031-419.30-56	Parts/Mach & Equipment		14,000.00		14,000.00	718.66	474.41
001-2031-455.10-10	Salaries/Wages	250,527.03	584,963.00		334,435.97	463,993.58	468,654.57
001-2031-455.10-14	Health Insurance	33,747.51	95,522.00		61,774.49	110,909.22	94,250.09
001-2031-455.10-15	Overtime Wages	357.17	1,750.00		1,392.83	207.10	1,087.97
001-2031-455.10-22	FICA/Medicare	18,661.17	43,786.00		25,124.83	33,851.10	34,569.52
001-2031-455.10-23	Pension	6,592.35	20,537.00		13,944.65	15,991.38	17,792.41
001-2031-455.20-11	Postage & Printing	800.00	5,550.00	7,200.00	(2,450.00)	1,600.00	2,400.00
001-2031-455.20-13	Training & Travel	3,091.96	12,000.00	1,541.00	7,367.04	3,016.24	4,607.17
001-2031-455.20-33	Legal Advertising	22.98	100.00		77.02	50.13	271.18
001-2031-455.20-41	Utility Services	15,560.89	52,000.00		36,439.11	41,991.45	38,211.98
001-2031-455.20-60	Repairs & Maintenance	415.00	10,000.00	260.00	9,325.00	3,787.96	14,381.82
001-2031-455.20-65	Service Agreements	8,500.90	31,500.00	16,116.00	6,883.10	22,735.27	13,063.98
001-2031-455.20-70	Rents	295.14	800.00	298.00	206.86	590.28	591.09
001-2031-455.20-93	Dues & Subscriptions	545.00	18,000.00	79.96	17,375.04	17,049.27	29,458.36
001-2031-455.20-98	Taylor collection		500.00	500.00		469.19	
001-2031-455.20-99	Other Contractual Service	5,562.49	44,000.00	34,722.60	3,714.91	21,436.26	26,825.53
001-2031-455.30-31	Office Supplies	799.17	10,000.00	303.00	8,897.83	3,011.77	2,971.65
001-2031-455.30-35	Printing		500.00	60.00	440.00	767.42	
001-2031-455.30-41	Food Supplies		4,000.00		4,000.00	345.20	597.35
001-2031-455.30-44	Fuel/Oil/Grease		250.00		250.00	33.96	38.98
001-2031-455.30-49	Bldg/Structural Materials	1,417.86	10,000.00		8,582.14	6,241.12	14,516.59
001-2031-455.30-51	Books & Periodicals	65,212.66	135,000.00	60,659.90	9,127.44	139,526.82	149,083.37
001-2031-455.30-63	MV Fuel Parts	630.50			(630.50)	37.17	7.99
001-2031-455.30-76	Signs		1,000.00		1,000.00		
001-2031-455.30-79	Other Commodities	1,603.07	10,000.00	2,431.74	5,965.19	4,382.96	14,443.25
001-2031-455.40-13	Bldg/Improve Acquisition	3,500.00	4,253,229.00	286,650.00	3,963,079.00	197,315.00	32,617.50
		<b>439,408.83</b>	<b>5,392,037.00</b>	<b>411,622.20</b>	<b>4,541,005.97</b>	<b>1,125,971.40</b>	<b>989,727.71</b>

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