

Keene Memorial Library Board Meeting
City Council Chambers 2nd Floor / Online via ZOOM
400 E. Military, Fremont, NE
6:30 P.M.
June 21, 2021

AGENDA

Join Zoom Meeting on June 21, 2021

<https://zoom.us/j/93162594468?pwd=Y016NTFaWExWS09wUUg5NThZY2IzUT09>

Meeting ID: 931 6259 4468

Passcode: 266538

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Call to Order/Notice of Meeting

1. Roll Call
2. Motion to adopt current agenda for June 21, 2021 regular meeting agenda
3. Dispense with and approve May 17, 2021 minutes (attachment)
4. Unfinished Business
 - a. Policy Manual Update (attachment)
5. New Business
 - a. Proposed Revision to Board By-Laws (attachment)
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

Next Meeting July 19, 2021 6:30pm – City Council Chambers, 2nd Floor

Agenda posted online at www.fremontne.gov/library and emailed to Library Board members on June 15, 2021. 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
City Council Chambers, 2nd Floor/ Online via ZOOM
400 E. Military Ave, Fremont NE
6:30 P.M.
May 18, 2021
Minutes

Held at the City Council Chambers, 2nd Floor 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 LeAnn Rathke. Also present were Laura England-Biggs, Interim Library Director, Assistant City Administrator Shane Wimer and Human Resources Director Jennifer McDuffee. 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 and online at www.fremontne.gov and distributed. A copy of the open meetings law is posted continually for public inspection and is located near the entrance of the meeting room.

Agenda

A motion to amend the current agenda was made by Board Member McClain, moving reports number 5, a, ii, Library Director Search Update to under new business, number 4, a, Library Director Recommendation. Seconded by Board Member Rathke. Ayes: Adamson, Moenning, McClain and Rathke. Motion carried 4-0.

Motion to adopt the amended agenda for April 19, 2021 regular meeting. Board Member McClain moved, seconded by Board Member Moenning to adopt the amended agenda for May 17, 2021 Library Board Meeting. Ayes: Adamson, Moenning, McClain and Rathke. Motion carried 4-0.

Reading of Minutes

Board Member McClain moved to dispense with and approve the April 19, 2021 minutes, seconded by Board Member Rathke. Ayes: Adamson, Moenning, McClain, and Rathke. Motion carried 4-0.

Executive Session

Board Member McClain moved that the Library Board go into executive session for the purpose of discussing personnel matters concerning the Library Directors Position and for the further reason that the executive session is necessary for the protection of the public interest. Seconded by Board Member Rathke. Ayes: Adamson, Moenning, McClain and Rathke. Motion carried 4-0. At 6:36 the Library Board, ACA Shane Wimer and HR Director Jennifer McDuffee went into executive session. At 6:57 they came out of executive session with Board Member Moenning making the motion to come out of executive session, seconded by Board Member Rathke. Ayes: Adamson, Moenning, McClain, and Rathke. Motion carried 4-0.

New Business

1. Library Director Recommendation

Library Board Member McClain made a motion to recommend to Mayor Spellerberg the appointment of Laura England-Biggs as our next Library Director. Seconded by Board Member Moenning. Ayes: Adamson, Moenning, McClain and Rathke. Motion carried 4-0. City Council will vote on this motion at their next meeting.

2. Library Aide Hiring Process

Interim Library Director Laura England-Biggs said that is slow going, and everyone in other departments within the city looking for part time help is having the same problem. Board Member McClain suggested that if anyone knew of any college students looking for part time work to recommend them to the library. Board Member Rathke asked if there were many applicants. Laura stated that there have been less than 10 applicants in the last four months and that the person she stated last month that was supposed to start today ended up declining the offer. Out of the approx. 10 applicants they were either not a good fit or have not returned phone calls. No action was taken.

Reports

1. Library Director's Report

- a. Month in Review: Interim Library Director Laura England-Biggs said she has attended a lot of meetings due to various things. Including:
- i. Attending the Plum Creek Literacy Festival in Seward (Concordia College). It's an all-day event where we listen to presentations from authors and illustrators and network with teachers/librarians on Saturday April 17th.
 - ii. City staff meetings on Mondays from 1:45-2:45 – five meetings which are a chance to hear from department heads about what is going on around the City and Utilities departments.
 - iii. T3 Monthly Zoom – part of the Train the Trainer project for the Expanding Teen Services grant through YALSA (Young Adult Library Services Association of the ALA – American Library Association). We work with teen librarians to help them expand their understanding of the way teens think, how to offer relevant programming. See next entry:
 - iv. T3 Connected Learning and You: What's It All About Workshop (two 4-week series offered in March & April). Done in conjunction with Sally Snyder from the Nebraska Library Commission, we present the concepts of Connected Learning to teen librarians and help them see how to offer programming around the concepts of Interests, Opportunities and Relationships. Where those three concepts intersect in the Venn diagram is Connected Learning.
 - v. Library Supervisor's Meeting April 20 – a chance to talk about issues affecting the library staff and go round-robin with what is on everyone's plates.
 - vi. Strawhecker Checkin Meetings every Thursday for the Fundraising effort on the Expansion Project. Touching base on goals, planning for the April 28 event, proofing grants, etc.
 - vii. CASTL meeting presentation on the T3 project. CASTL stands for Conversations Among Small Town Libraries and is sponsored by the Southeast Library System.
 - viii. ValueLine Demo – electronic version of the weekly paper reports on the investment world/stocks. It seems like it's worth the free 30-day trial to see if our users respond to it. Slightly more expensive than the paper versions of small/mid cap and the regular Investment Survey, but not time-bound to printing schedules.
 - ix. Learning Center tours x 2 – showing the students and faculty what we have available and encouraging them to make use of the library, especially during the summer.
 - x. COSUGI Conference April 27-29 (Virtual) – Elisa Cruz and I both attended sessions during the conference, which is sponsored by Customers of SirsiDynix Users Group Inc and SirsiDynix, our library software provider. I wasn't able to catch as many sessions as I would have liked but recordings are available.
 - xi. April 28 Fundraiser Dinner – well attended by 32 out of 33 RSVPs and a few add-ons. The new drawings from SPT (on display at the library) were a big hit and many people seemed motivated to join the project based on what they saw and heard from our speakers, Joey Spellerberg and Linda McClain as well as myself.
 - xii. Tetrad Property Group (our Owner's Rep) met with us to discuss a revised timeline based on the discussion held with City officials on April 12. At this time, we have pushed back expectations to an April 2022 groundbreaking so that the fundraising arm can catch up with the planning. We have pushed pause on the design process for the same reason. Fully anticipate to restart the process in late Fall.
 - xiii. April 29 City Administrator Brian Newton held a series of four Employee Meetings. I was able to attend the last one, and learned a lot about what is going on around the various City & Utility departments.
 - xiv. April 20 was the Executive Board meeting for Nebraska Library Association and on April 30 we had the second full NLA Board Meeting. Discussions around various topics including the upcoming Fall Annual Conference.
 - xv. May 3 - Grant Discussion on the Expansion Project with staff from Strawhecker, Friends Board Meeting
 - xvi. May 4 – did a live interview on 105.5 KFMT for the Friends on the Fremont Area Big Give fundraiser, met with MLS student Dana Fontaine to help with a marketing assignment. She is working on a graphic & other pieces/ideas we can share to promote Summer Reading.
 - xvii. May 6 – regular radio spot at 8:30-ish am on KHUB and Learning Center Graduation at 6 pm
 - xviii. May 7 – hosted the NLA workshop From Advocate to Activist on Zoom with John Chrastka from EveryLibrary
 - xix. Took a couple of vacation days in there somewhere!

- xx. Worked a few hours Saturday May 8 so Elisa could attend the Fremont Hispanic Festival from 11-2
- xxi. Youth Services Meeting on Tues May 11 – it's a time when we come together to talk about planning for our SRP and any other topics that are pressing or of interest to youth services
- xxii. Worked Saturday May 15 (my turn in the rotation)

xxiii. Miscellaneous Items of Interest

- xxiv. Dan continues to host Digital Drop-in on Fridays from 4-5 pm. This is an opportunity to stop by and get help with digital devices or accounts from email to Kindles and cell phones.
- xxv. We had two book-a-librarian sessions in April for job help in Spanish and resumé assistance in English.

- b. Expansion Update: Interim Director Laura England-Biggs stated that we are still working on the fundraising process. This blends into the Summer Reading Program and Corporate Reading Challenge update. Both the Summer Reading Program and Corporate Reading Challenge start on June 1st. The Corporate Reading Challenge is us asking 100 local businesses to sponsor our readers either by donating \$1 for every minute read or they can cap their donation to a certain dollar amount. We received our first donation of \$1,000 this evening. We hope to have people reading 150,000 minutes in June and we hope to raise \$150,000 dollars that will all go towards the expansion project. The Corporate Reading Challenge is just for the month of June, but the Summer Reading Program is through July. She explained how you log your minutes read and that if you prefer you can write down how long you've read and we will help you log your minutes. No action was taken.

2. Friends of the Library Report

- a. Interim Director England-Biggs spoke on behalf of Friends of the Library Board President Denise Kay. First thing that she wanted to say was big thank you to all of the donors of the Fremont Area Big Give. We had 50 plus donors that raised over \$23,000 and our goal was \$2,500. We have Lemonade on the Lawn coming up on July 10th from 2-3pm on the south lawn of the library, there will be cookies, lemonade, and for entertainment Magician Jeff Quinn. There's a Chamber Coffee scheduled for the Friends of Keene Memorial Library on July 20th from 9 am-10 am. Another Pop Up Book nook is being scheduled for August 20-22nd in the east building. The Friends are bringing back a past event that hasn't been done in a few years called Dessert in the Stacks. This is a membership drive for them where on Sunday September 12th from 12-3 members and potential members can come in and eat snacks out in the library and browse around. They are planning some kind entertainment as well. No action was taken.

3. Finance

Interim Director Laura England-Biggs stated that the only thing to note is that on the communications line the encumbered number never seems to go down even though the fiscal year end to date goes up. There seems to be some kind of issue there, but it is being worked on. No action was taken.

With no further business, motion to adjourn was made at 7:16 p.m. with Board Member McClain making the motion and Board Member Rathke seconding it. Ayes: Adamson, Moenning, McClain, and Rathke. Motion carried 4-0.

Next meeting will be held at the City Council Chambers, 2nd Floor/ Online via ZOOM, on June 21, 2021 at 6:30 pm.

Prepared by Tracy Parr, Senior Office Associate

Signed by Amanda Moenning, Library Board Secretary



KEENE MEMORIAL LIBRARY

Policy Manual

~~March~~ June 2021

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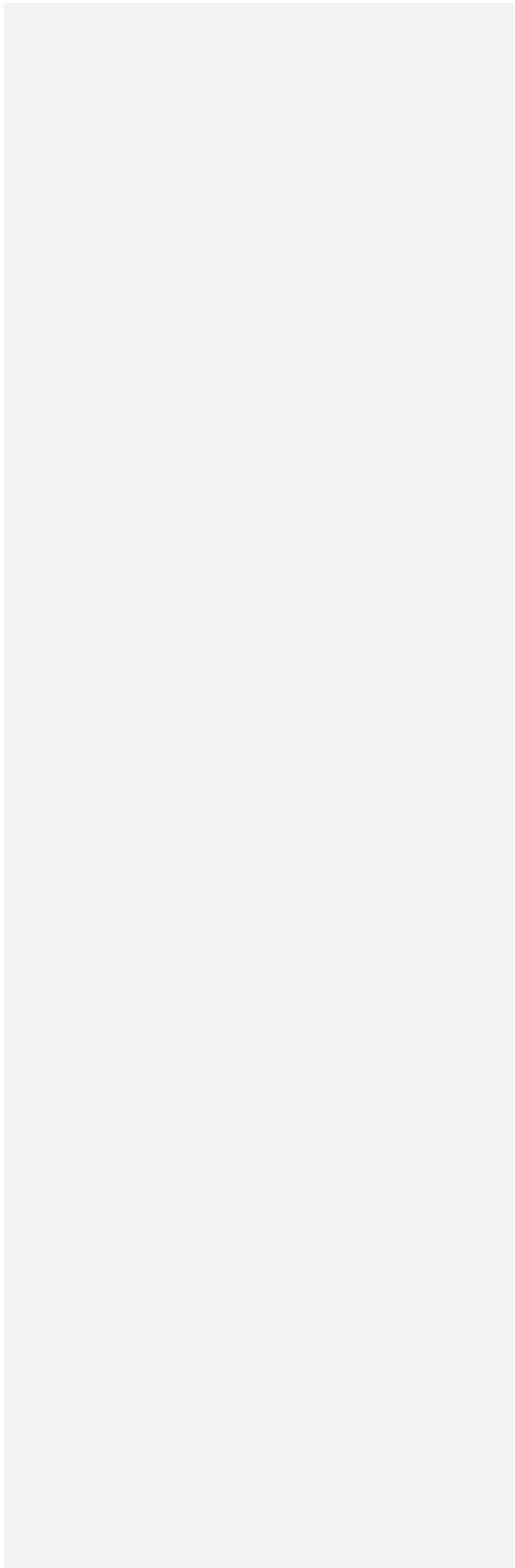


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6.2.6.4. Trained staff will deliver items to the homebound participants unless other arrangements are made.

6.2.6.5. Homebound patrons are ~~not assessed overdue fines. They are~~ still responsible for items that are lost while checked out to them.

6.2.7. Homeschool Cards

6.2.7.1. Free Homeschool Cards are available for Fremont families who homeschool their children. The parent will be the responsible party/cardholder.

6.2.7.2. Checkout limits are extended to 100 items for Homeschool cards. All other regular circulation policies apply to homeschool cards.

6.2.7.3. Nonresident homeschool cards will be issued as a 12-month card with the appropriate fee attached.

6.2.8. Temporary Business Cards

6.2.8.1. Free Cards for local businesses and their employees to use e-resources only – no physical material checkout.

6.2.8.2. Cards will expire after six months from date of creation.

6.2.8.3. Local business will sign contract for responsibility of card.

6.3. Borrower Responsibilities

6.3.1. The cardholder is responsible for all library materials borrowed on their card and agrees to pay any charges when material is returned late, damaged or lost. Parents or guardians are responsible for all materials checked out by a patron age 18 or younger.

6.3.2. Patrons are responsible for notifying the library immediately upon change of address, change of telephone number, or loss of library card.

6.3.3. Patrons must present their library card or a valid photo I.D. each time library material is borrowed.

6.3.4. The cost to issue a replacement card is \$1.

6.4. Circulation Policies

6.4.1. All materials may be used within the library, free of charge.

6.4.2. Materials may be borrowed only with a library card in good standing.

6.4.3. Fees ~~or fines~~ in excess of \$10 will block borrowing privileges for patrons until a portion or the entirety of the fees ~~or fines~~ have been paid.

6.4.4. Loan Limits: A library card holder may have up to 20 items checked out at any time. Exceptions are listed below:

- 6.5.3. A repayment schedule may be negotiated and the delinquent account may be returned to active borrowing status. Failure to fulfill the terms of the payment agreement will result in suspension of account borrowing privileges.
- 6.5.4. The City of Fremont has a Municipal Code (MUNICIPAL LIBRARY; DAMAGED AND LOST MATERIALS 3-702) that states any person who damages or fails to return any material taken from the library shall forfeit and pay to the library not less than the value of the material in addition to any replacement costs and penalty which the Library Board may assess.
- 6.5.5. The library accepts cash, checks, credit cards, or debit cards for lost or damaged materials. The library reserves the right to use the payment for lost materials in whatever manner it deems most suitable.
- 6.5.6. The library reserves the right to discard materials that are returned damaged or in poor condition. Pictures of damaged items to be discarded may be taken by staff for documentation.

6.6. Claimed Returned Status

- 6.6.1. If a patron believes that material shown as checked out to them has been returned, the Librarian I may change the status of the item(s) to claimed returned. This status is limited use.
- 6.6.2. By changing the item to claimed returned, the patron and the library agree to search for the item over the next 30 days, Having materials on claimed return status does not prevent the patron from continuing to check out other materials as long as ~~fin~~es-fees remain under \$10.00.
- 6.6.3. As the end of the 30-day period, if the item is not found, the library will contact the patron regarding replacement charges for the item(s). Each patron is allowed to have one claimed return item waived per calendar year, as determined by the Librarian I.
- 6.6.4. If a patron pays for a claimed returned item and later returns the item, a portion of the amount paid may be refunded to the patron provided the item was returned to the front desk accompanied by a receipt, no more than three months have passed and the item is determined by staff to be in good condition. ~~Maximum fines and~~the processing fee will not be refunded.
- 6.6.5. Claimed returned items returned in the drive-through book drop are not eligible for a refund.
- 6.6.6. Once an item has been set to lost status it may not be set to claimed returned.

6.7. Lost or Damaged Materials

- 6.7.1.** When the library's computer system sends a final notice for overdue, lost, or damaged material(s), it will list the replacement cost for each item and any associated fees. Initially, it will search the item record for the original cost of the item. If the system is unable to locate this information, it will automatically assign the cost.
- 6.7.2.** Many series or sets of DVDs are sold as a unit. Loss of any part of these series or sets will result in a charge for the whole unit.
- 6.7.3.** If a patron pays for the lost material and later returns the material, a portion of the cost of the material will be refunded to them, provided the item is returned to the front desk accompanied by a receipt, no more than three months have passed, and the item is determined by staff to be in good condition. ~~Maximum fines and the~~The processing fee will not be refunded.
- 6.7.4.** Lost items returned in the drive-through book drop are not eligible for a refund.
- 6.7.5.** The library will accept cash, checks or credit cards for lost materials.
- 6.7.6.** Charges for damaged items will be assessed on a case-by-case basis.

Charges for damaged materials shall be as follows:

Material	Charge
Single CD for Audiobook	\$10.00
Artwork for Media	\$1.00
DVD, Audiobook, CD or Playaway Case	\$5.00
Periodical	\$5.00
Missing Barcode	\$1.00
Missing/damaged case, cord or charger (hotspot/e-reader)	\$25.00
Damaged Jetpack/e-reader	Cost of replacement

- 6.7.7.** A non-refundable \$6 processing fee will be assessed to each item that is lost.
- 6.7.8.** The library discourages the use of replacement-in-kind when an item has been lost or damaged.

7. PATRON SUGGESTIONS AND CONCERNS

Patrons are vital partners in the provision of excellent library services. Patrons have the opportunity to offer suggestions or express concerns about services, procedures, and policies in a manner that will ensure that these concerns can be fully and effectively addressed by the library staff and/or board. There is a suggestion box available at the library for all comments and suggestions. In addition, library staff members will explain services, procedures and policies to inquiring patrons. Patrons having suggestions or concerns about these procedures and policies will be asked by

9.4.2. Fees for items requested and received by the library but not picked up by the requesting patron will be attached to the patron's record. If notified prior to shipment, the library will attempt to cancel items in process.

~~**9.4.3.** Overdue fees for interlibrary loan items are the same as for items borrowed from the Keene Memorial Library (see section 6.4.2.).~~

9.4.4.9.4.3. Lost items will be handled as regular lost library materials (see section 6.7.43-) and may include any fees imposed by the lending library. Damaged materials fees will be assessed by the lending agency.

10. MISCELLANEOUS SERVICES

10.1. Microfilm Reader/Printer

There is a microfilm reader/printer available for public use. The charge is \$.10 for each printed page.

10.2. Copy Machine

There is a copy machine available for public use. The charge is \$.10 for each black and white printed page. Charges for color prints is \$.50 per page. The copy machine can also scan files to email as a pdf at no charge.

10.3. Office Equipment

Equipment located in any office areas, or on any library employee's desk, is for library employee use only.

10.4. Proctoring Tests

10.4.1. General Information

10.4.1.1. The Library will proctor exams for individual students who have made advance arrangements. Only requests made seven days or more before the test date will be accommodated. Exams are proctored by appointment only. Walk-ins or unscheduled proctoring requests will not be accommodated.

10.4.1.2. The Library can receive and print exams via fax, mail or email. Faxed exams should go to 402-727-2693. Mailed exams should be sent to 1030 N Broad Street, Fremont NE 68025. Emailed exams should be sent to library.info@fremontne.gov.

10.4.1.3. The Library will not keep copies of the completed exam materials.

10.4.1.4. The Library will provide staff to schedule the exam, verify the student's photo ID, and certify that the student has taken the exam within the specified time.

10.7.3. Devices need to be returned to the Circulation Desk, not the book drop, and need to be complete upon return. (No missing cords, chargers or instructions.)

10.7.4. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices. **Three (3) late returns/book drop returns/missing item returns for any device checked out will result in being permanently banned from borrowing all electronic devices.**

10.8. Durham Museum Pass

10.8.1. The Durham Museum pass may be checked out for one week at a time.

10.8.2. Borrowers are responsible for making reservations with the museum as needed and for returning the pass on time.

10.8.3. The pass may be placed on hold if it is currently in use.

10.8.4. Loss of the pass will result in a lost item fee of \$150, the cost to replace the membership.

10.9. Digital Projector

10.9.1. The digital projector may be borrowed by Keene Memorial Library card holders ages 19 and above who have Library cards in good standing (i.e. library card is not blocked due to unpaid fees or lost material) and who have proof of permanent Fremont residence.

10.9.2. Checkout is limited to one per household at any given time for a period of three weeks with no renewals.

10.9.3. The device needs to be returned to the Circulation Desk, not the book drop, and needs to be complete upon return. (No missing cords, remotes or instructions.)

10.9.4. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices. **Three (3) late returns/book drop returns/missing item returns for any device checked out will result in being permanently banned from borrowing all electronic devices.**

10.7.4.

11. SOCIAL MEDIA

It is the policy of the Keene Memorial Library to make use of social media sites such as Facebook and Twitter in order to keep the patrons of Keene Memorial Library and the community of Fremont, Nebraska updated on current programs and offerings. Other material that may have significance to the library community may also be posted at the discretion of the library staff, with the approval of the City Administrator or his/her designee. Keene Memorial Library will advertise its use of

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with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.”

14.1.4. Library records are for the sole purpose of protecting public property and are not to be used, directly or indirectly, to identify the types of materials used by individual library patrons. Under no circumstances shall the library staff answer to a third party about what a patron of the library is reading or the kind of information requested from the library’s collection.

14.1.5. From the American Library Association: “Confidential library records should not be released or made available in any format to a federal agent, law enforcement officer, or other person unless a court order in proper form has been entered by a court of competent jurisdiction after a showing of good cause by the law enforcement agency or person seeking the records.” The Library Director and/or his/her designee will seek legal counsel from the city attorney’s office in the event of such request for the release of library records and will respond to the request according to the advice of counsel.

14.1.6. The Library Director shall resist the issuance or enforcement of any such process, order or subpoena without approval from City of Fremont Legal Counsel. Moreover, any cost incurred by the library in any search through patron records, even under court order, shall be chargeable to the agency demanding such search.

14.1.7. When a library staff member contacts a patron via telephone regarding overdue materials or materials requested by an individual, the staff member will not leave specific item information with a third party or on an answering machine/voice mail. Specific item information will be shared only with the person requesting the material.

14.1.8. Parent or guardian access to confidential information of a minor cardholder is restricted to information related to the payment of ~~overdue fines-fees~~ for lost or damaged materials.

14.1.9. Interlibrary loan lending and borrowing records will be retained until items have been counted for statistical purposes and/or as long as the record is active.

14.1.10. The Library Board will be notified of all requests for confidential information identifying use of the library.

15. COLLECTION DEVELOPMENT POLICIES

The Keene Memorial Library supports a policy of full access to library materials as follows:

All materials in the collection may be used by anyone regardless of age.

Keene Memorial Library recognizes the pluralistic nature of this community and the



Durham Museum Library Pass Program Checkout Form

Use of the Durham Museum Library Pass is subject to the terms and conditions set forth in this Checkout Agreement, and by checking out the Pass, you agree to the following:

1. I understand that the Pass can only be checked out by a Keene Memorial Library card holder who is at least 19 years of age, who has less than \$10 in fees on their account.
2. I understand that the Pass can be checked out for 1 week and cannot be renewed. It is to be returned to the library at the circulation desk and handed to a staff member by the due date.
3. If I do not return the Pass to the library, I will be charged a \$150 replacement fee.

By signing below, I acknowledge that I have read the above terms and conditions and agree to abide by them.

Signature

Date

Printed Name

Barcode

Staff Use Only:

I have verified the patron's address and phone number on their account. _____

I have verified that they are at least 19 years of age. (Staff Initials) _____

Return Checklist:

____ Card and keychain

____ The item was returned to Staff at the Circulation Desk

Last Updated 5/11/2021

S:\Circulation

Keene Memorial Library



Digital Projector Checkout Agreement

I understand that I am responsible for any damages or materials lost while the digital projector is checked out. My account must be cleared of any fines/fees before checking out a projector. I understand the costs of replacing item(s) as detailed below.

Replacement Cost (including replacements for accessories) \$300.00

By signing this agreement, I agree that:

- The device will be returned to the Circulation Desk and handed to staff member, not dropped in book drop or left on Circulation Desk counter. Failure to hand to a staff member can result in additional charge (\$2.00).
- I will notify staff member of any issues resulting in failure of device.
- I will return all items included in case as detailed below:
 1. Device
 2. Carrying case
 3. Power cable

Patron Signature _____

23640 _____

Patron Barcode

Date _____

DUE DATE _____

Projector Barcode _____

Comments or Issues from Patron when Returning:

STAFF USE:

Checklist:

____ Digital Projector and Case

____ Power cord

____ The item was returned to Staff at the Circulation

Desk

Last Updated 6/14/2021

BYLAWS OF THE
KEENE MEMORIAL LIBRARY
LIBRARY BOARD

ARTICLE I: Name and Authority

Section 1: This organization shall be called "The Keene Memorial Library" or the "Fremont Public Library".

Section 2: The Library Board (hereinafter the "Board") exists by virtue of the provisions of Neb. Rev. Stat. § 16-251 and Neb. Rev. Stat. §51-201 et. seq. of the Revised Statutes of the State of Nebraska and Chapter 3, Article 7 of the City of Fremont Municipal Code. The Board shall exercise the powers and authority and assume the responsibilities delegated to it under said statutes and code.

ARTICLE II: Members of the Board

Section 1: The Board shall be composed of five (5) members who are to be appointed for individual terms of four (4) years by the Mayor with consent of the City Council of Fremont, pursuant to law.

Section 2: In the event of vacancies due to resignation, removal or otherwise, the Mayor with consent of the City Council of Fremont shall fill such vacancy for the unexpired term pursuant to law.

ARTICLE III: Officers and Their Duties

Section 1: The officers of the Board shall include a President, a Vice-President, a Secretary and such other officers as may be deemed necessary who shall be elected from among the appointed members.

Section 2: It shall be the duty of the President to preside at all meetings of the Board, to appoint Board Members to standing committees, subject to approval of the Board and to carry out such other duties as the Board or these By-Laws may impose.

Section 3: The Vice-President shall preside at all meetings of the Board in the absence of the President, and shall carry out such other duties as the Board or these By-Laws may impose.

Section 4: The Secretary shall see that a true and accurate account of all proceedings at Board meetings is kept and shall perform such other duties as usually pertain to the office of Secretary or as shall be determined from time to time by the Board. In compliance with any requirements of state law regarding the holding of meetings of public

bodies, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board. With the approval of a majority of the Board, the Secretary may delegate any or all of those responsibilities to the Library Director.

Section 5: The Board may review the bills, invoices, same or similar, from the Fremont Public Library, however, that the Board is not delegated or authorized with authority to draw warrants upon the money in the Public Library Fund and therefore this procedure shall be used for review of Library activity only.

Section 6: Should both the President and Vice-President be absent from any meeting of the Board, a member shall be selected to preside by a motion.

Section 7: In the event of death, resignation or disability of the President, the Vice-President shall assume the duties of the office of President until a new President is elected.

ARTICLE IV: Terms of Office and Elections

The officers shall be elected annually at the regularly scheduled meeting of the board in the month of June. The newly elected officers shall assume the responsibilities of their offices effective September 1 and shall serve until their successors shall have been elected.

ARTICLE V: Meetings

Section 1: Regular meetings of the Board shall be held no less than quarterly at a time agreed upon by the Board. Written notice of the time and place of the meeting shall be posted and published where they shall be available for public inspection at any reasonable time.

Section 2: Special meetings may be called by the President, Library Director or by any two (2) Board members. Written notice of the time and place of the meeting shall be posted and published where they shall be available for public inspection at any reasonable time.

Section 3: Three (3) members of the Board shall constitute a quorum for the transaction of business.

Section 4: No board member shall vote on any matter if such vote might be reasonably expected to result in a direct or indirect benefit (other than that received as a member of the general public) to such member or the immediate family of such member. No board member shall receive any pay or compensation for any services rendered as a member of the Board.

ARTICLE VI: Order of Business

Call to Order
Recording of Members Present
Notice of Meeting and Agenda
Approval of Minutes of Last Meeting
Unfinished Business
New Business
Committee Reports:
 1. Library Director's Report
 2. Friends of the Library Report
 3. Other Committee Reports
 4. Review of Financial Reports
Announcements
Adjournment

ARTICLE VII: Committees

Special Committees may be created by the Board to handle specific matters. Each committee shall consist of ~~at least~~ **no more than** two (2) members. The President shall be an ex-officio member of all committees. A report of meetings of the Special Committees shall be presented at the next regular meeting of the Board following the committee meeting.

ARTICLE VIII: Library Director and Staff

Section 1: The Library Director shall be a hired official of the City, selected for employment by the City as set forth in the personnel rules and regulations.

Section 2: The Library Director shall be considered the executive officer of the Board and shall have the sole charge of administration of the Library under the direction and supervision of the City Administrator and under the general supervision of the Board. The Library Director shall be accountable to the Board and City Administrator.

The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the Library's services to the public and for the operations of the Library under the financial conditions set forth in the annual

budget. The Library Director or the Library Director's representative shall attend all Board meetings.

Section 3: The Library Director shall present a report or statistical report at each regular meeting of the Board, describing the activities of the Library during the previous month.

ARTICLE IX:

Amendment of the Bylaws

These Bylaws may be amended at any meeting of the Board by the affirmative vote of at least three (3) members of the Board, provided notice of the proposed amendment has been given at a regular meeting previous to the meeting at which the proposed amendment is presented for consideration and the text of the proposed amendment has been on file with the Secretary or acting Secretary for not less than twenty (20) days.

NLFS001 Auditors Trial Balance

Accounting Period: 8/2021

Fund(s): 001 - General Fund

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Fund: 001 - General Fund

Account	Account Description	FYTD through 5/31/2021	Original Budget	Encumbered	Budget Balance	Prior Year Actual	Prior Two Years Actual
001-2031-419.20-12	Communications	1,600.00	2,500.00	800.00	100.00	2,400.00	2,400.00
001-2031-419.20-65	Service Agreements	25,866.79	24,000.00	2,160.00	(4,026.79)	21,525.39	19,638.90
001-2031-419.30-55	Software	4,731.42	5,500.00		768.58	4,885.56	4,694.20
001-2031-419.30-56	Parts/Mach & Equipment	567.71	14,000.00		13,432.29	474.41	5,763.14
001-2031-455.10-10	Salaries/Wages	287,250.96	581,461.00		294,210.04	468,654.57	513,512.91
001-2031-455.10-14	Health Insurance	70,310.54	120,220.00		49,909.46	94,250.09	127,969.51
001-2031-455.10-15	Overtime Wages	207.10	2,000.00		1,792.90	1,087.97	1,059.46
001-2031-455.10-22	FICA/Medicare	20,890.08	42,928.00		22,037.92	34,569.52	37,821.63
001-2031-455.10-23	Pension	9,636.77	22,715.00		13,078.23	17,792.41	20,387.66
001-2031-455.20-11	Postage & Printing	800.00	5,550.00	4,000.00	750.00	2,400.00	2,400.00
001-2031-455.20-13	Training & Travel	2,241.24	12,000.00		9,758.76	4,607.17	4,872.88
001-2031-455.20-33	Legal Advertising	31.82	100.00		68.18	271.18	60.86
001-2031-455.20-41	Utility Services	26,278.46	52,000.00		25,721.54	38,211.98	45,905.71
001-2031-455.20-60	Repairs & Maintenance	2,385.55	10,000.00		7,614.45	14,381.82	5,479.50
001-2031-455.20-65	Service Agreements	11,611.24	11,000.00	6,281.14	(6,892.38)	13,063.98	10,218.62
001-2031-455.20-70	Rents	442.71	800.00	298.00	59.29	591.09	593.52
001-2031-455.20-93	Dues & Subscriptions	705.00	16,000.00	15,541.25	(246.25)	29,458.36	17,133.17
001-2031-455.20-98	Taylor collection		500.00		500.00		
001-2031-455.20-99	Other Contractual Service	15,365.23	34,000.00	22,131.01	(3,496.24)	26,825.53	23,695.18
001-2031-455.30-31	Office Supplies	2,032.57	10,000.00	450.19	7,517.24	2,971.65	5,082.38
001-2031-455.30-35	Printing	767.42	500.00		(267.42)		62.50
001-2031-455.30-41	Food Supplies		4,000.00		4,000.00	597.35	2,865.23
001-2031-455.30-44	Fuel/Oil/Grease	9.71	250.00		240.29	38.98	73.53
001-2031-455.30-49	Bldg/Structural Materials	4,178.18	10,000.00		5,821.82	14,516.59	9,863.77
001-2031-455.30-51	Books & Periodicals	83,560.50	180,000.00	48,083.23	48,356.27	149,083.37	148,850.83
001-2031-455.30-63	MV Fuel Parts					7.99	59.65
001-2031-455.30-76	Signs		1,000.00		1,000.00		
001-2031-455.30-79	Other Commodities	3,536.16	10,000.00	536.23	5,927.61	14,443.25	6,902.88
001-2031-455.40-13	Bldg/Improve Acquisition	150,727.50	3,047,000.00	439,132.50	2,457,140.00	32,617.50	
001-2031-455.81-00	Grant Appropriation		100,000.00		100,000.00		

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