

Keene Memorial Library Board Meeting
Municipal Building-2nd Floor, Large Conference Room
Please Enter from the West Side
400 E. Military, Fremont, NE
6:30 P.M.
October 16, 2023

AGENDA

Call to Order/Notice of Meeting

1. Roll Call
2. Motion to adopt current agenda for October 16, 2023, regular meeting.
3. Dispense with and approve September 18, 2023, minutes (attachment)
4. New Business
 - a. New Fiscal Year Update – budget and staffing
 - b. Move Timeline
5. Reports
 - a. Library Director's Report
 - i. Month in Review
 - ii. Statistics (attachment)
 - iii. Expansion Project Update
 - b. Friends of the Library Report
 - c. Finance-Library Expenditures Reports for August 2023 (attachment)
6. Adjournment

Next Regular Board Meeting – **November 20, 2023 Municipal Building 2nd Floor, location to be determined**

Agenda posted online at www.fremontne.gov/library and emailed to Library Board members on October 10, 2023. This meeting is preceded by publicized notice in the Fremont Tribune and the agenda is displayed in the Administration East Office at Keene Memorial Library, 925 North Broad Street. A Copy of the Open Meetings Act is posted at the entrance of the meeting room. 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
Municipal Building-2nd Floor in the City Council Chambers
400 E. Military, Fremont, NE
6:30 P.M.
September 18, 2023
Minutes

Held at the Municipal Building – 2nd Floor City Council Chambers, and Board Vice President Becky Pence called the meeting to order at 6:40 pm.

Roll Call

The following members were present: Becky Pence, Amanda Moenning, and Ryan Fiala. Absent were Linda McClain and LeAnn Rathke. Also present were: Laura England-Biggs, Library Director, City Administrator Jody Sanders, City Council Liaison Sally Ganem, and City Council Member Paul VonBehren. Library Assistant II Dorlissa Beyer 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 East Office of Keene Memorial Library, temporarily located at 925 North Broad Street, online at www.fremontne.gov and distributed by email. A copy of the Open Meetings Act is posted continually for public inspection and is located near the entrance of the meeting room.

Agenda

Motion to adopt current agenda for September 18, 2023 regular meeting. Board Member Moenning moved, seconded by Board Member Pence, to adopt the agenda for September 18, 2023 Library Board Meeting. Ayes: Pence, Moenning, and Fiala.

Motion carried 3-0 with two board members absent.

Reading of Minutes

Board Member Moenning moved to dispense with and approve the August 21, 2023 board minutes, seconded by Board Member Fiala. Ayes: Pence, Moenning, and Fiala.

Motion carried 3-0 with two board members absent.

Unfinished Business

- a. Fourth draft of policies for review – Juvenile Borrower Types, Computer and Internet Policy, Digital Projector, Display & Collection Development/Selection**

Board Member Pence moved to approve the fourth draft of the policies and recommend to City Council for approval. Seconded by Board Member Fiala. Ayes: Pence, Moenning, and Fiala.

Motion carried 3-0 with two board members absent.

Reports

Library Director's Report Month in Review

No action taken.

Statistics

No action taken.

Expansion Project Update

No action taken.

Friends of the Library Update

No action taken.

Finance – Library Expenditures Report for May 2023

No action taken.

With no further business, motion to adjourn was made by Board Member Fiala and seconded by Board Member Moenning; Time: 7:12 p.m. Ayes: Pence, Moenning, and Fiala.

Motion Carried 3-0 with two members absent.

Next Regular Board Meeting will be held October 16, 2023 at 6:30 pm at the Municipal Building 2nd Floor, location to be determined.

Prepared by Laura England-Biggs, Library Director

Signed by Amanda Moenning, Library Board Secretary

Monthly Statistics Report for Keene Memorial Library Board

September 2023

Circulation	
Total Checkouts	
Physical checkouts	6,331
Download Checkouts	5,621
Cardholders as of the end of the month	7,512
New cards issued this month	49
Borrowers deleted	-
Total items in collection	
Physical items	54,618
Total OverDrive items	61,780
Total Comics Plus items	26,249
Total Freegal Items	18,000,000
Total new physical items	61
Total physical items discarded	71
Programming	
Number of programs	
Children's	13
Teens	-
Adults	1
General	-
Passive Programs	1
Attendance	
Children's	143
Teens	-
Adults	6
General	-
Passive Program Participation	40
Book-a-Librarian sessions	6
Outreach Visits	8
Outreach Attendance	450
Technology Statistics	
Website Visits	5,325
WiFi Visits	2,234
Online Learning	55
Database Research	1,063
Internet Computer Lab Use	276
Public Printing	578

NLFS001 Auditors Trial Balance

Accounting Period: 12/2023

Fund(s): 001 - General Fund

Report Generated on Oct 9, 2023 10:41:38 AM

Page 1

Fund: 001 - General Fund

Account	Account Description	FYTD through 9/30/2023	Original Budget	Encumbered	Budget Balance	Prior Year Actual	Prior Two Years Actual
001-2031-419.20-12	Communications	3,140.72	2,500.00	1,679.08	(2,319.80)	1,221.18	2,400.00
001-2031-419.20-65	Service Agreements	22,389.09	25,500.00		3,110.91	24,748.71	28,026.79
001-2031-419.20-99	Other Contractual Service					747.50	
001-2031-419.30-55	Software	5,744.75	5,500.00		(244.75)	2,485.72	5,486.10
001-2031-419.30-56	Parts/Mach & Equipment		16,000.00		16,000.00	1,888.51	718.66
001-2031-455.10-10	Salaries/Wages	553,453.33	624,232.00		70,778.67	593,882.41	463,993.58
001-2031-455.10-14	Health Insurance	90,026.59	95,762.00		5,735.41	91,737.05	110,909.22
001-2031-455.10-15	Overtime Wages	145.59	1,750.00		1,604.41	1,308.32	207.10
001-2031-455.10-22	FICA/Medicare	40,851.55	46,795.00		5,943.45	43,984.55	33,851.10
001-2031-455.10-23	Pension	22,935.48	24,766.00		1,830.52	20,200.48	15,991.38
001-2031-455.20-11	Postage & Printing	1,600.00	5,550.00	3,200.00	750.00	1,607.76	1,600.00
001-2031-455.20-13	Training & Travel	2,442.49	12,000.00		9,557.51	7,134.79	3,016.24
001-2031-455.20-33	Legal Advertising	415.96	100.00		(315.96)	61.13	50.13
001-2031-455.20-41	Utility Services	37,286.30	52,000.00		14,713.70	40,264.00	41,991.45
001-2031-455.20-60	Repairs & Maintenance	2,342.20	10,000.00		7,657.80	4,446.48	3,787.96
001-2031-455.20-65	Service Agreements	15,258.26	33,000.00	1,499.00	16,242.74	21,451.42	22,735.27
001-2031-455.20-70	Rents	1,280.28	800.00		(480.28)	4,099.28	590.28
001-2031-455.20-93	Dues & Subscriptions	17,503.68	19,000.00		1,496.32	17,037.25	17,049.27
001-2031-455.20-98	Taylor collection		500.00		500.00	259.06	469.19
001-2031-455.20-99	Other Contractual Service	210,585.66	34,000.00	810.00	(177,395.66)	59,801.22	21,436.26
001-2031-455.30-31	Office Supplies	3,740.37	10,000.00		6,259.63	2,770.59	3,011.77
001-2031-455.30-35	Printing	150.00	500.00		350.00	670.27	767.42
001-2031-455.30-41	Food Supplies	55.68	4,000.00		3,944.32	114.28	345.20
001-2031-455.30-44	Fuel/Oil/Grease	52.65	200.00		147.35	78.85	33.96
001-2031-455.30-49	Bldg/Structural Materials	2,660.36	10,000.00		7,339.64	5,117.72	6,241.12
001-2031-455.30-51	Books & Periodicals	117,167.29	125,000.00	14,385.53	(6,552.82)	116,671.86	139,526.82
001-2031-455.30-63	MV Fuel Parts	145.72			(145.72)	693.73	37.17
001-2031-455.30-76	Signs		1,000.00		1,000.00		
001-2031-455.30-79	Other Commodities	1,479.79	10,000.00	172.76	8,347.45	15,280.95	4,382.96
001-2031-455.40-13	Bldg/Improve Acquisition	5,970,118.06	3,628,919.00	2,973,105.44	(5,314,304.50)	319,774.33	197,315.00
001-2031-455.40-99	Other Capital Outlay			3,748.00	(3,748.00)		

Server Name: frmt-cog.asp.gov.com

User Name:

7,122,971.85	4,799,374.00	2,998,599.81	(5,322,197.66)	1,399,539.40	1,125,971.40
--------------	--------------	--------------	----------------	--------------	--------------