

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

AGENDA

Call to Order/Notice of Meeting

1. Roll Call
2. Motion to adopt current agenda for February 21, 2022 regular meeting agenda
3. Dispense with and approve January 17, 2022 minutes (attachment)
4. Unfinished Business
  - a. Community Needs Response Planning update
5. New Business
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 March 21, 2022 6:30pm – 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 February 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.  
January 17, 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 6:45. 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 January 17, 2022 regular meeting. Board Member Moenning moved, seconded by Board Member Pence to adopt the agenda for January 17, 2022 Library Board Meeting. Ayes: Adamson, Moenning, McClain and Pence. Motion carried 4-0.

### **Reading of Minutes**

Board Member McClain moved to dispense with and approve the December 20, 2021 minutes, seconded by Board Member Pence. Ayes: Adamson, Moenning, McClain and Pence. Motion carried 4-0.

### **Unfinished Business**

#### **Community Needs Response Planning Discussion**

Director England-Biggs stated that based on last months request to look for more proposals for Community Needs Response Planning assistance, she has been working by both phone and email to do this and has little to no luck in this. The 2<sup>nd</sup> name she was given is looking to retire and let her know of a couple of people who may be able to help, but they have no availability until April. Given the time sensitivity of this she did ask the Board for approval to move forward with Mission Matters, the company whose proposal was brought to the Library Board at the December 20<sup>th</sup> Board meeting. She let the Board know she has been looking into funding options for hiring this company and that there is an anonymous donor who is willing to help with part of it, we are looking at going to the Fremont Area Community Foundation for a mini grant and the possibility of the Friends of the Library helping as well. This service wasn't budgeted with the City so she is looking at outside options to help fund this service this time. In the future we will look at having it budgeted through the City. Motion to support moving forward with Mission Matters, knowing that funding will be overridden by donations was made by Board Member Adamson, seconded by Board Member Pence. Ayes: Adamson, Moenning, McClain and Pence. Motion carried 4-0.

### **New Business**

#### **Annual Report Presentation**

The report was presented by Director England-Biggs and was well received by the Library Board. She made a point to give credit to the library's Youth Services Librarian Justine Ridder, for creating the highlights page. She also publicly thanked Kristin Klingsick from accounting for the quick turnaround of the Library Budget Report numbers for the 2021 fiscal year.

Motion to accept and receive as presented was made by Board Member McClain, seconded by Board Member Adamson. Ayes: Adamson, Moenning, McClain, Pence and Rathke. Motion carried 5-0.

### **Reports**

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

She started proctoring a new student on December 21<sup>st</sup>.

Was on vacation December 27<sup>th</sup>-31<sup>st</sup>.

December 28<sup>th</sup> the Fremont City Council approved sending a letter of intent for CCCFF (Civic and Community Center Financing Fund) grant in January. This is a potential \$750,000 grant that will be submitted by February 15<sup>th</sup>. We will be notified in March if we were awarded this grant.

January 3<sup>rd</sup>, she attended a Friends of the Library Board meeting.

January 4<sup>th</sup>, bi-weekly one on one meetings with staff were started to discuss what's on their minds, ask about stress levels to observe trends and get feedback.

There was a KML project update meeting with the Mayor, Jody Sanders, Tetrad and Travis Jacott (City Attorney) to discuss contractor process re-do.

Attended NLA Advocacy meeting.

Transparent Language database orientation, a new language database for the library. Laura reached out to both WholeStone and Lincoln Premium Poultry about this and really good connections were made with WholeStone.

January 6<sup>th</sup>, attended a Kiwanis meeting and volunteered to deliver 64 dictionaries to Washington school third-graders with the help of Tracy.

January 11<sup>th</sup> BLUECloud Mobile kick off call. This is something we are working on as a new service which will be our app for patrons to interact with the library.

Attended January 11<sup>th</sup> City Council meeting with Cassie Paben from Tetrad. She was a great asset to our team, explaining the contractor process and construction ins and outs to the Council.

January 13<sup>th</sup>, digital signage review with Add-Savvy for a possible expenditure for NLC ARPA Formula Grant.

January 14<sup>th</sup>, talk with Catherine Brown who was recommended as part of the Community Needs Response Planning process. Catherine would only be able to assist with the needs assessment piece, and is putting a proposal together. Laura is still trying to connect with Kim Roth Howe, who is unavailable until April.

### **Expansion Project Update**

Director Laura England-Biggs let the Board know that we received a \$250.00 check that day and \$27,000 in checks were received while she was on vacation from the year end push letters that were sent out. She also stated that as of that morning \$7,168,220 had been raised or committed.

### **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. Unfortunately Laura will be unable to help this year due to an out of state conference she will be attending. Board Member McClain said she would volunteer in her place.

### **Finance**

Director England-Biggs reviewed the Finance report, noting that there weren't any surprises and stated we will continue to work on closing out purchase orders that are no longer needed.

With no further business, motion to adjourn was made at 7:25 p.m. with Board Member Moenning making the motion and Board Member McClain 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 February 21, 2022 at 6:30 pm.

Prepared by Tracy Parr, Senior Office Associate

Signed by Amanda Moenning, Library Board Secretary

**NLFS001 Auditors Trial Balance**

Accounting Period: 4/2022

Fund(s): 001 - General Fund

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**Fund: 001 - General Fund**

Account	Account Description	FYTD through 1/31/2022	Original Budget	Encumbered	Budget Balance	Prior Year Actual	Prior Two Years Actual
001-2031-419.20-12	Communications	300.00	2,500.00	900.00	1,300.00	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	528.87	5,550.00		5,021.13	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	208,681.05	584,963.00		376,281.95	463,993.58	468,654.57
001-2031-455.10-14	Health Insurance	26,719.50	95,522.00		68,802.50	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	15,583.05	43,786.00		28,202.95	33,851.10	34,569.52
001-2031-455.10-23	Pension	5,214.77	20,537.00		15,322.23	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	2,215.96	12,000.00	1,541.00	8,243.04	3,016.24	4,607.17
001-2031-455.20-33	Legal Advertising	18.87	100.00		81.13	50.13	271.18
001-2031-455.20-41	Utility Services	12,057.67	52,000.00		39,942.33	41,991.45	38,211.98
001-2031-455.20-60	Repairs & Maintenance	370.00	10,000.00		9,630.00	3,787.96	14,381.82
001-2031-455.20-65	Service Agreements	7,240.88	31,500.00	17,709.00	6,550.12	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	4,490.42	44,000.00	42,217.16	(2,707.58)	21,436.26	26,825.53
001-2031-455.30-31	Office Supplies	720.98	10,000.00	381.19	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	510.67	10,000.00		9,489.33	6,241.12	14,516.59
001-2031-455.30-51	Books & Periodicals	52,372.85	135,000.00	72,474.57	10,152.58	139,526.82	149,083.37
001-2031-455.30-63	MV Fuel Parts					37.17	7.99
001-2031-455.30-76	Signs		1,000.00		1,000.00		
001-2031-455.30-79	Other Commodities	1,216.33	10,000.00	477.91	8,305.76	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
		363,594.39	5,392,037.00	429,988.79	4,598,453.82	1,125,971.40	989,727.71

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