

Keene Memorial Library Board Meeting
Municipal Building-2nd Floor in the Large Conference Room
Please Enter from the West Side
400 E. Military, Fremont, NE
6:30 P.M.
September 19, 2022

AGENDA

Call to Order/Notice of Meeting

1. Roll Call
2. Motion to adopt current agenda for September 19, 2022 regular meeting
3. Dispense with and approve July 18, 2022 and August 15, 2022 minutes (attachments)
4. New Business
 - a. Meeting schedule for the rest of 2022
5. Reports
 - a. Library Director's Report
 - i. Month in Review
 - ii. Expansion Project Update
 - iii. Library Board Accreditation
 - b. Friends of the Library Report
 - c. Finance-Library Expenditures Report (attachment)
6. Adjournment

Next Regular Board Meeting October 17, 2022 at 6:30 pm – **Municipal Building 2nd Floor, Large Conference Room. Please take note of the different location.**

Agenda posted online at www.fremontne.gov/library and emailed to Library Board members on September 13, 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 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 Large Conference Room
400 E. Military, Fremont, NE
6:30 P.M.
July 18, 2022
Minutes

Held at the Municipal Building – 2nd Floor Large Conference Room and Board President Linda McClain called the meeting to order at 6:30 pm.

Roll Call

The following members were present: Amanda Moenning, Linda McClain, LeAnn Rathke, Becky Pence and Ryan Fiala. Also present were: Laura England-Biggs, Library Director; City Administrator Jody Sanders; City Council Liaison Sally Ganem; and City Council member Mark Jensen. 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 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 July 18, 2022 regular meeting. Board Member Pence moved, seconded by Board Member Rathke, to adopt the agenda for July 18, 2022 Library Board Meeting. Ayes: Moenning, McClain, Rathke, Pence and Fiala. Motion carried 5-0.

Reading of Minutes

Board Member Moenning moved to dispense with and approve the June 20, 2022 board minutes, seconded by Board Member Pence. Ayes: Moenning, McClain, Rathke, Pence and Fiala. Motion carried 5-0.

Unfinished Business

Community Needs Response Plan review

Director England-Biggs reviewed the old and revised mission statements at the request of Board President McClain. The group discussed the Goals as set by the Board and the Objectives as set by the Staff. Board President McClain asked the members to review the Plan and report any suggestions to the Director in the next week or two. This will come back to our August board meeting for final approval; we hope to submit to the Nebraska Library Commission in September. This document is required as part of our accreditation process. No action taken.

Reports

Library Director's Report Month in Review

There have been quite a few meetings related to the Expansion project. Director England-Biggs reported attendance at weekly Staff meetings along with Creative District and Nebraska Library Association meetings. She also mentioned work on the Community Needs Response Plan along with the consultants. No action taken.

Expansion Project Update

Director England-Biggs will bring a recommendation for a moving company to the next City Council meeting on July 26. She gave broad strokes regarding the proposals received and the reasoning behind the selection of the recommended company.

The library will close to the public August 1. The staff is hard at work with packing behind the scenes areas, and will begin packing the library collection after we close. Our goal is to reopen on Tuesday September 6 following Labor Day.

The Expansion Project received notification of a \$100,000 gift from another foundation (who wishes to remain anonymous). A second foundation is making a gift to honor a former executive employee in the amount of \$15,000. We are very close to 80% funded at this time.

Board President McClain mentioned the tentative plan for an official groundbreaking ceremony, perhaps planned as a 5 pm special session before a September City Council meeting so all Council and Board members could attend. No action taken.

Library Accreditation Update

The Community Needs Response Plan will be submitted once approved by the Board. Following that, Director England-Biggs will begin work on the Accreditation Survey which is where we record the various answers to the requirements for different levels. She feels Silver accreditation is still within our reach. No action taken.

Library Board Accreditation Update

Director England-Biggs mentioned that the Nebraska Library Association Annual Conference is changing to a one-day event, which reduces the number of hours Board President McClain will be able to accrue towards our required Continuing Education units. The director will continue looking at options for recorded trainings the Board can view on their own time and report back to her. No action taken.

Friends of the Library Report

The Friends hosted a table across from the Military Avenue Farmer's Market last Saturday. No report on how that went. They had copies of flyers announcing the library closure and the Brick Campaign. No action taken.

Finance

Director England-Biggs stated that everything appeared to be in order. City Administrator Sanders asked if the Library would be spending its full materials budget; at this time, that is not anticipated. Director England-Biggs mentioned that we still have approximately 140 items to come in before the end of the fiscal year. Board President McClain noted that funds not spent out

of the materials line could be spent in areas which are over-budget. Board Member Rathke asked if the Library was still ordering new materials; Director England-Biggs noted that the ordering process was halted due to the move and will restart after October 1 (our new fiscal year). Board Member Rathke also asked if the unused materials funds would carry over to next year's materials budget line; City Administrator Sanders noted that this is not how the process works. She also mentioned that notes were made during the last biennial budget cycle that explain the reduction in materials budget so that the next budget cycle return to "normal" levels for materials won't look as out of the ordinary. No action taken.

With no further business, motion to adjourn was made at 7:31 pm with Board Member Pence making the motion and Board Member Moenning seconding. Ayes: Moenning, McClain, Rathke, Pence and Fiala. Motion carried 5 -0.

Next Regular Board Meeting will be held August 15, 2022 at 6:30 pm –Municipal Building 2nd Floor, Large Conference Room.

Prepared by Tracy Parr, Senior Office Associate

Signed by Amanda Moenning, Library Board Secretary

Keene Memorial Library Board Meeting
Municipal Building-2nd Floor in the Large Conference Room
400 E. Military, Fremont, NE
6:30 P.M.
August 15, 2022
Minutes

Held at the Municipal Building – 2nd Floor Large Conference Room and Board President Linda McClain called the meeting to order at 6:37 pm.

Roll Call

The following members were present: Linda McClain, Becky Pence and Ryan Fiala. Amanda Moenning and LeAnn Rathke were absent. Also present were: Laura England-Biggs, Library Director; Honorable Mayor Joey Spellerberg, City Administrator Jody Sanders; City Council Liaison Sally Ganem; and City Council member Mark Jensen. Senior Office Associate Tracy Parr will be recording the meeting minutes,

Notice of Meeting and Agenda

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Agenda

Library Director Laura England-Biggs asked that #3 on the agenda be pulled due to the wrong minutes being attached. Motion to adopt the amended agenda for August 15, 2022 regular meeting. Board Member Pence made the motion, seconded by Board Member Fiala, to adopt the amended agenda for August 15, 2022 Library Board Meeting. Ayes: McClain, Pence and Fiala. Motion carried 3-0.

Unfinished Business

Community Needs Response Plan review

Director England-Biggs let everyone know that what they received in their packet was the final draft with amended goals. This document is required as part of our accreditation process. Motion to approve of the Community Needs Response Plan was made by Board Member Fiala and seconded by Board Member Pence. Ayes: McClain, Pence and Fiala. Motion carried 3-0.

Reports

Library Director's Report Month in Review

Director England-Biggs mentioned there has been a lot of packing and meetings in the last month. She mentioned that library staff is 71.5% through the packing process with 4 more days left. She was able to come up with that percentage due to our collection counts and knowing how far we are with our collections that are packed so far. No action taken

Expansion Project Update

Board President McClain brought up the plan for an official groundbreaking ceremony and received the go ahead from the Mayor and City Administrator to have it September 27th. The Mayor and City Administrator will confirm with legal what if anything needs to be done so City Council members can attend before their meeting that evening. No action taken.

Library Accreditation Update

Director England-Biggs informed the Board that after doing the Accreditation Survey the library came up short of being in our usual silver level and we currently are at bronze. She said we were short 9 points to make silver at the time of the meeting. There was a lot of discussion on possible ways to get the 9 points needed, she is going to look into the options suggested by the Board and Administration that was present at the meeting and report back. No action taken.

Friends of the Library Report

Dave's Drive in Liquor raised \$1,238 last month. This is the most that has been collected in a one-month period. The Board was impressed by the fact that much was made. The thought that the Friends are opting not to have the annual book sale was brought up and Director England-Biggs confirmed that is true. No action taken.

Finance

Director England-Biggs stated that everything appeared to be in order and asked if anyone had any questions about the report. She did mention that a couple of the accounts that seemed to be over budget were due to funds received through grants do not show up on this report. This means any money spent looks like it comes out of the regular budget when in fact it is from grants. No action taken.

With no further business, motion to adjourn was made at 7:15 pm with Board Member Pence making the motion and Board Member Fiala seconding. Ayes: McClain, Pence and Fiala. Motion carried 3 -0.

Next Regular Board Meeting will be held September 19, 2022 at 6:30 pm –Municipal Building 2nd Floor, Large Conference Room.

Prepared by Tracy Parr, Senior Office Associate

Signed by Becky Pence, Library Board Vice-President

NLFS001 Auditors Trial Balance

Accounting Period: 11/2022

Fund(s): 001 - General Fund

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Fund: 001 - General Fund

Account	Account Description	FYTD through 8/31/2022	Original Budget	Encumbered	Budget Balance	Prior Year Actual	Prior Two Years Actual
001-2031-419.20-12	Communications	1,117.70	2,500.00	1,482.30	(100.00)	2,400.00	2,400.00
001-2031-419.20-65	Service Agreements	22,168.71	25,000.00	2,580.00	251.29	28,026.79	21,525.39
001-2031-419.20-99	Other Contractual Service			720.00	(720.00)		
001-2031-419.30-55	Software	2,485.72	5,550.00		3,064.28	5,486.10	4,885.56
001-2031-419.30-56	Parts/Mach & Equipment	1,888.51	14,000.00		12,111.49	718.66	474.41
001-2031-455.10-10	Salaries/Wages	522,485.56	584,963.00		62,477.44	463,993.58	468,654.57
001-2031-455.10-14	Health Insurance	79,501.75	95,522.00		16,020.25	110,909.22	94,250.09
001-2031-455.10-15	Overtime Wages	782.78	1,750.00		967.22	207.10	1,087.97
001-2031-455.10-22	FICA/Medicare	38,698.34	43,786.00		5,087.66	33,851.10	34,569.52
001-2031-455.10-23	Pension	17,196.11	20,537.00		3,340.89	15,991.38	17,792.41
001-2031-455.20-11	Postage & Printing	1,600.00	5,550.00	4,000.00	(50.00)	1,600.00	2,400.00
001-2031-455.20-13	Training & Travel	5,845.64	12,000.00	1,381.00	4,773.36	3,016.24	4,607.17
001-2031-455.20-33	Legal Advertising	54.91	100.00		45.09	50.13	271.18
001-2031-455.20-41	Utility Services	34,813.81	52,000.00		17,186.19	41,991.45	38,211.98
001-2031-455.20-60	Repairs & Maintenance	4,391.48	10,000.00	226.00	5,382.52	3,787.96	14,381.82
001-2031-455.20-65	Service Agreements	19,679.39	31,500.00	16,914.00	(5,093.39)	22,735.27	13,063.98
001-2031-455.20-70	Rents	4,099.28	800.00	298.00	(3,597.28)	590.28	591.09
001-2031-455.20-93	Dues & Subscriptions	16,442.25	18,000.00		1,557.75	17,049.27	29,458.36
001-2031-455.20-95	Hire Equip/Equip Rental			1,200.00	(1,200.00)		
001-2031-455.20-98	Taylor collection	259.06	500.00	240.94		469.19	
001-2031-455.20-99	Other Contractual Service	20,588.02	44,000.00	69,084.41	(45,672.43)	21,436.26	26,825.53
001-2031-455.30-31	Office Supplies	2,492.66	10,000.00		7,507.34	3,011.77	2,971.65
001-2031-455.30-35	Printing	670.27	500.00		(170.27)	767.42	
001-2031-455.30-41	Food Supplies	114.28	4,000.00		3,885.72	345.20	597.35
001-2031-455.30-44	Fuel/Oil/Grease	61.01	250.00		188.99	33.96	38.98
001-2031-455.30-49	Bldg/Structural Materials	1,607.36	10,000.00	257.00	8,135.64	6,241.12	14,516.59
001-2031-455.30-51	Books & Periodicals	114,147.52	135,000.00	12,717.63	8,134.85	139,526.82	149,083.37
001-2031-455.30-63	MV Fuel Parts	693.73			(693.73)	37.17	7.99
001-2031-455.30-76	Signs		1,000.00		1,000.00		
001-2031-455.30-79	Other Commodities	18,008.89	10,000.00	454.66	(8,463.55)	4,382.96	14,443.25
001-2031-455.40-13	Bldg/Improve Acquisition	158,935.67	4,253,229.00	277,278.81	3,817,014.52	197,315.00	32,617.50

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