

February 17, 2020

Board President Larry Jirsak called the meeting to order at 6:30 p.m. in the library conference room.

Roll Call

The following members were present: Larry Jirsak, Earl Underwood, Tom Adamson and Shari Kment. Also present was Library Director Walker. Tina 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/library and distributed. A copy of the open meetings law is posted continually for public inspection and is located near the entrance of the library conference room and library auditorium.

Agenda

Motion to adopt current agenda for February 17, 2020 regular meeting. Board Member Underwood moved, seconded by Board Member Adamson to adopt the agenda for January 23, 2020 Library Board Meeting. Ayes: Jirsak, Kment, Underwood, Adamson. Motion carried.

Reading of Minutes

Board Member Underwood moved to dispense with and approve the January 23, 2020 minutes, seconded by Board Member Adamson. Ayes: Jirsak, Kment, Underwood & Adamson. Motion carried.

Unfinished Business

1. Library Board Appointment. The Mayors recommendation to City Council for the Library Board opening was Raegen Mayberry Yount. City Council voted against his recommendation. The Library Board held a discussion on the Board's recommendation of Susan Allen. Board Member Adamson asked what the next steps are to get the recommendation to the Mayor again and wondered if they could re-recommend Susan Allen to the Library Board. The Library Board decided to re-recommend Susan Allen.
2. Security Gates. Director Tina Walker informed the Board that the gates are paid for and will be installed in 6-8 weeks. She let them know that we have at least a 3 month gap in door counts, yet we still show 90,000 accounted for.

New Business

1. County Wide Cards. Director Walker advised that local Dodge county residents are expressing concern as to why they can't get a free library card when they pay extensive taxes on their property. Discussion was held on the history of trying to get county wide cards. Susan Allen noted that this has gone to public vote multiple times and gets defeated every time. The question was raised on how we proceed, because the Library Board needs a lot more details and information. Director Walker was advised to reach out to Bob Missel from the county board to start the conversation.

Reports

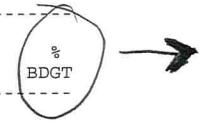
1. Expansion. Director Walker discussed upcoming private events for fundraising and mentioned to the Library Board that she would like some of the Board to attend. Board members Underwood and Jirsak will be attending the 1st event this coming Friday.
2. Finance-Library Expenditures Report. Director Walker advised the Library Board that in reviewing the Library Board's history she believes the Board should still be reviewing the libraries financials each month regardless of the Board's status. Director Walker provided a detailed budget report that was current as of 2/17/2020. The Board requested a copy be emailed to them. For all future meetings a detailed report will be provided with the agenda.

With no further business, motion to adjourn was made at 7:10 p.m. with Board Member Adamson making the motion and Board Member Underwood seconding it. Motion carried.

Next meeting will be held at the library on March 16, 2020 at 6:30 pm.

(Signed) by Tina Walker, Library Director

FUND 001 General Fund			DIV/DEPT 2031 General City Fund/Library									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
41		General Government										
419		Information Technology										
	20	Contractual Services										
	20 12	Communications	208	.00	0	416	400.00	96	2000.00	2500	100.00	96
	20 65	Service Agreements	1750	.00	0	3500	.00	0	.00	21000	21000.00	0
	20 99	Other Contractual Service	0	.00	0	0	.00	0	1019.12	0	1019.12-	0
	20 **	Contractual Services	1958	.00	0	3916	400.00	10	3019.12	23500	20080.88	15
	30	Commodities										
	30 55	Software	416	.00	0	832	.00	0	.00	5000	5000.00	0
	30 56	Parts/Mach & Equipment	1250	.00	0	2500	.00	0	1063.05	15000	13936.95	7
	30 **	Commodities	1666	.00	0	3332	.00	0	1063.05	20000	18936.95	5
419	** **	Information Technology	3624	.00	0	7248	400.00	6	4082.17	43500	39017.83	10
41	** **	General Government	3624	.00	0	7248	400.00	6	4082.17	43500	39017.83	10
45		Cultural Recreation										
455		Keene Library										
	10	Personal Services										
	10 10	Salaries/Wages	45720	36014.77	79	91440	74738.67	82	.00	548645	473906.33	14
	10 14	Health Insurance	9541	6924.46	73	19082	14543.35	76	.00	114496	99952.65	13
	10 15	Overtime Wages	166	165.49	100	332	286.48	86	.00	2000	1713.52	14
	10 22	FICA/Medicare	3373	2669.11	79	6746	5533.65	82	.00	40483	34949.35	14
	10 23	Pension	1796	1344.83	75	3592	2919.94	81	.00	21557	18637.06	14
	10 24	Tuition Reimbursement	333	.00	0	666	.00	0	.00	4000	4000.00	0
	10 65	Comp Leave Pay	0	.00	0	0	.00	0	.00	0	.00	0
	10 70	Vacation Pay	0	.00	0	0	.00	0	.00	0	.00	0
	10 **	Personal Services	60929	47118.66	77	121858	98022.09	80	.00	731181	633158.91	13
	20	Contractual Services										
	20 11	Postage & Printing	433	.00	0	866	.00	0	4800.00	5200	400.00	92
	20 12	Communications	0	.00	0	0	.00	0	.00	0	.00	0
	20 13	Training & Travel	916	.00	0	1832	1818.00	99	1120.00	11000	8062.00	27
	20 14	Freight & Express	0	.00	0	0	.00	0	.00	0	.00	0
	20 15	Non-training Mileage	0	.00	0	0	.00	0	.00	0	.00	0
	20 17	Uniform Allowance	0	.00	0	0	.00	0	.00	0	.00	0
	20 33	Legal Advertising	8	5.08	64	16	5.08	32	.00	100	94.92	5
	20 35	Medical Services	0	.00	0	0	.00	0	.00	0	.00	0
	20 41	Utility Services	4166	2927.50	70	8332	5281.99	63	.00	50000	44718.01	11
	20 43	Gen Admin Svc from DU	0	.00	0	0	.00	0	.00	0	.00	0
	20 60	Repairs & Maintenance	833	.00	0	1666	677.50	41	1019.12	10000	8303.38	17
	20 65	Service Agreements	875	280.00	32	1750	1386.04	79	3193.63	10500	5920.33	44
	20 70	Rents	58	148.38	256	116	148.38	128	447.00	700	104.62	85
	20 93	Dues & Subscriptions	1291	2539.42	197	2582	3034.42	118	12887.57	15500	421.99-	103
	20 95	Hire Equip/Equip Rental	0	.00	0	0	.00	0	.00	0	.00	0
	20 98	Taylor collection	41	.00	0	82	.00	0	.00	500	500.00	0
	20 99	Other Contractual Service	2500	831.59	33	5000	1172.85	24	29227.00	30000	399.85-	101
	20 **	Contractual Services	11121	6731.97	61	22242	13524.26	61	52694.32	133500	67281.42	50



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BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
45		Cultural Recreation										
455		Keene Library										
	30	Commodities										
	30 31	Office Supplies	833	.00	0	1666	75.96	5	263.46	10000	9660.58	3
	30 32	Lab/Chemicals	0	.00	0	0	.00	0	.00	0	.00	0
	30 35	Printing	41	.00	0	82	.00	0	65.00	500	435.00	13
	30 41	Food Supplies	333	.00	0	666	554.24	83	.00	4000	3445.76	14
	30 44	Fuel/Oil/Grease	16	.00	0	32	.00	0	.00	200	200.00	0
	30 49	Bldg/Structural Materials	750	.00	0	1500	362.00	24	1063.06	9000	7574.94	16
	30 51	Books & Periodicals	14583	13428.48	92	29166	24483.56	84	133616.55	175000	16899.89	90
	30 58	Horticultural Supplies	0	.00	0	0	.00	0	.00	0	.00	0
	30 63	MV Fuel Parts	0	.00	0	0	.00	0	.00	0	.00	0
	30 76	Signs	83	.00	0	166	.00	0	60.00	1000	940.00	6
	30 79	Other Commodities	833	.00	0	1666	427.34	26	236.50	10000	9336.16	7
	30 **	Commodities	17472	13428.48	77	34944	25903.10	74	135304.57	209700	48492.33	77
	40	Fixed Assets										
	40 11	Furniture & Fixtures	3333	.00	0	6666	.00	0	.00	40000	40000.00	0
	40 13	Bldg/Improve Acquisition	6250	.00	0	12500	477.50	4	.00	75000	74522.50	1
	40 20	Motor Vehicles	0	.00	0	0	.00	0	.00	0	.00	0
	40 71	Land	0	.00	0	0	.00	0	.00	0	.00	0
	40 90	Capital Under \$5,000	0	.00	0	0	.00	0	.00	0	.00	0
	40 99	Other Capital Outlay	500	.00	0	1000	.00	0	.00	6000	6000.00	0
	40 **	Fixed Assets	10083	.00	0	20166	477.50	2	.00	121000	120522.50	0
	81	Grant Appropriation										
	81 00	Grant Appropriation	8333	.00	0	16666	.00	0	.00	100000	100000.00	0
	81 **	Grant Appropriation	8333	.00	0	16666	.00	0	.00	100000	100000.00	0
455 ** **		Keene Library	107938	67279.11	62	215876	137926.95	64	187998.89	1295381	969455.16	25
45 ** **		Cultural Recreation	107938	67279.11	62	215876	137926.95	64	187998.89	1295381	969455.16	25
DEPT 2031	TOTAL *****	Library	111562	67279.11	60	223124	138326.95	62	192081.06	1338881	1008472.99	25

January 6, 2020 / February 17, 2020

Books & Periodicals

(Includes eBooks, eAudio books, database & newspaper renewals): \$25,338.61

Building Materials (Includes water softener salt): \$51.90

Dues & Subscriptions

(Includes Tina ALA Membership & OCLC): \$2,814.42

Food Supplies: \$9.16

Office Supplies: \$951.61

Other Contractual Services

(Includes rug cleaning, snow removal, boiler certificates, fire alarm, sprinkler inspections & pest control): \$6,058.37

Postage \$800.00

Rentals (Includes Pitney Bowes machine): \$147.57

Repairs, Maintenance & Labor (Includes HVAC, phone system, roof inspection, cameras & Taylor Collection shelves): \$4,303.46

Service Agreements (Includes Jet Packs & 1st half of Engineered Controls): \$1,822.82

Training & Travel (Includes Customer Service workshop, & Literacy Festival registrations): \$188.00