

Keene Memorial Library Board Meeting  
Pinnacle Bank Board Room (1<sup>st</sup> Floor)  
1030 N Broad St, Fremont NE 68025  
6:30 P.M.  
January 19 2026

AGENDA

Call to Order/Notice of Meeting

1. Roll Call
2. Motion to adopt the current agenda for January 19, 2026, regular meeting
3. Dispense with and approve December 15, 2025, minutes (attachment)
4. Review Draft 2024-2025 Annual Report to City Council (attachment)
5. Reports
  - a. Library Director's Report
    - i. Month in Review (attachment)
    - ii. Statistics (attachment)
  - b. Friends of the Library Report
  - c. Finance-Library Expenditures Reports for December 2025 (attachment)
6. Adjournment

Next Regular Board Meeting – **Monday, February 16, 2026, Pinnacle Bank Board Room**

Agenda posted online at [www.fremontne.gov/library](http://www.fremontne.gov/library) and emailed to Library Board members on January 14, 2026. This meeting is preceded by a publicized notice in the Fremont Tribune, and the agenda is available at the front Circulation Desk of the 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.

Page intentionally left blank

Keene Memorial Library Board Meeting  
Pinnacle Bank Board Room (1<sup>st</sup> Floor)  
1030 N. Broad St, Fremont, NE  
6:30 P.M.  
December 15, 2025  
Minutes

Held in the Pinnacle Bank Board Room (1<sup>st</sup> Floor) and Board President Becky Pence called the meeting to order at 6:35 pm.

### **Roll Call**

The following members were present: LeAnn Rathke, Ryan Fiala and Becky Pence.

Members Tina Barham and Amanda Moenning were not present.

Also present for the meeting were Laura England-Biggs, Library Director; Jody Sanders, City Administrator; Sally Ganem, City Council Liaison; Dan Gillis, Director of Public Works, Mark Jensen, City Council Member, and Tracy Swanson, Senior Office Associate.

Senior Office Associate Tracy Swanson will be recording the meeting minutes.

### **Notice of Meeting and Agenda**

This meeting was preceded by a publicized notice in the Fremont Tribune and the agenda posted at the 1<sup>st</sup> floor circulation desk of the Keene Memorial Library, located at 1030 North Broad Street, 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 the current agenda for the December 15, 2025, regular meeting.

Board Member Fiala made a motion to adopt the current agenda for the December 15, 2025, Library Board Meeting, and it was seconded by Board Member Rathke.

Ayes: Fiala, Rathke and Pence.

Motion carried 3-0 with 2 absent.

### **Reading of Minutes**

Board Member Fiala made a motion to approve the November 17, 2025, Library Board minutes, and it was seconded by Board Member Rathke.

Ayes: Fiala, Rathke and Pence.

Motion carried 3-0 with 2 absent.

### **Reports**

#### **Library Director's Report**

##### **Month in Review**

No action taken.

##### **Statistics**

No action taken.

#### **Friends of the Library Report**

No action taken.

#### **Finance – Library Expenditures Reports for November 2025**

No action taken.

With no further business, the motion to adjourn was made by Board Member Rathke, seconded by Board Member Fiala; Time: 7:13 p.m.

Ayes: Fiala, Rathke and Pence.

Motion carried 3-0 with 2 absent.

**Next Regular Board Meeting will be held January 19, 2026, at 6:30 pm in the Board Room (1<sup>st</sup> Floor) located at Keene Memorial Library, 1030 N Broad St, Fremont NE.**

Prepared by Tracy Swanson, Senior Office Associate

Signed by LeAnn Rathke, Board Secretary

DRAFT



DRAFT

2024-2025

# ANNUAL REPORT



# KEENE MEMORIAL LIBRARY

## Highlights



**1,128**

Number of New Patrons Welcomed



**66,451**

Patrons Served



**219**

Average Visits per Day



**574 PROGRAMS**

21,784 people attended



**106,284**

Physical Items Checked Out



**97,410**

Digital Checkouts



**672**

Average Checkouts per day



**5,784**

New Items Added



**5,417**

Computer Use



**178,967**

Website Visits



**41,356**

Wi-Fi Visits

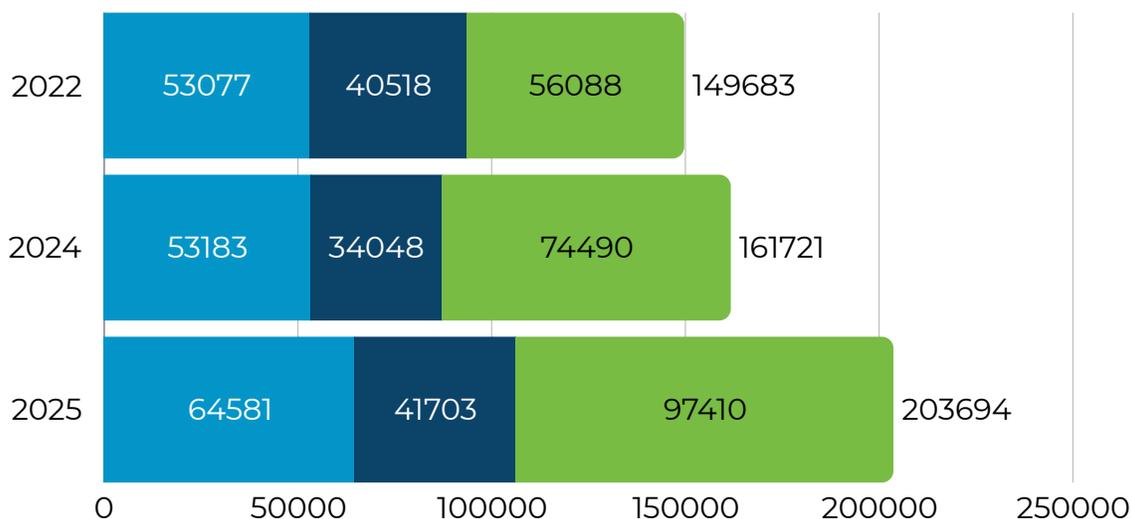


**1211 MEETINGS**

6,858 in Attendance

### Our Circulation Growth Over the Years!

● Children/YA ● Adult ● Downloads



2024-2025 Keene Memorial Library Annual Statistics

<b>CIRCULATION STATISTICS</b>	
<b># of items circulated</b>	<b>203,694</b>
<b># Adult Items Circulated</b>	<b>41,703</b>
nonfic books adult	6,753
Spanish adult nonfiction	332
Taylor Collection	1,002
fiction books adult	29,498
Spanish adult fiction	164
Spanish graphic novels	8
DVDs adult	2,939
Playaway Fiction adult	376
Playaway Launchpads adult	8
audiobooks adult/YA CD	460
Mobile Device (Jet/Kin)	15
Durham Museum Pass	147
<b># Children/YA items circulated</b>	<b>64,581</b>
nonfic books Juvenile	8,573
fiction books YA	6,166
Spanish YA Fiction	72
Spanish YA graphic novels	1,568
fiction books Juvenile	40,653
Spanish juvenile fiction	443
Spanish Graphic Novels	182
Spanish Nonfiction	169
Spanish Nursery	314
Spanish Picture Books	688
DVDs children	4,199
audiobooks Juvenile	121
Playaways Children/YA	856
Playaway Launchpads children	577
<b>NONCIRCULATING MAGAZINES</b>	<b>1</b>
<b>Download Checkouts</b>	<b>97,410</b>
Comics Plus	401
Freegal download music	2,706
Overdrive downloads (AB, EB, & EMags)	94,303

<b>Service Numbers</b>	
Days Open	303
Average Daily Circulation	<b>672</b>
Door Count	66,451
Av. Daily Attendance	<b>219</b>
Local population	<b>27,141</b>
Local Service area population	<b>27,141</b>
<b>Reference Questions</b>	<b>861</b>
<b>Directional Questions</b>	<b>1,983</b>
<b>Total Book Club Kits Circ</b>	<b>503</b>
Outside Book Club Kits	151
KML Book Club Kits	352
<b>Interlibrary Loan</b>	<b>420</b>
Borrowed	143
Lent	277
<b># of items Mended</b>	<b>1,481</b>
cardholders as of Oct 1, 2024	9,056
members added Resident	968
members added NON Resident	160
members deleted	51
<b>Total cardholders</b>	<b>10,133</b>

## 2024-2025 Keene Memorial Library Annual Statistics

<b>CATALOGING STATISTICS</b>	
books held	62,223
# removed	1,080
# added	3,658
Current number of books	<b>64,801</b>
E-books Overdrive group	
E-books direct purchase (OD ADV)	1,791
Current number of E-books (emags)	<b>44,746</b>
audio units held (CD, Playaway)	
# removed	9
# added	50
Current number of audio units	<b>2,388</b>
audio download Overdrive group	
audio download direct purchase (OD ADV)	878
Current # audio downloadable	<b>29,801</b>
# of video physical units held (DVD)	
# removed	26
# added	259
Current number of video physical	<b>3,497</b>
# of print serials held (mags)	
# removed	-
# added	-
Current number of print serials	<b>6</b>
# other - microfilm, launchpads, jetpacks	
# removed	64
# added	26
Current # of other items	<b>800</b>
Total Items held	
# of items removed	1,179
# of items added	5,784
Current Items in Collection	<b>73,283</b>

2024-2025 Keene Memorial Library Annual Statistics

<b>PROGRAMMING STATISTICS</b>	
Total Programs	<b>574</b>
Total attendance	<b>21,784</b>
<b># of children's programs (0-5)</b>	273
<b>Total attendance</b>	8,390
Total Onsite Programs	134
Total Offsite Programs	2,517
Total Onsite Attendance	139
Total Offsite Attendance	5,873
Average attendance	<b>31</b>
<b># of Early Lit &amp; Lit Pre-K</b>	273
<b>Total Attendance</b>	8,390
Total Onsite Programs	134
Total Offsite Programs	2,517
Total Onsite Attendance	139
Total Offsite Attendance	5,873
Average attendance	<b>31</b>
<b># of Children's Programs (6-12)</b>	117
<b>Total attendance</b>	5,660
Total Onsite Programs	83
Total Offsite Programs	2,259
Total Onsite Attendance	34
Total Offsite Attendance	3,401
Average attendance	<b>48</b>
<b># of Teen Programs (13-18)</b>	23
<b>Total attendance</b>	386
Total Onsite Programs	7
Total Offsite Programs	57
Total Onsite Attendance	16
Total Offsite Attendance	329
Average attendance	<b>17</b>
<b># of Youth Outreach Visits</b>	<b>20</b>
<b>Total attendance</b>	<b>2,250</b>
<b># of Adult programs</b>	88
<b>Total attendance</b>	956
Total Onsite Programs	70
Total Offsite Programs	819
Total Onsite Attendance	18
Total Offsite Attendance	137
Average attendance	<b>11</b>
<b># of General programs</b>	73
<b>Total attendance</b>	6,392
Total Onsite Programs	48
Total Offsite Programs	2,265
Total Onsite Attendance	25
Total Offsite Attendance	4,127
Average attendance	<b>88</b>

<b>PASSIVE PROGRAMMING STATISTICS</b>	
Total Programs	<b>21</b>
Total participants	<b>1,752</b>
<b># of children's passive programs</b>	6
Participants	306
<b># of teen passive programs</b>	4
Participants	85
<b># of adult/general interest passive programs</b>	11
Participants	1,361
<b>SUMMER READING PROGRAM STATISTICS</b>	
<b>Total # Registered</b>	<b>1,257</b>
<b>Total # Completed</b>	<b>572</b>
SRP children registered	808
SRP children completed	362
SRP YA registered	136
SRP YA completed	62
SRP Adult registered	313
SRP Adult completed	148
<b># of Adult &amp; General Outreach Visits</b>	57
<b>Total Attendance</b>	557
<b>Total Outreach</b>	<b>77</b>
<b>Total attendance</b>	<b>2,807</b>
<b>Meetings held</b>	1,211
<b>Total attendance</b>	6,858
<b># of Book-Librarian Sessions</b>	24
<b>Total Attendance</b>	24
<b>Homebound Visits</b>	136

<b>TECHNOLOGY STATISTICS</b>	
Web Visits	178,967
On-line Learning	<b>2,000</b>
Database downloads	<b>47,366</b>
Who's on my Wi-fi	41,356
Internet/Computer Use	5,417
Public Printing (pages)	20,885
# of internet public computers	<b>18</b>
AWE Computer Use - minutes	227,614
AWE Computer Use - sessions	45,499
<b>DATABASE USAGE - Downloads/FT</b>	
Ancestry	6,708
AtoZ Databases	4,240
Gale Vir Ref/Nat Geo/Encycl	34
Grant Station	48
HeritageHub	76
Malibox Plus	80
Mango Languages	374
Newsbank	5,415
Newspapers.com	15,256
Niche Academy	1,207
Transparent Language	11
Universal Class	408
Valueline	15,509
Total Online Learning	<b>2,000</b>
Total Database Sessions	<b>47,366</b>

**City of Fremont  
Library Budget Report  
Fiscal Year 2025**

	<b>2025</b>	<b>2024</b>
<b>Revenues</b>		
General fund property tax support	\$ 1,354,038	\$ 1,483,816
Keno Funds		
Trust Funds	\$ 133,100	\$ 1,780,075
Fine/Fees	\$ 16,434	\$ 12,478
State Aid/Lender Comp	\$ 7,333	\$ 7,682
Donations (Local & Non-Profit)	\$ 11,728	\$ 101,420
<b>Total</b>	<b><u>\$ 1,522,634</u></b>	<b><u>\$ 3,385,471</u></b>
<b>Expenditures</b>		
Salaries & Wages	\$ 1,063,127	\$ 900,166
Books & Materials	\$ 155,364	\$ 133,529
Contractual Services	\$ 167,535	\$ 149,571
Commodities	\$ 29,315	\$ 50,418
Capital	\$ 16,778	\$ 2,054,391
IT purchases for Library (001-2031-419)	\$ 61,170	\$ 61,251
	<b><u>\$ 1,493,289</u></b>	<b><u>\$ 3,349,326</u></b>
General fund property tax appropriated	\$ 1,399,229	\$ 2,580,863
Not charged to library, but paid on behalf:		
<u>Charges to Gen Admin 001-1015</u>		
Property insurance		
Approx 6% of total GF share	\$ 25,855	\$ 19,932
Landlines 3 and 1 fax line x 12 mo x \$21.38	\$ 1,026	\$ 1,026
<u>Charges to IT 001-1011</u>		
Fiber installation		
Printer		
Kiosks		
Desktops New FY Spend	\$ 943	\$ 15,186
Laptops New FY Spend	\$ 1,520	\$ -
Upgrades and switches		
VMWare Essentials Plus Licensing		
general fund expenditures:	<b><u>\$ 29,344</u></b>	<b><u>\$ 36,144</u></b>



**These numbers couldn't have been possible  
without our staff!**

*Thank You*



Keene Memorial Library

I, Becky Pence being first duly sworn, depose and state that I am over 21 years of age, have personal knowledge of, and am competent to affirm the following:

1. That the annual Library Report is true and accurate as I verily believe.
2. That by approving the Library Report, the Library Board certifies compliance with the Children’s Internet Protection Act, as amended from time to time.

FURTHER AFFIANT SAYETH NAUGHT.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Print Name)

State of Nebraska

County of Dodge

SUBSCRIBED AND SWORN TO before me, a Notary Public, by Becky Pence, known to me and the identical person whose name is affixed to the foregoing affidavit, on this \_\_\_\_ day of January 2026, and acknowledged the execution thereof to be a voluntary act and deed.

\_\_\_\_\_

Notary Public

## Keene Memorial Library Monthly Director's Report – Laura England-Biggs

December 16, 2025 – January 19, 2026

### CE/Webinars attended:

- Telling Your Library's Story

### Week of December 15-20, 2025

**STEM LAB** on Monday Dec 15 from 1-3 pm and 6-8 pm.

**Craftin' Around** decorated cookies on Tuesday Dec 16 2:30-3:30 pm.

**Rich Hirschman Travel presentation** on Tuesday Dec 16 at 6:30 pm.

**Kindergarten Storytime** on Thursday Dec 18 at Linden for Justine.

**Beyond the Beaten Path** presentation by Darrin Crow on Thursday Dec 18

**Crafternoon** on the no-school Friday Dec 19 from 12-5 featured several craft stations for drop-ins

### Week of December 22-27, 2025

Out of office/holidays.

**Winter Reading Program began** on Mon Dec 22. Runs through Jan 31, offering readers a chance to build a care kit after completing a bingo, along with an entry into the drawing for a cozy grand prize.

### Week of December 29, 2025 – January 3, 2026

**Game Day** Mon Dec 29 from 1-3 pm, an opportunity for families to gather and play games together on a no-school day.

**Teen D&D Winter Wonderland** was well received with 29 total participant numbers over the three-day event (Mon Dec 29 – Weds Dec 31).

**LibraryIQ Kickoff meeting** – this is a new software which will integrate with our reporting package and enable better statistics for staff, leading to better service for our patrons.

**Planning Meeting with Jessica Chamberlain** – consultant who is presenting our Staff Development Day afternoon session where staff will be crafting our Core Values and reexamining current Mission, Vision, Goals from the Community Needs Response Plan.

**Noon Year's Eve Bingo Bash** – Weds December 31 at noon. Well over 140 attended and enjoyed this all-ages event featuring books, puzzles, and more as prizes for completing a bingo.

**Reading Tails** Sat Jan 3 was unfortunately canceled due to illness

### Week of January 5-10, 2026

**Golden Sower Book Club** Mon Jan 5

**Grant Kindergarten Storytime** Thurs Jan 8 for Justine who returned that day.

**Fremont Family Coalition Collective Impact Meeting** Fri Jan 9 – an excellent time to catch up with other organizations serving families in the area.

**Pathfinder Explosion Commemoration** Sat Jan 10 – well over 150 people attended and were very engaged in the presentation. Dan Moenning was involved in attaching audio to the PowerPoint and John Mullen assisted with researching articles for the co-chairs.

Spent a lot of time refining the Annual Report draft included in this meeting's agenda packet.

## Keene Memorial Library Monthly Director's Report – Laura England-Biggs

### Week of January 12-17, 2026

**DIY Adult Coloring Night** Thurs Jan 15

### Week of January 19-24, 2026

Closed Mon Jan 19 for **Library Staff Development Day** – will be open for Board Meeting similar to our after-hours meetings, enter from the south door in the corner.

**Craftin' Around** Tues Jan 20 – participants will be making bookmarks.

**Rich Hirschman Travel presentation** Tues Jan 20 – we plan to start a multi-part trip around the great state we call home – Nebraska!

**Spotting Health Information** Thurs Jan 22 - We will cover finding reliable health information online from trusted sources and how to distinguish between what is a trusted site or not with Kiara Comfort from UNMC.

**Keene Memorial Library**  
Statistics Fiscal 2026

Door Count



Nov	Dec	YTD
3,761	4,249	12,802

# Adult Items Circulated



Nov	Dec	YTD
3,123	3,538	10,220

Av. Daily Attendance



Nov	Dec	AVG
170	169	172

# Children/YA items circulated



Nov	Dec	YTD
5,633	5,449	17,187

Meetings held



Nov	Dec	YTD
112	88	337

Download Checkouts



Nov	Dec	YTD
7,839	8,610	24,846

Meeting attendance



Nov	Dec	YTD
559	406	1,768

Average Daily Circulation



Nov	Dec	AVG
754	703	708

**Keene Memorial Library**  
Statistics Fiscal 2026

AWE Computer Use - minutes

	Nov	Dec	YTD
	16,610	21,497	62,897

AWE Computer Use - sessions

	Nov	Dec	YTD
	3,319	4,298	12,572

Web Visits

	Nov	Dec	YTD
	15,261	16,651	48,576

Who's on my Wi-fi

	Nov	Dec	YTD
	3,430	3,771	11,453

On-line Learning Sessions

	Nov	Dec	YTD
	568	195	991

Database sessions

	Nov	Dec	YTD
	2,350	2,087	7,665

Internet/Computer Use

	Nov	Dec	YTD
	361	420	1,272

Public Printing (pages)

	Nov	Dec	YTD
	1,879	2,144	6,275

**NLFS001 Auditors Trial Balance**

Accounting Period: 3/2026

Fund(s): 001 - General Fund

Report Generated on Jan 12, 2026 9:43:00 AM

Page 1

**Fund: 001 - General Fund**

Account	Account Description	FYTD through 12/31/2025 (prelim)	Original Budget	Encumbered	Budget Balance	Prior Year Actual (Prelim)	Prior Two Years Actual
001-2031-419.20-12	Communications	149.94	2,999.00	779.70	2,069.36	2,598.96	1,376.70
001-2031-419.20-65	Service Agreements	36,402.02	56,506.00	7,501.00	12,602.98	53,612.21	31,224.96
001-2031-419.20-99	Other Contractual Service		850.00		850.00	1,349.18	4,009.52
001-2031-419.30-55	Software						3,961.20
001-2031-419.30-56	Parts/Mach & Equipment		7,100.00	5,827.32	1,272.68	3,609.70	20,678.61
001-2031-455.10-10	Salaries/Wages	193,709.52	841,040.00		647,330.48	757,209.64	627,836.00
001-2031-455.10-14	Health Insurance	62,862.87	261,423.00		198,560.13	219,589.09	204,536.88
001-2031-455.10-15	Overtime Wages	6.24	0.00		(6.24)	22.14	260.24
001-2031-455.10-22	FICA/Medicare	13,816.43	60,781.00		46,964.57	54,380.18	44,490.36
001-2031-455.10-23	Pension	8,554.64	38,559.00		30,004.36	31,925.82	23,042.81
001-2031-455.20-11	Postage & Printing	800.00	3,400.00	2,400.00	200.00	3,200.00	1,634.00
001-2031-455.20-13	Training & Travel	1,572.24	10,000.00	2,865.99	5,561.77	6,080.52	7,504.89
001-2031-455.20-14	Freight & Express						27.00
001-2031-455.20-33	Legal Advertising	15.70	500.00		484.30	66.50	52.79
001-2031-455.20-41	Utility Services	14,919.77	87,500.00		72,580.23	76,908.26	64,326.41
001-2031-455.20-43	Gen Admin Svc from DU		-1,700.00		(1,700.00)	(3,802.72)	
001-2031-455.20-60	Repairs & Maintenance	3,245.39	10,000.00	5,261.51	1,493.10	26,149.08	6,924.51
001-2031-455.20-65	Service Agreements	7,067.99	30,531.00	34,149.68	(10,686.67)	28,432.22	47,425.90
001-2031-455.20-70	Rents	165.54	700.00	496.62	37.84	662.16	510.28
001-2031-455.20-93	Dues & Subscriptions		1,845.00		1,845.00	2,160.47	1,962.40
001-2031-455.20-98	Taylor collection		500.00		500.00		
001-2031-455.20-99	Other Contractual Service	2,679.09	12,280.00	1,366.00	8,234.91	27,678.79	19,202.78
001-2031-455.30-31	Office Supplies	716.86	9,500.00		8,783.14	7,840.77	11,295.97
001-2031-455.30-35	Printing		600.00		600.00	524.82	154.77
001-2031-455.30-41	Food Supplies	127.90	1,000.00		872.10	564.10	607.71
001-2031-455.30-44	Fuel/Oil/Grease		200.00		200.00	43.27	31.56
001-2031-455.30-49	Bldg/Structural Materials		10,000.00	141.00	9,859.00	11,068.54	8,895.28
001-2031-455.30-51	Books & Periodicals	34,781.13	180,000.00	102,488.95	42,729.92	155,363.90	133,529.01
001-2031-455.30-58	Horticultural Supplies	41.02	2,000.00		1,958.98	1,439.72	
001-2031-455.30-63	MV Fuel Parts		50.00		50.00	10.58	
001-2031-455.30-76	Signs		1,000.00		1,000.00	1,056.63	233.59
001-2031-455.30-79	Other Commodities	4,136.16	24,500.00	1,220.91	19,142.93	6,766.86	29,198.77
001-2031-455.40-11	Furniture & Fixtures	7,390.84	8,840.00		1,449.16		419,610.46
001-2031-455.40-13	Bldg/Improve Acquisition		0.00				1,634,780.73
001-2031-455.40-90	Capital Under \$5,000	999.99	1,700.00		700.01	3,237.91	
001-2031-455.40-99	Other Capital Outlay		9,460.00		9,460.00	13,539.60	
<b>001 - General Fund Total</b>		<b>394,161.28</b>	<b>1,673,664.00</b>	<b>164,498.68</b>	<b>1,115,004.04</b>	<b>1,493,288.90</b>	<b>3,349,326.09</b>

User Name: