

Keene Memorial Library Board Meeting
Pinnacle Bank Board Room (1st Floor)
1030 N Broad St, Fremont NE 68025
6:30 P.M.
February 16, 2026

AGENDA

Call to Order/Notice of Meeting

1. Roll Call
2. Motion to adopt the current agenda for February 16, 2026, regular meeting
3. Dispense with and approve January 19, 2025, minutes (attachment)
4. 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 January 2026 (attachment)
5. Adjournment

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

Agenda posted online at www.fremontne.gov/library and emailed to Library Board members on February 12, 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.

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

Held in the Pinnacle Bank Board Room (1st Floor) and Board President Becky Pence called the meeting to order at 6:42 pm.

Roll Call

The following members were present: Tina Barham, Ryan Fiala, Amanda Moenning, LeAnn Rathke, and Becky Pence.

Also present for the meeting were Laura England-Biggs, Library Director; Jody Sanders, City Administrator; Sally Ganem, City Council Liaison; Denise Kay, Friends of Keene Memorial Library Board 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 1st 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 January 19, 2026, regular meeting.

Board Member Rathke made a motion to adopt the current agenda for the January 19, 2026, Library Board Meeting, and it was seconded by Board Member Fiala.

Ayes: Barham, Fiala, Moenning, Rathke and Pence.

Motion carried 5-0 with 0 absent.

Reading of Minutes

Board Member Fiala made a motion to approve the December 15, 2025, Library Board minutes, and it was seconded by Board Member Barham.

Ayes: Barham, Fiala, Moenning, Rathke and Pence.

Motion carried 5-0 with 0 absent.

2025 Keene Memorial Library Annual Report

Board Member Barham made a motion to approve 2025 Keene Memorial Library Annual Report to send to the City Council and it was seconded by Board Member Fiala.

Ayes: Barham, Fiala, Moenning, Rathke and Pence.

Motion carried 5-0 with 0 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 December 2025

No action taken.

With no further business, the motion to adjourn was made by Board Member Rathke, seconded by Board Member Fiala; Time: 7:26 p.m.

Ayes: Barham, Fiala, Moenning, Rathke and Pence.

Motion carried 5-0 with 0 absent

Next Regular Board Meeting will be held February 16, 2026, at 6:30 pm in the Board Room (1st 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

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

December 16, 2025 – January 19, 2026

CE/Webinars attended:

PLA Town Hall: Exploring an AI-assisted Future in Public Libraries
Six Common Characteristics of Libraries—and How They Impact Marketing
Recharging in Challenging Times: An ALA Virtual Event

Week of January 26-31, 2026

Attended the funeral of Debby Durham and an informal meeting of folks from the Dodge County Collaborative Team,
Visited with Jen Sorensen from Wholestone Farms/Wholestone Prepack about their sponsorship of the Computer Lab & Classroom,
Winter Reading Program wrapped with participation up from last year.
Blood Drive brought 13 units (goal was 17).

Week of February 2-7, 2026

Began the **Understanding Your ILS** online class through ALA – it runs 12 weeks and will be beneficial as we explore our options approaching the renewal date for our SaaS contract with SirsiDynix.
Began onboarding with LibraryIQ, which will help us with our statistics and collection upkeep tasks.
Added a painting donated by the Saeger family to Genealogy with assistance from the Warehouse folks.
Provided space for a second blood drive at the request of the Red Cross as the sponsor had a space conflict – 15 units out of 16 were collected.

Week of February 9-14, 2026

Installation of three additional security cameras to cover Board Room, Children's collection and Genealogy – these were in the budget.
Appeared at Topics with Tammy (McKeighan) at Dunklau Gardens to discuss my time here at Keene, growing up, etc., as part of her monthly outreach to the residents.
Transitioning staff hotspots from Verizon to Mobile Beacon at a 75% cost savings – we will have three devices at \$10 per month as opposed to \$40/month. Devices are used primarily for outreach events and to supplement off-site activities.

Week of February 16-21, 2026

Rich Hirschman travel presentation takes us through sites around Nebraska Tuesday Feb 20 at 6:30 pm

Keene Memorial Library
Statistics Fiscal 2026

Door Count



Dec	Jan	YTD
4,249	4,296	17,098

Adult Items Circulated



Dec	Jan	YTD
3,538	3,826	14,046

Av. Daily Attendance



Dec	Jan	AVG
169	171	172

Children/YA items circulated



Dec	Jan	YTD
5,449	5,723	21,515

Meetings held



Dec	Jan	YTD
88	100	437

Download Checkouts



Dec	Jan	YTD
8,610	9,003	33,849

Meeting attendance



Dec	Jan	YTD
406	466	2,234

Average Daily Circulation



Dec	Jan	AVG
703	742	701

Keene Memorial Library
Statistics Fiscal 2026

AWE Computer Use - minutes

	Dec	Jan	YTD
	21,497	18,702	81,599

AWE Computer Use - sessions

	Dec	Jan	YTD
	4,298	3,739	16,311

Web Visits

	Dec	Jan	YTD
	16,651	17,292	65,868

Who's on my Wi-fi

	Dec	Jan	YTD
	3,771	3,534	14,987

On-line Learning Sessions

	Dec	Jan	YTD
	195	166	1,157

Database sessions

	Dec	Jan	YTD
	2,087	4,782	12,447

Internet/Computer Use

	Dec	Jan	YTD
	420	452	1,724

Public Printing (pages)

	Dec	Jan	YTD
	2,144	2,064	8,339

NLFS001 Auditors Trial Balance
 Accounting Period: 4/2026
 Fund(s): 001 - General Fund

Account	Account Description	FYTD through 1/31/2026 (prelim)	Original Budget	Encumbered	Budget Balance	Prior Year Actual (prelim)	Prior Two Years Actual
001-2031-419.20-12	Communications	199.92	2,999.00	869.82	1,929.26	2,598.96	1,376.70
001-2031-419.20-65	Service Agreements	47,277.02	56,506.00		9,228.98	53,612.21	31,224.96
001-2031-419.20-99	Other Contractual Service		850.00	2,829.22	(1,979.22)	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	6,248.32	851.68	3,609.70	20,678.61
001-2031-455.10-10	Salaries/Wages	257,506.18	841,040.00		583,533.82	757,209.64	627,836.00
001-2031-455.10-14	Health Insurance	82,961.85	261,423.00		178,461.15	219,589.09	204,536.88
001-2031-455.10-15	Overtime Wages	6.24			(6.24)	22.14	260.24
001-2031-455.10-22	FICA/Medicare	18,393.55	60,781.00		42,387.45	54,380.18	44,490.36
001-2031-455.10-23	Pension	11,304.34	38,559.00		27,254.66	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	3,400.46	10,000.00	2,050.19	4,549.35	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	23,146.87	87,500.00		64,353.13	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	8,400.39	10,000.00	3,626.51	(2,026.90)	26,149.08	6,924.51
001-2031-455.20-65	Service Agreements	9,057.33	30,531.00	30,960.36	(9,486.69)	28,432.22	47,425.90
001-2031-455.20-70	Rents	331.08	700.00	331.08	37.84	662.16	510.28
001-2031-455.20-93	Dues & Subscriptions	1,525.25	1,845.00		319.75	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	3,721.00	12,280.00	1,071.00	7,488.00	27,678.79	19,202.78
001-2031-455.30-31	Office Supplies	1,388.09	9,500.00	292.15	7,819.76	7,840.77	11,295.97
001-2031-455.30-35	Printing	38.91	600.00		561.09	524.82	154.77
001-2031-455.30-41	Food Supplies	151.76	1,000.00		848.24	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	933.72	10,000.00	141.00	8,925.28	11,068.54	8,895.28
001-2031-455.30-51	Books & Periodicals	42,589.17	180,000.00	85,997.51	51,413.32	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	4,626.86	24,500.00	462.00	19,411.14	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			(42,230.64)	42,230.64		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	
001 - General Fund Total		526,207.54	1,673,664.00	95,048.52	1,052,407.94	1,493,288.90	3,349,326.09