



**CITY OF SCOTTSBLUFF
Lied Scottsbluff Public Library
LIBRARY BOARD AGENDA**

**Regular Meeting
September 17, 2025
4:30 PM**

1. **Roll Call**
2. **For public information, a copy of the Nebraska Open Meetings Act is available for review**
3. **Notice of changes in the agenda.** (Additions may not be made to this agenda less than 24 hours before the beginning of the meeting unless added under item 3 of this agenda.)
4. **Citizens with business not scheduled on the agenda** (As required by state law, no matter may be considered under this item unless council determines that the matter requires emergency action.)
5. **Minutes**
 - a) Approval of minutes from April 2025 and August 2025 meetings.
6. **Petitions, communications, public input, and correspondence**
7. **Old Business**
8. **New Business**
 - a) Introduce library staff who have moved to new positions - Micheal Wright and Dawn Tallmon
 - b) Library Board Opening
 - c) **New ILS** – Presentation on Apollo, the proposed new Integrated Library System and request for a recommendation for city council
 - d) Update on Community Response Plan Goals
9. **Regular reports, recommendations from the Library Director and committee reports:**
 - a) Monthly Library Report
 - b) Library statistics and activities, August 2025

- c) Board recertification credits according to NLC (Need 20 total): have 11.5, need 8.5 more for a total of 20 by 5/31/2027

10. Adjournment



Lied Scottsbluff Public Library Board
Regular Meeting – 4:30pm
May 21, 2025
Minutes

1) Call to order: 4:32 p.m.

- a) **In attendance:** Anne Radford, Beth Merrigan, Vitoria Quezada.
- b) **Absent:** Jessica Dutton, Justin McMillen
- c) **Guests:** Elaine Bleisch, Leah Wright, Ashlyn Ibero

2) For public information, a copy of the Nebraska Open Meetings Act is available for review and is posted on the meeting room wall.

3) Notice of changes in the agenda. (Additions may not be made to this agenda less than 24 hours before the beginning of the meeting unless added under item 3 of this agenda.)

- a) No changes

4) Citizens with business not scheduled on the agenda. (As required by state law, no matter may be considered under this item unless the board determines that the matter requires emergency action.)

- a) None.

5) Approve Library Board meeting minutes for April 2025.

- a) Moved by Vitoria and seconded by Beth to approve April minutes as written. Upon roll call vote, the motion carried: Vitoria yes, Beth yes, Anne yes

6) Petitions, communications, public input, and correspondence

- a) None

7) Old Business

- a) **Staff update** – Elaine introduced Leah Wright and Ashlyn Ibero, the two new full-time Library Assistants
- b) **Update on library funding** – Elaine reported that the Nebraska Library Commission sent an email suspending the lender compensation program, which gives a subsidy to libraries for each material they loan out through interlibrary loan, to help offset the costs of ILL. It was suspended in anticipation of cuts to federal funding through IMLS. We then received a second email about two weeks later saying Nebraska had received full funding for the year so the program was resumed but payments would be adjusted (they went from \$.12 for each Overdrive item to \$.11, and from \$2.50 for books to \$2.30). However, the program could be cut if future federal funding is eliminated.
- a) **United for Libraries Virtual Conference, July 29-30** – Elaine reported that Trustee/Board Member Day is Tuesday, July 29. Nebraska offers a discount to attend: \$37.25 per person for 1-2 people, \$24.58 for 3-6 people or \$119.75 for the entire group to watch together for that day. Elaine said she would look to see if there was any staff training available during the conference.
- b)

2) New Business

- a) Presentation of ROI Report from the Nebraska Library Commission – Elaine presented this document from the NLC based on numbers LSPL gave them in our annual report and explained that they could be used if necessary to advocate for the library with the public or city council. The report shows that Scottsbluff residents save \$1,972,048 by using the library in 2023-24. The annual cost of the library is \$60 per resident. Deducting the library’s \$858,800 budget, that is a savings of \$1,113,248.

3) Regular reports, recommendations from the Library Director and committee reports.

Elaine presented the monthly Library Report and statistics for April, 2025

Board recertification credits according to NLC: the board has earned 9.5 and need 10.5 more for a total of 20 by 5/31/2027

- 4) **Adjournment** at 5:13 pm.



Lied Scottsbluff Public Library Board
Regular Meeting – 4:30pm
August 20, 2025
Minutes

- 1) **Call to order: 4:31 p.m.**
 - a) **In attendance:** Anne Radford, Jessica Dutton, Justin McMillen
 - b) **Absent:** Beth Merrigan, Vitoria Quezada
 - c) **Guests:** Jill Winchell, Liz Perez, Katie Friedrichsen

- 2) **For public information, a copy of the Nebraska Open Meetings Act is available for review and is posted on the meeting room wall.**

- 3) **Notice of changes in the agenda. (Additions may not be made to this agenda less than 24 hours before the beginning of the meeting unless added under item 3 of this agenda.)**
 - a) No changes

- 4) **Citizens with business not scheduled on the agenda. (As required by state law, no matter may be considered under this item unless the board determines that the matter requires emergency action.)**
 - a) None.

- 5) **Approve Library Board meeting minutes for May 2025.**
 - a) Tabled as Jessica and Justin were absent in May

- 6) **Petitions, communications, public input, and correspondence**
 - a) None

- 7) **Old Business**
- 8) **New Business**
 - a) **Staff update** – Liz Perez introduced Jill Winchell, the new Public Services Librarian, and Katy Friedrichsen, library tech.
 - b) **Report on Summer Reading** – Liz presented the report on the Summer Reading Program.
 - c) **Adult Reading** – Jill presented on the Adult Reading Program, which will run September 3-October 10.
 - d) **Educational Opportunities**
 - i) **United for Libraries Library Policy Retreat for Boards: Intellectual Freedom and Artificial Intelligence** – virtual retreat Saturday, September 27, 2025, 11am-2pm CST (10am-1pm MST) – free
 - ii) **Nebraska Library Association annual conference** – Oct. 22 and 23 in York, NE. Elaine, Jill, and Liz plan to attend.

- 9) **Regular reports, recommendations from the Library Director and committee reports:**
 - a) Monthly Library Report was presented.
 - b) Library statistics and activities, June & July 2025 were presented.
 - c) Board recertification credits according to NLC (Need 20 total): have 11.5, need 8.5 more for a total of 20 by 5/31/2027

- 1) **Adjournment** at 4:59 pm.

Specific Goals:

Throughout this process, there were three overarching areas that stood out: Consistency in applying procedures/policies to provide outstanding customer service, addressing marketing challenges to get the library message out and filling in/bolstering programming for patrons.

Goal 1: Create written procedures for ALL recurring activities in order to provide consistent customer service to patrons.

1. Staff will identify areas in which written procedures/practices need to be provided by June 30, 2025.
2. By August 31, 2025 these areas will be ranked by importance to determine the order in which these procedures are written. Procedures with most immediate need will be written first.
3. There will be a monthly check in thereafter to ensure continued advancement towards accomplishment of this goal.
(Note: With the high staff turnover rate, having written procedures will naturally lead to the creation of a formal on-boarding program for new staff. This program could easily be established within the time constraints of this plan.)

Goal 2: Provide an organized marketing plan to effectively get the library message out to the community to increase average program attendance by 10% over a 5 year period.

1. The library already has a very clear vision, so the first order of business is for staff to identify the audiences, channels and what services to promote by April 2025.
2. A comprehensive strategy for getting the library message out will be implemented by September 2025.
3. Beginning January 2026 staff will conduct quarterly check ins to ensure the strategy is working and the message is getting out. Make adjustments to the plan as needed thereafter.

Goal 3: Currently we do a phenomenal job programming for one patron demographic (preschool through 2nd grade) with gaps in services to other demographic areas. The goal is to implement new programming, both in house and outreach, within one year and evaluate its impact by comparing demographic data.

1. By March 2025 staff will compile a list of possible patron demographics in which to provide programming.
2. Targeted programming will begin by September 2025.

3. Beginning January 2026 staff will evaluate this goal quarterly to adjust needs as indicated by success of program attendance.

Evaluation of Plan

- Built into each goal/objectives, is a monthly or quarterly check in during a staff meeting. This ensures that all staff are working towards a satisfactory completion of the goal.
- The director, technical services librarian and youth services librarian will reflect on progress made monthly. They will report back to staff and celebrate progress made during staff meetings.
- Additionally, the director will include updates to the library board no less than quarterly.



Lied Scottsbluff Public Library Report to the Library Board September 17, 2025

The Adult Reading Program began Sept. 3 and has gotten off to a great start. We had 92 patrons sign up for it in the first two days. The first Colorful Event was Monday, Sept. 8. Twenty-eight people made pumpkin wall hangings. The next event is September 15 - patrons will learn about sourdough with guest speaker Bobbi Kuhlman. Sponsors this year include Team Auto Center, Riverstone Bank, Friends of the Lied Scottsbluff Public Library, Scottsbluff Public Library Foundation, Scottsbluff National Monument (National Park Service), Tamarak's Wellness Center, Bobbi Kuhlman, and Target.

Other adult programs are also going well. A Bare Minimum book club has seen an increase in participants, and the monthly writing group has developed a core group who come every month. The Creative Aging for the Arts program will begin again on September 26 and it is almost full. Dungeons and Dragons has had a request to meet twice a month rather than just once, although that group remains small. Participation for A Novel Idea book club and Fiber Arts club remain strong and we have added another volunteer-run activity, Bunco, that meets every third Saturday.

Storytime and our Tuesday after-school programs have resumed. Storytime had 99 participants in its first full week. Liz and Ashlyn are working their way through the alphabet with a different letter featured every week. Youth Services has also partnered with several local groups. Over the summer, Liz and Ashlyn helped out with the Empowering Families summer camp and this fall they have hosted a Sixpence family enrichment and a tour with Headstart. They are also visiting the Generations Daycare for Storytime each week. This spring, we will also host the Bear Cubs preschool families.



Pumpkin wall hanging craft for ARP



Empowering Families Summer Camp



LEGO Club

As part of our Community Response Plan, we will be developing overall programming goals and a program proposal form to ensure that library programs stay aligned with our mission and goals.

In addition to some fun displays for ARP and Get a Library Card month, we've had several displays from patrons and other groups. Safe Streets for All has an informational display, DAR has a display for Constitution Day (Sept. 17) and local artist Sandra Strey has loaned the library a painting to commemorate 9/11. These displays will be up for the rest of the month.

Respectfully submitted, Elaine Bleisch



Lied Scottsbluff Public Library

Monthly Statistical Summary

August 2025

August 2025	Year To Date 2025	August 2024	Year to Date 2024
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August 2025	Year To Date 2025	August 2024	Year to Date 2024
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Circulation									
Adult Fiction	1252	17093	1501	15711	Books & Buddies	11	220	31	227
Adult Nonfiction	313	3719	382	3591	Playaways	38	627	48	706
Children's Fiction	1215	34061	1663	35457	Videos	141	2564	434	3968
Children's Non-Fiction	207	6371	290	6601	CD's	57	778	145	1156
Paperbacks	80	1970	109	2791	Mags, ILL, GovtDocs, etc.	164	1561	146	1882
Puzzles/Games	30	598	18	284					
Total Circulation	3508	69562	4767	72374					

Children's Programs (0-5)									
In Person Sessions	0	87	0	58	Microfilm uses	22	80	0	133
Attendance	0	2200	0	3032	Self-check Transactions	487	9780	474	7150
Offsite Sessions	0	28	0	1	Non Self-check Transactions	2994	60164	4268	64657
Attendance	0	479	0	18					
Virtual Sessions	0	0	0	0					
Attendance	0	0	0	0					

Children's Programs (6-11)									
In Person Sessions	1	42	0	28	Overdrive Circulation	3,734	39,736	3348	37853
Attendance	2	548	0	705	Chiltons searches	19	258	27	312
Offsite Sessions	0	30	3	34	Mango uses	6	110	50	152
Attendance	0	2081	976	2878					
Virtual Sessions	0	0	0	0					
Attendance	0	0	0	0					

Young Adult Programs (12-18)				
In Person Sessions	2	16	0	23
Attendance	23	188	0	230
Offsite Sessions	0	0	1	1
Attendance	0	0	10	10
Virtual Sessions	0	0	0	0
Attendance	0	0	0	0

Adult Programs (19+)				
In Person Sessions	3	52	3	34
Attendance	32	556	24	689
Offsite Sessions	0	2	0	2
Attendance	0	14	0	84
Virtual Sessions	0	0	0	1
Attendance	0	0	0	3

General Interest (family)				
In Person Sessions	3	61	4	69
Attendance	20	2648	44	2184
Offsite Sessions	1	20	1	13
Attendance	590	2570	847	2601
Virtual Sessions	0	0	0	0
Attendance	0	0	0	0

Recorded Programs	0	0	0	1
One-to-one Programs	1	11	1	45
Self-Directed Programs	4	54	4	89
# of participants	106	1276	67	4360



Lied Scottsbluff Public Library

Monthly Statistical Summary

August 2025

August 2025	Year To Date 2025	August 2024	Year to Date 2024
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August 2025	Year To Date 2025	August 2024	Year to Date 2024
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Patron Visits	5303	67856	5266	65906
Reference Questions Answered	992	11615	1393	19479
Notary count	43	442	49	529
Cash Receipts	\$817.56	\$9,137.48	\$925.30	\$9,354.58
Internet: # of hours	630	6886	605	5662
Internet: # of sessions	910	8937	864	9090
Interlibrary Loans (OCLC)				
Borrows	43	526	52	529
Loans	23	217	19	221
Total	66	743	71	750

Room Uses				
Meeting room	3	51	2	39
Meeting room attend	61	901	87	894
Study/Heritage uses	69	716	46	690

# of Items Cataloged	N/A	N/A	N/A	N/A
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Summer Reading #'s(Children)				
Summer Reading #'s (Teen)				
Fall Reading #'s (Adult)				

New Cards Issued	N/A	N/A	N/A	N/A
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Borrower Cardholders (Current count)			
Scottsbluff Residents	20160		19896
Non-Residents	12102		11991
Adult	28352		26959
Young Adult	4275		4487
Children	1542		1584
Total # Registered Borrowers	34169		33030

MakerHub				
Certification	7	42	6	51
Training Hours	10	59.5	7	80.75
Appointments	27	349	31	321
Usage hours	85.5	910.25	63.75	828.75