



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

**Regular Meeting
October 15, 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 September 2025 meeting.
6. **Petitions, communications, public input, and correspondence**
7. **Old Business**
 - a) Update on Community Response Plan Goals
 - b) Library Board Opening
8. **New Business**
 - a) Introduce our new library tech, Faith (Chris) Reisig
9. **Regular reports, recommendations from the Library Director and committee reports:**
 - a) Monthly Board Report
 - b) Monthly Statistics for September 2025
10. **Adjournment**



Lied Scottsbluff Public Library Board
Regular Meeting – 4:30pm
September 17, 2025
Agenda

- 1) The meeting was called to order at 4:30. Present were Vicky Quezada, Anne Radford, Beth Merrigan, and Jessica Dutton as well as guests Elaine Bleisch, Liz Perez, Micheal Wright, and Dawn Tallmon. Absent was Justin McMillen.
- 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.)**
- 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.)**
- 5) **Minutes**
 - a) Beth moved and Vicky seconded that the minutes from May 2025 be approved. All voted yes. and Jessica moved and Vicky seconded that the minutes from August 2025 be approved. All voted yes.
- 6) **Petitions, communications, public input, and correspondence**
 - a) Board member reports (Optional and informational only) - None
- 7) **Old Business - None**
- 8) **New Business**
 - a) **Staff update** – Elaine introduced Michael Wright as the library’s new cataloger, which is above an assistant but not a supervisory position. Michael has worked at the library for nine years but has moved into this newly created position. She also introduced Dawn Tallmon, who has worked as a part-time tech for almost five years but is now a full-time assistant working in Technical Services. Micheal and Dawn explained what they do.
 - b) **Library Board Opening** – Two terms are up in September, Vicky and Jessica. Vicky has said she will stay on the board but Jessica is stepping down. The board was asked for suggestions for potential board members; they requested clarification from the City manager on how the process works with the board recommending new board members.
 - c) **New ILS** – Elaine made a presentation on Apollo, the proposed new Integrated Library System. This will replace the current online catalog as well as the “back end” that staff uses. Elaine showed the board the trial version of Apollo and explained the advantages: patrons will be able to update their contact information online, the catalog will be easier to search, the library will be able to text due date warnings, overdue notices, and hold notices to patrons through the new system. It will make cataloging easier and is easier for new staff to learn. The proposed change will go to City Council on Oct. 6 with a tentative switch over date of Oct. 28. The library will be closed Oct. 29 for Clifton Strengths training, so staff will also have the chance to make sure data migrated correctly. Vicky motioned to recommend leaving the OneLibrary Consortium and switching to Apollo to the city council; Beth seconded. Voting yes: Vicky, Beth, Jessica, Anne. Voting no: none.
 - d) **Update on Community Response Plan Goals** – due to time, this was tabled until the October meeting.

9) Regular reports, recommendations from the Library Director and committee reports:

- a) Monthly Library Report was presented. Elaine, Liz, and Jill will be attending NLA Oct. 21-23.
- b) Library statistics and activities, August 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

10) The meeting was adjourned at 5:33. The next board meeting is Wednesday, October 15 at 4:30 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

October 15, 2025

Director's Report:

October has been a busy month, with several teen events, adult reading, and the Friends of the Library book sale! The book sale was a big success – in addition to raising money for library programs, the Friends added new members and gained some additional volunteers. A huge thank you to the Friends, the Hampton Inn, the City of Scottsbluff, and all our volunteers for a great fundraiser. And of course we are grateful to everyone who buys books. This is an event that community members look forward to every year.

I attended a workshop on the annual library survey from the Nebraska Library Commission on September 24. I will be working to complete the survey in the next month. It was scheduled to open November 3, but that may be delayed due to the unexpected closure of Baker & Taylor, which owns the platform used to collect the survey data (Bibliostat Collect). This survey collects data for the state and the Federal government.

Adult Services and Circulation Desk

The Fall Adult Reading Program is ending October 10th. Coffee and Coloring with a Librarian was held on Friday, September 9th. 22 patrons stopped in and spent some time with us. Monday, September 22nd and Friday, September 26th, we held sessions of Tai Chi with a total of 20 participants. Our off-site event at the Scottsbluff National Monument was cancelled due to the government shutdown. October 10th will be the wrap up party for the adult reading program.



Creative Aging Arts Program “Sketchbook Adventures” began September 25th and will meet every Thursday afternoon through November 13th. This is our third CAAP grant and again we filled the required 10 participants per class and had a waiting list.



- The Bare Minimum Book Club -6 in attendance.
- Novel Idea Book Club - 12 in attendance.
- Writer's Group - 7 in attendance.
- The Fiber Arts Club - 7 in attendance.
- Dungeons and Dragons - 5 in attendance.

Youth Services Monthly Report

The past month, Youth Services has stayed busy with programming. Our Monday afternoon and Thursday evening storytime sessions have been gaining in popularity and we have been very excited about that! This week, we have taken a break from our alphabet schedule for a special Fire Prevention Week storytime with the Scottsbluff Fire Department. Children get to see firefighters with all of their gear up close, parents and children can ask questions, and at the end we all get to see the fire truck! It is a storytime theme that children (and their grownups!) look forward to every year.



On September 25, Ashlyn and I had the opportunity to do an offsite LEGO Club at the Empowering Families Multiculture Youth Leadership Conference at the Gering Civic Center. We brought LEGO and challenge cards for 100 area middle schoolers.



This month we welcomed Chris Reisig as a library tech in Youth Services. She will primarily be stationed at the circle desk in the children's library and will help us with children's and teen events.



Lied Scottsbluff Public Library

Monthly Statistical Summary

October 2024

October 2024	Year To Date 2025	October 2023	Year to Date 2024
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October 2024	Year To Date 2025	October 2023	Year to Date 2024
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Circulation									
Adult Fiction	1309	1309	1384	1384	Books & Buddies	28	28	14	14
Adult Nonfiction	335	335	340	340	Playaways	62	62	54	54
Children's Fiction	1873	1873	1885	1885	Videos	281	281	307	307
Children's Non-Fiction	283	283	309	309	CD's	105	105	133	133
Paperbacks	77	77	413	413	Mags, ILL, GovtDocs, etc.	165	165	157	157
Puzzles/Games	18	18	25	25					
Total Circulation	4536	4536	5021	5021					
Children's Programs (0-5)									
In Person Sessions	12	12	8	8	Microfilm uses	12	12	5	5
Attendance	328	328	631	631	Self-check Transactions	417	417	27	27
Offsite Sessions	3	3	0	0	Non Self-check Transactions	4067	4067	4938	4938
Attendance	32	32	0	0					
Virtual Sessions	0	0	0	0					
Attendance	0	0	0	0					
Children's Programs (6-11)									
In Person Sessions	6	6	4	4	Overdrive Circulation	3375	3375	3461	3461
Attendance	77	77	162	162	Chiltons searches	24	24	9	9
Offsite Sessions	0	0	0	0	Mango uses	23	23	6	6
Attendance	0	0	0	0					
Virtual Sessions	0	0	0	0					
Attendance	0	0	0	0					
Young Adult Programs (12-18)									
In Person Sessions	2	2	2	2					
Attendance	34	34	15	15					
Offsite Sessions	0	0	0	0					
Attendance	0	0	0	0					
Virtual Sessions	0	0	0	0					
Attendance	0	0	0	0					
Adult Programs (19+)									
In Person Sessions	8	8	6	6					
Attendance	111	111	370	370					
Offsite Sessions	1	1	1	1					
Attendance	7	7	20	20					
Virtual Sessions	0	0	1	1					
Attendance	0	0	3	3					
General Interest (family)									
In Person Sessions	8	8	6	6					
Attendance	173	173	127	127					
Offsite Sessions	12	12	3	3					
Attendance	571	571	463	463					
Virtual Sessions	0	0	0	0					
Attendance	0	0	0	0					
Recorded Programs	0	0	0	0					
One-to-one Programs	1	1	5	5					
Self-Directed Programs	5	5	13	13					
# of participants	112	112	657	657					



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Monthly Statistical Summary

October 2024

October 2024	Year To Date 2025	October 2023	Year to Date 2024
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October 2024	Year To Date 2025	October 2023	Year to Date 2024
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Patron Visits	6533	6533	6063	6063
Reference Questions Answered	1570	1570	1969	1969
Notary count	39	39	25	25
Cash Receipts	\$689.02	\$689.02	\$526.75	\$526.75
Internet: # of hours	634	634	424	424
Internet: # of sessions	991	991	787	787
Interlibrary Loans (OCLC)				
Borrows	52	52	44	44
Loans	26	26	12	12
Total	78	78	56	56

Room Uses				
Meeting room	6	6	5	5
Meeting room attend	209	209	47	47
Study/Heritage uses	88	88	60	60

# 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)	153	153		

New Cards Issued	N/A	N/A	N/A	N/A
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Borrower Cardholders (Current count)			
Scottsbluff Residents	19934		19621
Non-Residents	11999		11854
Adult	27158		25868
Young Adult	4474		4592
Children	1550		1612
Total # Registered Borrowers	33182		32072

MakerHub				
Certification	1	1	1	1
Training Hours	2	2	1	1
Appointments	43	43	17	17
Usage hours	84	84	52	52