

## MEETING OF THE LIBRARY ADVISORY BOARD CITY OF LA VISTA

### MINUTES OF MEETING May 8, 2025

Members Present:      Rose Barcal                      Regina Belik                      Cindi Hearn  
   Huyen-Yen Hoang

Members Absent:      Connie Novacek                      Carol Westlund

#### Agenda Item #1: Call to Order

The meeting was called to order at 6:06 p.m.

#### Agenda Item #2: Announcement of Location of Posted Open Meetings Act

An announcement was made of the location of the posted copy of the Open Meetings Act for public reference.

#### Agenda Item #3: Introductions

There were no introductions.

#### Agenda Item #4: Approval of Minutes of March 13, 2025 Meeting

It was moved by Hoang and seconded by Hearn that the March 13, 2025 minutes be accepted as presented. Board members voting aye: Belik, Hearn, and Hoang. Nays: none. Abstain: none. Absent: Novacek and Westlund. Motion carried.

#### Agenda Item #5: Library Director's Report

- a. Programs: Monthly reports were distributed. GED Graduation is June 14<sup>th</sup> at 2 p.m. at the Library. Mayor Kindig will be giving the commencement speech.
- b. Employee update: Work anniversaries for March through May: Ashley Wernhoff with 6 years; Deb Reddy with 2 years; Jeremy Vezner with 11 years; Stacey Cody with 26 years; Cedate Schultz with 7 years; Jodi Norton with 17 years; Diane Chapin with 2 years; Rachel Bachman with 3 years; Stacy Bragg with 18 years for a total of 92 years of service. (Grand total of 233 for 2025.)
- c. Library Meetings: During the April 15<sup>th</sup> City Council meeting, Barcal reported the Nebraska Library Commission has suspended the lender compensation program. Last year, the library experienced a \$595 credit for databases from this program. Recently, the library was notified by a library vendor of an increase in supplies due to the possible tariffs (an estimate of an 145% increase). In January, the library experienced a decrease in discounts based on library format from the book jobber. In the last year and half, shipping costs were implemented. Individually, the impacts are minimal. As a total, they impact the library budget. Barcal will continue to monitor these and any additional impacts. Barcal met with other Sarpy Public Library directors at Bellevue's new public library. A fall, joint event was discussed for 2025.
- d. General Library Information: The city held a volunteer recognition event in April for the 2024 city volunteers which includes library board members. Thank you to all the board members for the time they give to the city and to the library. The library received the American Red Cross Certificate of Recognition. 1,016 units of blood were collected at the library in 2024.

Agenda Item #6: Circulation Report

Barcal distributed monthly circulation reports for March. There has been an update to the total circulation numbers for November through February due to inaccurate e-book numbers supplied by the vendor. The numbers have been corrected and this report reflects the 2024 updates.

Agenda Item #7: Business

- a. Area Memberships for Library Patrons. On Monday, April 21<sup>st</sup>, Jean Hurst worked with the Bellevue Public Library to finalize the software for La Vista's memberships. The online access is now available for La Vista library users.
- b. Policy Review: Laser System General Use. The one edit was made to the Agreement Form with the addition of the phrase "Policy, am stating that I am responsible for using this"...in the last paragraph. The policy was discussed. It was determined that there were no edits or changes to the made to the policy at this time.
- c. Nebraska Library Association: Library Board Memberships. Barcal distributed membership forms for the Nebraska Library Association for the Board members.
- d. Inventory 2025. The initial report for the 2025 inventory was distributed.
- e. Continuing Education Activities: (9.5 hours completed/need 10.5).
  - i. Webinar. The webinar entitled NCompass Live: Nebraska Open Meetings Act 2025 Overview and Update was viewed for fifteen minutes.
  - ii. Discussion was held. Per the Nebraska Library Commission, continuing education credits will be applied when the viewing of this session is complete. The Board's continuing education requirements which are due September 2027.

Agenda Item #9: Comments from the Floor

There were no comments from the floor.

Agenda Item #10: Comments from the Board

There were no comments from the board.

There was a motion by Hoang and second by Belik to adjourn the meeting at 6:41 p.m.

The next meeting is scheduled for July 10<sup>th</sup>, 2025 at 6:00 p.m. in conference room #142 at the La Vista Public Library.

La Vista Public Library  
Laser System General Use Policy  
Issued May 12, 2022  
Reviewed May 8, 2025

#### Purpose

The La Vista Public Library owns a Universal Laser System for use by staff and the general public who have been trained on the Laser System. The Laser System's use will be prioritized for library programming, but members of the public can set up a time to cut their own projects when it is not being used by the library. Before being permitted to use the Laser System on their own, users must undergo training and meet general safety guidelines as well as fill out the "Laser System Usage Agreement" form.

#### Liability

Makers (and their guardians when applicable) will sign a "Laser System Usage Agreement" form prior to using Laser System equipment that promises to follow these rules hereof.

The library is not responsible for any liability, damages or expense resulting from use or misuse of the Laser System.

The library is not responsible for any liability, damages or expenses of personal property resulting from using them with the Laser System, the accompanying computer, or its software.

#### General Rules

Makers must be at least 16 years old to use the Laser System unsupervised.

A member of the library staff must be available for supervision.

Makers are required to watch the general safety training video on Niche Academy as well as complete in-person training before using the machine. The "Laser System Usage Agreement" form must be completed and on file with the library.

All in-person programs with the Laser System will cover required training as part of the program.

The library will post the hours that the Laser System will be available; these are subject to change.

Makers must call at least 30 minutes ahead to set up a time to use the Laser System, but it is recommended they set up a time several days in advance to assure availability.

The Laser System will be unavailable for makers the hour before the library closes.

Users already using the equipment must finish their project a half hour before the library closes.

#### Materials and Fees

- Using the Laser System is free, however any consumables purchased from the library will have a fee.
- There will be no refunds. Makers are charged even if the project is unsuccessful.
- Prices of library consumables are available at the circulation desk.
- Some exceptions may be made for teen and children's programs where makers may be given an allocated amount of consumables they can use.
- Makers may bring in their own consumables to use with the machine. All consumables brought in by makers must be preapproved by staff.

#### Equipment Use

- No drinks, gum, or food is allowed near the Laser System equipment.
- The La Vista Public Library reserves the right to refuse service to patrons who abuse equipment or who violate any of the equipment usage policies.
- Makers will reimburse the La Vista Public Library for the cost of repairing or replacing the Laser System and/or its accessories if they are found to have been damaged from misuse.
- If the Laser System or its computer software is experiencing problems the maker agrees to report the problem to a librarian immediately to prevent further damage to the machine.