

**Sergeant Bluff Public Library Board Meeting**  
**Wednesday, November 15, 2023, 5:30 pm**  
**SBPL, 503 4<sup>th</sup> St. Sergeant Bluff, IA 51054**

**Board of Trustees:**

Michael Aguirre (President)	[ ] – term exp. June 2029
Jenni McCrory (Vice-President)	[ ] – term exp. June 2027
Jane Schaar (Secretary)	[ ] – term exp. June 2025
Deb Collins	[ ] – term exp. June 2027
Shannon Maier	[ ] – term exp. June 2029
Garry Clark	[ ] – term exp. June 2025
Shari Zenor Kiple	[ ] – term exp. June 2025
Mary Torgerson (Library Director)	[ ]
Carol Clark, City Council Advisor	[ ]
Andrea Johnson, City Council Advisor	[ ]

**AGENDA:**

1. Call to Order
2. Minutes Approval from **10/18/2023**
  - a. **Minutes are available on our website**
3. Agenda Approval
4. Bill Approval
5. Treasurer's Report
6. Public Comment
  
7. Librarian's Report for October
  - a. Door Count: 776
    - i. *Last month =552*
  - b. Patrons added- October]-28
    - i. *Last Month= 18*
  - c. Adult Books: 183
  - d. Children/Teen Books: 227
  - e. DVDs: 30
  - f. Bridges
    - i. audio books: 196
    - ii. eBooks: 152
    - iii. Magazines: 12

- g. WhoFi Internet
  - i. Total monthly usage 202 sessions
  - ii. *Last Month – 154 sessions*
  
  - iii. Unique visitors 60
    - 1. *Last Month = 46*

## **UNFINISHED BUSINESS**

1. **Policy Review**
  - a. **Collection ( held over to January Meeting)**
  - b. **Computer and Internet Use**
  - c. **Weeding**
2. **Texas Roadhouse fundraiser**

## **New Business**

1. **Directors Evaluation**
2. **24-25 Budget Proposal**
3. **Fundraising**
4. **Annual Report 22-23**

## **Other Business**

**NEXT MEETING(s):** Regular Board Meeting – Wed, January 17, 2024 @ 5:30 pm CDT

**All Library meetings are open to the public.**

Minutes are posted on the website at: <https://www.sergeantbluff.lib.ia.us/about/library-board>

## Bills Paid for October 2023

Invoice #	Vendor	Code	Total
013	Mid-Step Cleaning	6409	\$195.00
046	Mid-Step Cleaning	6409	\$325.00
112737324	Cricut-(subscription)	6507	\$128.27
20762768	Simply Stamps-(Notary)	6210	\$75.00
20762768	Simply Stamps	6599	\$20.74
11300138600317821	Amazon		\$270.84
	Miscellaneous—6599	---\$36.36---	(items for telescope)
	Office Material—6506	---\$81.47---	(batteries, laminating pouches)
	Books-----6511	-\$47.24---	(2 books)
	DVDs-----6513	---\$86.80---	(5 dvds)
	Programming----6514	---\$18.97---	(googly eyes, glue dots)
2037891163	B & T (books)	6511	\$273.67
2037914315	B & T ( books)	6511	\$33.07
0730032-01-001-5	Long Lines (fax)	6373	\$62.08
31598	Triview (fax)	6373	\$85.00
<b>Total</b>			<b>1468.67</b>

CITY OF SERGEANT BLUFF  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
001-410-6010 SALARIES-REG FT	3,230.76	12,923.05	.00	( 12,923.05)	.0
001-410-6020 SALARIES-REG PT	840.00	3,382.50	43,321.80	39,939.30	7.8
001-410-6021 SALARY-PT LIB COORD/CITY LIB	.00	.00	15,600.00	15,600.00	.0
001-410-6110 FICA-CITY CONTRIBUTION	301.44	1,207.49	4,507.52	3,300.03	26.8
001-410-6130 IPERS-CITY CONTRIBUTION	384.28	1,539.24	5,562.22	4,022.98	27.7
001-410-6150 GROUP INSURANCE	1,092.58	4,370.32	15,000.00	10,629.68	29.1
001-410-6170 UNEMPLOYMENT	28.78	76.88	200.00	123.12	38.4
001-410-6210 ASSOCIATION DUES	.00	.00	75.00	75.00	.0
001-410-6215 SUMMER READING	.00	25.98	400.00	374.02	6.5
001-410-6373 TELECOMM EXP/CITY LIB	56.56	231.49	825.00	593.51	28.1
001-410-6409 JANITORIAL EXPENSE	260.00	520.00	.00	( 520.00)	.0
001-410-6419 TECH SVCS & SUPP/CITY LIB	449.00	2,542.15	5,100.00	2,557.85	49.9
001-410-6502 LIBRARY MATERIALS	.00	490.05	500.00	9.95	98.0
001-410-6506 OFFICE SUPPLIES-CITY LIBRARY	25.07	202.93	550.00	347.07	36.9
001-410-6507 OPERATING SUPPLIES/CITY LIBR	161.16	232.89	750.00	517.11	31.1
001-410-6511 BOOKS/CITY LIB	458.03	1,865.50	4,500.00	2,634.50	41.5
001-410-6512 MAGAZINES-NEWSPAPER/CITY LIB	.00	.00	50.00	50.00	.0
001-410-6513 VIDEO-DVDS/CITY LIB	62.10	279.31	750.00	470.69	37.2
001-410-6514 PROGRAMMING EXPENSE	.00	157.15	800.00	642.85	19.6
001-410-6599 MISCELLANEOUS EXPENSE	.00	16.99	200.00	183.01	8.5
TOTAL LIBRARY	<u>7,349.76</u>	<u>30,063.92</u>	<u>98,691.54</u>	<u>68,627.62</u>	<u>30.5</u>
TOTAL FUND EXPENDITURES	<u>7,349.76</u>	<u>30,063.92</u>	<u>98,691.54</u>	<u>68,627.62</u>	<u>30.5</u>
NET REVENUE OVER EXPENDITURES	<u>( 6,494.31)</u>	<u>( 27,712.62)</u>	<u>( 93,691.54)</u>	<u>( 65,978.92)</u>	<u>( 29.6)</u>

CITY OF SERGEANT BLUFF  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LIBRARY</u>					
001-410-4705 CITY LIBRARY DONATIONS	855.45	855.45	5,000.00	4,144.55	17.1
001-410-4723 PROGRAM REVENUE	.00	1,300.00	.00	( 1,300.00)	.0
001-410-4799 MISCELLANEOUS REVENUE-CITY LIB	.00	195.85	.00	( 195.85)	.0
<b>TOTAL LIBRARY</b>	<b>855.45</b>	<b>2,351.30</b>	<b>5,000.00</b>	<b>2,648.70</b>	<b>47.0</b>
<b>TOTAL FUND REVENUE</b>	<b>855.45</b>	<b>2,351.30</b>	<b>5,000.00</b>	<b>2,648.70</b>	<b>47.0</b>

## **Library Board of Trustees Calendar**

National Library weeks/days, and monthly agenda items

### **January**

Policy Review - 1 Policy  
Programming Review for Q2 of Current Year  
Librarian Recertification Applications - Due Jan 31  
SBPL Annual Budget Presentation to City - Next Fiscal Year (FY) to City

### **February**

Policy Review - 1 Policy  
Library Accreditation Application Deadline - Feb 28  
Programming Updates/Changes for Q2 of Current Year

### **March**

Policy Review - 1 Policy  
BRIDGES Letters of Agreement - Due in April

### **April**

Policy Review - 1 Policy  
Review SBPL Bylaws & Update if needed  
Review of Trustee Terms Expiring End of June (begin recruitment for new trustees)  
National Days/weeks

- D.E.A.R. Day - Drop Everything and Read Day - April 12
- National Library Week
- National Library Workers Day
- National Library Outreach Day
- Take Action for Libraries Day
- National Money Smart Week

Enrich Iowa Letters of Agreement Due April 29 (30th at 12:00AM)  
Programming Review for Q3 of Current Year  
Final SBPL Budget - Next Fiscal Year (starting in July) Approved by City of Sergeant Bluff.

### **May**

Policy Review - 1 Policy  
National Days/Weeks

- Children's Book Week
- National Choose Privacy Week

Programming Updates/Changes for Q3 of Current Year  
Library Director to complete staff performance review(s) & merit recommendations  
Library Board to complete director performance review & merit recommendations

## June

Policy Review - 1 Policy

SBPL Staff Performance Evaluations (within approved budget; effective in July)

- Library Director to present Staff Performance Review & Merit Recommendations
- Library Director Performance Review & Merit Recommendations

Summer Reading program Starts

Iowa State Direct State Aid Funds Expended by June 30

Enrich Iowa Reports for FY'21 - Due July 31

## July

No SBPL Board Meeting unless Special Meeting Needed

New Fiscal Year Budget Begins (FY = July 1 - June 30)

## August

Policy Review - 1 Policy

Election of Officers - President, Vice President, Secretary, and Committees

## September

Policy Review - 1 Policy

National Days/Weeks

- Library Card Sign-up Month
- Banned Books Week
- Banned Website Awareness Day

## October

Policy Review - 1 Policy

Library Director Begins Annual Budget Development for next Fiscal Year (FY) (@Aug-Oct)

Iowa State Library Annual Survey - Due Oct 31

## November

Policy Review - 1 Policy

Library Director Presents Annual Budget to Board for next FY (present to City in January)

National Days/Weeks

- National Children's Book Week

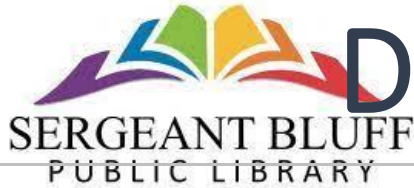
Programming Review/Approval for Q1 of Next Year (Jan-Mar)

Continuing Education (CE) Credit Hours submission for Certification - Due Dec 31

Library Board to complete director performance evaluation & merit recommendations

## December

No SBPL Board Meeting unless Special Meeting Needed



# December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Club 55 Little Lambs – 10:30am	2 Marvel Multiverse Role Playing
3 Winterfest at Parks & Rec – 3pm-6pm	4	5 Building Blocks 9am Preschool-	6 Floyd House	7 Bluff's Little Thinkers- 10:15 at the	8	9 Christmas Story Time/Craft 1pm -2pm
10	11 Pioneer Rehab	12 Building Blocks 9am Preschool-	13	14 Christmas Book folding craft- 5:30pm	15	16 Dungeons and Dragons12:30pm
17	18	19 Building Blocks 9am Preschool-	20 Library Board Mtg- 5:30pm	21 Bluff's Little Thinkers- 10:15 at the	22 Build a Ginger- bread friend 1pm-2pm	23 <b>CLOSED</b>
24	25 <b>CLOSED</b>	26 Building Blocks 9am Adult Book	27	28 Teddy Bear Sleep Over- drop off by	29 Teddy Bear Sleep Over- pick up by	30 MS Book Club noon
31						

## EVENTS

Sergeant Bluff Public  
Library  
503 4<sup>th</sup> Street  
Sergeant Bluff, IA  
51054  
(712) 943-READ  
(7323)

Children  
Teen/YA  
Adult



# January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 CLOSED	2 Building Blocks 9am Preschool-	3	4 Bluff's Little Thinkers- 10:15 at the	5 Club 55 Little Lambs – 10:30am	6 Marvel Multiverse Role Playing
7	8 Pioneer Rehab	9 Building Blocks 9am Preschool-	10 Floyd House	11 Adult Craft	12 NO SCHOOL Kids Craft Day 10am-noon	13 Winter Story Time/Craft 1pm -2pm
14	15	16 Building Blocks 9am Preschool-	17 Library Board Mtg- 5:30pm	18 Bluff's Little Thinkers- 10:15 at the	19	20 Dungeons and Dragons12:30pm
21	22	23 Building Blocks 9am Preschool- 1pm at the school	24	25 Adult Program	26	27 MS Book Club Noon Film Club 12:30pm
28 Sergeant Bluff Public Library 503 4 <sup>th</sup> Street Sergeant Bluff, IA 51054 (712) 943- READ (7323)	29 Book Club 7pm	30 Building Blocks 9am Preschool- 1pm at the school	31			Children Teen/YA Adult

# February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Club 55	Bluff's Little Thinkers- 10:15 at the	Little Lambs – 10:30am	Marvel Multiverse Role Playing
4	5	Building Blocks 9am Preschool-	Floyd House	8	9	Valentine Story Time/Craft 1pm -2pm
11	Pioneer Valley Rehab	Building Blocks 9am Preschool-	14	Bluff's Little Thinkers- 10:15 at the	16	Dungeons and Dragons 12:30pm
18	NO School Day activity	Building Blocks 9am Preschool-	21	Adult Program	23	MS Book Club Noon Film Club
25	Book Club 7pm	Building Blocks 9am Preschool-	28	Bluff's Little Thinkers- 10:15 at the	29	

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Children  
Teen/YA  
Adult

# March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
StoryWalk			Club 55		1 Little Lambs- 10:30am	2 Marvel Multiverse Role Playing
3	4	5 Building Blocks 9am School Story	6 Floyd House	7	8	9 Story Time/Craft 1pm -2pm
10	11 Pioneer Valley Rehab	12 Building Blocks 9am School Story	13	14 Bluffs' Little Thinkers-10:15 at the library	15	16 Dungeons and Dragons12:30pm
17	18	19 Building Blocks 9am School Story	20	21 Adult program	22	23 Flim Club 12:30pm-3pm
24	25 No School /Spring Break Book Club	26 No School /Spring Break	27 No School /Spring Break	28 Bluffs' Little Thinkers-10:15 at the library	29 No School /Spring Break	30 MS Book Club- 1pm
31						

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Children  
 Teen/YA  
 Adult