Sergeant Bluff Public Library Board Meeting
Wednesday December 17, 2025, 5:30 pm
SBPL, 503 4th St. Sergeant Bluff, IA 51054

Board of Trustees:

Michael Aguirre (President)	[ ] – term exp. June 2029
Shannon Maier (Vice Pres.)	[ ] – term exp. June 2029
Jane Schaar (Secretary)	[ ] – term exp. June 2031
Alisha Elder	[ ] – term exp. June 2031
Deb Collins	[ ] – term exp. June 2027
Lisa Lauters	[ ] – term exp. June 2027
Shari Zenor Kiple	[ ] – term exp. June 2031
Mary Torgerson (Library Director)	[ ]

AGENDA:

1. Call to Order
2. Minutes Approval from **11/19/2025**
    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 November
    a. November Door Count:-724
    b. *Last month* October - 825
    c. *Last year* – November 2024- 791
    d. *2 years ago* - November 2023-585

    e. Patrons added- November -13 (total card holders-2332)
    f. Adult Books: November- 121 November 2024-116
    g. Children/Teen Books: November - 171 November 2024-177
    h. DVDs: November – 19 November 2024-19
    i. Miscellaneous November - 7 November 2024- 2
    j. Bridges

k. audio books: November - 301 November 2024-265

l. eBooks: November - 200 November 2024-127

i. magazines November - 9 November 2024-8

m. WhoFi Internet

i. Total monthly usage- November 255 visits / 592 hours, 39 minutes

ii. *Last Month* –- October-358 visits/ 703 hours, 35 minutes

iii. Unique visitors – November - 82

iv. *Last Month* – October -94

n. Programs

1. *Children-17 (260)*
2. *Adult – 5 (28)*
3. *Total- August-22 (288)*

UNFINISHED BUSINESS

1. Policy Review – Financial Card Policy/ Work in progress

2. Director Evaluation & Merit Recommendation

3. MHRD Grant update

3. December continuing education - Why Everyone Stopped Reading?

https://youtu.be/A3wJcF0t0bQ?si=zeSKe-1j5-7Mce-o

NEW BUSINESS

4. Upcoming events

Other Business

NEXT MEETING(s): Regular Board Meeting- Wed January 21, 2026 @ 5:30 pm

Library Board of Trustees Calendar

National Library weeks/days, and monthly agenda items

January

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

March

Policy Review – Circulation Policy
BRIDGES Letters of Agreement - Due in April

April

Policy Review – Confidentiality 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 – Emergency 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 – Computer & Internet
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

Short Meeting to sign bills
New Fiscal Year Budget Begins (FY = July 1 - June 30)

August

Policy Review – Meeting Room Policy
Election of Officers - President, Vice President, Secretary, and Committees

September

Policy Review – Gifts & Donations Policy
National Days/Weeks
• Library Card Sign-up Month
• Banned Books Week
• Banned Website Awareness Day

October

Policy Review – Financial Card Policy/ StoryWalk Fundraising 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 - none
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

Short meeting to sign bills

Bills Paid November 2025

Invoice #----------Vendor----------Code----------Total

5426327915----------Google Workplace----------6373(Tech)-----$44.94

14229----------MidStep Services (6409)----------$260.00

L4352642---------Baker & Taylor----------6511----------$39.99

1025----------The Siouxville Grinch----------6514----------$50.00

Brad Wilkening----------6514----------$200.00

2000138-00739485-----Walmart----------6514----------$96.25

114-6573033-2381802-----Amazon----------6511----------$44.00

114-1977747-8391431----- Amazon----------6511----------$6.29

114-0128182-1309848-------Amazon----------6513----------$17.95

114-2471489-2404245---------- Amazon----------$549.89

DVD's----------6513----------$8.99
Library Materials----------6502----------$236.73
Books----------6511----------$304.17

0730032-01----------LongLines (Fax)----------6373----------$38.94

6150----------Quality Appliance Repair----------6506----------$155.10

November Total----------$ 1453.35

CITY OF SERGEANT BLUFF
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	LIBRARY					
001-410-4310	RENTALS	.00	300.00	.00	(300.00)	.0
001-410-4705	CITY LIBRARY DONATIONS	575.00	3,574.64	5,000.00	1,425.36	71.5
001-410-4706	GRANTS	.00	5,000.00	.00	(5,000.00)	.0
001-410-4799	MISCELLANEOUS REVENUE-CITY LIB	160.00	2,191.05	.00	(2,191.05)	.0
	TOTAL LIBRARY	735.00	11,065.69	5,000.00	(6,065.69)	221.3
	TOTAL FUND REVENUE	735.00	11,065.69	5,000.00	(6,065.69)	221.3

CITY OF SERGEANT BLUFF
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LIBRARY					
001-410-6010	SALARIES-REG FT	1,730.40	20,789.70	45,855.52	25,065.82	45.3
001-410-6020	SALARIES-REG PT	388.80	5,510.10	.00	(5,510.10)	.0
001-410-6021	SALARY-PT LIB COORD/CITY LIB	.00	.00	15,600.00	15,600.00	.0
001-410-6110	FICA-CITY CONTRIBUTION	158.85	1,975.98	4,701.35	2,725.37	42.0
001-410-6130	IPERS-CITY CONTRIBUTION	200.05	2,482.68	5,801.40	3,318.72	42.8
001-410-6150	GROUP INSURANCE	352.79	3,880.69	12,264.83	8,384.14	31.6
001-410-6170	UNEMPLOYMENT	.00	18.67	200.00	181.33	9.3
001-410-6210	ASSOCIATION DUES	.00	.00	75.00	75.00	.0
001-410-6215	SUMMER READING	.00	288.62	1,400.00	1,111.38	20.6
001-410-6373	TELECOMM EXP/CITY LIB	62.12	461.90	825.00	363.10	56.0
001-410-6409	JANITORIAL EXPENSE	260.00	1,690.00	3,380.00	1,690.00	50.0
001-410-6419	TECH SVCS & SUPP/CITY LIB	.00	2,280.60	5,675.00	3,394.40	40.2
001-410-6502	LIBRARY MATERIALS	272.19	750.60	1,500.00	749.40	50.0
001-410-6506	OFFICE SUPPLIES-CITY LIBRARY	.00	167.47	1,000.00	832.53	16.8
001-410-6507	OPERATING SUPPLIES/CITY LIBR	.00	388.41	750.00	361.59	51.8
001-410-6511	BOOKS/CITY LIB	711.45	2,938.70	4,650.00	1,711.30	63.2
001-410-6512	MAGAZINES-NEWSPAPER/CITY LIB	.00	.00	50.00	50.00	.0
001-410-6513	VIDEO-DVDS/CITY LIB	111.71	260.65	750.00	489.35	34.8
001-410-6514	PROGRAMMING EXPENSE	50.00	725.32	1,500.00	774.68	48.4
001-410-6599	MISCELLANEOUS EXPENSE	.00	360.88	1,200.00	839.12	30.1
	TOTAL LIBRARY	4,298.36	44,970.97	107,178.10	62,207.13	42.0
	TOTAL FUND EXPENDITURES	4,298.36	44,970.97	107,178.10	62,207.13	42.0
	NET REVENUE OVER EXPENDITURES	(3,563.36)	(33,905.28)	(102,178.10)	(68,272.82)	(33.2)

Proposed Policy or Bylaw Addition
Sergeant Bluff Public Library Policy

CREDIT CARD (FINANCIAL CARD) USE

• The Library Director(s) shall be responsible for the purchases made with the Library credit card issued by the city of Sergeant Bluff and for overseeing compliance with this policy. The Library Director is responsible for the reconciliation of all financial card bills.

• Financial cards shall be used for the purchase of goods or services for the official business of the Sergeant Bluff Public Library

• The balance due shall be paid on or prior to the due date from the Library account after review by the Library Board.

• Unauthorized use of the Library financial card(s) by any representative and/or employee shall be cause for disciplinary action up to and including termination and or removal from the board. The representative / employee will be held responsible for the payment of any unauthorized purchases.

• Employees must surrender the Library financial card immediately upon termination, resignation or removal.

The Library Director is also responsible to the credit card guidelines instituted by the city of Sergeant Bluff as follows….

CITY CREDIT CARD PURCHASES

Purchases made and charged to the City's credit card should be infrequent and used primarily for travel related expenses and certain internet purchases. Normal purchasing procedures should apply when using the City's credit card. The credit card is simply a payment method. Under no circumstances shall the City's credit card be used for personal purchases, even to be reimbursed later by the employee.

The Credit cards will only be used for the following purposes unless otherwise approved by the City Council:

1. Purchases requiring immediate payment where the City is unable to issue a check for the purchase. Purchases require prior approval for non-budgeted items.
2. Meal expenses when on City business (no alcohol expenses can be included).
3. Employee training /travel accommodations including lodging when applicable.
4. Online purchases requiring a credit card and no other payment or billing option is available. On-line purchases require prior approval for non-budgeted items.
5. Emergency vehicle maintenance.
6. The corporate card cannot be used for cash advances, personal or non-business related purchases or the purchase of alcohol.

Other credit card information is as follows:

1. All entities are tax-exempt. As such when using the credit card, the user should ensure that the vendor is provided with the tax-exempt forms and that, when possible, they are not charged state sales tax.
2. Card numbers should not be distributed beyond the cardholder's designee and should not be saved in online accounts to which others have access.
3. The cardholder is responsible for ensuring the credit card purchases are within budget and properly approved.

RECEIPTS

The credit card holder or their designee is responsible for receiving, printing and retaining all receipts related to credit card purchases. This includes receipts related to online purchases and restaurant purchases. The cardholder or their designee shall label all receipts with a description of what it is for to ensure proper coding by the finance department. All receipts must be submitted to the finance department within one week of the closing date of their statement. Original receipts should be sent to the Finance Department (with a copy retained by the card holder or their designee). If time is an issue, receipts can be scanned and emailed or faxed to the Accounts Payable Clerk (please verify that the fax went through if this method is used) to meet the deadline and then the original receipts can be sent later. If a receipt is accidentally lost a written description of the items and cost must be submitted by the employee and signed by the appropriate Department Head on the "Request for Payment to Credit Card in Lieu of Lost or Missing Receipt" (see Appendix F). The City Clerk/Finance Department is routinely audited regarding credit cards; thus, it is especially important that all food and large purchases are properly documented with the receipt.

Any receipts for meals or entertainment must accompany the "City Group Meal Purchase" form (see Appendix D) and clearly indicate the following: the business reason and objective

for the meeting, specific items discussed during the meeting, the outcome of the meeting and the names of all persons attending the business meal.

21. POLICY VIOLATIONS

Misuse of the City funds by not following this Purchasing Policy, misuse of City credit cards, failure to secure or failure to report stolen or missing credit cards immediately upon discovering could result in disciplinary action toward the employee and possible employee termination. Employees may be held responsible for any unauthorized purchases for any charges to a City account or to the credit card while the card is in their possession. Employees would not be held responsible for any charges to the credit card after it has been reported missing or stolen.

Employees in possession of a City credit card will sign an "Acknowledgment of Receipt of Credit Card Policy" (see Appendix C) and will be kept on file at the Finance Department.

Violations of this policy may result in anything from a warning to cancellation of the card to termination of employment, depending on the severity of the violation and will be at the discretion of the City Administrator. The following is the progression of violations:

• Repeated failure to follow this Purchasing Policy, initiating a cash advance, use of the City card for non-business purposes, or use of a City credit card for alcohol or by an unauthorized person.

First offense: a warning will be issued

Second offense: a second warning will be issued, reduction of City purchasing privileges, a reduction in the credit line or other necessary action

Third offense: the City credit card will be canceled and the revocation of City purchasing privileges; possible termination of employment at the discretion of the City Administrator

Submitted 11/19/2025
Approved_____