Sergeant Bluff Public Library Board Meeting
Wednesday January 21, 2026, 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
Vacant	[ ] – term exp. June 2031
Mary Torgerson (Library Director)	[ ]

AGENDA:

1. Call to Order
2. Minutes Approval from **12/17/2025**
    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 December
    a. December Door Count:-621
    b. *Last month* November Door Count:-724
    c. *Last year* – December 2024- 653
    d. *2 years ago* - December 2023-585

    e. Patrons added- December -6 (total card holders-2338)
    f. Adult Books: December-159 December 2024-140
    g. Children/Teen Books: December - 219 December 2024-146
    h. DVDs: December –18 December 2024-19
    i. Miscellaneous December -6 December 2024- 0
    j. Bridges

k. audio books: December - 288 December 2024-293

l. eBooks: December - 182 December 2024-149

i. magazines December - 7 December 2024-12

m. WhoFi Internet

i. Total monthly usage- December – 200 visits / 606 hours, 54 minutes

ii. *Last Month* –- November-255 visits / 592 hours, 39 minutes

iii. Unique visitors – December - 74

iv. *Last Month* – November - 82

n. Programs

1. *Children-16 (180)*
2. *Adult –2 (3)*
3. *General Interest - 3(16)*
4. *Total- December-21 (199)*

UNFINISHED BUSINESS

1. MHRD Grant update

2. Budget Meeting – Monday, January 26th at 5:30pm

NEW BUSINESS

3. Policy Review – Behavior

4. New Board Member

5. Librarian recertification – until 2028

6. Programming for next quarter- calendar

7. February Continuing Education- Stats & Stories (Part 1) Combining data and narrative **https://youtu.be/hCTLlMudSik?si=Xr-ISRyQYqCd8D_O**

Other Business

NEXT MEETING(s): Regular Board Meeting- Wed February 18, 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

December

Short meeting to sign bills

Bills Paid December 2025

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

5453625952----------Google Workplace----------6373(Tech)-----$44.94

14234----------MidStep Services (6409)----------$260.00

114-1206713-3699406------Amazon----------6506----------$297.96

114-8787070-3521822---------- Amazon----------6506----------$209.87

114-0779845-9570630----------Amazon----------6511----------$15.31

114-1915347-5974662---------Amazon----------6511----------$266.92

114-2181100-2682655----------Amazon----------6215----------$48.46

770519----------The Library Store-----6502----------$564.50

Darrin Crow----------6514----------$300.00

0614095-IN------Penworthy----------6511----------$644.82

0730032-01----------LongLines (Fax)----------6373----------$43.06

December/January Total----------$ 2695.84

CITY OF SERGEANT BLUFF
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2026

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	500.00	4,174.64	5,000.00	825.36	83.5
001-410-4706	GRANTS	.00	5,000.00	.00	(5,000.00)	.0
001-410-4723	PROGRAM REVENUE	.00	50.00	.00	(50.00)	.0
001-410-4799	MISCELLANEOUS REVENUE-CITY LIB	.00	2,257.51	.00	(2,257.51)	.0
	TOTAL LIBRARY	500.00	11,782.15	5,000.00	(6,782.15)	235.6
	TOTAL FUND REVENUE	500.00	11,782.15	5,000.00	(6,782.15)	235.6

CITY OF SERGEANT BLUFF
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LIBRARY					
001-410-6010	SALARIES-REG FT	1,730.40	24,250.50	45,855.52	21,605.02	52.9
001-410-6020	SALARIES-REG PT	461.70	6,382.20	.00	(6,382.20)	.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	164.43	2,300.91	4,701.35	2,400.44	48.9
001-410-6130	IPERS-CITY CONTRIBUTION	206.93	2,891.70	5,801.40	2,909.70	49.8
001-410-6150	GROUP INSURANCE	352.79	4,586.27	12,264.83	7,678.56	37.4
001-410-6170	UNEMPLOYMENT	.00	21.76	200.00	178.24	10.9
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	62.66	524.56	825.00	300.44	63.6
001-410-6409	JANITORIAL EXPENSE	260.00	1,950.00	3,380.00	1,430.00	57.7
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	.00	750.60	1,500.00	749.40	50.0
001-410-6506	OFFICE SUPPLIES-CITY LIBRARY	169.77	337.24	1,000.00	662.76	33.7
001-410-6507	OPERATING SUPPLIES/CITY LIBR	.00	388.41	750.00	361.59	51.8
001-410-6511	BOOKS/CITY LIB	.00	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	9.06	269.71	750.00	480.29	36.0
001-410-6514	PROGRAMMING EXPENSE	96.25	971.57	1,500.00	528.43	64.8
001-410-6599	MISCELLANEOUS EXPENSE	.00	360.88	1,200.00	839.12	30.1
	TOTAL LIBRARY	3,513.99	51,494.23	107,178.10	55,683.87	48.1
	TOTAL FUND EXPENDITURES	3,513.99	51,494.23	107,178.10	55,683.87	48.1
	NET REVENUE OVER EXPENDITURES	(3,013.99)	(39,712.08)	(102,178.10)	(62,466.02)	(38.9)

Sergeant Bluff Public Library
Behavior Policy

This policy outlines what is and is not considered appropriate behavior in the library.

EXPECTATIONS

Patrons should use Sergeant Bluff Public Library in a way that:

- does not interfere with rights of others to use library materials, resources, and services;
- does not limit the ability of library staff to conduct library business; and
- does not threaten the security and comfort of the library or its users.

Patrons must wear appropriate clothing. Shoes and shirts are required.

Illegal behavior is prohibited. Other prohibited behavior includes, but is not limited to:

1. ACCESS: Impeding access to library resources, materials, or any part of the premises for extended periods of time.
2. ANIMALS: Bringing animals into the library, except those approved by staff.
3. AUDIO: Using personal electronic devices (including cell phones) at a level that disrupts library operations.
4. BEHAVIOR: Loud or disruptive manner, behavior that endangers the safety or health of patrons or staff, or any threats or harassment of any kind.

Harassment is defined as any action taken or situation created intentionally to produce physical or psychological discomfort, embarrassment, or ridicule. Harassment is characterized by requests for sexual contact, unwelcome physical advances, or verbal/physical conduct of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.

5. DAMAGE TO PROPERTY: Using library areas, furniture, or equipment in ways other than their designated use. Patrons may be responsible for any damages incurred to property intentionally used in ways other than their designated use.
6. UNATTENDED CHILDREN: Leaving unattended children under 9 years of age.

The library assumes no responsibility for children left unattended on library premises. Children under 9 years of age must be attended by a parent or guardian. Children over 9 years of age are expected to adhere to all behavior policies. If they do not, one warning will be given. If an

additional warning is required, they will be asked to leave the library. Following programming or special events, children must be picked up in a timely manner.

7. FOOD & BEVERAGES: Eating and drinking in the computer lab.

If done responsibly, eating and drinking is allowed throughout the rest of the library. Beverages must be covered with secure lids. Staff should be notified of any spills.

8. RESTROOMS: Using restroom facilities for bathing or washing clothes is not permitted.

9. ALCOHOL & CONTROLLED SUBSTANCES: Consuming alcohol or controlled substances or using tobacco products on library premises.

CONSEQUENCES

Depending upon the severity of the misconduct, enforcement of these rules may include any of the following:

1. Patrons who engage in misconduct will be given one warning. If they do not modify their behavior after one warning, they will be asked to leave the library for the rest of the day.

2. Patrons who engage in extreme misconduct may be asked to leave the building immediately. If necessary, the library senior staff member will call the local authorities.

3. Patrons who repeatedly engage in misconduct may not be allowed to enter the building. Depending on the nature of misconduct or extent of damage/disruption, they may be barred from the library for a period of one week to one year.

REVISED: 01/15/25

APPROVED:

SBL story time Tuesdays-1pm
Building Blocks story time Wednesdays-9:30am
Bluff's Little Thinker story time Thursdays-10:15am

SERGEANT BLUFF PUBLIC LIBRARY

February 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5 Last day of voting for Children's Book Council Books	6	7 Take Your Child to the Library Day 11am-1pm
8	9	10	11	12 Underground Railroads link to Iowa 6pm-7pm Darrin Crow	13	14 Valentine's Story & Craft 1-2pm
15	16 No School Fun Day noon-2pm	17	18 Life-long Learning Lecture "Forging a Friendship Jefferson & Madison" noon Board Mtg 5:30pm	19	20	21
22	23 Book Club 7-8pm	24	25	26 Stitches & Stories 6-7pm	27	28

Girl Scouts meet on the first and third Tuesday and Thursday of each month

SBL story time Tuesdays-1pm
Building Blocks story time Wednesdays-9:30am
Bluff's Little Thinker story time Thursdays-10:15am

SERGEANT BLUFF PUBLIC LIBRARY

March 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Life-long Learning Greece- Land of History, Beauty & Inspiration 11am	3	4	5 Age Well Yoga & Conscious Breathwork 1pm	6	7
8	9	10	11	12 Brick Book Painting 5:30-7:00pm	13	14 Suess-abration Story & Craft 1-2pm
15	16	17	18 Board Mtg 5:30pm	19 Age Well - the Power of Nature 1pm	20	21
22	23	24	25	26 Stitches & Stories 6-7pm	27	28
29	30 Book Club 7-8pm	31				

Girl Scouts meet on the first and third Tuesday and Thursday of each month

SBL story time Tuesdays-1pm
Building Blocks story time Wednesdays-9:30am
Bluff's Little Thinker story time Thursdays-10:15am

SERGEANT BLUFF PUBLIC LIBRARY

April 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 No School Fun Day Dav Pilkey Movie 1-3pm	7	8	9 Graduation Gifts Candy/Money Necklace 6-7pm	10	11 Dav Pilkey Story Time 1-2pm
12	13	14	15 Board Mtg 5:30pm	16	17	18
19	20	21	22 The Frozen Frontier A Journey into Antarctica noon	23 Stitches & Stories 6-7pm	24	25
26	27 Book Club 7-8pm	28	29	30		

Girl Scouts meet on the first and third Tuesday and Thursday of each month