Sergeant Bluff Public Library Board Meeting
Wednesday March 18, 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 **2/18/2026**
    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 February 2026

    a. .February door count-753
    b. *Last month* January Door Count:-831
    c. *Last year* – February 2025- 659
    d. *2 years ago* - February 2024-691

    e. Patrons added February -20 (total card holders-2374)
    f. Adult Books: February 26-171 February 2025-129
    g. Children/Teen Books: February 26 - 244 February 2025-124
    h. DVDs: February 26 –12 February 2025-21
    i. Miscellaneous February 26 -3 February 2025- 2

j. Bridges

k. audio books: February 26 – 301 February 2025-357

l. eBooks: February 26- 196 February 2025-393

i. magazines February 26 - 7 February 2025-36

m. WhoFi Internet

i. Total monthly usage- February – 258 visits / 484 hours, 26 minutes

ii. *Last Month* –- January – 230 visits / 503 hours, 15 minutes

iii. Unique visitors – February - 102

iv. *Last Month* – January - 59

n. Programs

1. *Children-19 (284)*
2. *Adult –1 (1)*
3. *General Interest - 4(13)*
4. *Total- January-24 (298)*

UNFINISHED BUSINESS

1. Search for New Board Member

2. Budget Proposal

3. March Continuing Education- The Librarian - PBS

NEW BUSINESS

4. Policy Review – Circulation

5. Future revenue update

6. Pioneer Valley Days Events

7. Room Rentals

8. April Continuing Education -Discuss this article

https://bookriot.com/the-disappearance-of-young-adult-books-and-services-in-public-libraries/

Other Business

NEXT MEETING(s): Regular Board Meeting- Wed April 15, 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 – Reconsideration 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

December

Short meeting to sign bills

Bills Paid February 2026

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

5505451017----------Google Workplace----------6373(Tech)----------$44.94

14242----------MidStep Services ------6409----------$260.00

14248----------Midstep Services---------6409----------$260.00

61288----------Genesis Graphics-------6502-----(Lib. Materials)----------$573.00

9584304677121---------Amazon Business Prime---------6507—(Oper. Supplies)--------$129.00

114-6954056-4927446----------Amazon---------6215—(Summer Reading)----------$479.67

114-9815932-2842651----------Amazon----------$133.98
001-410-6506 (Office Supplies)--------$12.95
001-410-6511 (Books)----------$121.03

0730032-01----------LongLines (Fax)----------6373----------$42.61

February Total----------$ 1923.20

CITY OF SERGEANT BLUFF
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 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	.00	4,674.64	5,000.00	325.36	93.5
001-410-4706	GRANTS	.00	7,500.00	.00	(7,500.00)	.0
001-410-4723	PROGRAM REVENUE	.00	50.00	.00	(50.00)	.0
001-410-4799	MISCELLANEOUS REVENUE-CITY LIB	.00	2,387.51	.00	(2,387.51)	.0
	TOTAL LIBRARY	.00	14,912.15	5,000.00	(9,912.15)	298.2
	TOTAL FUND REVENUE	.00	14,912.15	5,000.00	(9,912.15)	298.2

CITY OF SERGEANT BLUFF
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LIBRARY					
001-410-6010	SALARIES-REG FT	1,730.40	31,172.11	45,855.52	14,683.41	68.0
001-410-6020	SALARIES-REG PT	464.40	8,312.70	.00	(8,312.70)	.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	164.64	2,965.03	4,701.35	1,736.32	63.1
001-410-6130	IPERS-CITY CONTRIBUTION	207.19	3,727.34	5,801.40	2,074.06	64.3
001-410-6150	GROUP INSURANCE	352.79	5,997.43	12,264.83	6,267.40	48.9
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	293.20	630.28	1,400.00	769.72	45.0
001-410-6373	TELECOMM EXP/CITY LIB	82.81	776.53	825.00	48.47	94.1
001-410-6409	JANITORIAL EXPENSE	260.00	2,535.00	3,380.00	845.00	75.0
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	573.00	1,857.30	1,500.00	(357.30)	123.8
001-410-6506	OFFICE SUPPLIES-CITY LIBRARY	156.33	1,001.40	1,000.00	(1.40)	100.1
001-410-6507	OPERATING SUPPLIES/CITY LIBR	.00	388.41	750.00	361.59	51.8
001-410-6511	BOOKS/CITY LIB	1,024.49	4,902.60	4,650.00	(252.60)	105.4
001-410-6512	MAGAZINES-NEWSPAPER/CITY LIB	.00	.00	50.00	50.00	.0
001-410-6513	VIDEO-DVDS/CITY LIB	119.33	389.04	750.00	360.96	51.9
001-410-6514	PROGRAMMING EXPENSE	101.63	1,373.20	1,500.00	126.80	91.6
001-410-6599	MISCELLANEOUS EXPENSE	.00	360.88	1,200.00	839.12	30.1
	TOTAL LIBRARY	5,530.21	68,691.61	107,178.10	38,486.49	64.1
	TOTAL FUND EXPENDITURES	5,530.21	68,691.61	107,178.10	38,486.49	64.1
	NET REVENUE OVER EXPENDITURES	(5,530.21)	(53,779.46)	(102,178.10)	(48,398.64)	(52.6)

Sergeant Bluff Public Library

Circulation Policy

This policy encompasses eligibility for library cards and the usage of library materials.

1. LIBRARY CARDS

Sergeant Bluff Public Library cards are issued free of charge to eligible borrowers:

Residents of Sergeant Bluff age 14 and older may obtain a library card. To obtain a library card, individuals must present photo identification with current address OR photo identification plus proof of residential address, such as a piece of current mail.

Teachers or students in the Sergeant Bluff-Luton Community School District may obtain a library card. Teachers should present SB-L work identification; students should present a printed or electronic copy of registration notification or report card.

Children who are 8 years of age or older may obtain a library card with the permission of a parent or guardian. The child's parent or guardian must present photo identification with current address OR photo identification plus proof of residential address, such as a piece of current mail. *The parent or guardian is responsible for selections made by the child and for return of all materials.*

Iowa Open Access patrons may check out items from the library. Identification is required, and individuals must be preapproved for reciprocal borrowing through the State of Iowa's Open Access Program. This program, which allows eligible Iowans to check out physical materials at 600+ participating public and academic libraries throughout the state, gives increased access to library resources and services along with the convenience of using a library where they work, shop or visit. Libraries participating in the Open Access program may have unique requirements for check out, but materials may be returned to any other library in the Open Access network.

Visitors may use library resources while in the building, even without a library card. Visitors may not check out resources from the library and may be asked to provide identification to use public access equipment.

PLEASE NOTE: If a registered patron forgets his/her library card, he/she may still check out materials from Sergeant Bluff Public Library by showing identification. If a library card holder loses his/her library card, the borrower may request a new card at no charge.

2. MATERIALS

Circulating books, audiobooks, CDs, and games are loaned for period of three weeks. An additional three-week renewal is allowed unless the item is on hold or reserved by another patron. Circulating DVDs are loaned for a period of two weeks and may not be renewed. Checkouts are limited to two DVDs per household. DVDs are copyrighted materials; illegal duplication is prohibited by federal law.

Library materials may be returned to Sergeant Bluff Public Library during regular business hours or at the drop box outside the City Hall entrance.

Patrons may request materials to be placed on hold by phone or through the Online Patron Access Catalog. Materials are reserved on a first-come, first-served basis, and patrons are notified by phone or e-mail when materials become available. If the material is not claimed within three business days after notification, it will be given to the next patron on the waiting list or returned to general circulation.

If Sergeant Bluff Public Library materials are lost, damaged, or stolen, it is the patron's responsibility to replace those items or reimburse for the cost of replacement. If a patron loses an item, pays to replace it, and then finds it later, he/she may keep the original item.

Sergeant Bluff Public Library cannot issue refunds for found items after being paid to replace them.

3. INTERLIBRARY LOANS

If Sergeant Bluff Public Library does not have certain items desired by patrons, library staff may be able to obtain the materials from the State of Iowa Libraries Online (SILO). If materials are unavailable through SILO, they will be requested from OCLC-First Search. To help defray postage costs, patrons may be charged a nominal fee per item.

Limits: Patrons may request up to three items at one time. Under certain circumstances, however, the total amount requested may be higher. For example, a teacher could request up to five items if needed for a unit being covered in class. When original materials are returned, more items can be requested. There is no cap on the amount of items individuals may request.

Circulation: For interlibrary loan materials, circulation period and renewal policies are determined by lending libraries. When items are received at Sergeant Bluff Public Library, patrons will be notified up to two times, with contact dates noted in the patron record. Materials must be picked up within three business days. If the patron is unable to pick up materials within three days, he/she should contact the library staff to explain extenuating circumstances and provide an estimated timeframe. If the borrower fails to pick up items by the specified date, materials will be returned and the patron will be charged the cost of return postage.

If a patron requests a renewal, Sergeant Bluff Public Library will request from the original lending library and contact the patron with the response. If interlibrary loan materials are lost or damaged by the patron, it is his/her responsibility to replace the material or reimburse for the value of the item.

REVISED: 03/25/25

APPROVED: 3/20/24