Sergeant Bluff Public Library Board Meeting
Wednesday May 20, 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 **4/15/2026**
    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 April 2026

    a. April door count-865
    b. *Last month* March Door Count:-1002
    c. *Last year* –April 2025- 756
    d. *2 years ago* -April 2024-601

    e. Patrons added April -16 (total card holders-2401)
    f. Adult Books: April 2026-150 April 2025-132
    g. Children/Teen Books: April 2026 - 323 April 2025-373
    h. DVDs: April 2026 –25 April 2025-26
    i. Miscellaneous April 2026 -9 April 2025-13
    j. Bridges

k. audio books: April 2026 – 311 April 2025-296

l. eBooks: April 2026- 206 April 2025-201

i. magazines April 2026 – 9 April 2025-24

m. WhoFi Internet

i. Total monthly usage- April – 274 visits / 434 hours, 36 minutes

ii. *Last Month* –- March – 243 visits / 500 hours, 30 minutes

iii. Unique visitors – April - 91

iv. *Last Month* – February - 79

v. Website Counter- 4062

n. Programs

1. *Children-22(490)*
2. *General Interest - 8(78)*
4. *Total- -30 (568)*

UNFINISHED BUSINESS

1. New Board Member

2. End of the Year purchases

3. STEM Grant

4. May Continuing Education-Mo Willem reads "Will the Pigeon Graduate?"

https://youtu.be/VgK2eaEc4Zw?si=ziOI3CPxxQlzthjn

NEW BUSINESS

5. Policy Review – Emergency

6. Staff Evaluations

7. June Continuing Education-StarNet Website- Science Across America

www.starnetlibraries.org

Other Business

NEXT MEETING(s): Regular Board Meeting- Wed June 17, 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

April

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 April 2026

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

5554543600----------Google Workplace----------6373(Tele)----------$44.94

147503----------Book Systems Inc.----------6419(Tech)----------$1439.00

111-0208480-2136251-------Amazon-----6515 (Summer Reading /CAT Grant)--------$178.39

111-8284248-6627469---------Amazon----------$313.45

001-410-6514---Programming-----$34.51
001-410-6513---DVD---$52.83
001-410-6507---Operating Sup. ---$99.96
001-410-6511—Books----$126.15

111-4369783-7884216----------Amazon---------6511 (books)----------$14.29

111-2422541-4157068----------Amazon---------6514 (programming)----------$14.39

6926SBPLIA---------Incrediblebats,Inc.-----6215-(Summer Reading/CAT Funds)-------$450

000523----------The Dealt Hand----------6215-(Summer Reading/CAT Funds)-------$ 345

Tim Olsen-The Importance of Bees--------6215-(Summer Reading/CAT Funds)-------$350

Darrin Crow-Tales of the American Revolution-6215-(Summer Reading/CAT Funds)-------$300

Foam Fun Rentals----------6215-(Summer Reading/CAT Funds)-------$250

01742026------Nature Center--------6215-(Summer Reading/CAT Funds)-------$100

Absolute Science-Big Bang Bubbles----6215-(Summer Reading/CAT Funds)-------$400

0730032-01----------LongLines (Fax)----------6373(Tele)----------$42.46

001----------Landon Heetland--- Woodworking---4706(MHRD)------$480.00

Reimbursement for Michael Aguirre
535281031067071716083-----Walmart----4706(MHRD)----------$477.22
46660----------GW Security Inc---4706(MHRD)----------$1600.00

April Total----------$ 6799.14

CITY OF SERGEANT BLUFF
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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	5,224.64	5,000.00	(224.64)	104.5
001-410-4706	GRANTS	.00	7,500.00	.00	(7,500.00)	.0
001-410-4723	PROGRAM REVENUE	.00	280.00	.00	(280.00)	.0
001-410-4799	MISCELLANEOUS REVENUE-CITY LIB	.00	2,910.26	.00	(2,910.26)	.0
	TOTAL LIBRARY	500.00	16,214.90	5,000.00	(11,214.90)	324.3
	TOTAL FUND REVENUE	500.00	16,214.90	5,000.00	(11,214.90)	324.3

CITY OF SERGEANT BLUFF
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LIBRARY					
001-410-6010	SALARIES-REG FT	.00	38,093.72	45,855.52	7,761.80	83.1
001-410-6020	SALARIES-REG PT	.00	10,421.40	.00	(10,421.40)	.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	.00	3,646.06	4,701.35	1,055.29	77.6
001-410-6130	IPERS-CITY CONTRIBUTION	.00	4,579.80	5,801.40	1,221.60	78.9
001-410-6150	GROUP INSURANCE	.00	7,055.80	12,264.83	5,209.03	57.5
001-410-6170	UNEMPLOYMENT	.00	34.31	200.00	165.69	17.2
001-410-6210	ASSOCIATION DUES	.00	.00	75.00	75.00	.0
001-410-6215	SUMMER READING	.00	1,253.95	1,400.00	146.05	89.6
001-410-6373	TELECOMM EXP/CITY LIB	64.74	989.46	825.00	(164.46)	119.9
001-410-6409	JANITORIAL EXPENSE	.00	3,120.00	3,380.00	260.00	92.3
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	1,857.30	1,500.00	(357.30)	123.8
001-410-6506	OFFICE SUPPLIES-CITY LIBRARY	.00	1,264.51	1,000.00	(264.51)	126.5
001-410-6507	OPERATING SUPPLIES/CITY LIBR	99.96	617.37	750.00	132.63	82.3
001-410-6511	BOOKS/CITY LIB	126.15	5,405.29	4,650.00	(755.29)	116.2
001-410-6512	MAGAZINES-NEWSPAPER/CITY LIB	.00	.00	50.00	50.00	.0
001-410-6513	VIDEO-DVDS/CITY LIB	52.83	441.87	750.00	308.13	58.9
001-410-6514	PROGRAMMING EXPENSE	34.51	1,470.05	1,500.00	29.95	98.0
001-410-6599	MISCELLANEOUS EXPENSE	.00	360.88	1,200.00	839.12	30.1
	TOTAL LIBRARY	378.19	82,892.37	107,178.10	24,285.73	77.3
	TOTAL FUND EXPENDITURES	378.19	82,892.37	107,178.10	24,285.73	77.3
	NET REVENUE OVER EXPENDITURES	121.81	(66,677.47)	(102,178.10)	(35,500.63)	(65.3)

Sergeant Bluff Public Library
Emergency Policy

This policy outlines protocol for emergencies of all kinds.

EMERGENCY PHONE NUMBERS

Fire Department 911 712-943-5000 (non-emergency)
Police 911 712-943-9603 (non-emergency)
Library Director Mary Torgerson 712-281-4210
City Hall Office 712-943-4244
Electrician/Plumbing/Mechanical 712-943-4244

EMERGENCY EQUIPMENT

First Aid Kit Located at the circulation desk
Flashlights Located at circulation desk and in space next YA shelf.
Emergency lights come on when power is out; can be used as flashlights
Fire Extinguishers Located by the front and back doors
Weather Radios Located at circulation desk and in Library Director's office

FIRE

Upon discovery of a fire, library staff will ask patrons to exit the building.
If fire is in its early stages, such as a trash can or a small pile of paper, library staff will use the nearest fire extinguisher. If fire cannot be contained with a fire extinguisher, staff in charge will:
1. Evacuate the building immediately, doublechecking to ensure all patrons have exited.
2. Call 911!
3. Gather everyone in front of the Long Lines building across the street or another safe place based on the fire location.

If possible, the librarian in charge should try to close the door to the burning area to confine the fire and minimize the spread of smoke. No one may return to the building for any reason until approval is given by the Sergeant Bluff Fire Department.

MEDICAL EMERGENCY

In case of a medical emergency, call 911.

SEVERE WEATHER

In case of severe weather, library staff will monitor online and with weather radios.

Tornado

A tornado WATCH is declared when conditions are favorable for tornadoes but no tornadoes have been sighted.
A tornado WARNING is declared when a tornado has been sighted in the area. The City of Sergeant Bluff's tornado siren will be activated. *(This sounds like the fire siren but will sound for three full minutes without stopping.)*

When the tornado siren sounds:

1. Librarian in charge will notify patrons that a tornado warning is in effect.
2. Library staff will direct patrons to the designated shelter area.
3. Library staff will get the weather radio and flashlight and join patrons in the shelter area.

4. Everyone will remain in the designated shelter and wait for all clear.

Snowstorm

Sergeant Bluff Public Library hours mirror the hours of the City of Sergeant Bluff offices. If a snowstorm begins during the day, library staff will stay tuned to news reports, monitor information online, and use their best judgment about opening or closing the library. Weather-related updates will be posted to local news outlets and social platforms for Sergeant Bluff Public Library and the City of Sergeant Bluff.

REVISED: 05/21/2025

APPROVED: 05/15/2024