Sergeant Bluff Public Library Board Meeting
Wednesday July 15, 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
Alicia Schaben	[ ] – term exp. June 2031
Mary Torgerson (Library Director)	[ ]

AGENDA:

1. Call to Order
2. Minutes Approval of **6/17/2026**
    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 June 2026

    a. June door count-1385
    b. *Last month* May door count-1466
    c. *Last year* –June 2025- 1100
    d. *2 years ago* -June 2024-1047

    e. Patrons added June-37 (total card holders-2450)
    f. Adult Books: June 2026-208 June 2025-186
    g. Children/Teen Books: June 2026 - 695 June 2025-444
    h. DVDs: June 2026 –37 June 2025-21
    i. Miscellaneous June 2026 -7 June 2025-1

j. **Bridges**

k. audio books: June 2026 – 367 June 2025-306

l. eBooks: June 2026- 197 June 2025-194

i. magazines June 2026 – 10 June 2025-7

m. WhoFi Internet

i. Total monthly usage- June– 318 visits / 796 hours, 5 minutes

ii. *Last Month* –- May– 224 visits / 372 hours, 46 minutes

iii. Unique visitors – June - 270

iv. *Last Month* – May - 82

v. Website Counter- 4959

n. Programs

1. *Children-10(507)*
2. *General Interest - 6(40)*
4. *Total- -16 (547)*

UNFINISHED BUSINESS

1. July Continuing Education- Board Room essentials- View the whole series on YouTube.

NEW BUSINESS

2. Summer updates

3. August Continuing Education-How Libraries Change Lives - https://youtu.be/Tvt-lHZBUwU?si=Xeety9jC-6UDzu2Y

Other Business

NEXT MEETING(s): Regular Board Meeting- Wed August 19, 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 June 2026

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

5608849316----------Google Workplace----------6373(Tele)----------$44.94

619----------MidStep ----------6409 (Janitorial)----------$260.00

13133----------Niche Academy----------6419 (Tech)----------$800.31

114-8956792-1437036----------Amazon---------6511 (books)----------$429.81

114-2446939-6369856-------Amazon----------6511(books)----------$46.14

114-5885689-3481821---------Amazon---------6511(books)----------$82.17

114-8085476-2603432---------Amazon---------6502(Lib.Material)----------$48.98

114-9551615-2232243---------Amazon----------6502 (Lib.Material) ----------$43.78

1657878----------Nat'l Notary Assoc.-----6419 (Tech)----------$291.76

CD0649726225594-----OverDrive----------6419 (Tech)----------$1754.35

0730032-01----------Longlines----------6373 (Tele)----------$43.24

ORD0400417P----------RTI---------6419(tech)----------$692.90

Harbor Freight----6507----------Reimbursed Michael----------$382.31

June Total----------$4920.69

CITY OF SERGEANT BLUFF
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 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	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	1,300.00	4,210.26	.00	(4,210.26)	.0
	TOTAL LIBRARY	1,300.00	17,514.90	5,000.00	(12,514.90)	350.3
	TOTAL FUND REVENUE	1,300.00	17,514.90	5,000.00	(12,514.90)	350.3

CITY OF SERGEANT BLUFF
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LIBRARY					
001-410-6010	SALARIES-REG FT	3,633.84	45,188.36	45,855.52	667.16	98.6
001-410-6020	SALARIES-REG PT	791.10	12,081.90	.00	(12,081.90)	.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	331.99	4,302.77	4,701.35	398.58	91.5
001-410-6130	IPERS-CITY CONTRIBUTION	401.38	5,389.95	5,801.40	411.45	92.9
001-410-6150	GROUP INSURANCE	706.32	8,467.70	12,264.83	3,797.13	69.0
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	278.39	3,727.34	1,400.00	(2,327.34)	266.2
001-410-6373	TELECOMM EXP/CITY LIB	148.85	1,180.77	825.00	(355.77)	143.1
001-410-6409	JANITORIAL EXPENSE	260.00	3,380.00	3,380.00	.00	100.0
001-410-6419	TECH SVCS & SUPP/CITY LIB	692.90	6,012.50	5,675.00	(337.50)	106.0
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	382.31	1,956.90	750.00	(1,206.90)	260.9
001-410-6511	BOOKS/CITY LIB	400.63	5,805.92	4,650.00	(1,155.92)	124.9
001-410-6512	MAGAZINES-NEWSPAPER/CITY LIB	30.00	30.00	50.00	20.00	60.0
001-410-6513	VIDEO-DVDS/CITY LIB	.00	441.87	750.00	308.13	58.9
001-410-6514	PROGRAMMING EXPENSE	14.39	1,484.44	1,500.00	15.56	99.0
001-410-6599	MISCELLANEOUS EXPENSE	1,064.39	1,425.27	1,200.00	(225.27)	118.8
	TOTAL LIBRARY	9,136.49	104,031.81	107,178.10	3,146.29	97.1
	TOTAL FUND EXPENDITURES	9,136.49	104,031.81	107,178.10	3,146.29	97.1
	NET REVENUE OVER EXPENDITURES	(7,836.49)	(86,516.91)	(102,178.10)	(15,661.19)	(84.7)