Sergeant Bluff Public Library Board Meeting
Thursday August 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
Alicia Schaben	[ ] – term exp. June 2031
Mary Torgerson (Library Director)	[ ]

AGENDA:

1. Call to Order
2. Minutes Approval of **7/15/2026**
    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 June 2026

    a. July door count-1383
    b. *Last month* June door count-1355
    c. *Last year* –July 2025- 1152
    d. *2 years ago* -July 2024-1027

    e. Patrons added July-29 (total card holders-2478)
    f. Adult Books: July 2026-214 July 2025-228
    g. Children/Teen Books: July 2026 - 603 July 2025-443
    h. DVDs: July 2026 –32 July 2025-35
    i. Miscellaneous July 2026 -10 July 2025-3

j. Bridges

k. audio books: July 2026 – 363 July 2025-351

l. eBooks: July 2026- 168 July 2025-181

i. magazines July 2026 – 4 July 2025-11

m. WhoFi Internet

i. Total monthly usage- 335 visits / 1026 hours, 51 minutes

ii. *Last Month* –- June– 318 visits / 796 hours, 5 minutes

iii. Unique visitors – July - 92

iv. *Last Month* – June - 270

v. Website Counter- 5575

n. Programs

1. *Children-6(208)*
2. *General Interest -6(208)*
4. *Total- -12 (416)*

UNFINISHED BUSINESS

1. **Donation Board ideas**
2. **Fundraising ideas**
3. **STEM grant**
4. **August Continuing Education-How Libraries Change Lives - https://youtu.be/Tvt-lHZBUwU?si=Xeety9jC-6UDzu2Y**

NEW BUSINESS

5. **Summer updates**
6. **Policy Review – Meeting Rooms**
7. **Election of Officers-President, Vice-President, Secretary, Committees**
8. **September Continuing Education- Celebrate 250- Inside the Library of Congress https://youtu.be/NtCI2e_PsGk?si=qq75Nu_3KJFQCeYA**

Other Business

NEXT MEETING(s): Regular Board Meeting- Wed. September 16, 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 July 2026

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

5639983195----------Google Workplace----------6373(Tele)----------$44.94

1144824340-0981049----------Amazon---------6511 (books)----------$15.60

114-7140325-9044268-------Amazon----------6511(books)----------$328.49

114-8571134-7878650---------Amazon---------6511(books)----------$19.25

114-8844265-9067418---------Amazon---------6511(books)----------$59.95

114-1269773-7104239---------Amazon---------6513(DVDs)----------$45.95

114-3238868-8355453---------Amazon---------6513(DVDs)----------$17.95

114-5253640-5307417---------Amazon---------6513(DVDs)----------$44.91

114-1514662-8095458---------Amazon----------6502 (Lib.Material) ----------$146.32

114-8208660-2451410---------Amazon---------6514(Programming)----------$90.92

114-6649595-0689034---------Amazon----------$161.90
Off. Supplies-----001-410-6506----$122.93
Programmimg---001-410-6514----$38.97

694169----------Penworthy----------6511 (Books)----------$305.23

6190026200----------Demco----------6502(Lib. Materials)----------$367.57

742769180----------Oriental Trading-----6514(Programming)----------$48.79

Grafton Public Library----------6511 (Book)----------$12.99

0730032-01----------Longlines----------6373 (Tele)----------$42.34

June Total----------$1753.10

CITY OF SERGEANT BLUFF
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	LIBRARY					
001-410-4525	SCHOOL LIBRARY DONATIONS	.00	.00	5,500.00	5,500.00	.0
001-410-4705	CITY LIBRARY DONATIONS	.00	1,310.69	.00	(1,310.69)	.0
001-410-4723	PROGRAM REVENUE	.00	800.00	.00	(800.00)	.0
001-410-4799	MISCELLANEOUS REVENUE-CITY LIB	.00	700.00	.00	(700.00)	.0
	TOTAL LIBRARY	.00	2,810.69	5,500.00	2,689.31	51.1
	TOTAL FUND REVENUE	.00	2,810.69	5,500.00	2,689.31	51.1

CITY OF SERGEANT BLUFF
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LIBRARY					
001-410-6010	SALARIES-REG FT	1,816.92	5,450.76	50,555.71	45,104.95	10.8
001-410-6020	SALARIES-REG PT	516.98	1,686.53	.00	(1,686.53)	.0
001-410-6021	SALARY-PT LIB COORD/CITY LIB	.00	.00	18,000.00	18,000.00	.0
001-410-6110	FICA-CITY CONTRIBUTION	175.29	536.25	5,244.51	4,708.26	10.2
001-410-6130	IPERS-CITY CONTRIBUTION	220.32	673.76	6,471.66	5,797.90	10.4
001-410-6150	GROUP INSURANCE	353.16	1,059.48	12,904.87	11,845.39	8.2
001-410-6170	UNEMPLOYMENT	.00	4.60	200.00	195.40	2.3
001-410-6210	ASSOCIATION DUES	.00	.00	250.00	250.00	.0
001-410-6215	SUMMER READING	.00	.00	2,500.00	2,500.00	.0
001-410-6373	TELECOMM EXP/CITY LIB	62.43	123.54	825.00	701.46	15.0
001-410-6409	JANITORIAL EXPENSE	.00	260.00	3,380.00	3,120.00	7.7
001-410-6419	TECH SVCS & SUPP/CITY LIB	291.76	2,846.42	6,075.00	3,228.58	46.9
001-410-6502	LIBRARY MATERIALS	557.67	557.67	1,500.00	942.33	37.2
001-410-6506	OFFICE SUPPLIES-CITY LIBRARY	.00	.00	1,000.00	1,000.00	.0
001-410-6507	OPERATING SUPPLIES/CITY LIBR	.00	.00	750.00	750.00	.0
001-410-6511	BOOKS/CITY LIB	571.93	571.93	5,000.00	4,428.07	11.4
001-410-6512	MAGAZINES-NEWSPAPER/CITY LIB	.00	.00	50.00	50.00	.0
001-410-6513	VIDEO-DVDS/CITY LIB	62.86	62.86	750.00	687.14	8.4
001-410-6514	PROGRAMMING EXPENSE	139.71	139.71	2,550.00	2,410.29	5.5
001-410-6599	MISCELLANEOUS EXPENSE	.00	.00	400.00	400.00	.0
001-410-6758	COMPUTER UPGRADE	.00	.00	1,000.00	1,000.00	.0
	TOTAL LIBRARY	4,769.03	13,973.51	119,406.75	105,433.24	11.7
	TOTAL FUND EXPENDITURES	4,769.03	13,973.51	119,406.75	105,433.24	11.7
	NET REVENUE OVER EXPENDITURES	(4,769.03)	(11,162.82)	(113,906.75)	(102,743.93)	(9.8)

Sergeant Bluff Public Library

Meeting Room Policy

This policy provides guidelines for use of public meeting room space.

Sergeant Bluff Public Library offers free use of its public meeting room space for meetings and programs that serve an educational, cultural, or civic purpose.

Patrons may reserve a meeting room by contacting Sergeant Bluff Public Library at least 24 hours in advance. They may reserve a room in person or contact a staff member by phone at 712-943-7323.

- Charitable organizations may use meeting room space free of charge for not-for-profit ventures. Sales parties are not allowed. A donation to the library is strongly encouraged.
- Business organizations, fee-based services, and private parties may use public meeting room space for a rate of $25 per hour during normal library business hours OR a rate of $35 per hours if the gathering is held during after-business hours.
- Patrons may use the meeting room as a quiet study space if the room is not already reserved the room for the needed time. Patrons should call ahead to ensure room is available.

ROOM AMENITIES

The meeting room offers the following amenities included with use of the room:

- a large smart TV
- tables and chairs to seat approximately 30 people
- wifi access for laptop use

- access to a kitchenette with a sink, stove, and microwave

PLEASE NOTE: If refrigerator space is needed, kindly indicate when reserving the room.

ROOM USAGE GUIDELINES

Whether individuals/organizations use the space in a paid or unpaid situation, room set up and cleanup is the responsibility of each group. Users are also responsible for damages. Please leave the meeting room as you find it, wipe tables down, and throw trash in the large garbage can.

REVISED: 08/20/2025

APPROVED: 08/14/2024