Sergeant Bluff Public Library Board Meeting
Wednesday, September 16, 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 **8/20/2026**
    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 August 2026

    a. August door count-976
    b. *Last month* July door count-1383
    c. *Last year* –August 2025-772
    d. *2 years ago* -August 2024-636

    e. Patrons added August-23 (total card holders-2505)
    f. Adult Books: August 2026-166 August 2025-162
    g. Children/Teen Books: August 2026 - 455 August 2025-303
    h. DVDs: August 2026 –24 August 2025-23
    i. Miscellaneous August 2026 -6 August 2025-6

j. **Bridges**

k. audio books: August 2026 – 329 August 2025-333

l. eBooks: August 2026- 147 August 2025-152

i. magazines August 2026 – 10 August 2025-8

m. WhoFi Internet

i. Total monthly usage- 279 visits / 519 hours, 38 minutes

ii. *Last Month* –- July– 335 visits / 1026 hours, 51 minutes

iii. Unique visitors – August - 87

iv. *Last Month* – July - 92

v. Website Counter- 6119

n. Programs

1. *Children-10(149)*
2. *General Interest -3(32)*
4. *Total- -13 (181)*

UNFINISHED BUSINESS

1. **Donation Board update**
2. **STEM grant update**
3. **September Continuing Education- Celebrate 250- Inside the Library of Congress(25 minutes)**

https://youtu.be/NtCI2e_PsGk?si=qq75Nu_3KJFQCeYA

NEW BUSINESS

4. **Library Card Sign-up Month**
5. **Policy Review – Gifts and Donations**
6. **Director Development**
7. **Calendar of events**
8. **October Continuing Education- Trustee Training: An Overview of Roles | Part 1: Introduction (11:16 minutes)**

https://youtu.be/mNQ53h3Rai0?si=oYGIGQCOy9jXoaFH

Other Business

NEXT MEETING(s): Regular Board Meeting- Wed. October 21, 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 August 2026

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

5673770941----------Google Workplace----------6373(Tele)----------$44.94

114-5944858-3111434----------Amazon---------6511 (books)----------$48.30

114-2226041-0276266-------Amazon----------6511(books)----------$57.32

114-2634540-6482612---------Amazon---------6599(Misc.)--- Grant----------$1350.78

114-5532983-8589803---------Amazon---------6599(Misc.)-----Grant----------$157.65

114-8156326-2113800---------Amazon---------6511(books)----------$152.32

114-0776260-2699416--------Amazon----------6511(books)----------$61.77

114-9330641-6954651--------Amazon----------$429.72

Library Materials----6502---$127.99
Books----------6511----$301.73

0217----------Emily's Papercrafts----------6514(Programming)----------$190.00

Linda Betsinger McCann----------6514(Programming)----------$175.00

743548156----------Oriental Trading-----6514(Programming)----------$155.27

0730032-1----------Longlines----------6373 (Tele)----------$42.21

August Total----------$2865.28

CITY OF SERGEANT BLUFF
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 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	100.00	1,410.69	.00	(1,410.69)	.0
001-410-4706	GRANTS	.00	1,500.00	.00	(1,500.00)	.0
001-410-4723	PROGRAM REVENUE	.00	800.00	.00	(800.00)	.0
001-410-4799	MISCELLANEOUS REVENUE-CITY LIB	166.84	866.84	.00	(866.84)	.0
	TOTAL LIBRARY	266.84	4,577.53	5,500.00	922.47	83.2
	TOTAL FUND REVENUE	266.84	4,577.53	5,500.00	922.47	83.2

CITY OF SERGEANT BLUFF
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LIBRARY					
001-410-6010	SALARIES-REG FT	1,816.92	9,084.60	50,555.71	41,471.11	18.0
001-410-6020	SALARIES-REG PT	305.10	2,618.78	.00	(2,618.78)	.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	159.08	879.05	5,244.51	4,365.46	16.8
001-410-6130	IPERS-CITY CONTRIBUTION	200.32	1,104.80	6,471.66	5,366.86	17.1
001-410-6150	GROUP INSURANCE	353.16	1,765.80	12,904.87	11,139.07	13.7
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	62.97	228.85	825.00	596.15	27.7
001-410-6409	JANITORIAL EXPENSE	.00	260.00	3,380.00	3,120.00	7.7
001-410-6419	TECH SVCS & SUPP/CITY LIB	.00	2,846.42	6,075.00	3,228.58	46.9
001-410-6502	LIBRARY MATERIALS	.00	557.67	1,500.00	942.33	37.2
001-410-6506	OFFICE SUPPLIES-CITY LIBRARY	122.93	122.93	1,000.00	877.07	12.3
001-410-6507	OPERATING SUPPLIES/CITY LIBR	.00	.00	750.00	750.00	.0
001-410-6511	BOOKS/CITY LIB	491.72	1,381.87	5,000.00	3,618.13	27.6
001-410-6512	MAGAZINES-NEWSPAPER/CITY LIB	.00	.00	50.00	50.00	.0
001-410-6513	VIDEO-DVDS/CITY LIB	39.91	102.77	750.00	647.23	13.7
001-410-6514	PROGRAMMING EXPENSE	194.24	333.95	2,550.00	2,216.05	13.1
001-410-6599	MISCELLANEOUS EXPENSE	157.65	157.65	400.00	242.35	39.4
001-410-6758	COMPUTER UPGRADE	.00	.00	1,000.00	1,000.00	.0
	TOTAL LIBRARY	3,904.00	21,449.74	119,406.75	97,957.01	18.0
	TOTAL FUND EXPENDITURES	3,904.00	21,449.74	119,406.75	97,957.01	18.0
	NET REVENUE OVER EXPENDITURES	(3,637.16)	(16,872.21)	(113,906.75)	(97,034.54)	(14.8)

Sergeant Bluff Public Library

Gifts and Donations Policy

This policy summarizes guidelines regarding resources that are shared with the library.

Sergeant Bluff Public Library welcomes monetary donations of any amount and accepts a variety of donated items as long as they are in good condition. These items include hardback, paperback, and board books in good condition, DVDs, puzzles, games, items copyrighted within the last five years, and other items per the discretion of the Library Director and the Board of Trustees.

- Once accepted by Sergeant Bluff Public Library, a gift or donation becomes the property of Sergeant Bluff Public Library and may be used in accordance with policies established by the Board of Trustees.
- Special collections may be accepted only at the discretion of the Library Director or his/her designee. Because a gift or donation becomes the property of the library upon receipt, the library may integrate special collections into the general library collection.
- A gift or donation of cash, physical property, stocks, and/or other resources shall be accepted if conditions related to the gift are acceptable to the Board of Trustees.
- Depending on the nature of the item(s), selected personal property, art objects, portraits, antiques, and related objects may be accepted by Sergeant Bluff Public Library, but this is at the discretion of the Library Director and Board of Trustees. Property that would be more appropriate for a museum, however, will generally not be accepted.
- Sergeant Bluff Public Library will not accept for deposit materials which are not outright gifts.
- Since Sergeant Bluff Public Library is a government entity, a gift to the organization qualifies as a tax deductible donation. For income tax purposes, the library will

issue the donor a gift receipt upon request; the value of donated items will be determined by the donor. Regarding larger donations or gifts, each donor should seek tax advice and/or advice from legal and/or tax professionals.

Questions about donations and gifts may be directed to the Library Director.

REVISED: 09/17/2025

APPROVED: 09/18/2024

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

SERGEANT BLUFF PUBLIC LIBRARY

September 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5 D & D Meeting 12-3pm
6	7 CLOSED	8	9 Wiggle Worms 9:30am	10	11	12 Back to School Story & Craft 1-2pm
13	14 NO School Fun Day LEGO Build 1-3pm	15	16 Wiggle Worms 9:30am Board Mtg 5:30pm	17	18	19 D & D 12-3pm Observe the Moon Night 8-9pm
20	21	22	23 Wiggle Worms 9:30am Library Cursive Club 3-4pm Railroad Safety 4-5pm	24 Stitches & Stories 6-7pm	25	26
27	28 Book Club 7-8pm	29	30 Wiggle Worms 9:30am			

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 Wednesdays-10:15am

SERGEANT BLUFF PUBLIC LIBRARY

October 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Your paragraph text		1	2	3 Emily Mallory Book Folding 9:30am D & D 12-3pm
4	5	6	7 Wiggle Worms 9:30am	8 Holiday Wreath Craft 6-7pm	9	10 Halloween Story & Craft 1-2pm
11	12	13	14 Wiggle Worms 9:30am	15	16	17 Rosie the Riveter Linda McCann Betsinger 2-3pm NO D & D
18	19	20	21 Wiggle Worms 9:30am Board Mtg 5:30pm	22 Stitches & Sp Stories 6-7pm	23	24 Spookifest 2-4pm at Parks & Rec
25	26 Book Club 7-8pm	27	28 Wiggle Worms 9:30am Library Cursive Club 3-4pm	29 Teen Game Night 5-6:30pm	30 No School Fun Day Interactive Movie 1-3pm	31 2nd Annual Howl-o-Ween Parade 11am-noon

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 Wednesdays-10:15am

SERGEANT BLUFF PUBLIC LIBRARY

November 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7 D & D 12-3pm
8	9	10	11	12	13	14 Thanksgiving Story and Craft 1-2pm
15	16	17	18 Board Mtg 5:30pm	19	20	21 Author Jodi Adams Story and activity 1-2pm D & D 12-3pm
22	23	24	25 Library Cursive Club 3-4pm No School- Fun Day Thanksgiving crafts 1-2pm	26 CLOSED	27 CLOSED	28 CLOSED
29	30 Book Club 7-8pm					

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