Sergeant Bluff Public Library Board Meeting
Wednesday, October 21, 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 **9/16/2026**
    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 September 2026

    a. September door count-945
    b. *Last month* August door count-976
    c. *Last year* –September 2025-920
    d. *2 years ago* September 2024-702

    e. Patrons added September-21 (total card holders-2522)
    f. Adult Books: September 2026-143 September 2025-140
    g. Children/Teen Books: September 2026 - 360 September 2025-240
    h. DVDs: September 2026 –12 September 2025-23
    i. Miscellaneous September 2026 -3 September 2025-10

j. **Bridges**

k. audio books: September 2026 – 330 September 2025-330

l. eBooks: September 2026- 149 September 2025-164

i. magazines September 2026 – 14 September 2025-10

m. WhoFi Internet

i. Total monthly usage- 227 visits /894 hours, 41 minutes

ii. *Last Month* –- August– 279 visits / 519 hours, 38 minutes

iii. Unique visitors – September - 88

iv. *Last Month* – August - 92

v. Website Counter- 6592

n. Programs

1. *Children-25(549)*
2. *General Interest -5(31)*
4. *Total- -30 (580)*

UNFINISHED BUSINESS

1. **Director Development**
2. **Strategic Plan**
3. **ASL Workshops**
4. **October Continuing Education- Trustee Training: An Overview of Roles | Part 1: Introduction (11:16 minutes)**

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

NEW BUSINESS

5. **Annual Budget Development**
6. **Fund Raiser with Nothing Bundt Cakes**
7. **Policy Review – Financial Card/StoryWalk**
8. **November Continuing Education –the Most Dangerous BANNED Books Ever**

   https://youtu.be/m0l41akk9ks?si=DMZD5G5ThpvgSB61

Other Business

NEXT MEETING(s): Regular Board Meeting- Wed. November 18, 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 September 2026

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

5695954020----------Google Workplace----------6373(Tele)----------$44.94

MidStep Cleaners—(June and July)----------6409----------$520.00

114-4168229-9968242-------Amazon----------6511(books)----------$168.91

114-3416003-9790660---------Amazon---------6511(books)----------$236.51

114-5230375-2349000---------Amazon---------6511(books)----------$75.07

114-5648721-2297840---------Amazon---------6511(books)----------$7.82

114-0590707-2327403--------Amazon----------6511(books)----------$6.49

114-2541722-1613837--------Amazon----------$189.40
Office Supplies----6506---$21.17
Books----------6511----$168.23

114-7901364-1265000--------Amazon----------6506(Off. Sup.)----------$31.34

114-8417660-6874602--------Amazon----------6502(Lib. Materials) ----------$15.90

114-2133162-5837019--------Amazon----------6511(books)----------$19.25

114-6881398-5185852--------Amazon----------6513(DVDs)----------$67.83

9000380834----------Barnes & Noble------6511(books)----------$86.34

01412144----------Cricut----------6507(Operating Supplies)-------$128.27

05007-49108645----------Canva----------6507(Operating Supplies)------$119.99

AV2026-5----------Jodi Adams----------6514(Programming)----------$200.00

0730032-1----------Longlines----------6373 (Tele)----------$43.40

744310099----------Oriental Trading-----6514(Programmimg)----------$171.20

340964----------IRead----------6215(Summer)----------$305.70

1----------Michelle Martindale----------6514(Programmimg)----------$225.00

September Total----------$2664.36

CITY OF SERGEANT BLUFF
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 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	691.27	2,201.96	.00	(2,201.96)	.0
001-410-4706	GRANTS	.00	1,500.00	.00	(1,500.00)	.0
001-410-4723	PROGRAM REVENUE	.00	900.00	.00	(900.00)	.0
001-410-4799	MISCELLANEOUS REVENUE-CITY LIB	80.00	971.84	.00	(971.84)	.0
	TOTAL LIBRARY	771.27	5,573.80	5,500.00	(73.80)	101.3
	TOTAL FUND REVENUE	771.27	5,573.80	5,500.00	(73.80)	101.3

CITY OF SERGEANT BLUFF
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LIBRARY					
001-410-6010	SALARIES-REG FT	1,816.92	12,718.43	50,555.71	37,837.28	25.2
001-410-6020	SALARIES-REG PT	621.50	3,604.71	.00	(3,604.71)	.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	183.28	1,225.94	5,244.51	4,018.57	23.4
001-410-6130	IPERS-CITY CONTRIBUTION	230.19	1,540.91	6,471.66	4,930.75	23.8
001-410-6150	GROUP INSURANCE	353.16	2,472.12	12,904.87	10,432.75	19.2
001-410-6170	UNEMPLOYMENT	3.38	7.98	200.00	192.02	4.0
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	62.46	333.52	825.00	491.48	40.4
001-410-6409	JANITORIAL EXPENSE	520.00	780.00	3,380.00	2,600.00	23.1
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	143.89	701.56	1,500.00	798.44	46.8
001-410-6506	OFFICE SUPPLIES-CITY LIBRARY	31.34	154.27	1,000.00	845.73	15.4
001-410-6507	OPERATING SUPPLIES/CITY LIBR	119.99	119.99	750.00	630.01	16.0
001-410-6511	BOOKS/CITY LIB	725.28	2,107.15	5,000.00	2,892.85	42.1
001-410-6512	MAGAZINES-NEWSPAPER/CITY LIB	.00	.00	50.00	50.00	.0
001-410-6513	VIDEO-DVDS/CITY LIB	29.25	132.02	750.00	617.98	17.6
001-410-6514	PROGRAMMING EXPENSE	.00	698.95	2,550.00	1,851.05	27.4
001-410-6599	MISCELLANEOUS EXPENSE	1,350.78	1,508.43	400.00	(1,108.43)	377.1
001-410-6758	COMPUTER UPGRADE	.00	.00	1,000.00	1,000.00	.0
	TOTAL LIBRARY	6,191.42	30,952.40	119,406.75	88,454.35	25.9
	TOTAL FUND EXPENDITURES	6,191.42	30,952.40	119,406.75	88,454.35	25.9
	NET REVENUE OVER EXPENDITURES	(5,420.15)	(25,378.60)	(113,906.75)	(88,528.15)	(22.3)

Proposed Policy or Bylaw Addition
Sergeant Bluff Public Library Policy

ARTICLE XX – CREDIT / PREPAID CARD (FINANCIAL CARD) USE

The Sergeant Bluff Public Library wishes to use prepaid / credit card(s) (financial cards) to streamline and enhance the purchase of Library materials and/or services and Public Act 266 of 1995 requires that local units of government adopt a credit card policy. It is the policy of the Sergeant Bluff Public Library that:

• The Library Director(s) shall be responsible for the issuance, monitoring and retrieval of the Library financial cards and for overseeing compliance with this policy. The Library Board member responsible for the library financial accounts shall be responsible for reconciliation of all financial card bills.

• The total combined authorized credit limit of any Library Financial Card shall not exceed $____ or ___% of the total library budget for the current fiscal year.

• Financial cards shall be used only by a designated board member or person holding a position named in this policy at the Sergeant Bluff Public Library and shall be used only for the purchase of goods or services for the official business of the Sergeant Bluff Public Library.

• Limits will be placed on each card based on budget and role of each authorized user. Pre-approval of financial card usage may be required from the Library Board as established within this policy and/or internal guidelines.

• An employee using a Library financial card is responsible for the protection and custody of the card and shall immediately notify the Sergeant Bluff Public Library Board if the card is lost or stolen.

• A representative or employee of the Sergeant Bluff Public Library using a Library financial card must submit a summary of itemized list of goods or services purchased with the card, the cost of purchase, date of purchase and the approval for the purchases to the library board monthly. The original sales receipt must be signed by the cardholder and should be attached to the form.

• The balance due (if not a prepaid card) shall be paid on or prior to the due date from the Library checking account only after review by the Library Board.

• Unauthorized use of a Library financial card(s) by any representative and/or employee shall be cause for disciplinary action up to and including termination and or removal from the board. The representative / employee will be held responsible for the payment of any unauthorized purchases.

• Employees must surrender the Library financial card immediately upon termination, resignation or removal.

Authorized Users of the Library Financial Card(s):

Representatives or employees in the following positions are authorized to use a library financial card under the terms of this policy and under operational direction of and with accountability to the Library Board:

_____
_____
_____
_____
_____
_____
_____

Adopted: _____, 20___ / Revised: _____, 20___
Motion by:
Support:
Adopted: (Y) N

SERGEANT BLUFF
PUBLIC LIBRARY

Sergeant Bluff Public Library

Story Walk Partnership Agreement

Name of Business_____

Address_____ Phone Number _____

Contact Person_____

Email Address_____ Phone Number _____

_____ **24 by 18 Panel -$600/year** (your logo/menu/activities)
Includes 12 full months of advertising.
Can include, but not limited to Logo, Location information, Menu or list of services/ activities and QR code that leads to your website.

_____**24 by 18 Panel - $100/month** (your logo/menu/activities)
Includes 1 full months of advertising.
Can include, but not limited to Logo, Location information, Menu or list of services, activities and QR code that leads to your website.

_____ **Story Collaboration -$ 200/ 28-31 days**

Your logo (size 6in. by 6 in.) and location information on 10 story page panels

partnership noted on Panel #1- "December's story is brought to you by..."

Circle the desired month:

January February March April May June July

August September October November December

Second choice_____

_____**StoryWalk maintenance partners**

Helps fund replacement parts and repairs due to weather.

These will be recognized on panel #1of the StoryWalk

amount $_____

The Sergeant Bluff Public Library reserves the right to choose each month's story. Thank you for supporting the Sergeant Bluff Public Library StoryWalk.